



## APPLICATION FORM FOR FARMREADY REIMBURSEMENT GRANT

### INFORMATION TO COMPLETE FORM

#### COMPLETING THIS FORM

- All questions must be answered to complete the form.
- Completed forms must be submitted at least **five (5) working days** prior to course commencement for processing. You cannot receive a FarmReady reimbursement without receiving pre-approval before the course commences. The applicant is solely responsible for any outlays made before receiving pre-approval.
- A single form for each applicant is required.

#### LODGING YOUR APPLICATION FORM

Completed Application Forms should be sent by post, fax or email.

Email	admin@farmready.gov.au
Post	The FarmReady Program Administrator ANU Enterprise Pty Ltd The Fulton Muir Building (95) The Australian National University Canberra ACT 0200
Fax	(02) 6103 9098

Payment of the reimbursement grant will be after the successful completion of the training. Incomplete claims or claims missing information may not be eligible for support.

#### **Making a claim after course completion**

Payments will be made subject to the submission of the following within **30 days of the course finish date**. Claims for reimbursement made after this date will not be funded.

- Evidence of participant payment: Copy of itemised Tax invoices and receipts for each cost to be claimed:
  - detailing evidence of course payment, course attendance and completion, courses name, location, training date(s) and time, participant contact details
  - for child care provided, including the name of the carer, number of children, date and hours, rate and total cost
  - for travel, accommodation and meal claims,

Participants should keep a copy of all receipts for their own records

- Evidence of course completion (eg. Certificate of Attainment)
- Fully completed Claim for Reimbursement and Course Review Form.

#### **For more information,**

Visit the FarmReady website <http://www.farmready.gov.au>, or  
Email the Program Administrator on [admin@farmready.gov.au](mailto:admin@farmready.gov.au), or  
Call the Program Administrator on 1800 087 670.

**THIS PAGE IS FOR INFORMATION ONLY**



## APPLICATION FORM FOR FARMREADY REIMBURSEMENT GRANT

(All questions must be answered in order to complete the application)

### SECTION 1: APPLICANT DETAILS *(this is the individual attending the course)*

GIVEN NAME	SURNAME	DATE OF BIRTH
		/ /

Have you already claimed a FarmReady Reimbursement Grant in this financial year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, please provide your FarmReady Participant ID number (if known):	<b>FRA</b>	
Are you an employee of the Commonwealth, State or local government departments and agencies involved in primary production, fishing or forestry?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### RESIDENTIAL ADDRESS

Street Address		
Town	State	Postcode

### POSTAL ADDRESS *(if same as Residential Address, write 'AS ABOVE')*

Street Address		
Town	State	Postcode

### CONTACT DETAILS

Telephone:	Facsimile:
Email:	

### PRIMARY PRODUCTION DETAILS

Business Trading Name:	
ABN:	GST Registered? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>What is the major activity of your farm/fishing/forestry enterprise? (select ONE only)</b> <input type="checkbox"/> Fruit <input type="checkbox"/> Vegetables <input type="checkbox"/> Grain <input type="checkbox"/> Grain/Sheep/Beef <input type="checkbox"/> Sheep/Beef <input type="checkbox"/> Sheep <input type="checkbox"/> Beef <input type="checkbox"/> Dairy <input type="checkbox"/> Aquaculture <input type="checkbox"/> Viticulture <input type="checkbox"/> Pigs <input type="checkbox"/> Poultry <input type="checkbox"/> Cotton <input type="checkbox"/> Sugar <input type="checkbox"/> Forestry <input type="checkbox"/> Other Livestock <input type="checkbox"/> Wild Game Harvesting <input type="checkbox"/> Wild Catch Fishing <input type="checkbox"/> Plant Nurseries and Cut Flowers <input type="checkbox"/> Other _____	
<b>What is your relationship to the business owner? (select ONE only)</b> <small>Indigenous land managers do not need to complete this section</small> <input type="checkbox"/> Self <input type="checkbox"/> Partner <input type="checkbox"/> Immediate family member <input type="checkbox"/> Shareperson <input type="checkbox"/> Manager <input type="checkbox"/> Assistant manager <input type="checkbox"/> Human resource/personnel manager <input type="checkbox"/> Office manager <input type="checkbox"/> Head stockman <input type="checkbox"/> Farm overseer <input type="checkbox"/> Other _____	
<b>What is the size of this property?</b> <small>(Not applicable to fishers, foresters or wild game harvesters)</small>	
_____ Ha	

(All questions must be answered in order to complete the application)

**SECTION 2: COURSE DETAILS**

Approved FarmReady courses are listed on <http://www.farmready.gov.au>

Have you previously attended this course within the last four (4) years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Course Name:</b>			
<b>FarmReady Course Number:</b>			
<b>Course Start date:</b>	/ /	<b>Course Start time:</b>	
<b>Course Finish date:</b>	/ /	<b>Course Finish time:</b>	
<b>Course Location (nearest town):</b>		<b>Course Location (postcode):</b>	

***What is the amount you expect to claim attending this course?***

<b>Item</b>	<b>Amount (\$)</b>	<b>Notes</b>
Course cost		Course fees will be reimbursed up to a maximum of \$1,500 per person per financial year
Associated reasonable costs		Associated reasonable costs (inc travel and childcare) will be reimbursed up to a maximum of \$500 per person per financial year. Associated reasonable costs can only be claimed in conjunction with a course cost. Refer to the FarmReady Guidelines and the "Claim For Reimbursement and Course Review Form" to verify which associated reimbursable costs (travel costs) are eligible to claim.

## AUTHORISATION / DECLARATION OF APPLICANT

I declare that: *(tick as appropriate)*

I am a **primary producer** – defined as a person who is an owner/operator, immediate family member of the owner, or in a management position<sup>1</sup> of a primary production enterprise (farming, fishing and forestry) as determined by the Australian Taxation Office. The enterprise has an Australian Business Number (ABN);

**OR**

I am an **Indigenous land manager** - defined as those involved in the management decisions for Indigenous lands that are zoned for rural purposes, or outside existing control plan areas, if the land is owned, managed, controlled or operated by an Indigenous community, corporation or trust; or an Aborigine or Torres Strait Islander.

### I acknowledge that:

- The information provided about the participants referred to in this application is held and dealt with in accordance with the Information Privacy Principles under the Privacy Act 1988 and will only be used for the purposes of this application and the administration of the FarmReady program;
- I can gain access to personal information which is held about me, except in certain circumstances specified in legislation;
- Failing to provide some or all of the information required may result in this application not being processed or approved.
- The information given in this application is true and correct.
- I agree to provide such supplementary information as may be requested and authorise the department to obtain any further information from the training provider.
- The amount I am claiming is accurate and will not result in a material gain to me or my employer. In addition, I declare that should I receive any other form of financial assistance to attend this training activity, this will be detailed in my Claim for Reimbursement and that in total with the FarmReady reimbursement, these funds will not exceed the cost of the course.
- I agree to participate in follow up surveys or case studies if requested at the completion of this training activity.

### Signature:

(or type name if submitting electronically) .....

### Date:

*Disclaimer: Participation in the FarmReady program is voluntary and at the Applicant's own risk. Accordingly, the Commonwealth of Australia and the FarmReady Administrator accept no liability or responsibility, to the extent permitted by law, for any loss (economic or otherwise) or injury, including loss or injury caused by negligence, to any person as a result of undertaking the course or their involvement with the Training Provider or them acting or refraining from acting on any outcomes from the course. Applicants should discuss any insurance concerns directly with their chosen Training Provider.*

*Disclaimer: Courses are registered under the FarmReady program if they meet the requirements as set out in the program guidelines. Although, the FarmReady Program is funded by the Commonwealth of Australia, the Commonwealth of Australia is not responsible for, and does not necessarily endorse the course content and materials provided by, or the views expressed by, the Training Provider. The Training Provider is an external service provider and does not represent or act on behalf of the Commonwealth of Australia.*

<sup>1</sup> 'Management positions' include, but not limited to, assistant managers, human resource/personnel managers, office managers, head stockmen and farm overseers.