

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

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Application date:

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

**Applicant**

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| 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.

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| --- | --- |
| 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

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**Reason for Attending**

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

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**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 |       |