

SIR JOHN MORRIS MEMORIAL TRUST FUND

Application Form
for all Grants
(as at March 2018)

All Grant Applications	
1. Personal details:	
Name of applicant:	
Address (home):	
Contact No: Home or mobile	(03)
Work	
2. Employment details:	
Employment position held:	
Name of employer:	
Employer's address:	
Supervisor's name:	
Contact number:	(03)
3. Details of Event:	
Name:	
Dates:	
Role (if any):	
4. Other Non-General Grant:	
Travelling Scholarship: Currently not available. This section will be updated when Travelling Scholarship is re-instated	
5. Purpose of application (attach copies of relevant documents eg: conference brochure)	
6. Professional benefits anticipated: (attach sheets detailing the benefits expected) a) to the applicant, b) to the employer and c) to the profession	
7. Statement of Supplier Form must be completed and attached.	
8. Recommendation (a) A statement of support for the application should be obtained from a supervisor, referee, or senior professional, and attached.	

9. Estimated costs of proposed activity:	\$
DOCUMENTATION MUST BE PROVIDED	
a. Please indicate amount/percentage being funded despite this application	
b. Source of funding stated in 9a. above	
c. Airfares to: _____ from: _____	
Cheapest Fare: \$ _____ Amount claimed: \$ _____	
d. Accommodation allowance at: \$ _____ for _____ nights (Max. amount is deemed the Tasmanian State Sector Travel Allowance rate as published on the Department of Education website, this amount should exclude any meals covered within the conference costs. Quotes for accommodation less than this maximum amount can be provided as part of this application.)	
e. Registration Fee	
f. Other Transport Costs (cannot exceed \$100 without substantiation)	
g. Other (please specify): _____	
Total Estimated Cost*:	

** Applicants for travelling scholarships only - if the total estimated cost of your trip is greater than the amount of the scholarship, please acknowledge this in your application and add a clause stating "If the grant awarded for the proposed study trip does not cover the actual costs, I am prepared to arrange for funds separate to the Trust funds to be made available".*

<p>Signature of applicant:</p> <p>_____</p> <p><i>I agree that the information provided in this Grant Application is true and correct.</i></p>	<p>Date of application:</p> <p>____/____/____</p>
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ALLOWANCE FOR TRAVEL						
Destination	Accommodation \$	Breakfast \$	Lunch \$	Dinner \$	Incidental \$	Total per day \$
Adelaide	157.00	27.05	30.45	51.85	19.35	285.70
Brisbane	205.00	27.05	30.45	51.85	19.35	333.70
Canberra	168.00	27.05	30.45	51.85	19.35	296.70
Darwin	216.00	27.05	30.45	51.85	19.35	344.70
Melbourne	173.00	27.05	30.45	51.85	19.35	298.95
Perth	203.00	27.05	30.45	51.85	19.35	328.95
Sydney (& Overseas)	185.00	27.05	30.45	51.85	19.35	310.95
Tasmania	138.00	27.05	30.45	51.85	19.35	266.70
*Please only add these in if NOT included in cost of conference/seminar					#Only add in if applicable	

APPLICANTS FOR TRAVELLING SCHOLARSHIPS ONLY

Please attach information with regard to the following:

10. Proposed itinerary with arrival and departure dates from each site.
11. Details of objectives and expected outcomes of each program, where a number of sites/locations are to be visited.
12. Specific program at each site, including unique features of each and contact personnel responsible for professional program and practical arrangements.

13. Curriculum vitae outlining educational qualifications, work experience, training and conferences attended, and any other background information considered relevant to the application.

Please direct queries to:

The Secretary
State Library and Archives Trust
State Library of Tasmania
91 Murray Street
HOBART TAS 7000

Email: secretary.slat@education.tas.gov.au

Personal Information Protection Statement

Personal information will be collected from you for the purpose of administering the Sir John Morris Memorial Trust fund and will be used by the State Library and Archives Trust for assessing your application and responding to you with their decision. The information may be also used for statistical or reporting purposes.

LINC Tasmania may be unable to process your application if you do not provide this information.

Your personal information will be used for the primary purpose for which it is collected and will be managed in accordance with the *Personal Information Protection Act 2004*. It may be accessed by the individual to whom it relates on request to the State Library and Archives Trust. You may be charged a fee for this service.

You can obtain a copy of the department's Personal Information Protection Policy on request to LINC Tasmania or on <https://www.education.tas.gov.au/documentcentre/Documents/Personal-Information-Protection-and-Your-Right-to-Information-Policy.pdf>