

# Professional Development Subsidy Application Form

## Form Preview

## Professional Development Subsidy

Building capacity within the community sector is a key goal of City of Melbourne's [Community Grants and Partnerships Framework](#).

The professional development subsidy allows local not for profit community organisations to nominate professional development opportunities that will enhance the delivery of outcomes for the community.

Organisations can nominate workshops, training sessions, structured mentoring, conference attendance or other type of professional development opportunity for subsidy through this fund.

### Eligibility

To be eligible to apply for this subsidy applications must be from;

- A not-for-profit community organisation on behalf of an employee, board/committee member or volunteer; and
- An organisation that is based in and provides services to the [City of Melbourne](#) community.

### Conditions of subsidy

- City of Melbourne will subsidise up to 100 per cent of the cost of the proposed professional development opportunity to a maximum of \$800 per application.
- Organisations are eligible for subsidies of up to a maximum of \$2000 per year.
- You will need to demonstrate the impact this opportunity will have for the participant (the participant is the person who will be undertaking the professional development opportunity), your organisation and the community.
- Related costs such as transport, food or salaries cannot be subsidised.
- Funds will be paid to the applicant organisation. City of Melbourne reserves the right to make alternative financial arrangements (for example if several organisations wish to attend the same opportunity and a group buy discount applies).
- If the participant does not attend the professional development opportunity, the subsidy must be repaid to the City of Melbourne.
- A short acquittal report will be requested post-event, and proof of expenditure will need to be provided.

### Application process

- Applications can be made at any time, but should be made at least eight weeks ahead of the professional development opportunity.
- Applications are assessed on a quarterly basis with cut-off dates being
  - 30 April 2020 for opportunities taking place after 1 June 2020
  - 25 July 2020 for opportunities taking place after 1 September 2020
  - 16 October 2020 for opportunities taking place after 1 December 2020
  - 15 January 2021 for opportunities taking place after 1 March 2021

## Eligibility

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\* indicates a required field

**Is your organisation based in the City of Melbourne? \***

- Yes  No

**If you answered no to this question your organisation is not eligible to apply for this program**

**Is the organisation applying a not for profit? \***

- Yes  No

**If you answered 'no' to this question your organisation is not eligible to apply for this program.**

**Is your organisation registered as; \***

- an Incorporated body
- an Australian Public Company Limited by Guarantee
- a Cooperative
- a Charitable Foundation
- None of the above

**To be eligible your organisation ABN must be registered as one of the organisation types above**

**Which relationship does the participant have to the organisation \***

- Employee
- Volunteer
- Board / committee member
- None of the above

**If the participant does not have one of the above relationships to the organisation they are not eligible for this program**

## Applicant details

\* indicates a required field

Organisation details

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**Organisation name \***

Organisation Name

**Street address \***

Address

  

**Postal Address \***

Address

  

If you are using a PO Box click into the box above and select "Can't find address?", you can then manually enter your address

**Phone number \***

If using a landline number please include the area code (03)

**General email \***

**Website \***

Must be a URL.

**ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Contact person

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**Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \***

**Phone Number \***

If using a landline number please include the area code (03)

**Mobile phone number**

**Email \***

**Is the participant the same person as the contact? \***

Yes  No

### Participant details

**Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position \***

**Phone Number \***

If using a landline number please include the area code (03)

**Mobile phone number**

**Email \***

### Professional development details

\* indicates a required field

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**What tasks does the participant undertake for the organisation? \***

Word count:

Must be no more than 100 words.

**What area/s does the participant need development in to increase their effectiveness in their role? \***

Word count:

Must be no more than 120 words.

**How will this development opportunity impact the City of Melbourne community and your organisation? \***

Word count:

Must be no more than 120 words.

**Provide details of the development opportunity \***

Must be no more than 150 words.

Provide a short description (100 words recommended) of your project - what are you out to do?

**When will the development opportunity take place?**

Applications should be made at least six weeks ahead of the professional development opportunity.

**Start date \***

**Completion date \***

**Provide either a document or link to a website with more information on the opportunity**

Attach a file:

**Website**

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Must be a URL.

### Budget

\* indicates a required field

- Include only costs for the professional development opportunity. You can include additional costs such as travel, wages etc in the 'Additional Costs' table below.
- The amount requested from the City of Melbourne cannot exceed \$800 (ex GST).
- Include any cash contribution made by the participant or from any other source.
- If your organisation is registered for GST, state amounts as exclusive of GST
- If your organisation is NOT registered for GST, state amounts inclusive of GST

Income	\$	Expenditure	\$
City of Melbourne subsidy	\$	Course fees	\$
Your organisations contribution			
Participants contribution			

### Budget Totals

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

**Provide a quote etc to demonstrate the cost of the opportunity \***

Attach a file:

### Additional costs

Expenditure	\$
Travel	\$
Wages	

### Budget Totals

**Total Expenditure Amount**

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\$

This number/amount is calculated.

## Declaration

\* indicates a required field

### Privacy Statement

The City of Melbourne is committed to protecting your privacy. The information requested on this form is being collected by City of Melbourne for the purpose of assisting with the management of applications for grants, sponsorships and subsidies. All information collected is securely stored in Smartygrants and City of Melbourne computer systems. The personal information will be disclosed to assessment panel members for the purpose of assessing your application. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, Council may have difficulties in contacting you in a timely manner in relation to your application. If you wish to alter any of the personal information you have supplied to City of Melbourne, please contact Council via telephone 9658 9658 or email [contact@melbourne.vic.gov.au](mailto:contact@melbourne.vic.gov.au)

You can [view the City of Melbourne Information Privacy Policy](#) on our website.

By submitting an application you consent to council publishing the successful applicant's name, project name and description and amount funded on our website. This information may also be used for promoting the City of Melbourne's grant program more generally.

### Declaration

I hereby apply for funding for a Professional Development Subsidy and acknowledge that if successful in this application we agree to comply with the guidelines set out by the City of Melbourne and to submit necessary acquittal documentation when the activity has been completed.

I also acknowledge that all details supplied in this application form and in the attached documents are true and correct and that the application has been submitted with the full knowledge and support of the Committee of Management of the applicant organisation.

**I agree to the above terms and conditions \***

Yes

**Name \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Position \***

**Date \***

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