



## Sponsorship & Subsidy Scheme Information

The Families NSW Learning and Development Projects invite applications for the Families NSW Learning and Development Sponsorship and Subsidy Scheme

<p><b>Sponsorship Scheme:</b> For workers to attend learning opportunities relevant to Families NSW priorities other than those delivered locally by the Families NSW Learning &amp; Development Projects.</p>	<p><b>Subsidy Scheme:</b> For services requiring essential relief staff in order to attend learning and development opportunities delivered locally by the Families NSW Learning &amp; Development Projects.</p>
--	--

**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. Only services situated and working within the DoCS Metro West Region will be considered.

**How to apply:** Applications and supporting documentation may be lodged electronically via e-mail or as hard copy via post or fax.

### Guidelines:

FWTDP is responsible for the allocation of funding for the Families NSW Sponsorship and Subsidy Scheme. Services can apply for up to \$200.00 (excluding GST) of sponsorship or subsidy per financial year.

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 be shared with other staff from the service and with Interagencies or service network groups in which the service participates.

### Process:

1. A Families NSW Learning and Development application form is completed by the service manager.
2. The application must be forwarded with supporting documentation for its consideration and approval. The service manager will be 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 then completes the Post Learning Evaluation Form.
- 5a. Sponsorship: Service manager invoices FWTDP for up to a maximum of \$200.00 (excluding GST), including a copy of the original receipt for registration.
- 5b. Subsidy: Service Manager invoices FWTDP for up to a maximum of \$200.00 (excluding GST), including a supporting letter stating the amount paid for relief staff.
6. Invoice, registration receipt and post learning evaluation form are forwarded to the Families NSW Learning and Development Project Worker.
7. Families NSW Learning and Development Sponsorship/Subsidy Scheme reimburses the amount.

**Please return completed forms at least 2 weeks prior to the related training session to:**  
**Family Worker Training & Development Programme Inc.**  
**PO BOX 390 Seven Hills NSW 1730 Ph: (02) 9620 6172 Fax: (02) 9620-6173**  
**Website: [www.fwtdp.org.au](http://www.fwtdp.org.au)**



**Families NSW 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:  Fax:

Mobile:

E-mail:

**Details of worker attending Learning and Development Opportunity:**  
(Please complete one application per worker)

First name:

Surname:

Position Held:

**Learning and Development Opportunity:**

Title:

Date/s:

Cost:

**Please Tick Option:**

Sponsorship  OR Subsidy

Amount to be reimbursed:  Staff relief hours:

Amount to be paid:

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please ensure you have attached the relevant supporting documentation (a 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 Approved: \_\_\_\_\_ Amount approved: \_\_\_\_\_ Date processed: \_\_\_\_\_



## Families NSW Learning & Development Sponsorship and Subsidy Scheme

### Post Learning Evaluation Form

#### Recipient's Details

<b>Full Name :</b>
<b>Service Name:</b>
<b>Contact Details:</b>

#### Learning Opportunity Details

<b>Title:</b>
<b>Date/s:</b>
<b>Venue:</b>

**Was the learning opportunity relevant to the current issues and practices in your service?**

Please tick either **Yes**  or **No**

<b>Please comment:</b>

**What (if any) changes have you applied in your work practice since attending this training?**

<b>Please comment:</b>

**Have you shared the information gained from this learning opportunity with your colleagues?**

Please tick either **Yes**  or **No**

**Has the information gained been shared through an Interagency or Service Network Group?**

Please tick either **Yes**  or **No**

**Thank you** for taking the time to complete this evaluation and please **don't forget** to forward this form with your services invoice for reimbursement of the sponsored amount.