

Fact Sheet

FarmReady Reimbursement Grants

Rural Directions Pty Ltd is a registered training provider under the FarmReady Reimbursement Grants Program, allowing for refund of up to 65% of course costs if you are eligible. Rural Directions Pty Ltd offer a number of training courses which have been approved by FarmReady.

Reimbursement for Eligible Primary Producers

A reimbursement grant of up to \$1,500 is available per financial year to cover up to 65% of course fees to eligible primary producers. You can claim reimbursement for more than one course per financial year, but the total reimbursement provided will not exceed \$1,500 per financial year. When eligible, costs incurred for a course are greater than \$1,500, you will only be reimbursed up to a maximum of \$1,500. You must submit proof of payment (\$0.00 balance Tax Invoice) to FarmReady to receive your reimbursement.

Associated Reasonable Costs

Associated reasonable costs (childcare, travel, accommodation, meals) can only be claimed in conjunction with a course cost. The amount that will be reimbursed for associated costs will be capped at \$500 per financial year. You must submit proof of payment (receipts) for all items claimed.

What you need to do to apply:

Step 1 Identify and register for the course that you would like to undertake with Rural Directions Pty Ltd. You can find out about the range of courses offered by Rural Directions Pty Ltd by visiting www.ruraldirections.com, call 08 8842 1103 or email admin@ruraldirections.com

Step 2 Before you attend a FarmReady registered course, complete and lodge an Application Form. You will be given 'pre-approval' to attend if you meet the eligibility criteria. Completed forms must be submitted to FarmReady at least five (5) working days prior to course commencement for processing.

You cannot receive FarmReady reimbursement without receiving pre-approval before the course commences. The applicant is solely responsible for any outlays made before receiving pre-approval. A single form for each applicant is required.

You can download this form from www.farmready.gov.au or contact Rural Directions Pty Ltd on 08 8842 1103 or email admin@ruraldirections.com.

Please note – In Section 2 of the form, tick No to the question 'Have you previously attended this course within the last four years?' All of the courses run by Rural Directions Pty Ltd that have been approved through FarmReady for this program are new courses.

Step 3 Completed Application Forms should be sent by email, fax or post.

Email admin@farmready.gov.au
(Recommended method for efficient processing)

Post The FarmReady Program Administrator
ANU Enterprise Pty Ltd
The Fulton Muir Building (95)
The Australian National University
Canberra ACT 0200

Fax (02) 6103 9098

Step 4 Following course registration, Rural Directions Pty Ltd will invoice participants for payment to be made directly to Rural Directions Pty Ltd. Payment must be made to Rural Directions Pty Ltd prior to a Claim Form being submitted to FarmReady. You will be sent, via mail or email, a \$0.00 balance invoice following payment.



Rural Directions
Pty Ltd

FarmReady Reimbursement Grants

- Step 5** Attend the course, where you will receive a Statement of Attendance. Payment of the reimbursement grant will be after the successful completion of the training. Keep evidence of course completion and all receipt relevant to your claim.
- Step 6** After you have successfully completed the FarmReady registered course you nominated, you must lodge a Claim Form and include all requested supporting documents. The Claim Form must be completed and submitted within **30 days** of the end of the course to receive a reimbursement payment.
- Participants will receive this form during the course or it can be downloaded from www.farmready.gov.au or contact Rural Directions Pty Ltd on 08 8842 1103 or email admin@ruraldirections.com.
- It is the responsibility of the participant to submit proof of what they have spent to the FarmReady Administrator for reimbursement.
- A new form is required to be completed for every FarmReady course attended. Multiple course reimbursements cannot be completed using a single form. All questions must be answered in order to complete this form.
- Step 7** Completed Claim Forms should be sent by email, fax or post.
- Email** admin@farmready.gov.au
- Post** The FarmReady Program Administrator
ANU Enterprise Pty Ltd
The Fulton Muir Building (95)
The Australian National University
Canberra ACT 0200
- (Recommended method - we suggest stapling all documentation together)*
- Fax** (02) 6103 9098

How do I know if I'm eligible for reimbursement?

Your eligibility to receive a FarmReady reimbursement grant is determined from your Application Form. The FarmReady Program Administrator will advise you in writing (via email or fax) whether or not you are eligible. You need to know you are eligible before you go to a course that you want to be reimbursed for.

FarmReady is not means or asset tested. To be eligible, you must be a primary producer (farmer, fisher or forester), an immediate family member of a primary producer, a member of the management team of a primary production enterprise, or an Indigenous land manager.

For more information on eligibility requirements, refer to the Program Guidelines on the FarmReady website.

Can a company seek reimbursement for its employees?

Where a primary production enterprise has paid for employees to attend a FarmReady approved training activity, the applicant can indicate their employer's bank details for reimbursement on the **Claim Form**. The invoices/receipts should reflect the employer as the payee.

Source: www.farmready.gov.au

More Information

For all current courses being delivered by Rural Directions Pty Ltd or more information visit www.ruraldirections.com, phone 08 8842 1103 or email admin@ruraldirections.com

FarmReady

www.farmready.gov.au
1800 087 670
admin@farmready.gov.au

Fact Sheet



Rural Directions
Pty Ltd

Current as at: 1 November 2011

management
training

improving your knowledge for better results

PO Box 646 Clare
South Australia 5453
T 08 8842 1103
F 08 8842 1766
E admin@ruraldirections.com
www.ruraldirections.com
AFS Licence No 221556