

ACUMA Incorporated Joe Curtis Memorial Award**Conditions of application**

- The staff member / nominee must be endorsed by the General Manager or President of the member's organisation.
- Preference will be given to someone who has not travelled overseas to attend an affiliated organisation's conference or workshop or University.
- The grant is to assist in professional development.
- An applicant must have been employed by a member organisation for at least two years.
- Applicants will be required to prepare a minimum 1000 word report on the experience which will be published in ACUMA publications. The report is to be prepared within 8 weeks of return from overseas.
- Non-attendance of the conference will require a refund.
- Previous successful applicants are excluded from applying for the grant a second time.

Applicant statement of intent

Applicants are required to complete a statement of intent outlining why they believe ACUMA should support their application for the travel Grant and what the applicant will do with the information gained from their travel.

Total cost of travel and expenses

Applicants are required to complete a document which outlines projected costs for their trip. This must include indicative costs for:

- Travel
- Accommodation
- Conference Registration and
- all other business travel-related expenses

In addition applicants are required to outline all proposed funding sources that will be used to assist in paying for the trip including personal contributions, organisational contributions and all other funding sources.

Ensure that you include the \$5000 contribution from the Award in your calculations.

Submission deadline

Applications must be received **no later than 5pm Friday August 27th 2010**.

Forward your completed application to:

Joe Curtis Memorial Award
ACUMA Incorporated
Locked Bag 1333
Launceston
Tasmania 7250

ACUMA Incorporated Joe Curtis Memorial Award

Application cover sheet

Date:

Nominee:

Organisation:

Employed at current
organisation since:

Current Position
in ACUMA Incorporated / Tertiary Access Group:

Nominator:

print name

signature

Authorised by

General Manager / CEO:

print name

signature

Please the checklist below to ensure your application is ready to go.

Application checklist

Tick once completed

- Purpose of international travel information
- Proposed itinerary + travel costs
- Other sponsorship applied for or granted
(including details of organisations who have awarded it)
- Applicant's statement of intent (see selection criteria)
- Completed Application Cover sheet