

1. **2017-18 Travel Grant for Teacher Professional Development**
2. **Application Form [Form A]**

|  |
| --- |
|  |

Application date:

This is a restricted Word form. Please do not submit handwritten applications.

**Applicant**

|  |  |
| --- | --- |
| Title (Mr, Mrs, etc) |  |
| Surname |  |
| Given name(s) |  |
| Phone contact (W) |  |
| Phone contact (M) |  |
| Email |  |
| Home address |  |

**Institution**

|  |  |
| --- | --- |
| Institution name |  |
| Your position title |  |
| Institution address |  |
| Telephone |  |
| Load (FTE) e.g 0.7 |  |
| Grades Taught |  |

**Professional Development Event and Travel Details**

Successful applicants will be awarded **actual costs incurred** to a **maximum of $300 or the estimated amount entered below**, whichever is lower.

One way travel distance must be **more than 300km** from home address and within Australia.

|  |  |
| --- | --- |
| Name of PD event |  |
| Date(s) of PD event |  |
| Sector (Gov/Indep/Catholic) |  |
| Location of PD  (venue name and address) |  |
| Distance from home address  (using Google maps) |  |

Travel itinerary, including flight/train/bus numbers, times, and costs

|  |
| --- |
|  |

**Reason for Attending**

In 200 words or less, please explain what you expect to gain by attending the professional development event.

|  |
| --- |
|  |

**Application Checklist (please mark ‘X’)**

I understand and agree to the grant conditions outlined in the grant guidelines document.

I confirm that the above details are true and correct.

I understand that I must submit this form electronically to coordinators@jpf.org.au, and also submit a hard copy to The Japan Foundation, Sydney.

I understand I need to provide a proof of attendance certificate along with receipts and boarding passes, after the PD (FORM B).

I understand I need to complete an evaluation and report form within one (1) month of the PD [FORM C].

Once [FORM B] and [FORM C] have been verified, payment will be made within two (2) weeks.

Applications must be received by 5:00pm on the day of the deadline. The Japan Foundation, Sydney will not take responsibility for internet delays, delivery failures, or loss by postal services.

**Please print, sign and date.**

|  |  |
| --- | --- |
| Applicant signature |  |
| Date |  |