

Application Form for Pre-Approval for a FarmReady Reimbursement Grant

The information you provide in this form will be used to decide whether you are pre-approved to attend your chosen course. You will need this pre-approval when you submit a claim for reimbursement (see below).

Pre-approvals are only valid for the specific course detailed in this form and expire 3 months after the Course Finish date or 31 May 2012, whichever comes first.

How do I complete this form?

- Answer all of the questions on the form
- Submit the completed form at least **5 working days** before your course starts
- Each form is for **one** person to attend **one** course – use separate forms for each person and each course

How do I claim my reimbursement?

- Finish the course we pre-approved you to attend
- Complete a **Claim Form** (not this form)
- Attach your evidence of completion (certificate), tax invoice and proof of payment (receipt) from the course, plus receipts for any associated costs you wish to claim
- Submit the form and all the supporting documents to FarmReady within **30 days** of the end of the course
- Keep a copy of all documents for your own records

How do I submit this form?

Forms must be submitted by the person attending the course or their employer. Forms cannot be submitted by a Training Provider.

Completed forms can be sent by post, fax or email.

Email admin@farmready.gov.au

Post The FarmReady Program Administrator
ANU Enterprise Pty Ltd
The Fulton Muir Building (95)
The Australian National University
Canberra ACT 0200

Fax 02 6103 9098

Where can I get more information?

Internet www.farmready.gov.au
Email admin@farmready.gov.au
Phone 1800 087 670



Application Form

FarmReady
Australia's Farming Future

ABOUT THE COURSE ATTENDEE

FIRST NAME	LAST NAME	DATE OF BIRTH
		/ /
Have you applied to FarmReady before? <i>IF YES, PLEASE PROVIDE YOUR FARMREADY APPLICANT NUMBER: (THIS CAN BE FOUND IN THE PRE-APPROVAL NOTIFICATION FROM FARMREADY)</i>		FRA
Do you work for a Commonwealth, State or Local Government department or agency involved in primary production, fishing or forestry? <i>IF YES, YOU ARE NOT ELIGIBLE UNDER FARMREADY</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
RESIDENTIAL ADDRESS (REQUIRED)		
Street Address/Property Name		
Town	State	Postcode
POSTAL ADDRESS (IF THE SAME AS RESIDENTIAL, WRITE 'AS ABOVE')		
eg PO Box		
Town	State	Postcode
CONTACT DETAILS		
Telephone:	Facsimile:	
Email:		

ABOUT THE PRODUCTION ENTERPRISE

ABN (REQUIRED):	Registered for GST?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Business Trading Name:		
What is the size of this property? _____ Hectares	<i>NOT APPLICABLE TO FISHERS, FORESTERS OR WILD GAME HARVESTERS</i>	
What is the major activity of your enterprise? (tick ONE)		
<input type="checkbox"/> Fruit	<input type="checkbox"/> Dairy	<input type="checkbox"/> Grain
<input type="checkbox"/> Vegetables	<input type="checkbox"/> Pigs	<input type="checkbox"/> Sheep
<input type="checkbox"/> Viticulture	<input type="checkbox"/> Poultry	<input type="checkbox"/> Beef
<input type="checkbox"/> Plant Nursery/ Cut Flowers	<input type="checkbox"/> Aquaculture	<input type="checkbox"/> Sheep/Beef
<input type="checkbox"/> Other (GIVE DETAILS): _____	<input type="checkbox"/> Other Livestock	<input type="checkbox"/> Grain/Sheep/Beef
<input type="checkbox"/> Forestry	<input type="checkbox"/> Cotton	<input type="checkbox"/> Sugar
	<input type="checkbox"/> Wild Catch Fishing	<input type="checkbox"/> Wild Game Harvesting
What is your position in this enterprise? (tick ONE)		
<input type="checkbox"/> Business owner	<input type="checkbox"/> Business partner	<input type="checkbox"/> Immediate family
<input type="checkbox"/> Manager	<input type="checkbox"/> Assistant manager	<input type="checkbox"/> HR/personnel manager
<input type="checkbox"/> Head stockman	<input type="checkbox"/> Farm overseer	<input type="checkbox"/> Share farmer
<input type="checkbox"/> Indigenous Land Manager	<input type="checkbox"/> Other (give details) _____	

RECEIVED DATE

ELIGIBILITY IS RESTRICTED TO INDIGENOUS LAND MANAGERS **OR** PRODUCERS, THEIR IMMEDIATE FAMILY AND THEIR MANAGEMENT STAFF

ABOUT THE COURSE

THE COURSE MUST BE FARMREADY-REGISTERED.

