



TRADITIONAL OWNER GROUPS

**EDUCATIONAL BURSARIES
APPLICATION FORM**

Before completing this form you should read the “**Southern Sub-Regional Trust 2018 Grant Funding Guidelines**”. You **must** also meet the eligibility criteria on Page 4 of the Guidelines. Please ensure the entire application is completed.

If you have any queries or need assistance to complete this form please contact the Finance Grants Officer (see contact details below).

When completed please return to the:

Finance Grants Officer
Western Cape Communities Trust
PO Box 106
Weipa Qld 4874
Phone: (07) 4069 7945
Fax: (07) 4069 9947

Email: fgo1@westerncape.com.au or fgo2@westerncape.com.au

NAME OF APPLICANT: _____

APPLICATION MUST BE RETURNED BY: ____ / ____ / ____

NEXT SCHEDULED SOUTHERN SUB-REGIONAL TRUST BOARD MEETING: ____ / ____ / ____

**LATE APPLICATIONS WILL NOT BE CONSIDERED UNTIL THE NEXT SOUTHERN SUB-REGIONAL TRUST
DIRECTORS BOARD MEETING**



TRADITIONAL OWNER GROUPS

1. APPLICANT DETAILS

Name of Applicant: _____
(student)

Gender: Male or Female (please circle) _____

Name of Parent: _____

Traditional Owner Group: _____

Street Address: _____

Postal Address: _____

Phone Number: _____ Email: _____

Name of School/Institute: _____

Address: _____

Name of School Contact
Person _____

Phone Number: _____ Email: _____

2. NOMINATED CONTACT

You may wish to nominate a person who can be contacted on your behalf in regards to your application. This person must be acquainted with the details of your application.

Name of Contact: _____

Phone Number: _____

Email (if available): _____



TRADITIONAL OWNER GROUPS

3. FUNDING AVAILABLE

The Southern Sub-Regional Trust supports educational opportunities for Traditional Owners through the provision of a well-structured educational bursary program.

Funding is available for:

- 1) Primary School
- 2) Secondary School
- 3) Tertiary Students
- 4) Information Technology Assistance

3.1 Primary School

A total of \$8,250 has been allocated Educational Bursaries – Primary for the 2018 calendar year.

Applications are capped at the amount of \$750.00 per student per year.

Terms and Conditions

1. Funding can be used to purchase book packs, uniforms and school fees and other school related expenses.
2. All applications must be signed by the student's parent or guardian – not a 3rd party.
3. Funding must be paid to suppliers not to individuals.
4. For the continuation of payment the following year parent must complete a new application, the child must attend school.
5. Report cards and attendance records must be shown to the SSRT.
6. Confirmation of enrolment must be attached with the application.

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3.2 Secondary School

A total of \$100,000 has been allocated for Educational Bursaries – Secondary for the 2018 calendar year.

Secondary school students' applications will be assessed individually

Funding is capped at \$25,000 per child and applicants will be assessed individually

Terms and Conditions

1. Funding is available for children attending local and boarding schools.
2. Applicants must have proof of attendance at school and attach school reports.
3. All applications must be signed by the student's parent or guardian – not a 3rd party.
4. Funding extends to books and uniforms, including sporting uniforms (as part of the Physical Education curriculum) and other curricular based activities related to school only.
5. Funding does not replace Abstudy or other government entitlements.
6. Applicants must provide evidence of enrolment before payment of bursary funds to the school.
7. The purpose is to educate and develop people in the Community.
8. Funds are to be paid to the school/provider.
9. For the continuation of payment the following year, a new application must be completed and the child must attend school. Report cards and attendance records must be shown to the SSRT.
10. Applicants must be prepared to do work experience with Rio Tinto Alcan on school holidays.
11. Funding must be acquitted.
12. The SSRT must be acknowledged publicly for its support.

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3.3 Tertiary

A total of \$15,000 has been allocated for Educational Bursaries – Tertiary for the 2018 calendar year.

Applicants will be assessed individually

Terms and Conditions

1. Funding includes the costs for one return trip home per year, tertiary books.
2. Applicants must show academic reports every semester.
3. Fees must be paid directly to University/ATO/Organisation.
4. The purpose is to educate and develop people in the Community.
5. Funding does not replace Abstudy or other government entitlements.
6. Applicants must provide evidence of enrolment prior to payment of bursary funds.
7. Applicants must be prepared to do work experience with Rio Tinto Alcan on term holidays
8. Funding must be acquitted
9. The SSRT must be acknowledged publicly for its funding support.

