

clever • skilled • creative

# Adult Learners' Week

## 2008 GRANT APPLICATION FORM

All applicants must complete sections A, B and C of this form and then post back to the State Coordinator by 6 June 2008.

### Organisation details (Section A)

Name of organisation/s: \_\_\_\_\_

Main applicant: \_\_\_\_\_

Postal address: \_\_\_\_\_

Street address: \_\_\_\_\_

Partner/s organisation name (if applicable): \_\_\_\_\_

### Name and details of contact person (Main applicant) entering into funding agreement

Full name: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

### Partner contact person details

Full name: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Main applicant's (only) ABN number: \_\_\_\_\_

Goods and Services Tax (GST) registered? Yes/No



Adult Learning Australia Inc.



Australian Government  
Department of Education, Employment and Workplace Relations



Queensland Government  
Department of Education, Training and the Arts

## Written application (Section B)

Please attach a 500 word (maximum two A4 pages) response to this application form. In order for your nomination to be considered the following details and selection criteria must be addressed.

- Title of event/activity       Location of event/activity  
 Date/s when event/activity will occur (must be during 1-8 September)       Description of event/activity

### Criterion 1

Detail how the events/activities meet the aims and focus areas of Adult Learners' Week (ALW).

### Criterion 2

Detail how your events/activities will be promoted within the whole community.

### Criterion 3

Detail how the events/activities will raise awareness of ALW and encourage involvement within the community.

### Criterion 4

*If a community partnership is undertaken* – detail how you will ensure it promotes both the learning provider and adult learning within the applicant's local community?.

## Budget declaration (Section C)

Please outline your expected costs and expenditure for the event/activity. Please provide dollar figures only – all costs must be *exclusive of GST*

Details of costs	Amount
<b>Expenses</b>	
Telecommunication charges	
Postage & Freight	
Stationery	
Venue hire	
Catering	
Advertising	
Printing (promotional material)	
Equipment hire/lease	
Equipment purchase	
Purchase of materials	
Incidental expenses of volunteers	
Trainer's fees (activity related)	
Others (specify)	
<b>Total expenses</b>	
<b>Income</b>	
Sponsorship	
Other grants	
Other (specify)	
<b>Total income</b>	
<b>TOTAL COST OF EVENT/ACTIVITY</b>	
<b>TOTAL OF REQUESTED GRANT</b>	

**Ineligible costs:** hire of motor vehicle • lease of land or buildings • renovations to existing buildings • purchase of alcohol • activities that require substantial equipment purchase • salary costs for existing staff