YOU CAN CHECK AT WWW.FARMREADY.GOV.AU OR CALL 1800 087 670

Course Name:			
Course Number:	FRTC		
Have you attended this course in the last four years? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>IF YES, THIS COURSE IS NOT ELIGIBLE UNDER FARMREADY</i>			
Start date:		Start time:	
Finish date:		Finish time:	
Course town:		Course postcode:	
Is this the closest location where the course is available? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>IF NO, YOU MUST EXPLAIN WHY YOU CHOSE THIS LOCATION:</i>			

How much do you expect to claim for this course? <i>THIS IS AN ESTIMATE FOR BUDGETING PURPOSES, NOT A GUARANTEE OF PAYMENT</i>		
Course cost:	\$	We will reimburse 65% of what you paid or 100% for Indigenous Land Managers, up to \$1,500 per person per financial year
Associated costs: <i>SEE BELOW FOR DETAILS</i>	\$	up to \$500 per person per financial year, subject to Program Guidelines and receipts

ASSOCIATED COSTS THAT CAN BE CLAIMED ARE:

- Car travel if the distance from home to the training venue is more than 150 km one way
- Air travel in economy class at the 'best fare of the day'
- Bus or train travel in an economy seat
- Accommodation when:
 - training is more than 150 km one way from your home **and** starts before 9am and/or finishes after 5pm
 - you need to attend a specific live-in course
- Meals, up to \$100 per day per person
- Child care, up to \$50 per child per day (for up to 2 children) and up to \$25 for each additional child

RECEIPTS ARE REQUIRED FOR ALL ASSOCIATED COSTS EXCEPT CAR TRAVEL

PLEASE REMEMBER:

- The amount you claim for this course will reduce your available grant balance of \$1500 for this financial year
- Products and methods recommended by a trainer may not be appropriate for your property or specific circumstances

AUTHORISATION BY APPLICANT

By submitting this form, I acknowledge that:

- The information provided about the participant referred to in this application is held and dealt with in accordance with the Information Privacy Principles under the Privacy Act 1988 and will only be used for the purposes of this application and the administration of the FarmReady program
- I can gain access to personal information which is held about me, except in certain circumstances specified in legislation
- Failing to provide some or all of the information required may result in this application not being processed or approved

and

- I agree to provide such supplementary information as may be requested and authorise the department to obtain any further information from the training provider
- I agree to participate in follow up surveys or case studies if requested at the completion of this training activity

DECLARATION OF APPLICANT

I declare that I am (*tick ONE*)

a **primary producer**

defined as a person who is an owner/operator, immediate family member of the owner, or in a management position¹ of a primary production enterprise (farming, fishing and forestry) as determined by the Australian Taxation Office. The enterprise has an Australian Business Number (ABN)

an **Indigenous land manager**

defined as those involved in the management decisions for Indigenous lands that are zoned for rural purposes, or outside existing control plan areas, if the land is owned, managed, controlled or operated by an Indigenous community, corporation or trust; or an Aborigine or Torres Strait Islander.

- If I receive any other form of financial assistance to attend this training activity, this will be detailed in my Claim for Reimbursement and that in total with any FarmReady reimbursement, these funds will not exceed the cost of the course.
- The information given in this application is true and correct

Signature:

(TYPE NAME IF SENDING BY E-MAIL)

Date:

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Disclaimer: Participation in the FarmReady program is voluntary and at the Applicant's own risk.

Accordingly, the Commonwealth of Australia and the FarmReady Administrator accept no liability or responsibility, to the extent permitted by law, for any loss (economic or otherwise) or injury, including loss or injury caused by negligence, to any person as a result of undertaking the course or their involvement with the Training Provider or them acting or refraining from acting on any outcomes from the course. Applicants should discuss any insurance concerns directly with their chosen Training Provider.

Disclaimer: Courses are registered under the FarmReady program if they meet the requirements as set out in the program guidelines. Although the FarmReady Program is funded by the Commonwealth of Australia, the Commonwealth of Australia is not responsible for, and does not necessarily endorse the course content and materials provided by, or the views expressed by, the Training Provider. The Training Provider is an external service provider and does not represent or act on behalf of the Commonwealth of Australia.

¹ 'Management positions' include, but are not limited to, assistant managers, human resource/personnel managers, office managers, head stockmen and farm overseers.