

Travel Subsidy Guidelines



Travel Subsidy Grants are available to individuals and teams who are authorised by their association's governing body to participate in accredited competitions to assist with travel outside Western Australia (interstate and international travels).



	Interstate	International
Individual	\$300	\$500
*Team	\$1,000	\$2,000

Eligibility

Grants will only be considered if:

- ✓ The applicant and all selected representatives reside within the City of Rockingham.
- ✓ The applicant and all representatives (team members) have been selected to represent their chosen sport and recreational activity at national or international level at an accredited event held outside of Western Australia or Australia.
- ✓ The applicant and any selected representatives have not already received a Travel Grant within the same financial year. Only one grant per person/team per competition per financial year is permitted.
- ✓ Proof of selection from an approved governing body has been submitted with the application (e.g. copy of selection letter on letterhead) stating the applicant's name and confirming travel and representation level (i.e. competition details with dates, location etc.).
- ✓ The application must be received by the City via SmartyGrants at least four weeks prior to the completion date. Please note that applications submitted outside this timeframe will not be accepted.

*Team applications

If six or more individual applications are received by the City with the applicants representing the same club, school, organisation or association, participating in or at the same organised competition (date and/or location), irrespective of division or category, the applications will be classed as a team application. In such an event, only one team Travel Subsidy Grant will be forwarded to the club or organisation on behalf of the applicants.

Please note:

- » A list of all team member names and addresses are required (attach a list for more than six team members).
- » Only provide bank details of the organisation, club or association. It is then the responsibility of the organisation, club or association to distribute the grant to selected representatives.



Ineligibility

- ✘ Travel Subsidy Grants are for participants only. 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.
- ✘ Travel Subsidy Grants will not fund retrospective payments.
- ✘ The applicant does not supply all supporting documentation, or the application is incomplete

How do I apply?

All applications must be submitted through SmartyGrants online platform, which can be accessed via the City's website

Ensure that the following supporting documentation are included with your application form:

- ✓ Proof of City of Rockingham residency.
- ✓ Must supply proof of selection from the approved governing body (e.g. copy of selection letter on letterhead which must state the applicants' name and competition details including location and dates).

What happens after I have attended the competition?

The City is interested in hearing how your competition went.

Submit the following to the City within four weeks of competing:

- ✓ Photo evidence (e.g. selfie taken at the competition or a screenshot of social media posts associated with the competition you attended).
- ✓ Receipts of costings.

What happens if I am no longer able to attend the competition?

- For any changes to the competition, please notify the City immediately.
- If the situation arises that the successful applicant does not attend/complete the competition, all money received from the City must be reimbursed immediately.

The City will advise you the outcome within four weeks of submission

If you have any questions or queries please contact the Community Grants Officer:
grants@rockingham.wa.gov.au



Please note:

- All grant applications are assessed by City officers in accordance with relevant City policy, guidelines and processes. The City may contact applicants for further information to assist with the assessment process. Applications are assessed on their merits, and the City reserves the right to decline applications, or approve applications for partial funding only.
- The City also acknowledges that exceptional circumstances may arise and, at its discretion, may consider grant applications that do not fully meet the Guideline requirements, provided a sufficient explanation is given.
- Any decision made by the City are final.