



Ministry Candidate Support Grant Application

TOO-PEO-25

Section A: Personal Details			
Family Name		First Name	
Address		City/Suburb	
State		Postcode	
Phone		Email	

Section B: Education or Candidature Program Details			
University		Course Title	
Number of Subjects being undertaken		Proposed Year of Completion	
Supervised Ministry Placement		Location of Supervised Ministry Placement	

Section C: Current Financial Status	
Do you have any other study loan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you sought any Centrelink assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you sought any support from your Presbytery	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously accessed the Ministry Candidate Support Grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section D: Request for Financial Report	
Requested Amount (whole dollars)	\$
Please provide reason(s) for the requested amount. You must provide evidence of the shortfall you are experiencing for your monthly living needs or the cost of the specific item or service for which the grant is sought (e.g. attach quote). If this space is insufficient, please attach additional page(s).	

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Section E: Disposable Income

Please declare your net income and expenses per month below. Your net household income is to include any money brought into the household by a spouse/partner. The grant determined will be based only on the actual figures included in the table below:

Income (per month)	Amount (\$)	Expenses (per month)	Amount (\$)
Centrelink payments, allowances, benefits	\$	Course books, materials, stationery etc	\$
Full-time or part-time employment	\$	Travelling costs, e.g. fares and/or petrol	\$
Vacation employment	\$	Vehicle maintenance costs	\$
Scholarships	\$	Relocation costs for the purposes to study	\$
Investments	\$	Rent/house repayments	\$
Partner income	\$	Groceries	\$
Other family support	\$	Dining out, entertainment etc	\$
Other assistance (please list)	\$	Utilities - gas, electricity, water etc	\$
	\$	Telephone, mobile, internet etc	\$
	\$	Medical, dental, chemist etc	\$
	\$	Personal expenses – clothing, devices etc	\$
	\$	Other expenses (please list)	\$
Total Income (A)	\$	Total Expenses (B)	\$
Disposable Income (A-B)		\$	



You must provide copies of the following documents. Please check and (tick) the box showing you have attached the required documentation:

Documents	Tick
Proof of identification – copy of driver's licence or student card if a new ministry candidate	
A completed budget and if required evidence of the cost of the item or service for which the grant is sought (e.g. attach a quote)	
Proof of source of income (e.g. Centrelink documentation, pay slips, employment records, partner income evidence, other financial support)	
Bank account details including account name, BSB and account number	

Section F: Applicant Declaration

You must acknowledge and (tick) the statements below for your application for the grant to be considered:

Declaration	Tick
I have attached the required documentation. I acknowledge that my application will not be assessed until the required documentation is attached.	
I consent to the validation and review of my academic and supervised ministry placement progress with Trinity College Queensland (TCQ) to enable the consideration of my application for the grant.	
In my opinion, I am making satisfactory progress in my academic and supervised ministry placement and have satisfactorily completed all required assessments in the time frame Trinity College Queensland requires.	
I declare that the receipt or expenditure of the funds requested is consistent with legal obligations and my previous declarations that I have made to TCQ.	
I declare that the information provided in this application for the grant is accurate and complete. I acknowledge that providing incorrect information or withholding information relating to my application may result in delay in processing or result in a decision based on the information I provided in this application.	

Applicant's signature	
Date	



Section G: Privacy

Privacy: Details regarding the collection, use, disclosure and access of personal information from this application are provided in the Synod’s Privacy Policy available at:
www.ucaqld.com.au/administration/policies.

Information provided in this form will be used to assess your eligibility for the Grant. Insufficient or incorrect information may affect your application.

Please send your completed application form marked “Confidential”, Application for Ministry Candidate Support Grant, Attention: Manager, People & Culture, Queensland Synod office, Queensland, GPO Box 674, Brisbane, Qld 4001.

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Section H: Dean of Formation and Dispersed Learning’s Declaration

Dean of Formation and Dispersed Learning or their nominee, is to tick the statement below to verify the applicant may be considered to receive the grant.

- On behalf of the faculty, I verify that the applicant is making satisfactory progress in her/his academic and supervised ministry placement and has satisfactorily completed all required assessments in TCQ’s required time frame.

Detail any other information about the applicant’s performance at TCQ that the Manager People and Culture should be aware of:

Signed by: _____ Date: _____



Section I: Determination of Application

Manager, People and Culture is to tick the sections below to indicate the result of the application

It has been determined to recommend to:	Tick
Approve/Decline your request for the Ministry Candidate Support Grant	
Approve your request effective as of _____.	
Approve your request to cease as at _____.	
Authorise a monthly payment of \$_____ to be processed to your nominated bank account by no later than the 20th of each month.	

Section J: Application Processing Sign Off

Received by		Date	
Processed by		Date	
Recommended by (Manager People & Culture)		Date	
Approved/Rejected by (General Secretary)		Date	
Applicant Advised by (Manager People & Culture)		Date	

Notes to Finance for funding processing:

Document number		TOO-PEO-25			
Version	Approval date	Approved by	Effective date	Document owner	Document contact
1.0	01.08.2015	Board of Christian Formation	08.09.2015	Irene Waters	Irene Waters
1.1	27.08.2018	Executive Leadership Team	01.07.2018	Satya Swami	L&D Officer
Next scheduled review		01.12.2020			