

## Travel Subsidy Grant Application Package

A Travel Subsidy Grant is available to individuals and teams who are authorised by their association's governing body to participate in accredited interstate and international competitions travelling outside of Western Australia, for the following amounts:

Representing Rockingham/Local Area/Western Australia/Australia		
Category	Travelling outside WA (Interstate)	Travelling outside Australia (International)
Team*	\$300	\$500
Individual	\$150	\$300

*\*Definition of Team:* Three (3) or more individual applicants, representing the same club/school/organisation/association, participating in/at the same organised event/activity (date and/or location) irrespective of division/category.

### Eligibility

- Selected representatives who reside within the City of Rockingham are entitled to one grant per person/team per competition per financial year.
- Applicants must be residents of the City of Rockingham who are selected to represent their chosen activity (sport and recreation; cultural; leadership; educational) at Local, National or International level at an accredited event held outside of Western Australia/Australia.
- Applicants must supply proof of selection from an approved governing body (e.g. copy of selection letter on letterhead) stating applicants name and confirming travel/representation level details (competition details with dates, location etc).
- All applications must be received and date stamped by the City at least two weeks **PRIOR** to competition for consideration.
- If three (3) or more individual applications are received, with the applicants representing the same club/school/organisation/association, participating in/at the same organised event/activity (date and/or location) irrespective of division/category, the applications will be classed as a team\* and therefore only one team Travel Subsidy Grant will be forwarded to the club/organisation on the applicants' behalf.
- If applying as a team, please only provide the organisation/club/association bank account details for payment of the Travel Subsidy Grant. The organisation/club/association is then responsible for the distribution of grant to applicants. If applying as a team with more than three members, please attach a list of all names and addresses.

### Ineligible

- Please note that Travel Subsidy Grants are only available to participants. Coaches, paid referees, support staff and chaperones are not eligible to apply. (*With the exception of Companions with a current Companion Card accompanying people with disability*)
- The Travel Subsidy Grants are not funded retrospectively.

Upon meeting the above criteria and applying, the City will provide at its discretion a Travel Subsidy Grant. If the situation arises that the successful applicant does not attend the competition all monies must be reimbursed to the City immediately.

**Completed applications should be forwarded to:**

**Electronic copies:** [customer@rockingham.wa.gov.au](mailto:customer@rockingham.wa.gov.au)

**Hard copies:**

Community Capacity Building

City of Rockingham

PO Box 2142

ROCKINGHAM DC WA 6967

**Travel Subsidy Grant Application, please complete the following:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ (Number) \_\_\_\_\_ (Street Name)  
 \_\_\_\_\_ (Suburb) \_\_\_\_\_ (State) \_\_\_\_\_ (Postcode)  
 Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Member of Club/Association: \_\_\_\_\_

*A Travel Subsidy Grant is available for teams and to individuals who are authorised by their association's governing body to participate in accredited interstate and international events/activities.*

I, \_\_\_\_\_ (name of individual / 1st team member)  
 \_\_\_\_\_ (name/suburb of 2nd team member)  
 \_\_\_\_\_ (name/suburb of 3rd team member)

wish to advise that I / we have been selected to represent \_\_\_\_\_  
 (eg. Club/School/Organisation/Association) at the \_\_\_\_\_ (event/activity)  
 on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ in \_\_\_\_\_ (State) \_\_\_\_\_ (Country)

*I would like to request a Travel Subsidy Grant in the following category (select one box below):*

Representing Rockingham/Local Area/Western Australia/Australia			
Travelling Outside Western Australia (Interstate)		Travelling Outside Australia (International)	
Individual \$150	Team* \$300	Individual \$300	Team* \$500

*\*For a team with more than 3 names, please attach list of all names and addresses.*

**Bank Account Details** *If the application is successful, you will receive electronic funds transfer, please provide bank account details: (If team, only provide the organisation/club/association bank details).*

Name of Bank: \_\_\_\_\_ Branch Location: \_\_\_\_\_  
 Account Name: \_\_\_\_\_  
 BSB Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Are you registered for GST? YES NO (If YES, please supply a Tax Invoice)

*I have also attached a copy of the supporting letter from my Club/School/Organisation/Association, stating my/our selection. All details in this Travel Subsidy Grant are correct at time of signing:*

\_\_\_\_\_ (Applicant First Name) \_\_\_\_\_ (Applicant Surname)  
 \_\_\_\_\_ (Applicant Signature) \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date)

**All details on this application must be completed & received by the City 2 weeks PRIOR to competition.**

Office Use Only:	Signature:	Date:
Officer Recommendation: _____ (Name) <b>Approve/Decline</b> funding in the amount of \$ _____ for a Travel Subsidy Grant.		
<b>Manager of Community Capacity Building</b> <b>Approve/Decline</b> funding in the amount of \$ _____ for a Travel Subsidy Grant.		
<b>Director of Community Development</b> <b>Approve/Decline</b> funding in the amount of \$ _____ for a Travel Subsidy Grant.		

Approved from account number 210142.1335

Original to Accounts / Copy to Grants Officer