



TRADITIONAL OWNER GROUPS

EDUCATIONAL BURSARIES
APPLICATION FORM

Before completing this form you should read the **“Northern 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 NORTHERN SUB-REGIONAL TRUST BOARD MEETING: ____ / ____ / ____

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



TRADITIONAL OWNER GROUPS

1. APPLICANT DETAILS

Name of Applicant:
(student) _____

Gender: Male Female (Please circle) _____

Name of Parent: _____

Traditional Owner Group: _____

Street Address: _____

Postal Address: _____

Phone Number: _____ Email: _____

Name of School/University
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 Northern Sub-Regional Trust supports educational opportunities for Traditional Owners through the provision of a well-structured educational bursary program.

Funding is available under five categories.

Funding is available for

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

3.1 Primary School including prep

No funding has been budgeted for the 2018 calendar year, however applications will be considered on a case by case basis.

Primary Educational Bursary funding is capped at \$750 per student.

A new application must be submitted each year and the child must attend school. Attendance records and report cards must be provided at time of application to the NSRT.

If you are a parent who is paying your fees to the school in instalments, you must notify the WCCT Finance Team and provide this information in the relevant section when completing this application.

Terms and Conditions

1. Funding can be used to purchase book packs, uniforms, school fees and other school related equipment only.
2. Applicants must provide proof of enrolment at time of application.
3. Funding must be paid to suppliers not to individuals.
4. Applications must be signed by the parent or guardian.

You must agree to the Terms and Conditions listed above for this application to be forwarded to the Northern Sub-Regional Trust Board of Directors for consideration. Your signature is to be recorded on the last page of this application.



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3.2 Secondary School

No funding has been budgeted for the 2018 calendar year, however applications will be considered on a case by case basis.

A new application must be submitted each year and the child must attend school. Attendance records and report cards must be provided at time of application to the NSRT.

Secondary Educational Bursary funding is capped at \$1,500 per student and can be used for the following:

- 1) Tuition (school fees) Contribution \$500.00
- 2) Books & Stationery and other school related equipment & Activities \$1,000.00
- 3) Additional funding will be considered on a case-by-case basis for boarding students who ordinarily reside within Western Cape Region and Hopevale only.

Terms and Conditions

1. Funding will be paid directly to the school or provider
2. Funding is also provided to local secondary schools within the four Communities covered under the WCCCA and is extended to book packs and school fees.
3. Applicants must have proof of enrolment, attendance records and school reports at time of application.
4. Applicants must send copies of report cards **every** six months
5. Applications must be signed by the parent or guardian
6. Funding does not replace Abstudy or other government entitlements and details of any entitlements must be provided at time of application.
7. Applicants must be prepared to do work experience with Rio Tinto Alcan on school holidays
8. Funding must be acquitted
9. Applicants must acknowledge the NSRT for its funding support.

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3.3 Tertiary

No funding has been budgeted for the 2018 calendar year, however applications will be considered on a case by case basis.

Tertiary Educational Bursary funding is capped at \$10,000 per student.

Terms and Conditions

1. Applicants must provide evidence of enrolment before payment of funds to the university or supplier.
2. Funding includes one return trip home per year, tertiary books and fees only
3. Applicants must academic transcripts
4. The purpose of funding is to educate and develop people in the Community
5. Funds will be paid directly to the Institute/ATO/Supplier
6. Funding does not replace Abstudy or other government entitlements
7. HECS/HELP fees will only be payable upon the successful completion of each year and applications will be considered on a case by case basis.
8. Applicants must be prepared to do work experience with Rio Tinto Alcan on term holidays
9. Funding must be acquitted
10. The NSRT must be publicly acknowledged for its funding support

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3.4 Information Technology Assistance

No funding has been budgeted for the 2018 calendar year, however applications will be considered on a case by case basis.

Information Technology Assistance funding is capped at \$1,500 per student and can only be applied for every two (2) years.

Terms and Conditions

1. Funding is available for secondary and tertiary students only
2. Secondary IT Assistance funding is restricted to students who reside within the Western Cape Region and Hopevale.
3. The NSRT will provide \$1,500 for the purchase of a computer and software for applicants in receipt of NSRT secondary and tertiary bursaries, ONLY if 100% explained non-attendance can be shown for the previous school year
4. Funding must be paid to suppliers not to individuals
5. Funding must be acquitted
6. Funding can only be received for Information Technology Assistance every two years.
7. Tertiary applicants must provide confirmation of enrolment to receive IT Assistance funding

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3.5 Special Needs Students

No funding has been budgeted for the 2018 calendar year, however applications will be considered on a case by case basis.

