

Sponsorship & Subsidy Scheme Information

The Families First Learning and Development Projects invite applications for the Families First Learning and Development Sponsorship and Subsidy Scheme. It is open to small non-government organisations working with families with children 0-8 years of age.

<p><u>Sponsorship Scheme:</u> The Sponsorship Scheme is for workers to attend learning opportunities relevant to Families First priorities other than those delivered locally by the Families First Learning & Development projects.</p>	<p><u>Subsidy Scheme:</u> The Subsidy Scheme is for services requiring essential relief staff in order to attend learning and development opportunities delivered locally by the Families First Learning & Development Projects.</p>
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Purpose: To support and encourage workers through learning and development opportunities. **Who can apply:** Small Non-government Organisations (funding under \$500,000) working with families with children 0 – 8 years. **How to apply:** Applications and supporting documentation may be lodged electronically via e-mail or as hard copy via post or fax.

Guidelines: Family Worker Training + Development Programme Inc. is responsible for the allocation of funding for the Families First Sponsorship and Subsidy Scheme. Services can apply for up to \$200.00 of sponsorship per financial year, and up to \$200.00 of subsidy per financial year. Only services situated and working with communities within the DoCS Metro West Region will be considered. This scheme is only for the cost of the learning opportunity and will not include travel or accommodation expenses or tertiary qualification courses. Only completed application forms with all the relevant supporting documentation attached will be considered. It is suggested that information gained by accessing the Sponsorship and Subsidy Scheme must be shared with other staff from the service and with Interagencies or service network groups in which the service participates.

Process:

1. A Families First Learning and Development application form is completed by the service manager.
2. The application must be forwarded with supporting documentation for its consideration and decision and the service manager is advised of the outcome within a sufficient timeframe to allow registration and attendance at the learning opportunity.
3. The service pays for the worker to attend learning opportunity and receives receipt for payment of registration.
4. The worker attends learning opportunity.
5. The worker completes the Post Learning Opportunity Evaluation Form.
6. **Sponsorship:** Service manager invoices FWTDP for up to a maximum of \$200.00, including a copy of the original receipt for registration.
7. **Subsidy:** Service Manager invoices FWTDP for up to a maximum of \$200.00, including a supporting letter stating the amount paid for relief staff.
8. Invoice, registration receipt and post conference evaluation are forwarded to the Families First Learning and Development Project Worker.
9. Families First Learning and Development Sponsorship/Subsidy Scheme reimburses the amount.

If you would like to make application for either a subsidy or sponsorship, contact FWTDP for the required application form(s). Completed Subsidy and/or Sponsorship application forms are required at least **2 weeks** prior to the related training session.

Training Registration Forms and Subsidy & Sponsorship Application Forms can also be downloaded from our Website: www.fwtdp.org.au



**Families First Learning and Development
Sponsorship and Subsidy Application Form**

ABN: 54 960 560 044

(Please retain a copy of this form for your own records)

Service Details

Manager's name :

Service Name:

Service Address:

Telephone: Mobile:

e-mail:

Fax:

Details of Staff Attending Families First Learning and Development Opportunity

Name:

Position Held:

Please tick Sponsorship Subsidy

Learning and Development Opportunity

Title:

Date/s:

Cost:

Amount to be Reimbursed: (for sponsorship only)

Hours Relief Staff Required: Amount to be paid: (for subsidy only)

Manager's Signature: _____ Date: _____

Please ensure you have attached the relevant supporting documentation (copy of the registration form and program or learning opportunity outline) with this application to assist us with the assessment process.

Office Use Only: Date Received:	Details recorded on data base: YES / NO Reference Code: _____ Initial:
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