



**2016-17 TRAVEL GRANT FOR
FOR TEACHER PROFESSIONAL DEVELOPMENT**

Guidelines

(for events between April 2016 and March 2017)

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- Purpose:** This grant provides funding for travel and accommodation costs associated with attending conferences, seminars, and other professional development sessions for the purpose of improving one's Japanese language teaching skills and expanding networking opportunities.
- Amount:** Up to \$300 for professional development events held 300km – 500km from applicant's home
Up to \$500 for professional development events held over 500km from applicant's home
- Deadline:** One month before event (event must be within the Japanese financial year, i.e. April 2016 – March 2017)

All enquiries should be directed to coordinators@jpf.org.au.

Outline/Grant coverage

This grant program is to support the attendance of Australian teachers of Japanese at conferences or seminars, or other professional development sessions related to the furthering of Japanese language education in Australia. The grant provides a monetary contribution towards the cost of return transport (flights/train/bus etc.) and accommodation for attending distant professional development events within the applicant's home state or interstate.

Note that receiving this grant does not automatically register applicants for any seminar or conference: successful applicants will still be required to register with the relevant organisation and pay where required.

Applicants attending The Japan Foundation Sydney's Intensive Seminars may apply for transport costs only as accommodation is already provided as part of the seminar.

Grant amounts will be decided (upon screening) according to distance, up to \$300 or \$500 per applicant. The grant is intended to partially cover costs with applicants expected to contribute the gap. Applicants are expected to seek out the most cost-effective options.

Grant money will be paid in full to applicants after the conference or seminar once all required documentation has been received. Grantees will be required to submit proof of attendance in the form of an attendance certificate or letter from the organising body, along with receipts and boarding passes. Grantees must also submit a report within one (1) month of the close of the PD event. Grant money will not be paid to successful applicants who fail to do so.

Please note that transport or accommodation booked using reward points etc. will not be reimbursed (except for any monetary co-payment paid when booking).

If actual costs become larger than the grant amount offered, the grant amount offered will be the maximum amount reimbursed (it cannot be increased). Conversely, if actual costs are less than the grant amount offered, then this lesser amount will be paid.

Examples of the kinds of professional development events that can be attended using this grant can be seen at the end of these guidelines.

Eligibility

Applications are accepted from teachers of Japanese from all Australian state and territories. Applicants who are currently employed as educators must be teaching a minimum of three (3) hours of Japanese language per week.

This grant has a limited number of places, and we recommend applicants first seek financial support from their school, sector or teachers' association. Applicants may be rejected if the quota has been reached.

Grants will be approved or rejected at The Japan Foundation Sydney's discretion and deliberation will not be entered into.

Application procedure

Step 1

Application Form [*Form A*] is to be filled out by the applicant. Applicants will need to answer questions about their current employment, funding request, and why they wish to attend the event.

Step 2

Applications are to be sent via email to coordinators@jpf.org.au.

Step 3

Hard copies are then to be delivered or brought by hand to:

Travel Grants
The Japan Foundation, Sydney
Mail Box 76, Central Park
28 Broadway
Chippendale NSW 2008

Applicants are required to notify The Japan Foundation, Sydney immediately if any information in their submission changes. Failure to do so may result in the revocation of the grant.

Step 4

You will be notified via email within one (1) month if your application has been approved.

Step 5

Complete reimbursement form [*Form B*] (this will be emailed to you) and attach any documentation verifying your transport to the conference (boarding passes, receipts, etc.), and make sure you have obtained a certificate of attendance from your PD organiser.

Step 6

Complete report form [*Form C*] (this will also be emailed to you), evaluating the grant and the usefulness of the professional development event attended.

Step 7

Send electronic/scanned copies of the reimbursement form and report form [Forms B & C] to coordinators@jpf.org.au, This should be done no later than one (1) month after the end of the PD event.

Step 8

Submit hard copies of Forms B and C to:

Travel Grants
The Japan Foundation, Sydney
Mail Box 76, Central Park
28 Broadway
Chippendale NSW 2008

Please note:

Application Screening

All submissions will be screened as received by a review panel at The Japan Foundation, Sydney. The screening process will not be made public.

Payment

Successful applicants will be paid by bank transfer within two (2) weeks of receiving final confirmation of attendance and all necessary paperwork has been completed.

All paperwork and payments must be finalised by the end of March 2017.

Disclosure of Information

Information pertaining to projects supported by The Japan Foundation, Sydney (including, but not limited to, name of applicant, event description, nature of support provided) may be made public in public relations materials published by The Japan Foundation, Sydney.

Deadlines

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| April 2016 | Applications open |
| 28 February 2017 | Last application accepted |
| 15 Mar 2017 | Last day for successful applicants to submit FORMS B and C |

Major PD Conferences around Australia in 2015

- Please use this list as a reference as to the kind of professional development events around Australia which you may use the travel grant to attend. Please note that it is for reference only and not exhaustive.
- Please confirm 2016 dates and registration eligibility with the relevant provider.

| State | Organiser | Conference | Date |
|-------|--|---|---------------------|
| ACT | - | - | - |
| NSW | NSW DEC | Professional Learning Conference | 29-30 May 2015 |
| NSW | JTAN | AGM Workshop | 17 Oct 2015 |
| NSW | The Japan Foundation, Sydney | Intensive Seminar for Primary Teachers | 28 Sep – 1 Oct 2015 |
| NSW | The Japan Foundation, Sydney | Intensive Seminar for Secondary Teachers | 18-21 Jan 2016 |
| NT | - | - | - |
| QLD | Brisbane Catholic Education & Independent Schools Queensland | All Languages Teachers Professional Development Day | 20-21 Feb 2015 |
| QLD | Catholic Education Services, Cairns | Japanese Immersion Day | 20 May 2015 |
| QLD | Catholic Education Services, Townsville | Language Proficiency | 19 May 2015 |
| SA | JLTASA | 2015 JLTASA Conference | 9 May 2015 |
| TAS | JATNET | Japanese Teachers' Conference 2015 | 31 Jul – 1 Aug 2015 |
| VIC | JLTAV | 2015 JLTAV State wide Conference | 17-18 April 2015 |
| WA | JLTAWA | JLTAWA Annual Conference | 21 March 2015 |