

SHORT-TERM TRAINING ASSISTANCE APPLICATION FORM – 2024/2025

| APPLICATION | |
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| Date of Application | |
| Business Applicant | |
| Business Owner(s) | |
| Training Outline | |
| Training Date(s) | |
| Training Institute | |
| Details of Training Course Attached | |
| Reasons for Training sought How will this benefit your business? | |
| Total Cost/Budget Breakdown | \$ |
| Contribution by Applicant | \$ |
| Requested Funding Assistance | \$ |
| Bank Account Details | |

| ELIGIBILITY | |
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| 1. Business/applicant must be registered and have worked in their area of the private sector for at least 12 months | |
| 2. If an employee of a business, then endorsement from business owner/manager required to show training is relevant and appropriate to their business – please attach. | |
| 3. All study and training needs based according to the priorities of the private sector and as reflected in the NISP and PSDS | |
| TERMS & CONDITIONS | |
| 1. Must be a Member of Niue Chamber of Commerce | |
| 2. Must be a registered business | |
| 3. Must be a Permanent Resident of Niue | |
| 4. Must meet required entry criteria for the learning and training institution | |
| 5. Must commit to 100% attendance at the prescribed study/attachment/trade show/training | |
| 6. Must complete studies/educational or training within the required time frame | |

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| 7. Return and provide on the job training through the transfer of knowledge and skills to the business | |
| 8. Must sign the Contractual Agreement before departure for study and training | |
| 9. Apply ONLY once within a 12-month period of assistance | |
| 10. Not apply for the same type of training within a period of 24 months for the same trainee(s) | |
| 11. Must provide a post training report to NCOC – one page minimum within two weeks of returning from training | |
| 12. Must provide copies of receipts for flights, course fees, accommodation, expenses with two weeks of returning from training | |
| 13. Must agree to publication of the grant/training details by NCOC | |
| 14. I agree to the terms and conditions of the Short-Term Training Assistance Grants | |

| ENTITLEMENTS | |
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| Living Allowance: only when travelling overseas. Based on daily per Diem. If meals and accommodation are provided as part of the package these will be deducted from per diem rate. Rates start from day of departure to end day of training plus transit day(s). | |
| Training Costs: evidence of costs required for payment of invoices from suppliers of training services a) Course Fees b) Consultant Fees | |
| Airfares: Most direct, most economical route (Economy class) to training destination: Costs to include departure taxes | |

Allow 2-4 weeks from the time of application for decision.

Maximum Grant Amount for any Applicant/Company is \$3000.

FOR OFFICE USE ONLY:

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| NCOC Management Review Comments | |
| NCOC Grants Committee Decision | |

Approved: Amount: Contract Signed: Date Paid:

Post Training Report Received: Post Training Receipts Received:

Not Approved: Reason: Communicated:

