



TRADITIONAL OWNER GROUPS

**EDUCATIONAL BURSARIES**  
**APPLICATION FORM**

Before completing this form you should read the **“Northern Sub-Regional Trust 2013 – 2014 Grant Funding Guidelines”**. You **must** also meet the eligibility criteria on Page 2 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 NORTHERN SUB-REGIONAL TRUST BOARD MEETING: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**LATE APPLICATIONS WILL NOT BE CONSIDERED UNTIL THE NEXT NORTHERN 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) \_\_\_\_\_

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 two categories. Applicants may apply for funding for:

Funding is available for

- 1) Primary School
- 2) Secondary School
- 3) Information Technology Assistance
- 4) Western Cape College Learner Driver Education Program
- 5) Tertiary Students

#### 3.1 Primary School

A total of \$80,000 has been allocated for 2013 - 2014.  
Funding has been budgeted at \$40,000 per calendar year  
Funding is capped at \$300 per child per year.

***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 must be used to purchase book packs, uniforms and school fees only
2. Funding must be paid to suppliers not to individuals
3. For the continuation of payment the following year, a new application must be submitted, the child must attend school and report cards and attendance records must be shown to the NSRT.
4. Applications must be signed by the parent or guardian.

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## **TRADITIONAL OWNER GROUPS**

### **3.2 Secondary School**

A total of \$500,000 has been allocated for 2013- 2014.  
Funding has been budgeted at \$250,000 per calendar year  
Applications are capped at \$9,500, allocated to the following **ONLY**:

- 1) Tuition fees up to the amount of \$2,500
- 2) Boarding fees up to the amount of \$5,000
- 3) Uniforms up to amount of \$1,000
- 4) Camps, excursions and sporting activities related to school up to the amount of \$1,000

#### **Terms and Conditions**

1. Funding will be paid directly to the school or provider
2. Funding is also provided to local schools in the Western Cape Region and is extended to book packs and school fees.
3. Applicants must show report cards for Year 7 if starting Year 8
4. Applicants must have proof of attendance at school and school reports
5. Applicants must send copies of report cards **every** six months
6. Applications must be signed by the parent or guardian
7. Funding does not replace Abstudy or other government entitlements
8. Applicants must be prepared to do work experience with Rio Tinto Alcan on school holidays
9. Funding must be acquitted
10. Applicants must acknowledge the NSRT for its funding support.

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## TRADITIONAL OWNER GROUPS

### 3.3 Western Cape College Learner Driver Education Program

*Please note applicants may only apply once to receive this funding*

#### **Terms and Conditions**

1. Funding is capped at \$850 per applicant and will form part of the overall bursary amount.
2. Funding only can be used for the cost of obtaining a learners licence, 7 lessons with the qualified driving instructor and obtaining a provisional licence at upon completion of the required 100hrs of instructed driving.
3. **Funding is available to eligible students attending Western Cape College ONLY**
4. Applicants must be attending school regularly.
5. The provision of and any costs involved in providing adequate identification to participate in the program remains the responsibility of the applicant.
6. The Western Cape College must provide a copy of the students learner licence before prior to any funding being released.
7. Funding will be paid direct to the Western Cape College not the applicant

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## TRADITIONAL OWNER GROUPS

### 3.4 Tertiary

Grants are capped at a total maximum amount of \$100,000 for 2013 – 2014  
Funding has been budgeted at \$50,000 per calendar year.

#### Terms and Conditions

1. Applicants must provide evidence of enrolment before payment of funds to the institute
2. Funding includes one trip home per year, tertiary books and fees only
3. Applicants must academic transcripts every six months
4. The purpose 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 on completion of the degree
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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### 3.5 Information Technology Assistance

#### Terms and Conditions

1. Funding is budgeted at \$30,000 per calendar year
2. The NSRT will provide \$1,200 for the purchase of a computer and software for applicants in receipt of NSRT secondary and university bursaries, ONLY if 100% explained non-attendance can be shown for the previous school year
3. Funding is available for years 10, 11, 12 and Tertiary students only
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.

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**TRADITIONAL OWNER GROUPS**

**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

WCC LEARNER DRIVER EDUCATION PROGRAM.....Go to Page 10

UNIVERSITY.....Go to Page 11

INFORMATION TECHNOLOGY ASSISTANCE.....Go to Page 12



**TRADITIONAL OWNER GROUPS**

**PRIMARY SCHOOL**

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

<p><b>Book packs</b>                  (Please provide details of the book pack required eg Grade Two Reading List book pack)</p>		Dollar Value
<p><b>Uniforms and Shoes</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)</p>		
<p><b>School Fees</b>                  (Please provide details of the amount of school fees)</p>		
<p><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 NSRT)</p>	YES	NO
<p><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)</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.**





**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.*

<b>Tuition fees</b> (Up to \$2,500.00) (Please provide details of tuition fees required)		Dollar Value
<b>Boarding Fees</b> (Up to \$5,000.00) (Please provide details of boarding fees required)		
<b>Uniforms</b> (Up to \$1,000.00) (Please provide details of the type and amount of uniforms desired eg three sets of Senior Girls school uniforms – skirts and shirts)		
<b>Camps, excursions and sporting activities related to school</b> (Up to \$1,000.00) (Please provide details of the camp, excursion and/or sporting activities for which funding is desired)		
<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 NSRT)	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
<b>Is Applicant willing to do work experience with Rio Tinto Alcan in school holidays if it is available?</b>	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**

**WESTERN CAPE COLLEGE LEARNER DRIVER EDUCATION PROGRAM**

*Please provide the following information:*

NAME OF STUDENT \_\_\_\_\_

STUDENTS DATE OF BIRTH \_\_\_\_\_

YEAR LEVEL OF STUDENT \_\_\_\_\_

AMOUNT APPLIED FOR \$850.00 MAXIMUM



## 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 completion of the degree.**

*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)



## **TRADITIONAL OWNER GROUPS**

### **INFORMATION TECHNOLOGY ASSISTANCE**

1. The NSRT will provide \$1,200 for the purchase of a computer and software for applicants in receipt of NSRT secondary and university bursaries, ONLY if 100% explained non-attendance can be shown for the previous school year
2. Funding is available for years 10, 11, 12 and Tertiary students only
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.

<b>Information Technology Assistance</b>		Dollar Value
(Please provide details of what is required eg laptop, software, IPAD 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 14.



## 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 2013 - 2014 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.



**TRADITIONAL OWNER GROUPS**

Official Use Only			
Date Application Received: ____ / ____ / ____.		Reference Number:	
Application details <b>MUST</b> 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? If yes, provide date: ____ / ____ / ____.		Y	N
Has the applicant provided all necessary documentation for consideration by the Board, eg report cards, attendance records evidence of enrolment etc If <b>NO</b> , contact applicant and request required information. Call made: ____ / ____ / ____.		Y	N
Does the application meet the conditions contained in the NSRT 2013 - 2014 Grant Funding Guidelines?		Y	N
Application approved by the NSRT Board of Directors? Resolution Number:		Y	N
Successful or Non Successful Letter Sent? Date sent: ____ / ____ / ____.		Y	N
Other Comments:			
Acquittal Process			
Acquittal Guidelines Sent	Y	N	Date sent: ____ / ____ / ____.
To whom?			
Acquittal Completed	Y	N	