Note: this is a Microsoft Word document. Links into Portal will not work direct for security reasons. Please copy and past the links from here or use the Portal page you got this form from to link to all other documents required.

**General conditions:** The grant is available to all Fire and Emergency personnel to assist with fees, resources and operational cover directly related to your study in any Pacific Islands language or languages. Successful applicants are required to provide a brief report on how this grant has benefited them and the organisation. See the Pacific Islands Languages Grant guidelines on the Portal for more information. Copy and paste this into Portal https://portal.fireandemergency.nz/documents/pacific-islands-languages-grant-guidelines/

Complete this form electronically. Handwritten applications will not be accepted.

Submissions must be sent to Dee Manley, EA to the DCE Kaupapa Māori and Cultural Communities, dee.manley@fireandemergency.nz by the closing date listed on the landing page for this document - https://portal.fireandemergency.nz/documents/pacific-islands-languages-grant-application-form/

**Need help:** Contact Dee Manley, EA to the DCE Kaupapa Māori and Cultural Communities on 0275 091 803 or Dee.Manley@fireandemergency.nz.

## Section 1: Applicant to complete

|  |  |
| --- | --- |
| Part 1A | Your details |
| First name: | Click or tap here to enter text. | Surname: | Click or tap here to enter text. |
| Employee no.: | Click or tap here to enter text. | Rank/Position: | Click or tap here to enter text. |
| Brigade/Department: | Click or tap here to enter text. | Region/NHQ/Comcen: | Click or tap here to enter text. |
| Contact phone: | Click or tap here to enter text. | Ethnicity:Optional | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |

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| --- | --- |
| Part 1B | Course details |
| Institute of learning: | Click or tap here to enter text. | Course name: | Click or tap here to enter text. |
| Course start: | Click or tap here to enter text. | Course end: | Click or tap here to enter text. |
| Course registration close: | Click or tap here to enter text. | Qualification offered:If applicable | Click or tap here to enter text. |
| Description of course: | Provide a brief description of the course outline and outcomes.Click or tap here to enter text. |
| Briefly describe how these new skills may assist you in your role and meet the aims and purpose of the grant: | See the [Pacific Islands Grant guidelines](https://portal.fireandemergency.nz/documents/pacific-islands-languages-grant-guidelines/) for details of the grant aims and purpose.Click or tap here to enter text. |

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| Part 1C | Course costs |
| Course registration fees: | Click or tap here to enter text. |
| Resources: | Item 1: | Click or tap here to enter text. | Click or tap here to enter text. |
| Item 2: | Click or tap here to enter text. | Click or tap here to enter text. |
| Item 3: | Click or tap here to enter text. | Click or tap here to enter text. |
| Operational cover\*: | No. of shifts: | Click or tap here to enter text. | Click or tap here to enter text. |
| Other: | Detail: | Click or tap here to enter text. | Click or tap here to enter text. |
| Detail: | Click or tap here to enter text. | Click or tap here to enter text. |
| Detail: | Click or tap here to enter text. | Click or tap here to enter text. |
| Total grant applied for (not to exceed $5,000): | Click or tap here to enter text. |

\* Approved cover claims are reimbursed at the actual cost to the organisation at time of claim. The average call back cover rate is $776.70 for officers and $613 for firefighters. Overtime is not covered by this grant.

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| Part 1D | Supporting documentation |
| **Select one** of the following options and include copies of associated documentation with this application, if available. |
| [ ]  I have already registered and paid for my course and am applying for reimbursement by the grant. I have provided the following supporting documentation:[ ]  a copy of the related receipt(s) **and**[ ]  my completed Fire and Emergency Expense Claim Form https://portal.fireandemergency.nz/documents/expense-claim-form/ |
| [ ]  I have made enquiries into my proposed course and attached documentation that indicates anticipated costs, e.g. course prospectus, book shop quote, etc. |
|  |

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| --- | --- |
| Part 1E | Contribution to organisation (previous grant recipients only) |
| Institute of learning: | Click or tap here to enter text. | Course name: | Click or tap here to enter text. |
| Qualification achieved:If applicable | Click or tap here to enter text. | Year grant awarded: | Click or tap here to enter text. |
| Briefly describe how the grant has helped you to contribute back to the organisation in respect of the aims and purposes of the grant: | See the Pacific Islands Grant guidelineshttps://portal.fireandemergency.nz/documents/pacific-islands-languages-grant-guidelines/ for details of the grant aims and purposeClick or tap here to enter text. |

After completing **Section 1**, email your application to your District Manager/Chief Fire Officer/manager (as applicable) with instructions to complete Section 2 below. **You should follow up with your manager** to ensure that they email your completed application by the closing date.

## Section 2: Applicant’s manager to complete

This section is to be completed by the applicant’s manager (District Manager or Chief Fire Officer for operational personnel, or manager for non-operational personnel).

|  |  |
| --- | --- |
| Part 2A | Manager details |
| First name: | Click or tap here to enter text. | Surname: | Click or tap here to enter text. |
| Rank/Position: | Click or tap here to enter text. | District/Business unit: | Click or tap here to enter text. |
| Region/NHQ/Comcen: | Click or tap here to enter text. | Contact phone: | Click or tap here to enter text. |

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| Part 2B | Supporting statements |
| Briefly describe how you believe the applicant will personally benefit from the program and transfer their learning to the workplace: | Click or tap here to enter text. |
| Do you support the operational cover application detailed in Section 1C?The grant selection committee will consider complementing staffing arrangements agreed between the manager and applicant. | [ ]  Yes | [ ]  No | [ ]  N/A |
| **Comments (optional):**Click or tap here to enter text. |

After completing **Section 2**, the manager must email the completed application to Dee Manley (Dee.Manley@fireandemergency.nz) by the application closing date.

The current application closing date can be found at <https://portal.fireandemergency.nz/documents/pacific-islands-languages-grant-application-form/>