

Community Funding Program

Individual Development Grant

This category is open to individuals who are residents of the City of South Perth and have been selected to represent the State or Nation in interstate or international championships, competitions or significant cultural, academic or community service programs.

The maximum grant that may be awarded in this category is:

- \$200 for interstate travel/accommodation and
- \$300 for international travel/accommodation

Eligibility

- Only residents of the City of South Perth are eligible to apply
- Applicants must be selected to represent Western Australia or Australia in the area of sport, arts, cultural and educational activities
- Applications must be supported either by the relevant governing body of sport or the State/Federal/voluntary organisation supporting the activity and this must be in writing
- There must be a demonstrated selection process which entitles the applicant to represent the state or national body or activity
- Only one application per financial year may be funded for any one individual.
- A maximum of \$500 per year will be funded per family
- Funds will only be provided towards travel or accommodation expenses
- Priority will be given to applicants who have demonstrated initiative and endeavour in raising funds for themselves
- Applications must be received 4 weeks before the proposed activity.

Ineligible Funding Requests

- Retrospective applications ie, applications received after the proposed activity
- Everyday expenses such as personal development, training, coaching and/or administration
- Proposals where alternative sources of funding are available for travel and/or accommodation
- Applications will not be considered where costs are fully reimbursed by another body
- If an Acquittal has not been received from a previously granted Community Funding Program – Individual Development Grant.

Assessment Process

- Applications must be submitted on an official application form
- Applications in this category require approval by the Manager of Community Culture and Recreation when recommended by the Community Projects Officer
- Applications for this category will be accepted all year round although there are limited funds in this category; applications will be open until all funds are expended
- Applicants will be advised within 4 weeks of the City receiving their application
- Decisions made by the City of South Perth are final and no further correspondence will be entered into.

How to Apply

- Read through all the information carefully in the Individual Development Grant Application to ensure that you are eligible to apply for funding
- Contact the City on 9474 0777 with any further enquiries about your application
- Complete the application form below and return via email, fax or post to:

City of South Perth
Cnr Sandgate St & South Tce
SOUTH PERTH WA 6151

Email: enquiries@southperth.wa.gov.au

Fax: (08) 9474 2425

Application for Individual Development Grant

Community Funding Program

Please ensure that your application is completed using clearly printed BLACK or BLUE PEN.

1. Applicant Details

Name:

Postal address:

Suburb:

Postcode:

Phone:

Fax:

Email:

Amount requested (Please circle)

\$200 for **Interstate travel**

\$300 for **International travel**

2. Championship/competition/event details

2.1 What local club or organisation will you represent?

2.2 Name of championship/event/activity?

2.3 Date of championship/event/activity?

2.4 Place of championship/event/activity?

2.5 Age group to be represented?

2.6 Please describe the selection process that was involved in entitling you to represent the State or Nation and the date you were selected.

2.7 Please state any other relevant information to support your application.

3. Supporting evidence

Applications must be supported with an attached letter or other evidence either by the relevant governing body of sport or the state/federal/voluntary organisation supporting the activity. Please note all support material and documentation will be retained by the City of South Perth, unless organised otherwise with the City's Community Projects Officer.

4. Budget details

The following is a guide only. Please provide a breakdown of income and expenditure associated with this project. Please attach a separate sheet if necessary.

| Income | \$ | Expenditure | \$ |
|--|-----------|--------------------------------|-----------|
| Applicant’s contribution | | Air fare | |
| Other sponsorship (please specify funding body) | | Travel Costs (Air/Bus/Taxi) | |
| Amount requested from the City | | Accommodation | |
| Total | | Total | |

Have you and your club undertaken any initiatives to fund raise towards the trip?

- Yes No

If yes, please specify:

5. Undertakings and Conditions

If your application is successful, you will agree to:

- Expend the monies made available on the agreed project only
- Acknowledge the City of South Perth's support of the project in any media coverage or promotional activities related to the project for which the funding has been received
- Return any unspent funds in accordance with the statement of income and expenditure. Should the applicant fail to attend the championship or competition, all funds must be returned to the City
- Undertake that you will not represent the City of South Perth in an official capacity without prior consent from the City
- Note that no additional funding will be provided should the program exceed the grant funding once the initial grant has been approved
- Expend funds within the financial year that the application is obtained
- Ensure that the project conforms to all relevant by-laws and Acts enforced at that time
- Grant amounts to be awarded to successful applicants will be at the discretion of the City of South Perth, and will not exceed the requested amount
- The number of grants awarded will be at the discretion of the City and will be dependent upon available funds and applicants meeting the eligibility and criteria
- The City may make only one donation to an individual during each financial year and in doing so, does not commit itself to any further donations
- The City may choose to promote successful funding applications in any of its publications or through the media
- Feedback of tour or event to be received by the City's Project Officer within 3 months of completion of the event or tour. The format can be photographs and comments (around 500 words), video, presentation to council, newspaper clippings and any other medium of your choice, after discussion with the Project Officer.

6. Declaration

I declare that the information presented on this form is correct. I understand that if Council approves the application, I will abide to the conditions listed above.

Name (please print):

Signature:

Date:

Parental consent must be given if under 18 years old.

I (parent/guardian) declare that the information presented on this form is correct. I understand that if Council approves the application, my (child/ward) will abide to the conditions listed above.

Name (please print):

Signature:

Date:

7. Endorsement (To be completed by the relevant governing body of sport or the state/federal/voluntary organisation supporting the activity)

I certify that the information presented on this form is correct and that

_____ (Organisation's name) supports this application.

Name (please print):

Position held:

Telephone number:

Signature:

Date:

8. Applicant Checklist

- Taken a copy of the application and attachments for yourself and returned to the City of South Perth via email, fax or post to:

City of South Perth
Cnr Sandgate St & South Tce
SOUTH PERTH WA 6151

Email: enquiries@southperth.wa.gov.au

Fax: (08) 9474 2425

- Completed all the questions on the Individual Development Grant Application Form, attaching additional sheets if necessary
- Checked that the application has been declared, signed and endorsed
Attached ALL supporting documentation.