



Claim Form for FarmReady Reimbursement Grant

The information you provide in this form is used to process your claim for reimbursement and pay it to the nominated bank account(s). You must have received pre-approval from us before attending the course.

How do I complete this form?

- Answer all of the questions on the form
- Submit the completed form no more than **30 days** after your course finishes
- Each form is for **one** person to claim reimbursement for **one** course – use separate forms for each person and each course (each course has its own FRTC number)

How do I claim my reimbursement?

Successfully complete the course we pre-approved you to attend and then send us:

- A completed Claim Form
- Tax invoice and proof of payment (receipt) for the course
- Receipts for any associated costs
- Evidence of completion (certificate) for the course

KEEP A COPY OF ALL DOCUMENTS FOR YOUR RECORDS - FARMREADY ACCEPTS PHOTOCOPIES AND SCANNED COPIES

Reimbursement can only be paid to you or your employer/business. Receipts must show that payment was made by the same person or trading name being reimbursed.

What can I claim?

- Course costs of 65% of what you paid (100% for Indigenous Land Managers) up to \$1,500 per person per financial year. This can be more than one course per financial year, but the total reimbursed will not exceed \$1,500.
- Associated costs of up to \$500 per person per financial year. Associated costs can only be claimed with a course cost and by providing receipts

Note: Talk to your accountant, bookkeeper or tax professional if you have any questions about GST in your reimbursement or if you need advice whether reimbursement for childcare might affect your benefit entitlements.

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
The FarmReady Program Administrator
ANU Enterprise Pty Ltd
Post The Fulton Muir Building (95)
The Australian National University
Canberra ACT 0200
Fax 02 6103 9098

Where can I get more information?

Contact us via the website www.farmready.gov.au, at the email address above or freecall 1800 087 670



Claim Form

FarmReady
Australia's Farming Future

ABOUT THE COURSE ATTENDEE

FIRST NAME	LAST NAME	DATE OF BIRTH / /
FarmReady Applicant number: <i>(THIS CAN BE FOUND IN THE PRE-APPROVAL NOTIFICATION FROM FARMREADY)</i>		FRA
CONTACT DETAILS		
Telephone:	Facsimile:	
Email:		

ABOUT THE BANK ACCOUNT

RECEIPTS MUST SHOW THAT PAYMENT WAS MADE BY YOU OR YOUR EMPLOYER.

BANK DETAILS ARE REQUIRED TO MAKE REIMBURSEMENT PAYMENTS. WE CANNOT REIMBURSE TO A CREDIT CARD.

Course costs were paid by **employer?** **self?**

BSB Number (6 DIGITS):	Bank:
Account Number:	
Account Name: <i>EG 'JOE BLOGGS' OR 'OLD MACDONALD PROPRIETORS' NOT THE ACCOUNT TYPE (CHEQUE, SAVINGS, GRAIN PLUS ETC)</i>	

Associated costs were paid by the same person/business as course costs? Yes No
IF NO, PROVIDE BANK DETAILS

BSB Number (6 DIGITS):	Bank:
Account Number:	
Account Name:	

ABOUT THE COURSE *THIS MUST BE THE SAME COURSE YOU WERE PRE-APPROVED TO ATTEND*

Course Name:			
Course Number:	FRTC		
Start date:	/ /	Start time:	
Finish date:	/ /	Finish time:	
Course town:		Course postcode:	

RECEIVED DATE

ABOUT THE REIMBURSEMENT

ALL RECEIPTS MUST BE PROVIDED FOR CLAIMS TO BE REIMBURSED (COPIES ARE ACCEPTED)

ITEM	AMOUNT YOU ARE CLAIMING	NOTES
Course cost	\$	65% of what you paid and 100% for Indigenous Land Managers, up to \$1,500 per person per financial year. Itemised receipt required.

