

JUNIOR TRAVEL TRUST FUND

GUIDELINES



PURPOSE OF THE TRUST FUND

The Junior Travel Trust Fund was established to offset the costs associated with attending training sessions and competitions for individuals who have been selected for State Country, State or National teams in their chosen sport. The fund is open to eligible athletes, who are aged 18 years or under, to subsidise the cost of flights, petrol and accommodation

ELIGIBILITY

The sportsperson must be aged 18 years or under at the time of the event they have been selected for.

Applicants must have attained selection in a State Country, State or a National Team, before they become eligible for assistance.

- Assistance is not available for travel to State Country, State or National selection trials.
- Applicants should be a member of a Club and / Association affiliated to the Esperance District Recreation Association.
- Each applicant is to complete an application form, countersigned by their Club or Association.
- Applicants must have a letter of endorsement by; their State Country, State or National body, and from their local Association.
- Applicants Club or Association should have made application on behalf of the applicant to EDRA (Esperance District Recreation Association) prior to competition.
- Applicants Club must provide evidence of the Club and/or Association support and fundraising toward the applicant's expenses.

CONDITIONS OF SUPPORT

- Sponsorship is not provided in retrospect. Funding must be applied for prior to the commencement of any program/activity.
- Sponsorship will be paid to the sporting Club/Association, not to the individual athlete.
- Sponsorship must be acquitted by providing proof of costs expended (including receipts) during the activity outlined in the program proposal.
- Sponsorship must be acquitted prior to any further application being received on behalf of the sportsperson.
- Payment of monies will be made after competition and expense records have been presented.
- Successful applicants must provide the EDRA committee with a statement of progress/competition results, accompanying photographs and copies of any media coverage received.

APPLICATION PROCESS

- Applications can only be received on the endorsed application form, be addressed *Attn: Club Development Officer* and must be lodged via one of the following options:
 - Posted to PO Box 436 Esperance
 - Emailed to Shire@esperance.wa.go.au
 - Delivered in person to the Shire Administration Building on Windich Street.
- A limit of funding, on each Club or Association, will be decided at the discretion of the Executive Committee. Under no circumstances will the funding provided exceed 50% of the shortfall. The maximum contribution not to exceed \$500.
- The application must be endorsed by the applicant's club or association.
- Applications must be lodged prior to the commencement of any program/activity.
- The sponsorship may cover more than one sport or multiple activities/trips, but only one application per year will be approved.

MANAGEMENT

- The Executive of the Esperance District Recreation Association will retain complete jurisdiction to decide on those applicants to receive funds.
- The assessment committee's decision is final and no appeal regarding a decision will be entered into.

ACQUITTAL

- The sponsorship must be acquitted by providing proof of having attended the activity as outlined in the application.
- Letter from the local club or organization stating that the individual (recipient) has completed the activity as outlined in the application and that the funds provided were spent on this activity.

JUNIOR TRAVEL TRUST FUND APPLICATION FORM



PART 1 – CLUB ENDORSEMENT

SECTION 1.1 - APPLICANT CLUB OR ASSOCIATION

To be completed by an office bearer from the applicant's club or association.

Name of Applicant's Club or Organisation: _____

Contact Person: _____ **Position:** _____

Postal Address: _____

Contact Number: _____ **Email:** _____

Organisation's Australian Business Number (ABN): _____

If no ABN has been allocated, please attach a "Statement by a Supplier" form.

Is your club or organization GST registered? Yes / No (Please circle one)

Please include brief comments as to why you believe the sportsperson has potential to excel in their chosen sport.

SECTION 1.2 - OTHER SUPPORT FOR THIS PROGRAM

Applicants may receive assistance from more than one source, as long as there is no surplus income on the program submitted

Source	Type of support	Value
WAIS Scholarship		
SLA – Country Package e.g. State Team Scholarship		
State Association		
Private Sponsorship		
Personal/Family Contribution		
Other (please specify)		

SECTION 1.3 - DECLARATION BY CLUB OR ORGANISATION

I hereby certify that to the best of my knowledge, the information given and in the attached documentation is correct.

I also certify that the financial support being sought is for a program that commences after the submission of this application.

Signature: _____ **Date:** _____

Name: _____ **Position:** _____

PART 2 – APPLICANT DETAILS

SECTION 2.1 - SPORTSPERSONS DETAILS

TO BE COMPLETED BY THE SPORTSPERSON (Assistance from your club/association is acceptable)

Name of Sportsperson: _____

Date of Birth: _____ **Gender:** _____

Postal Address: _____

Contact Number: _____ **Email:** _____

SECTION 2.2 - COMPETITION INFORMATION

Name of Competition/Event: _____

Competition Level (National, State or Country State, Other): _____

Have you been selected in a State team or are you in a training squad? Yes / No

Have you been selected in a National team or are you in a training squad? Yes / No

If yes, please provide details on the last two questions

Date(s) of attendance at State, State Country or National Team Training

SECTION 2.3 - ASSISTANCE SOUGHT

Travel to State, State Country or National Team training/competition

<i>Details</i>	<i>Expenditure \$</i>
TRAVEL EXPENDITURE *	
Vehicles: Number of trips:	\$
Flights	
Accommodation	\$
Total Eligible Expenditure (A)	\$
INCOME	
Club/Association contribution	\$
Sponsorship (if applicable)	\$
Other (eg. Regional Athlete Travel Subsidy – DLGSCI)	\$
Total Income (B)	\$
Total Eligible Assistance (A-B) x 50%	\$

*Note: Receipts to be provided

SECTION 2.3 – INDIVIDUAL DECLARATION

We certify that the information supplied is to the best of our knowledge true and correct.

CLUB/ASSOCIATION POSITION

Signature: _____ **Date:** _____

Name: _____ **Position:** _____

PARENT/GUARDIAN

Signature: _____ **Date:** _____

Name: _____

PART 3 - ATTACHMENTS

Please ensure that the following documentation is attached.

- A letter of endorsement from your State Sporting Association for State level activities.
- A letter of endorsement from State, State Country or National Body.
- A copy of any training or development programs during the period of the sponsorship. This may include information on training sessions, competitions, special coaching courses etc, with dates.
- Any other documentation that will support the application.