

Outstanding Individual Assistance Grant Guidelines

These guidelines establish the Outstanding Individual Assistance Grant as a separate category of community assistance. It should not be assessed through the Community Project Grant rounds.

1. Purpose

Outstanding Individual Assistance Grants provide small financial assistance to eligible Shire of Coolgardie residents who have been selected, nominated or invited by an independent organisation to participate in a recognised representative, competitive, cultural, leadership, academic, academic, artistic, sporting or community achievement opportunity.

The grant recognises the achievement of local residents and helps reduce the cost of participation where the individual's involvement positively represents the Shire and contributes to personal development, community pride or local role modelling.

2. Funding Available

- Applicants may apply for up to \$500.
- The grant is open all year until the annual individual assistance allocation is exhausted.
- Applications must be submitted at least four weeks before the event, competition or activity.
- Funding is not retrospective and will not be provided for activities that have already commenced or been completed.
- Applicants may receive one Outstanding Individual Assistance Grant per financial year.
- The Shire may approve full funding, partial funding or decline funding.

3. Suggested Funding Guide

The amount of assistance Shire may approve is based on opportunity type and available funds. The following guide is used to determine the maximum assistance.

Opportunity type	Suggested maximum assistance
Regional or intrastate opportunity within Western Australia	Up to \$250
State or national opportunity requiring interstate travel	Up to \$350
International opportunity or exceptional national opportunity with significant cost	Up to \$500
Exceptional local/regional recognition where the applicant demonstrates	Up to \$500, at the Shire's discretion

significant achievement and community benefit	
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4. Eligible Applicants

- Must be a resident of the Shire of Coolgardie or otherwise demonstrate a strong and current connection to the Shire such as attending a local school or representing a local club or organisation.
- Must be selected, nominated, invited or endorsed by an independent organisation, association, school, club, governing body or peak body.
- Must be participating in an opportunity that is at least regional, state, national or international level, unless exceptional circumstances are approved.
- Must not be receiving payment or professional remuneration for participation in the activity.
- Must have no overdue acquittals or unresolved funding conditions from previous Shire assistance.
- If under 18 years of age, the application must be completed and signed by a parent or guardian.

5. What can be Funded

- Travel costs directly related to attending the approved event, competition, activity or opportunity.
- Accommodation costs directly related to participation.
- Registration, entry or participation fees.
- Essential uniforms, equipment or materials directly required for the opportunity, where not otherwise supplied.
- Other direct participation costs approved by Shire.

6. What will not be Funded

- Self-nominated attendance without independent selection, nomination, invitation or endorsement.
- Activities that have already commenced or been completed.
- Normal club fees, annual membership fees, private lessons, coaching, tutoring or training are not directly linked to the selected opportunity.
- General school excursions, camps or curriculum activities where participation is not based on outstanding achievement or representative selection.
- Prize money, fundraising donations, gifts, personal spending money, meals not linked to travel, alcohol or entertainment.
- Activities where the applicant is paid to participate or compete as a professional.
- Applications that duplicate funding are already provided through another shire grant in the same financial year.
- Applications where the applicant or parent/guardian has unresolved debts or overdue acquittals with the Shire.

7. Required attachments

- Evidence of residence or strong local connection.
- Letter of selection, nomination, invitation or support from the relevant independent organisation, association, school, club, governing body or peak body.
- Brief details of the activity, dates, location and level of representation or achievement.
- Evidence of expected costs such as travel estimate, registration invoice, event information or quote.
- Parent/guardian details and signature if the applicant is under 18.
- Bank details, invoice or statement by supplier information as required by the Shire's payment process.

8. Assessment and Approval Process

1. Applicant submits the simple Outstanding Individual Assistance Grant Application Form at least four weeks before the activity.
2. Officer checks eligibility, required attachments, budget availability and any outstanding debts or acquittals.
3. Officer may request additional information or clarification.
4. Application is approved, partially approved or declined under the adopted delegation or administrative approval process.
5. Applicants are notified in writing, generally within four weeks of submitting a complete application.
6. Successful applicant completes the activity and submits a simple acquittal within 60 days of return or completion.

9. Acquittal

The applicant should provide, within 60 days of completing the activity:

- Confirmation that they attended or participated.
- One item of evidence such as event result, certificate, program, photo, travel receipt or registration confirmation.
- A short comment on the benefit of the opportunity.