*ASSOCIATED COSTS CAN BE REIMBURSED UP TO \$500 PER PERSON PER FINANCIAL YEAR.
ASSOCIATED REASONABLE COSTS CAN ONLY BE CLAIMED IF YOU ARE CLAIMING A COURSE COST.*

Child care	\$	Maximum of \$50 per child per day (for up to 2 children) and \$25 for each additional child. Itemised receipt required including the name of the carer, number of children, date and hours, rate, and total cost.		
Meals	\$	Maximum of \$100 per day. Itemised receipt required. ALCOHOL WILL NOT BE REIMBURSED		
Accommodation	\$	For training that is more than 150km one way from your home and starts before 9am or ends after 5pm. Itemised receipt required.		
Transport	\$	For training that is more than 150km one way from your home. Economy tickets only for air, bus and train journeys. Itemised receipt required. Calculate costs for car travel below:		
Engine capacity		Cents per kilometre	Total kilometres	Amount (\$)
Ordinary car	Rotary engine car			
1.6 litre or less	0.8 litre or less	58 cents x	=	
1.601 litre - 2.6 litre	0.801 litre - 1.3 litre	69 cents x	=	
2.601 litre and over	1.301 litre and over	70 cents x	=	

OFFICE USE ONLY	
Date: _____	Assessor: _____
Course Cost: _____	Associate Costs: _____
Notes: _____	
	Authoriser

COURSE REVIEW

HELP US IMPROVE FARMREADY AND ENSURE THE PROGRAM IS MEETING ITS OBJECTIVES BY ANSWERING THE FOLLOWING QUESTIONS. CONSTRUCTIVE CRITICISM IS WELCOME AND DOES NOT AFFECT PAYMENT OF YOUR GRANT

Your gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Your age group:	<input type="checkbox"/> 15-19 yrs	<input type="checkbox"/> 20-24 yrs	<input type="checkbox"/> 25-34 yrs	
	<input type="checkbox"/> 35-44 yrs	<input type="checkbox"/> 45-54 yrs	<input type="checkbox"/> 55-64 yrs	<input type="checkbox"/> 65 yrs and over
Do you speak a language other than English as your first language?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you of Aboriginal or Torres Strait Islander origin?				<input type="checkbox"/> Yes <input type="checkbox"/> No

1. How did you first hear about FarmReady Reimbursement Grant? (tick ONE)
<input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> Television <input type="checkbox"/> Internet (website)
<input type="checkbox"/> State Agency <input type="checkbox"/> Industry <input type="checkbox"/> Training provider <input type="checkbox"/> Consultant
<input type="checkbox"/> Friend/Neighbour <input type="checkbox"/> Field day <input type="checkbox"/> Other, please specify:
2. Did you gain any new skills or knowledge which will help you improve your enterprise? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
3. If yes to Q2, in what area(s) did you gain new skills or knowledge?
<input type="checkbox"/> Strategic planning <input type="checkbox"/> Improving productivity <input type="checkbox"/> Adapting to climate change
<input type="checkbox"/> Networking and contacts <input type="checkbox"/> None of the above
<input type="checkbox"/> Other, please specify:
4. If yes to Q2, how will you apply this to your enterprise? If no, why not?
5. Overall, how satisfied are you with the way the course was delivered by the Training Provider? (tick ONE) <input type="checkbox"/> Very satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Neither <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very dissatisfied
6. How satisfied are you with the different aspects of the course delivered by the Training Provider?
Course content <input type="checkbox"/> Very satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Neither <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very dissatisfied
Trainer's knowledge <input type="checkbox"/> Very satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Neither <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very dissatisfied
Quality of teaching <input type="checkbox"/> Very satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Neither <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very dissatisfied
Materials <input type="checkbox"/> Very satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Neither <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very dissatisfied
Facilities & equipment <input type="checkbox"/> Very satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Neither <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very dissatisfied
7. Would you recommend this course to others? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
8. How satisfied are you with the administration of FarmReady by the Program Administrator (ANUE)? (tick ONE) <input type="checkbox"/> Very satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Neither <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Very dissatisfied
9. Was the price of this course important to you in deciding to attend?
<input type="checkbox"/> Yes, very important <input type="checkbox"/> Yes, one of the factors <input type="checkbox"/> No, price was not as important as content <input type="checkbox"/> Unsure

9. Do you plan to attend further training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure
10. If yes, would you do so through the FarmReady Program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure
Do you have any comments on the course, the Program Administrator, or the FarmReady Program?			

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

<p>DECLARATION OF APPLICANT</p> <ul style="list-style-type: none"> • The amount I am claiming is accurate and will not result in a material gain to me or my employer • 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 <p>Signature: (TYPE NAME IF SENDING BY E-MAIL) </p> <p>Date: </p>

<p>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.</p> <p>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.</p>
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