## AGRICULTURAL EXTENSION WORK PLACEMENT PROGRAM HOST ORGANISATION APPLICATION FORM and GUIDELINES

## **Timing of Application**

Interested host organisations can submit their application at any time until the 1 May 2017 (end of business day).

Applications will be acknowledged and recorded by QFF.

Applicants will be advised in writing of the success or failure of their Application by Mid May 2017.

## **Instructions to Complete Application Form**

This Application form should be completed in a maximum of **six (6)** pages.

Applications must be submitted in electronic format, and sent to the following email address –

diana@qff.org.au

Applications should be submitted and approved by an authorised delegate from the organisation applying.

The delegate should have the authority endorse the commitments within the application and to negotiate an agreement with QFF (if successful).

Organisation	ABN number
Postal Address	
Telephone	Facsimile
Mobile	E-mail
Other consortium	members (if applicable).
Organisation	ABN number
Postal Address	
Telephone	Facsimile
Mobile	E-mail
Organisation	ABN number
Postal Address	
Telephone	Facsimile
Mobile	E-mail
	projects and activities.

1. Proponent details (Lead organisation)

	Catchments.
•	Describe what projects/ activities you anticipate the trainee will be involved in, as well as the industries and regions to be the focus of the activities.
•	Explain the potential value of the activities to delivery of Water Quality Outcomes (why are the activities important? How are they linked to the Reef Water Quality outcomes?).

3. Describe proposed activities to be undertaken by the trainee. You must ensure these activities enhance the capability of the trainee to deliver extension services in Great Barrier Reef

Please state what resources and appropriate support will the host organisation (s) provide to the Trainee (for example OHS, HMR, facilities, other).					
	f you are applying as a consortium – Please explain how you plan to work together to mentor the				
t	trainee.				

Name of the also alter a title.	Our autientieur	
4. Principal mentor's details		

Name (including title)	Organisation

Please list the mentor's qualifications relevant to mentoring. (Please answer the following questions and attach the mentor's CV).

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•	Provide a description of the mentor's skills, achievements and relative experience in the field and in managing staff/ people / trainees. Please attach a copy of the mentor's curriculum vitae.
•	Mentor's brief statement of value to this project.

## 5. Mentor 2's details (if applicable)

Name (including title)	Organisation

Please list the mentor's qualifications relevant to mentoring. (Please answer the following questions and attach the mentor's CV).

•	Provide a description of the mentor's skills, achievements and relative experience in the field
	and in managing staff/ people / trainees. Please attach a copy of the mentor's curriculum
	vitae.

• Mentor's brief statement of value to this project.

6. Proposed Budge	τ			
List the cash amounts requested from QFF, and any cash amounts that other people or organisations will be contributing. List the items of cash expenditure only. In-kind project contributions should be reported in Item 7.				
Expenditure Item	Amount requested from QFF	Amount contributed by organisation and others	Total	
Salary	\$60,000			
On cost				
Mentor's time				
Total (\$)				
.,				
7. Budget Justificat	ion:			
<ul> <li>Briefly outline the</li> </ul>	need for each item of exp	enditure and how the amo	ount was calculated:	
	need for each item of exp		ount was calculated:	
• List any in-kind co	ntributions from people ar	nd/or organisations:		
• List any in-kind co		nd/or organisations:		
• List any in-kind co	ntributions from people ar	nd/or organisations:		
List any in-kind co      Rey Contact (for Name	ntributions from people ar	nd/or organisations:		
• List any in-kind co	ntributions from people ar	aspects of the application		
List any in-kind co      8. Key Contact (for Name  Telephone	ntributions from people ar	aspects of the application  Facsimile		

Postal Address		