

1. Bursary Intent

As outlined in the Tablelands Regional Council Corporate Plan 2017-2021, Council is committed to promoting integrated health and wellbeing through the creation of vibrant communities by supporting the youth in our community.

2. Sports Bursary Overview

The Tablelands Regional Council's Sports Bursary provides financial assistance for athletes completing their Year 11 or 12 studies, competing at a state, national or international level, and using their experiences to support the development of sport in the local community.

This Sports Bursary will offer two (2) \$650 bursaries each financial year to assist with the costs associated with competing or developing skills in a sporting field.

All applications must be submitted via the Sports Bursary online submission or manual application form by the due date stated when advertised in February each year.

Applications must satisfy the following Eligibility Criteria prior to being evaluated by the Assessment Panel.

The Supervisor Community Development has financial delegation to approve the successful applicants which have been evaluated by the Assessment Panel.

3. Eligibility Criteria

Applicants must meet all the following criteria:

- Be completing their Year 11 or 12 studies in the same calendar year as the year of application
- Be attending a high school or undertaking their studies in the Tablelands Regional Council area
- Be a permanent resident of the Tablelands Regional Council area
- Have permission from their parent/guardian to apply for this bursary
- Not be a previous recipient of this Sports Bursary
- Be participating as a competitor, coach, or match official at a regional, national and/or international level
- Provide evidence of the competitive selection criteria or an official team listing from the recognised sporting governing body/organisation of previous/future championships or sporting events (e.g. invitation letter from the sanctioning body)
- Provide evidence of any sporting achievements to date
- Provide contact details of one independent referee who can support the application
- Abide by the Bursary's Terms and Conditions outlined in these guidelines

If the application does not satisfy the 'Eligibility Criteria' the application will be deemed to be ineligible and will not be assessed by the panel.

4. Bursary Timeline

The following timeframes are provided as a guide only and may vary.

Stage	Date
Bursary opens for applications	February
Applications close (4 weeks from open date)	March
Assessment of applications	March/April
Notification of outcome to all applicants (8 weeks from close date)	May
Acknowledgement of Bursary through local media	June

5. Application Process

The Bursary will be advertised as “Open” via local school networks and Council’s media platforms in February each year. The Bursary four (4) week application period and the closure date will be advised when the Bursary is declared “Open”.

Applications must meet all the Eligibility Criteria outlined and provide copies of all supporting documentation with the application before the closing date.

Applicants can discuss their eligibility to apply prior to submitting their application by contacting the TRC Grants Officer via email at trcgrantprogram@trc.qld.gov.au or calling 1300 362 242.

Applicants may apply by completing a hard copy application form or submitting the electronic Online application form specifically for this TRC Sports Bursary. Links to these forms will be available through the Tablelands Regional Council website <https://www.trc.qld.gov.au/community-services/funding-grants/>

Completed TRC Sports Bursary Application Forms and documentation can be delivered, emailed or posted before the closure date by the following methods:

- a) Delivered: Atherton TRC Customer Service Centre, 45 Mabel Street, Atherton
- b) Email: trcgrantprogram@trc.qld.gov.au
- c) Post: Attention: TRC Grant Officer
TRC Sports Bursary
PO Box 573
ATHERTON QLD 4883

It is recommended that applicants keep a copy of their submitted application for their records. Applicants are encouraged to provide copies of documents, supporting material and/or digital media to support their application. However, please do not provide original material as application documentation will not be returned once the assessment process is completed.

The TRC Grant Officer will use reasonable endeavours to acknowledge applications within ten (10) business days of receipt.

5.1 Assessment of application

The assessment process for applications is as follows:

- a) After applications are received, the application is recorded and acknowledged generally within ten (10) business days.

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- b) The TRC Grant Officer will collate all applications and may request further information from the applicant when preparing all the assessment documentation.
 - c) The TRC Grant Officer may contact the referee provided to support the application.
 - d) Following the closing date, all applications will be provided to each member of the Assessment Panel.
 - e) The Assessment Panel will comprise the following members:
 - i. The Mayor/Councillor
 - ii. A recipient or nominee for the TRC Australia Day Award for Sports Administrator of the current or previous year
 - iii. An independent member of the TRC Community
 - iv. Other persons nominated by the Manager Community and Customer Services if any of the above persons are unavailable.
 - f) Each Assessment Panel member will evaluate the applications and provide a recommendation for approval by the Supervisor Community Development.
 - g) The TRC Grant Officer will endeavour to notify all applicants of the outcome of their application within eight (8) weeks of the Bursary's closure date.
 - h) Council may extend the application assessment time periods if the existing timeframes are not sufficient for the Assessment Panel to comprehensively assess all applications. The notification time periods may also change as a result.

5.2 Successful applications - notification and payment

The successful recipients will be sent a **Letter of Offer** which will set out any funding conditions, acknowledgement requirements or obligations in relation to the TRC Sports Bursary funds.

Each successful recipient must sign and return their **Acceptance of Offer** to Council within ten (10) business days of receiving their Letter of Offer. If they do not wish to accept the funding or if their circumstances have changed to make their application ineligible for the TRC Sports Bursary, they must notify Council in writing within the ten (10) day period.

The successful recipient will receive the Bursary funds into their nominated bank account as provided in their application within four weeks of receipt of their **Acceptance of Offer**.

An invitation to apply to the Bursary does not constitute an approval or offer for funding.

5.3 Acknowledgement of Bursary

The successful recipients may be required to do one or more of the following:

- a) Acknowledge Council's contribution at any sporting events and/or promotion of achievements as a result of the funding assistance. Use of TRC logos on promotional material must be approved by Council prior to releasing this material.
- b) Attend a media photo session with the Mayor and/or a Council representative and provided additional information as requested for a media release to promote the TRC Sports Bursary.
- c) Attend, if requested, community event/s to share sporting achievements with community and help promote the TRC Sports Bursary within the TRC community.
- d) The recipient must not do or say anything or cause anyone to do or say anything that may prejudice or cause damage to the name and reputation of Tablelands Regional Council and negate the Bursary Intent noted on page 1.

6. Terms and Conditions

The following conditions apply to applications for Council support under this Sports Bursary:

- All Sports Bursary applicants are subject to these Terms and Conditions.
- Tablelands Regional Council may accept or reject any application for a Sports Bursary at its absolute discretion.
- Tablelands Regional Council's decision is final.
- Tablelands Regional Council will make a one-off payment to the successful recipient within 30 days of receipt of Acceptance of Offer.
- It is the recipient's responsibility to comply with any relevant local, state and federal legislation.
- The use of any part of the Bursary for purposes other than those specified in the application and letter of offer is not permitted without prior approval in writing by Council; otherwise the recipient may be asked to return the funds to Council.
- All successful applicants must ensure that Council is appropriately recognised as a supporter or sponsor including advertising or media releases as outlined in Acknowledgement of Bursary.
- Tablelands Regional Council takes no responsibility for loss, damage, injury or death arising from involvement in the supported sporting event or activity and the applicant releases and indemnifies Council in this regard by accepting the Bursary
- Council assistance under this Sports Bursary does not include GST.

7. Review

These Guidelines are subject to review and may be amended from time to time without notice.