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3.4 Information Technology Assistance

A total of \$15,000 has been allocated for IT Assistance for the 2018 calendar year.

Applicants will be assessed individually

Terms and Conditions

1. The SSRT will provide \$1,500 for the purchase of a computer and software for students in receipt of SSRT secondary bursaries ONLY if 100% attendance can be shown for the previous school year and Tertiary students.
2. This will form part of the overall bursary amount
3. Funding must be paid to suppliers not to individuals
4. Funding must be acquitted
5. Funding can only be received for Information Technology Assistance every two years.
6. Tertiary applicants must provide confirmation of enrolment to receive IT Assistance funding

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4. FUNDING REQUESTED

Please indicate which category of funding you are applying for:

- PRIMARY SCHOOL.....Go to Page 7
- SECONDARY SCHOOL.....Go to Page 8
- TERTIARYGo to Page 9
- INFORMATION TECHNOLOGY ASSISTANCEGo to Page 10



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PRIMARY SCHOOL

Funding is capped at \$750 per applicant. Please provide specific details on how these funds will be used in the relevant box provided below.

<p>Book packs (Please provide details of the book pack required eg Grade Two Reading List book pack)</p>		Dollar Value
<p>Uniforms and Shoes (Please provide details of the type and amount of uniforms desired eg two sets of Grade Five Girls school uniforms – skirts and shirts including sizes)</p>		
<p>School Fees (Please provide details of the amount of school fees)</p>		
<p>Have you provided a copy of latest school report, attendance and enrolment advice? (These documents are mandatory and must be provided prior to consideration by the SSRT)</p>	YES	NO
<p>Are you currently paying your child's fees to the school in instalments taken from your Centrelink or other wage? (If yes, please provide the record of the amount paid so reimbursement can occur)</p>	YES	NO

Please additionally provide the following information:

Name of School _____

Year level of child _____

Note: Applicants must provide evidence of enrolment before payment of bursary funds to the school may be made. Please attach proof of school attendance (eg teacher's signed statement) and a copy of applicant's most recent school reports to this application.



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SECONDARY SCHOOL

Please provide specific details on how these funds will be used in the relevant box provided below. Funding is capped at \$25,000. Please note the amount available for funding may not be enough to purchase all you are requesting.

Books (Please provide details of books required eg Book list provided by the school is the preference)		Dollar Value
Uniforms (Please provide details of the type and amount of uniforms desired eg two sets of Senior Girls school uniforms – skirts and shirts or one Senior boys sports uniform)		
Tuition/School Fees (Please provide the yearly cost of tuition fees charged by the school)		
Boarding (Please provide the yearly cost of boarding fees charged by the school)		
Is child willing to do work experience with Rio Tinto Alcan in school holidays if it is available?	YES	NO
Have you provided a copy of latest school report, attendance and enrolment advice? (These documents are mandatory and must be provided prior to consideration by the SSRT)	YES	NO
Are you currently paying your child’s fees to the school in instalments taken from your Centrelink or other wage? (If yes, please provide the record of the amount paid so reimbursement can occur)	YES	NO

Please additionally provide the following information:

Name of School _____

Year level of child _____

Note: Applicants must provide evidence of enrolment before payment of bursary funds to the school may be made. Please attach proof of school attendance (eg teacher’s signed statement) and a copy of applicant’s most recent school reports to this application. As a condition of funding we also require evidence of Abstudy eligibility.



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TERTIARY

Please provide the following information:

Name of Tertiary _____

Location _____

Degree undertaken _____

Enrolment Status
(Full/Part Time) _____

Applicant Student
Number _____

Note: If applicant has already commenced tertiary study, please attach a copy of applicant's most recent semester report to this application.

Please provide details of financial assistance required (for example, Tuition fees of \$2,000, HELP fees of \$4,000 and so forth)

Is Applicant willing to do work experience with Rio Tinto Alcan in school holidays if it is available? Yes/No (please circle)

Note: Applicants must provide evidence of enrolment before payment of bursary funds to the Tertiary may be made. Please provide a copy of applicant's most recent academic reports with this application.



