TRADITIONAL OWNER GROUPS

EDUCATIONAL BURSARIES
APPLICATION FORM

Before completing this form you should read the ***"Northern Sub-Regional Trust 2025-2029 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) _____

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): _____

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 the following categories:

1) Primary School
2) Secondary School
3) Tertiary Students
4) Special Needs Students

3.1 Primary School including prep

Terms and Conditions

- Primary School includes Prep to Year 6.
- Funding is capped at $750 per child per year.
- Funding can be used to purchase book packs, uniforms, school fees and other school related equipment only.
- Applications must be signed by the parent or guardian.
- Funding will be paid directly to school or provider on receipt of invoice.
- A new application must be submitted each school year and the child must attend school.
- Report cards, or a certified statement from the school confirming enrolment and attendance must be provided at time of application to the NSRT.
- Formal confirmation of transfer of enrolment is required for change in schools and can be verified by the WCCT Finance Team.
- Applications are only permitted for the current or future year.
- One application may be submitted 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 Northern Sub-Regional Trust Board of Directors for consideration.

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

3.2 Secondary School

Terms and Conditions

- Funding is capped at $1,250 and can be used for tuition fees, books/stationery, uniforms, and other school related equipment & activities.
- Funding will be paid directly to the school or provider on receipt of invoice.
- Report cards, or a certified statement from the school confirming enrolment and attendance must be provided at time of application to the NSRT.
- Formal confirmation of transfer of enrolment is required for change in schools and can be verified by the WCCT Finance Team.
- A new application must be submitted each school year and applications must be signed by the parent or guardian.
- Funding does not replace Abstudy or other government entitlements and applicants must provide details of Abstudy entitlements at time of application.
- Applicants must be prepared to do work experience with Rio Tinto Alcan on school holidays.
- Applicants must acknowledge the NSRT for its funding support.
- Applications are only permitted for the current or future year.
- One application may be submitted each year.
- Funding will be deemed acquitted if all conditions are complied with.

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3.3 Tertiary

Terms and Conditions

- Applications are capped at a total maximum amount of $1,000 per year.
- An additional amount to the maximum of $700 may be provided for IT Assistance where the duration of the course is for a minimum of 12 months.
- Applicants must provide evidence of enrolment before funding will be released to the university or supplier.
- Funding includes one return trip home per year, tertiary books and fees only
- Applicants must show academic transcripts.
- The purpose is to educate and develop people in the Community.
- Funds will be paid directly to the Institute/ATO/supplier.
- Funding does not replace Abstudy or other government entitlements.
- Applications for 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.
- 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.
- Applicants must acknowledge the NSRT for its funding support.

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3.4 Special Needs Students

Terms and Conditions

- Additional funding is available for tutoring programs for school aged children with special needs.
- Applications will be considered on a case by case basis.
- A letter from your medical professional and a quote for the items being requested must be provided with the application.
- Applications must be signed by the parent or guardian.
- Funding must be paid to suppliers not to individuals on receipt of invoice.
- A new application must be submitted each year and the child must attend school.
- Report cards, or a certified statement from the school confirming enrolment and attendance must be provided at time of application to the NSRT.
- Applicants must provide proof of enrolment at the time of application.
- Funding does not replace government assistance (eg NDIS).
- 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 Northern Sub-Regional Trust Board of Directors for consideration.

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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

☐ TERTIARY…….....Go to Page 9

☐ SPECIAL NEEDS STUDENTS……..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.

Book packs (Please provide details of the book pack required eg Grade Two Reading List book pack)	Capped Amount	Dollar Value
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)		
School Fees (Please provide details of the amount of school fees)		
Have you provided a copy of latest school report / certified statement, 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

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.
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)	Capped Amount	Dollar Value
Boarding Fees (Please provide details of boarding fees required)		
Uniforms, Book pack and other school related equipment & activities (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 / certified statement, 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.

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: 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 $250, HECS/HELP fees of $250 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)

TRADITIONAL OWNER GROUPS

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

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

Great Grandmother Name
_____
_____
Traditional Owner Group

Great Grandfather Name
_____
_____
Traditional Owner Group

Great Grandmother Name
_____
_____
Traditional Owner Group

Great Grandfather Name
_____
_____
Traditional Owner Group

Grandfathers Name
_____
_____
Traditional Owner Group

Grandmothers Name
_____
_____
Traditional Owner Group

Mother Name
_____
_____
Traditional Owner Group

FATHERS FAMILY TREE

Great Grandmother Name
_____
_____
Traditional Owner Group

Great Grandfather Name
_____
_____
Traditional Owner Group

Great Grandmother Name
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_____
Traditional Owner Group

Great Grandfather Name
_____
_____
Traditional Owner Group

Grandfathers Name
_____
_____
Traditional Owner Group

Grandmothers Name
_____
_____
Traditional Owner Group

Fathers Name
_____
_____
Traditional Owner Group

Students Name
_____
_____
Traditional Owner Group

TRADITIONAL OWNER GROUPS

Please complete in full

CHECKLIST

Please ensure the following documents are attached to your application

Please tick

- ☐ Most recent school report / certified statement 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 13.

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, Northern Sub-Regional Trust 2025-2029 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.