

SIR JOHN MORRIS MEMORIAL TRUST FUND

Application Form
For all Grants
(As at October 2020)

All Grant Applications		
1. Personal details:		
Name of applicant		
Address (home):		
Contact No.:	Home or Mobile	(03)
	Work	(03)
2. Employment details:		
Employment position held:		
Name of Employer:		
Employer's address:		
Supervisor's name:		
Contact No.:		(03)
3. Detail of Event:		
Name:		
Dates:		
Role (if any):		
4. Other Non-General Grant:		
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: \$ _____

Accommodation	At \$	for	_____	nights	=\$
Breakfast	At \$28.15	for	_____	nights	=\$
Lunch	At \$31.65	for	_____	nights	=\$
Dinner	At \$53.90	for	_____	nights	=\$
Incidentals	At \$20.05	for	_____	nights	=\$

Total Estimated Cost

(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 applications)

d. Registration Fee:

e. Other Transport Costs (cannot exceed \$100 without substantiation):

f. Other (please specify):

Total Estimated Cost

Signature of applicant:

Date of application:

 I agree that the information provided in this Grant Application is true and correct.

_____/_____/_____

ALLOWANCE FOR TRAVEL						
Destination	Accommodation \$	Breakfast \$	Lunch \$	Dinner \$	Incidental \$	Total per Day \$
Adelaide	157.00	28.15	31.65	53.90	20.05	290.75
Brisbane	175.00	28.15	31.65	53.90	20.05	308.75
Canberra	168.00	28.15	31.65	53.90	20.05	301.75
Darwin	220.00	28.15	31.65	53.90	20.05	353.75
Melbourne	173.00	28.15	31.65	53.90	20.05	306.75
Perth	180.00	28.15	31.65	53.90	20.05	313.75
Sydney (& Overseas)	188.00	28.15	31.65	53.90	20.05	321.75
Tasmania	147.00	28.15	31.65	53.90	20.05	280.75
*Please only add these in if NOT included in cost of conference/seminar					#Only add in if applicable	

Personal Information Protection Statement – Personal information is collected from you for the purpose of obtaining consent to publish photographs, audio or video footage to be used in printed or electronic Tasmanian government publications. Personal information is managed in accordance with the Personal Information Protection Act 2004. You may access your personal information by application to the business unit named above. You can obtain a copy of the department’s Personal Information Protection Policy at <http://www.education.tas.gov.au/dept/about/legislation/pip/policy>