



**TRADITIONAL OWNER GROUPS**

**EDUCATIONAL BURSARIES  
APPLICATION FORM**

Before completing this form you should read the **“Central Sub-Regional Trust 2020-2024 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](mailto:fgo1@westerncape.com.au) or [fgo2@westerncape.com.au](mailto:fgo2@westerncape.com.au)

NAME OF APPLICANT: \_\_\_\_\_

APPLICATION MUST BE RETURNED BY: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NEXT SCHEDULED CENTRAL SUB-REGIONAL TRUST BOARD MEETING: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

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## TRADITIONAL OWNER GROUPS

### 1. APPLICANT DETAILS

Name of Applicant:  
(student) \_\_\_\_\_

Gender: Male/Female (please circle)

Student Date of Birth: \_\_\_\_\_

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 CSRT supports educational opportunities for Traditional Owners through the provision of a well-structured educational bursary program.

Funding will also be considered on a case-by-case basis to assist with Language, Literacy and Numeracy (LLN) tutorial support only.

Funding will also be considered on a case-by-case basis to assist with TAFE support.

Funding is available for

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

#### 3.1 Primary School

Funding is capped at \$1,000 per child per year for uniforms, shoes and socks, book packs, school fees, backpacks, lunch boxes, hats and raincoats.

#### Terms and Conditions

- Receipts of purchase for allowable expenditure can be reimbursed to parent upon approval of application.
- Funding must be paid to suppliers not to individuals on receipt of invoice.
- Applications must be signed by Parent or Guardian.
- Applications must be submitted every calendar year.
- Most recent report card & attendance records to be attached to application.
- Confirmation of transfer of enrolment must be provide for change in schools, and verification can be made by the WCCT Finance Team.
- Applications are only permitted for the current or future year.
- One application may be submitted for each year.
- Funding will be deemed acquitted if all conditions are complied with.

***You must agree to the Terms and Conditions listed above for this application to be forwarded to the Central Sub-Regional Trust Board of Directors for consideration.***

***Your signature is to be recorded on the last page of this application.***



## TRADITIONAL OWNER GROUPS

### 3.2 Secondary School

Funding is capped at \$2,500 per child per year for uniforms, shoes and socks, book packs, school fees, back packs, lunch boxes, hats and raincoats.

Additional funding for boarding students may be available on a case by case basis.

#### Terms and Conditions

- Funding extends to book packs, uniforms, including sporting uniforms (as part of the Physical Education Curriculum) and other curricular based activities related to school ONLY, back packs, lunch boxes, hats, personal protection uniforms and equipment required for subjects associated with the school.
- Applications must be signed by Parent or Guardian.
- Confirmation of transfer of enrolment must be provided for change in schools, and verification can be made by the WCCT Finance Team.
- Receipts of purchase for allowable expenditure can be reimbursed to parent upon approval of application.
- One application may be submitted every calendar year.
- Applications are only permitted for the current or future year.
- Funding does not replace Abstudy or other government entitlements, Abstudy Eligibility must be provided with application.
- Applicants must provide evidence of enrolment before payment of bursary funds to the school.
- The purpose is to educate and develop people in the Community.
- Funds must be paid directly to school/provider.
- Most recent report card & attendance records to be attached to application.
- Applicants must be prepared to do work experience with Rio Tinto Alcan on school holidays.
- Funding will be deemed acquitted if all conditions are complied with.
- The CSRT must be acknowledged publicly for its funding support

#### **Sorry Business Travel Assistance (ONLY for Secondary Boarding Bursary Recipients)**

- Capped amount of \$2,000 per return flight and accommodation if needed in transit ONLY.
- Funding available ONLY to current Secondary Boarding Bursary Recipient.
- Ticket is from Boarding School to Napranum and return ONLY for Sorry Business.
- Approval for funding will be by the relevant Director and the Chairperson / Deputy Chairperson.
- Funding will be deemed acquitted if all conditions are complied with.

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## TRADITIONAL OWNER GROUPS

### 3.3 Tertiary

Applications will be at a capped amount of \$10,000 per applicant for tertiary studies.

#### Terms and Conditions

- Applications will be considered on a case by case basis.
- Funding includes the costs of one return trip home per year, tertiary books and upfront course fees.
- **Applications for repayment of HECS/HELP fees will only be considered upon the successful completion of each unit, and are limited to one application per calendar year.**
- **Applications will be considered on a case by case basis.**
- Fees must be paid directly to the ATO/Tertiary provider.
- The purpose is to educate and develop people in the Community.
- Funding does not replace Abstudy or other government entitlements, and applicants must provide Abstudy Eligibility.
- Applicants must provide evidence of enrolment prior to payment of bursary funds.
- Applicants must be prepared to do work experience with Rio Tinto Alcan on term holidays.
- Funding will be deemed acquitted if all conditions are complied with.
- The CSRT must be acknowledged publicly for its funding support.

