



GAPC2017 Ian Webster Conference Scholarship Program Application form

Please note that guidelines have been developed to assist applicants to complete this application form. Please read the guidelines closely before submitting your application. They can be accessed [here](#).

Part 1: Your details

Organisation information

Organisation Name: _____

ABN/ARBN: _____

Contact name: _____

Contact position/title: _____

Contact email: _____

Contact telephone (no spaces required): _____

Street: _____ Suburb/City: _____ State: _____ Postcode: _____

Postal address (if different from above) {PO Box/LMB}: _____ Suburb/City: _____

State: _____ Postcode: _____

Is the organisation incorporated?

yes

no

Attendee information

Attendee name: _____

Attendee position/title _____

Please describe how alcohol impacts your workplace and the work you undertake? (Please limit your response to two to three sentences):

Attendee email: _____

Attendee telephone: _____

Postal address (if different from above): _____

Do/does you/your organisation fit into one or more of FARE's priority groups for the Ian Webster Attendance Scholarship Program? Please tick the appropriate boxes

- persons working for an organisation providing services to Aboriginal and Torres Strait Islander communities;
- persons from an Aboriginal and Torres Strait Islander background;

Part 2: Your application

Questions

Each applicant will be required to answer each of the following questions. Each answer should be no more than 250 words.

1.	How will your attendance at the conference benefit you?
2.	How will your conference attendance enhance the capacity of your organisation/studies to address alcohol policy/misuse issues?
3	How will you share the learnings from the conference with your peers?

Part 3: Your budget

Expenditure description	Cost (excluding GST)	Cost (including GST)
Conference Registration Fee		
Accommodation		
Travel costs		
TOTAL		
+ GST		
TOTAL INCLUDING GST		

Please note that;

- all expenditure items must be quoted exclusive of GST and inclusive of GST
- the accommodation guidelines have been based on the Australian Tax Office guidance for daily allowance expenses in Melbourne and the accommodation recommended by the conference organisers, which has been used to determine how much we will pay per night
- travel costs refer to flight costs, ferry/barge costs and driving costs to attend the conference. They do not include airport transfers. For more information, refer to the [Guidelines for Scholarships](#).

The following items will not be accepted as expenditure:

- Intra-city travel
- Business class travel
- Meals
- Daily living allowance
- Taxis to and from the airport.

It is expected that your workplace will assist your attendance by covering those costs.

If you are receiving funding from other sources, please provide further information.

Part 4: Supporting documentation

Please ensure that you have attached the relevant supporting documentation listed below:

- Any supporting documentation that justifies your proposed travel costs e.g. webjet quote
- A letter of support from the employer, stating that the individual has approval to attend the conference and outlines the individual's/employer's co-contribution and commitment to cover out of pocket expenses above the amount of the GAPC 2017 Conference Attendance Scholarship.

If your organisation **is an incorporated association**,

- a copy of your incorporation certificate
- a copy of the most recent Annual Report/Audited Financial Report

If your organisation **is not an incorporated association**,

- a letter of support from the incorporated auspicing organisation who will manage the funds on your behalf
- a copy of the auspicing organisation's incorporation certificate
- a copy of the auspicing organisation's most recent Annual Report/Audited Financial Report