



## PERSONAL DEVELOPMENT GRANT

### Guidelines

#### CAN I APPLY?

The Forde Foundation is currently offering Personal Development Grants to people who:

- were under the guardianship or were a ward of the State of Queensland as a child or
- were placed in out-of-home care and
- have registered with the Forde Foundation

If this describes you, you can apply.

The income generated from the Forde Foundation's Trust Fund is limited though so the Board of Advice is currently prioritising Personal Development Grants to people who:

- had turned 18 years of age on or before 31 December 1999

#### WHAT CAN I APPLY FOR?

Our Personal Development grant may assist you by:

- improving your life skills so you can live more independently
- improving your employment opportunities by gaining a certification or qualification so you can increase your capacity to financially support yourself
- developing an interest in activities which are of therapeutic benefit, for example, art therapy.

#### FINANCIAL SUPPORT PROVIDED

Grants are available for a variety of courses including full-time study, part-time study, short courses or therapeutic activities. In addition, financial support may also be provided for work clothing/items such as steel-capped boots and essential tools or for materials for therapeutic activities.

#### University Study

The Forde Foundation offers grants to help pay for required text books. This is available each semester for up to eight semesters of study. For example, if you are studying full-time, grant support for textbooks will be provided for a four year university degree.

#### TAFE Study

Grants are provided for TAFE study to help with paying for textbooks or course fees per semester for up to a maximum of six semesters. For example, if you are studying full-time, grant support will be provided for three years of study through TAFE.

#### Vocational study or training

The Forde Foundation will pay for the cost of one-off course fees to improve employment opportunities subject to the approval of the Board of Advice. You will need to include information from the supplier regarding the course you wish to complete. If the training is available through state or federally funded programs for free, the Board of Advice will not approve the grant.

### Other educational, vocational or personal development courses

The Forde Foundation will pay for the cost of one-off course fees to provide opportunities to learn new personal skills subject to approval of the Public Trustee.

### COMMENCING NEW STUDY

It can take some time to process grant applications so if you are planning to commence a new course of study, you will need to take this into consideration if your enrolment depends on the approval of a Forde Foundation grant.

### HOW DO I MAKE AN APPLICATION?

You can make your application online at:

[www.fordefoundation.org.au/how-we-can-help/grants/personal-development](http://www.fordefoundation.org.au/how-we-can-help/grants/personal-development) OR you can contact the Forde Foundation on (07) 3027 2413 or 1800 674 256 for an application.

### WHEN DO I NEED TO APPLY BY?

The Board of Advice meet four times a year to consider Personal Development grant applications - at the end of March, June, September and at the beginning of December. Please submit your complete application by **no later than**:

Financial Year Quarter	Cut-off date
Quarter 3 – 2016/17	Friday, 10 March 2017
Quarter 4 – 2016/17	Friday, 9 June, 2017
Quarter 1 – 2017/18	Friday, 8 September 2017
Quarter 2 – 2017/18	Friday, 10 November 2017

### HOW WILL MY APPLICATION BE ASSESSED?

Applications are considered by the Board of Advice on a case-by-case basis and assessed according to:

- the available funds
- these guidelines
- the supporting evidence and documentation you provide
- any previous grants you have received
- how past grants have assisted you

The income generated from the Forde Foundation's Trust Fund is limited so not everyone's grant application will be approved or it may be rolled-over to the next grant round. Therefore, grant applications will remain valid for 6 months.

If your grant application is recommended-for-approval by the Board of Advice, your grant details will be forwarded to the Public Trustee for approval and to allocate money to pay your grant. Please note that the Board may decide to make a contribution towards your requested item or service rather than the total amount you applied for.

### HOW CAN I IMPROVE MY CHANCES OF GETTING A GRANT?

Your grant application must align with at least one charitable purpose as defined in the *Charities Act 2013*. Relevant charitable purposes are:

- Advancing health - preventing and relieving sickness, disease or human suffering
- Advancing education

- Advancing social or public welfare
  - relieving the poverty, distress or disadvantage of individuals or families
  - caring for and supporting the aged; or individuals with disabilities.
- Other benefit that may be regarded as comparative to, or within the spirit of, any of the purposes mentioned above – relieving the necessitous circumstances of one or more individuals who are in Australia.

The definition of *advancing* includes protecting, maintaining, supporting, researching and improving.

You can also improve your chance of getting a grant by providing all the necessary documents to support your application. It may help your application if you include references, examination results, course outlines, costs and certificates of attainment, letters of support from your doctor or support worker from a Community organisation.

This **MUST** include at least:

- Enrolment forms
- The invoice, quote or fee schedule
- The course brochure or outline of the course
- Details of the required textbooks and price list if applicable (or receipts if you have pre-purchased text-books. Please note, this will not guarantee grant approval).

Your chances may also be improved if you include:

- References
- Examination results
- Certificates of attainment.

## HOW WILL I FIND OUT IF MY APPLICATION HAS BEEN APPROVED?

Following approval of your grant application by the Public Trustee, you will be advised by letter of the outcome of your application approximately 4 weeks after the Board of Advice quarterly meetings. The Forde Foundation will not advise you of the outcome of your application over the phone.

If you are successful, you also will receive an Acquittal Form which seeks your acceptance of the grant and confirmation of who is providing the item or service. This form must be returned to the Forde Foundation before the Public Trustee can arrange payment.

Cheques will be made out to the supplier of an item or service and will be posted to your address so you can provide it to the supplier.

## FORDE FOUNDATION CONTACT DETAILS

GPO Box 806  
Brisbane QLD 4001

**Email:** [fordefoundation@communities.qld.gov.au](mailto:fordefoundation@communities.qld.gov.au)  
**Web site:** [www.fordefoundation.org.au](http://www.fordefoundation.org.au)

**Telephone:** (07) 3027 2413  
**Free call:** 1800 674 256

## PRIVACY NOTICE

The Forde Foundation will collect your personal information for the purpose of assessing your grant application and payment of grant invoices from the Forde Foundation Trust Fund. Your personal information will be managed in accordance with the *Information Privacy Act 2009*.