Funding, in addition to the above educational bursary funding, is available for tutoring programs those school aged children with special needs.

Terms and Conditions

1. Application will be considered on a case by case basis.
2. A letter from your medical professional and a quote for tutoring must be provided at time of application.
3. Applications must be signed by the parent or guardian.
4. Funding must be paid to suppliers not to individuals
5. A new application must be submitted each year and the child must attend school.
6. Confirmation of enrolment, attendance records and report cards must be supplied with the application.

You must agree to the Terms and Conditions listed above for this application to be forwarded to the Northern Sub-Regional Trust Board of Directors for consideration. Your signature is to be recorded on the last page of this application.

4. FUNDING REQUESTED

Please indicate which category of funding you are applying for:

PRIMARY SCHOOL.....Go to Page 8

SECONDARY SCHOOL.....Go to Page 9

TERTIARY.....Go to Page 10

INFORMATION TECHNOLOGY ASSISTANCE.....Go to Page 11

SPECIAL NEEDS STUDENTS.....Go to page 12



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PRIMARY SCHOOL

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 NSRT)</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 _____

Telephone Number _____

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.
 Please note the amount available for funding may not be enough to purchase all you are requesting.
 Please place a 1, 2 etc in the box next to the item to confirm your order of preference.*

Tuition fees (Please provide details of tuition fees required up to maximum amount of \$500.00)		Dollar Value
Boarding Fees (Please provide details of boarding fees required)		
Uniforms, Book pack and other school related equipment & activities (Up to maximum of \$1,000.00) (Please provide details of the type and amount of uniforms desired e.g. three sets of Senior Girls school uniforms – skirts and shirts)		
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 NSRT)	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
Is Applicant willing to do work experience with Rio Tinto Alcan in school holidays if it is available?	YES	NO

Please additionally provide the following information:

Name of School _____

Year level of applicant _____

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 Institute _____

Location _____

Degree/Course undertaken _____

Enrolment Status
(Full/Part Time) _____

Applicant Student
Number _____

Note: HECS/HELP Fees will only be paid on the successful completion of each year.

Applicants must provide evidence of enrolment before payment of bursary funds may be made. Please attach your proof of enrolment and a copy of your most recent academic report.

Please provide details of financial assistance required (for example, Course fees of \$2,000, HECS/HELP fees of \$4,000 etc. If applying for HECS/HELP fees please attach a copy of your ATO statement)

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



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INFORMATION TECHNOLOGY ASSISTANCE

1. Funding is available for secondary and tertiary students only
2. Secondary IT Assistance funding is restricted to students who reside within the Western Cape Region and Hopevale.
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7. Tertiary applicants must provide confirmation of enrolment to receive IT Assistance funding

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



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SPECIAL NEEDS STUDENTS

Please provide details of the amounts of funding required and ensure you have attached the letter from your medical professional, a quote for tutoring, confirmation of school enrolment and attendance records.

Special Needs Students		Dollar Value
(Please provide details of the amount of funding required.)		



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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	

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Please complete in full

CHECKLIST

Please ensure the following documents are attached to your application

Please tick

- Most recent school report and attendance records
- Details of Abstudy entitlements (boarding students only)
- Proof of Enrolment
- Academic transcripts and ATO statement (HECS/HELP fee applicants only)

If the required documents are not provided, your application will not progress.

Once the application form has been completed in full and all the required documents have been attached, please sign and date the declaration on page 15.



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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, Northern 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 Northern 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 Northern Sub-Regional Trust have considered my application?

Successful Applicants

Following the Northern 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?		Y	N
If yes, provide date: ____ / ____ / ____.			
Has the applicant provided all necessary documentation for consideration by the Board, eg report cards, attendance records evidence of enrolment etc		Y	N
If NO , contact applicant and request required information.			
Call made: ____ / ____ / ____.			
Does the application meet the conditions contained in the NSRT 2018 Grant Funding Guidelines?		Y	N
Application approved by the NSRT Board of Directors?		Y	N
Resolution Number:			
Successful or Non Successful Letter Sent?		Y	N
Date sent: ____ / ____ / ____.			
Other Comments:			
Acquittal Process			
Acquittal Guidelines Sent	Y	N	Date sent: ____ / ____ / ____.
To whom?			
Acquittal Completed	Y	N	