***You must agree to the Terms and Conditions listed above for this application to be forwarded to the Central Sub-Regional Trust Board of Directors for consideration.***

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### 3.4 Information Technology Assistance

The CSRT will provide \$1,500 for the purchase of a computer and software for applicants in receipt of CSRT secondary or tertiary bursaries.

#### Terms and Conditions

- IT Assistance for secondary bursaries will ONLY be considered if there is 80% attendance for the previous school year.
- There must be at least six (6) months of education remaining for the calendar year, unless confirmation of continuing education is provided.
- Tertiary students must provide confirmation of enrolment.
- Funding must be paid to suppliers not to individuals.
- Funding will be deemed acquitted if all conditions are complied with.
- Funding can only be received for Information Technology Assistance every two (2) years.



**TRADITIONAL OWNER GROUPS**

**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
- TERTIARY.....Go to Page 9
- INFORMATION TECHNOLOGY ASSISTANCE.....Go to Page 10



**TRADITIONAL OWNER GROUPS**

**PRIMARY SCHOOL**

*Please provide specific details on how these funds will be used in the relevant box provided below.*

*Applications are capped at \$1,000*

	Capped Amount	Dollar Value
<b>Book packs</b> (Please provide details of the book pack required eg Grade Two Reading List book pack)		
<b>Back Packs, Lunch Boxes, Hats &amp; Raincoats</b>		
<b>Uniforms, Shoes and Socks</b> (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)		
<b>School Fees</b> (Please provide details of the amount of school fees)		
<b>Have you provided a copy of latest school report, attendance and enrolment advice?</b> (These documents are <b>mandatory</b> and must be provided prior to consideration by the CSRT)	YES	NO
<b>Are you currently paying your child’s fees to the school in instalments taken from your Centrelink or other wage?</b> (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 \_\_\_\_\_

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.**



**TRADITIONAL OWNER GROUPS**

**SECONDARY SCHOOL**

Please provide specific details on how these funds will be used in the relevant box provided below.

Funding is capped at \$2,500. Additional funding for boarding students may be available on a case by case basis including Sorry Business Travel Assistance.

Books (Please provide details of books required eg Book list provided by the school is the preference)	Capped Amount	Dollar Value
<b>Back Packs, Lunch Boxes, Hats and Equipment required for subjects associated with the school</b>		
<b>Uniforms including Sporting Uniforms, Personal Protection Uniforms</b> (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)		
<b>Tuition/School Fees including Sporting Activities associated with the school</b> (Please provide the yearly cost of tuition fees charged by the school)		
<b>Boarding</b> (Please provide the yearly cost of boarding fees charged by the school)		
<b>Current Secondary Boarding Bursary Recipients (Sorry Business Travel Assistance)</b>		
<b>Is child willing to do work experience with Rio Tinto Alcan in school holidays if it is available?</b>	YES	NO
<b>Have you provided a copy of latest school report, attendance and enrolment advice?</b> (These documents are <b>mandatory</b> and must be provided prior to consideration by the CSRT)	YES	NO
<b>Are you currently paying your child's fees to the school in instalments taken from your Centrelink or other wage?</b> (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 \_\_\_\_\_

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.**

**As a condition of funding we also require evidence of Abstudy eligibility**





## TRADITIONAL OWNER GROUPS

### TERTIARY

Please provide the following information:

Name of Institute \_\_\_\_\_

Location \_\_\_\_\_

Degree/Course undertaken \_\_\_\_\_

Enrolment Status  
(Full/Part Time) \_\_\_\_\_

Applicant Student  
Number \_\_\_\_\_

*Note: Applicants must provide evidence of enrolment from university/provider. Please attach an enrolment status report (available from the university/provider) and, if applicant has already commenced university study, a copy of applicant's most recent semester report to this application.*

**Please note, applications are capped at \$10,000 (terms and conditions on page 5)**

**Please provide details of financial assistance required** (for example, Tuition fees of \$2,000, HECS fees of \$4,000, return trip home per year etc)

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



**TRADITIONAL OWNER GROUPS**

**INFORMATION TECHNOLOGY ASSISTANCE**

1. The CSRT will provide \$1,500 for the purchase of a computer and software for students in receipt of CSRT secondary and tertiary bursaries ONLY if **80% attendance can be shown for the previous school year**
2. There must be at least 6 months of secondary education remaining for the calendar year unless confirmation of continuing education is provided
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

<b>Information Technology Assistance</b>	Capped Amount	Dollar Value
(Please provide details of what is required eg laptop, software, IPAD, one year supply of internet etc)		

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## TRADITIONAL OWNER GROUPS

### 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 12.



## TRADITIONAL OWNER GROUPS

### 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, Central Sub-Regional Trust 2020-2024 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 Central 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 Central Sub-Regional Trust have considered my application?***

#### **Successful Applicants**

Following the Central 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.