**Course Application Form**

Please read carefully, complete in full and submit to

**Jocelyne Daw at: partnershiptraining@jsdaw.com**

\*Marks mandatory field

**Partnership**

**Brokers**

**Training**

# Course information

|  |  |
| --- | --- |
| Title | Partnership Brokers Training in Edmonton |
| Dates | June 3 – 6, 2019 |
| Location | Edmonton, Alberta - venue to be finalized |

# Personal information

|  |  |
| --- | --- |
| Title (Mr/Mrs/Ms/Dr …)\* |  |
| First name\* | Click or tap here to enter text. |
| Last name\* | Click or tap here to enter text. |

## Profession and qualifications

|  |  |
| --- | --- |
| Job title\* | Click or tap here to enter text. |
| Organisation\* | Click or tap here to enter text. |
| Sector\* | Choose an item.  If other, please specify Click or tap here to enter text. |
| Relevant higher education and/or professional qualifications\* | Click or tap here to enter text. |
| Key skills | Click or tap here to enter text. |

## Contact details

|  |  |
| --- | --- |
| Email\* | Click or tap here to enter text. |
| Skype | Click or tap here to enter text. |
| Phone (Include country code) | Click or tap here to enter text. |
| LinkedIn | Click or tap here to enter text. |

## Contact address (home or work)

|  |  |
| --- | --- |
| Home or work\* | Home Work |
| Address line 1\* | Click or tap here to enter text. |
| Address line 2 | Click or tap here to enter text. |
| City\* | Click or tap here to enter text. |
| State/Province | Click or tap here to enter text. |
| ZIP / Post code\* | Click or tap here to enter text. |
| Country\* | Click or tap here to enter text. |

# Additional information

## What are your reasons and expectations for applying for this course?

Please state in the box below why you would like to take part in Partnership Broker Training and how you would apply the skills developed during the non-residential course to your work. Note: you may attach additional pages in answer to this question.

Click or tap here to enter text.

## To assist the trainers in preparing for the program, please outline the key partnership brokering challenge(s) you are facing.

Click or tap here to enter text.

## Please indicate whether you can demonstrate any (or all) of the following:

past or present engagement in multi-sector partnerships, as either a convenor, advisor, negotiator, partner or third-party facilitator.

preparation of detailed case-studies or impact evaluations of partnerships for sustainable development.

professional training and field experience in ‘interest based negotiation’, be that in relation to partnering, facilitation of multi-stakeholder dialogue, or dispute resolution.

## How did you find out about the course?

Partnership Brokers Association website

Partnership Brokers Association Trainer

ECVO promotional material and/or website

JS Daw & Associates Newsletter

Previous participant

If other, please specify: Click or tap here to enter text.

## Special assistance

**Please advise if you will require any special assistance, and if yes, what type of assistance.**

Click or tap here to enter text.

**Please advise of any dietary restrictions for catering purposes.**

Click or tap here to enter text.

# Invoicing and organisational agreement

## Course fee

The base fee for the Partnership Broker Training course in Edmonton is $2300 for ECVO members and $2,500 for non-members. This includes tuition costs, background reading materials and copies of all training material. Your place in the course will be secured only when full payment has been received.

A maximum of six bookings from the same organization are allowed in order to foster diversity in the program.

Any questions should be directed to [partnershiptraining@jsdaw.com](mailto:partnershiptraining@jsdaw.com)

Once an applicant has been formally accepted and offered a place on the Partnership Brokers Training, the nominated organisation or person (as stated in the invoicing section of the application form) will be issued with an invoice for fees. This must be paid before the date stated on the invoice. The applicant is responsible for the payment of this invoice, regardless of the donor.

If the fee is not paid two weeks prior to the start date of the course, when pre-course materials are distributed, your place may be forfeited and offered to another applicant.

## Payment option

Course fee payment will be accepted via cheque or by credit card.

## Invoice details

Please indicate who will pay the training fee, and provide details for the invoice:

Employer  Yourself

**Unless indicated below, we will make the invoice out to the participant as stated above.**

Click or tap here to enter text.

If organisational details are different than listed above, please provide the appropriate details here:

|  |  |
| --- | --- |
| Organisation name | Click or tap here to enter text. |
| Contact name | Click or tap here to enter text. |
| Contact email | Click or tap here to enter text. |
| Address line 1 | Click or tap here to enter text. |
| Address line 2 | Click or tap here to enter text. |
| City | Click or tap here to enter text. |
| ZIP/Post code | Click or tap here to enter text. |
| Country | Click or tap here to enter text. |

**APPENDIX 1 – Edmonton, Alberta – June 3- 6, 2019**

### Schedule of Dates and Deadlines

All dates are subject to change and applicants will be notified of any changes to the below.

|  |  |
| --- | --- |
| **January 15th, 2019** | Start accepting applications. Applications will be reviewed and acceptance of your application will be confirmed within a week of receiving. |
| **May 31st, 2019** | Deadline for applications. Successful applicants with paid fees will receive pre-course materials and further details about the course during this week. |
| **June 3- 6, 2019** | Partnership Broker Training in Edmonton, Alberta |

**APPENDIX 2 - Financial Details**

The base fee for the Partnership Broker Training course in Edmonton is: **$2300 for ECVO members** and **$2500 for non-members**. Please note eligible participants may apply to the Canada-Alberta Job Grant program for up to a 2/3 fee reimbursement. For more details and to apply visit: https://bit.ly/2MZ7iod

Included in this fee:

* Tuition.
* Background reading materials, workbook, slides and course handouts.

The Partnership Broker Training course fees do NOT include:

* Travel and parking costs incurred to attend the course.
* Accommodation and meal costs.
* Per diems for participants during the course.

Once an applicant has been formally accepted and offered a place in the Partnership Broker Training course, an invoice will be sent to the nominating participant organization. All course fees must be paid immediately upon receipt of the invoice. The applicant is responsible for the payment of this invoice, regardless of the funder. A space in the course is not secure until fees are paid in full.

**Cancellation Policy**

Cancellation by Candidate:  
Once accepted into the course and an invoice for payment of fees has been issued, a cancellation fee will be immediately due should the candidate withdraw, irrespective of whether or not payment has been made. The cancellation fee is as follows:

* 25% of the program fee for withdrawals made before March 2, 2019
* 50% of the program fee for withdrawals made within three weeks of the course start date.
* 100% of the program fee for withdrawals made within one week of the course start date.

Cancellation by Organizers:  
If, for whatever reason, this course is postponed or cancelled by the organizers, applicants will be notified at least one week before the start date of any such changes. JS Daw & Associates, ECVO / PBA cannot accept liability for any expenses incurred. There will be a full refund of any course fees paid.

# Consent

\*I confirm that I have read and understood the information provided in this form, and that the information which I have given in this application is complete and true.

\*I confirm that the Partnership Brokers Association may send me information related to this course, and other Partnership Brokers Association activities.