



**2016-17 Travel Grant for Teacher Professional Development  
Application Form [Form A]**

Application date:

This is an electronically-fillable PDF form. Please do not submit handwritten applications. Contact us if you have trouble filling in the form.

**Applicant**

Title	
Surname	
Given name(s)	
Phone contact (W)	
Phone contact (M)	
Email	
Home address	

**Institution**

Name	
Address	
State	
Telephone	
Position	

Load (FTE)	
Grades Taught	

**Funding Request**

Applications are able to claim partial costs up to \$300 for travel distances between 300-500km, and up to \$500 for over 500km.

Name of PD event	
Sector (State/Independent/Catholic)	
Location of PD	
Total cost of return transport from home	
Total accommodation cost	
Estimated total cost	

**Itinerary Details**

Please provide your travel itinerary, including:

- Flight/train/bus/other numbers, times, and costs
- Hotel name and location, cost per night, etc.

**Other funding**

Will you be receiving any other funding to attend this PD from any other source? This includes, but is not limited to, school, department, Catholic Education Office, Language Teachers' Association. If so, please outline below. The Japan Foundation reserves the right to check with other grant providers.

**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](mailto: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.

<b>Applicant signature</b>	
<b>Date</b>	