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INFORMATION TECHNOLOGY ASSISTANCE

The SSRT will provide \$1,500 for the purchase of a computer and software for children in receipt of SSRT secondary bursaries ONLY if 100% attendance can be shown for the previous school year and Tertiary students.

Information Technology Assistance		Dollar Value
(Please provide details of what is required eg laptop, software, IPAD etc)		

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TRADITIONAL OWNER GROUPS

FAMILY TREE FORM

*Please complete the Family Tree below.
 This Family Tree must be completed in full to your
 Grandparents and preferably to your Great Grandparents
 where possible.*

MOTHERS FAMILY TREE

FATHERS FAMILY TREE

Great Grandmother Name _____ _____ Traditional Owner Group	Great Grandmother Name _____ _____ Traditional Owner Group	Great Grandmother Name _____ _____ Traditional Owner Group	Great Grandmother Name _____ _____ Traditional Owner Group
Great Grandfather Name _____ _____ Traditional Owner Group	Great Grandfather Name _____ _____ Traditional Owner Group	Great Grandfather Name _____ _____ Traditional Owner Group	Great Grandfather Name _____ _____ Traditional Owner Group
Grandfathers Name _____ _____ Traditional Owner Group	Grandmothers Name _____ _____ Traditional Owner Group	Grandfathers Name _____ _____ Traditional Owner Group	Grandmothers Name _____ _____ Traditional Owner Group
Mother Name _____ _____ Traditional Owner Group		Fathers Name _____ _____ Traditional Owner Group	
Students Name _____ _____ Traditional Owner Group		Applicants Partner _____ _____ Traditional Owner Group	

Please complete in full



TRADITIONAL OWNER GROUPS

CHECKLIST

- Most recent school report and attendance records
- Details of Abstudy entitlements (boarding students only)
- Proof of enrolment
- Family Tree form on page 11 completed

If these documents are not provided your application will not progress

Once the application form has been completed in full and all required documents have been attached, please sign and date the declaration on page 13.



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5. DECLARATION

I declare that the information I have provided on this form is complete and accurate and that my application meets the Western Cape Communities Trust, Southern Sub-Regional Trust 2018 Grant Funding Guidelines.

I accept and agree to the Terms and Conditions as outlined in this application.

I understand that my application will be considered at the next meeting of the Southern Sub-Regional Trust Board of Directors.

I understand and accept that the Directors decision to approve or not approve this application is final.

I understand that I may be requested to provide additional information.

Signature of Applicant: _____

Signature of Contact (if different from Applicant): _____

Date: _____/_____/_____

What happens after the Directors of the Southern Sub-Regional Trust have considered my application?

Successful Applicants

Following the Southern Sub-Regional Trust Board of Directors Meeting you will receive a letter from the WCCT Finance Team to notify you of the outcome of your application.

The letter will include details of the Board Decision, an Acceptance of Conditions Form and details regarding any required tax invoice with your designated bank account details for electronic funds transfer.

Unsuccessful Applicants

You will receive a letter advising of the Board Decision and details of why the application was not successful.



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Official Use Only			
Date Application Received: ____ / ____ / ____.		Reference Number:	
Application details MUST be entered on the Grant Funding Spreadsheet.			Date entered: ____ / ____ / ____.
Total Value (\$) of this application			
Letter of Acknowledgement Sent	Y	N	Date sent: ____ / ____ / ____.
Has the applicant applied for Educational Bursary funding previously? If yes, provide date: ____ / ____ / ____.		Y	N
Has the applicant provided all necessary documentation for consideration by the Board, eg report cards, attendance records evidence of enrolment etc If NO , contact applicant and request required information. Call made: ____ / ____ / ____.		Y	N
Does the application meet the conditions contained in the SSRT 2018 Grant Funding Guidelines?		Y	N
Application approved by the SSRT Board of Directors? Resolution Number:		Y	N
Approval details MUST be entered on the Grant Funding Spreadsheet.			Date entered: ____ / ____ / ____.
Successful or Non Successful Letter Sent? Date sent: ____ / ____ / ____.		Y	N
Other Comments:			
Acquittal Process			
Acquittal Guidelines Sent	Y	N	Date sent: ____ / ____ / ____.
To whom?			
Acquittal Completed	Y	N	