



APPLICATION FOR PERSONAL DEVELOPMENT GRANT

FORM 160

Date stamp

All applications for financial assistance for Personal Development **must** meet the application criteria for Personal Development.

- Applicants must reside within the Shire of Dardanup
- A letter from the governing body must accompany the application form.
- Applicant must submit documented estimates of expenditure as part of the application.
- Proposed development/representation must take place within 6 months of funding being made available.
- Prior approval must be sought for any substantial change to the assistance requested.
- Only one (1) application by an individual, for financial assistance per financial year will be considered.
- Personal Development grants are available to all age groups.
- Funding is **not** available to enter competitions, attend competition events/functions or training camps.
- Funding is **not** available for the purchase of personal equipment i.e. musical instruments, sporting equipment, etc.
- Funding is **not** available to attend pre-selection training/recruitment camps.
- Funding is available for music, arts, culture and academic to attend Master classes in their chosen field interstate and or overseas.
- Acquittal must be submitted within three months after financially supported proposal complete.

Part 1 Applicant Details

Applicant

Date of Birth

Postal Address

Name of Contact Person (Parent/Guardian if under 18 years)

Email

Mobile Number

Alternative Number

Part 2 Previous Grant Application

Have you ever received a Personal Development Grant from the Shire of Dardanup?

YES

NO

IF YES: What Year?

Did you acquit this grant successfully?

Part 3 Development Details

Personal Development Project – (What it is, age bracket i.e. U¹⁴, what sort of sport etc.)

Please indicate the category your application relates to:

Culture, arts and events

Sport and Recreation

Other

If other, please give details

What is the location of the event (Venue address, State or Country)

Over what period does the event run? (Dates of Event) – From

To:

Explain how your participation in this event will benefit your overall development?

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Part 4 Budget (if insufficient space is provided, please attach additional pages)

Expenditure

| | |
|------------------------|----|
| Cost of Travel | \$ |
| Cost of Accommodation | \$ |
| Other Associated Costs | \$ |
| | \$ |
| | \$ |

Income

| | |
|--|-----------|
| Shire of Dardanup Contribution | \$ 400.00 |
| Other external Donations / Fundraising (if applicable) | \$ |
| | \$ |

Part 5 Undertakings and Conditions

If a grant is provided the individual agrees to the following conditions:

1. The grant will be used for the purpose for which it was given and will be expended within the financial year granted, unless otherwise agreed in writing by the Shire of Dardanup.
2. Copies of receipts or invoices, certified by the Chairperson, or delegated officer as true copies of originals, to support expenditure will be returned to the Shire of Dardanup along with the grant acquittal within 1 month of completion.
3. Any unexpended funds will be returned to the Shire of Dardanup within 3 months of payment of the grant, unless otherwise agreed in writing by the Shire of Dardanup.
4. If there is to be any delay in the expenditure of the grant, a written request will be made seeking approval for the extension of time.
5. A grant will not be approved for a development/project/request that has been commenced/completed.
6. Any special conditions that are attached to the grant must be met.
7. All relevant records will be kept for a period of 7 years and will be made available for audit at any time.
8. The Shire of Dardanup will be acknowledged in any publications or media coverage for its support.
9. Your development/project/request should be discussed with the Shire of Dardanup prior to applying.
10. If satisfactory acquittal is not submitted no further grants will be made available to the group.

Please note:

- ❖ Proof of Team Selection/Representation is to be included with application.
- ❖ Keep a copy of your application for your own record.
- ❖ A Shire Officer will contact you if more information is required.
- ❖ All applicants are advised in writing of the outcome.
- ❖ Applications are processed in the order in which they are received.
- ❖ Assessment will take a minimum of one month
- ❖ You will be asked to either provide a photo of yourself whilst participating in the activity funded for promotional purposes and/or provide information about the event for Shire of Dardanup staff to use for promotion.

Part 6 Declaration

I, the undersigned, certify that I have been authorised to:

- submit this application, and;
- accept the undertakings and conditions of the application as described in Part 7.

I also acknowledge that the information contained herein and attached is to the best of my knowledge true and correct.

Applicant Name

Contact Person (if not Applicant)

Position

Signature

Date

Part 7 Return form to

Shire of Dardanup
1 Council Drive/PO Box 7016
EATON WA 6232

Phone: (08) 9724 0000 Fax: (08) 9724 0091
Email: records@dardanup.wa.gov.au

