

Application Guidelines for Athlete Travel Subsidy Scheme Regional Only

What is the Athlete Travel Subsidy?

The Athlete Travel Subsidy Scheme (ATSS) provides funding to assist talented Western Australian athletes with out of pocket travel costs to compete at regional, state, national and international championships or events.

The ATSS is part of the State Government's *Supporting Community Sport Initiative*, funded by the Royalties for Regions Program.

Why is the Western Australian state government funding this scheme?

The Western Australian State Government has provided funding assistance for talented regional athletes since 1995 via the Department of Sport and Recreation's (DSR) Country Athlete Scholarship Program (CASP). The ATSS replaces CASP with the continued aim of providing funding support for Western Australian athletes representing Western Australia or Australia at national or international events.

Who can apply?

Applications can be submitted by individual athletes who must:

- Be participating in one of the five participation categories;
- Be an Australian citizen or permanent resident;
- Be aged 13 – 21 years at the commencement date of the event;
- Permanently reside in the one of the Western Australian State government's regional areas (***note: athletes who attend a boarding school or university in Perth are ineligible. Refer to the [DSR's website](http://www.dsr.wa.gov.au/regional) www.dsr.wa.gov.au/regional for information on regional boundaries***);
- Be a current registered member of a club or association that is affiliated with a State Sporting Association (SSA) and deemed eligible by DSR; and
- Be validated by the SSA or National Sporting Organisation (NSO).

What is the criteria?

Athletes who meet all points in section 3 and are selected to represent their region, Western Australia or Australia in SSA/NSO endorsed state, national or international talent championships/events will be eligible to apply for funding.

Athletes must meet one of the five participation categories **during the eligible start dates for the event (refer page 3)** to be eligible for a subsidy.

Participation categories

Category	Participation Level	Level of Support per Athlete
1	Athlete travelling to represent Australia at an international event	Up to \$1,500 Plus Regional Athlete Support for eligible athletes
2	Athlete as a member of an Australian squad travelling to participate in Australian squad training commitments, vying for selection in an Australian team.	Up to \$1,000 Plus Regional Athlete Support for eligible athletes
3	Athlete travelling to represent the State at national championships.	Up to \$750 Plus Regional Athlete Support for eligible athletes
4	Athlete as a member of a State squad travelling to participate in State squad training commitments, vying for selection in a State team.	Regional Athlete Support for eligible athletes
5	Athlete selected through a formal selection process to represent their sport's region, travelling to participate in a State championship/event vying for selection in a State squad.	Regional Athlete Support for eligible athletes

***Note 1:** Athletes participating at national championships as part of a State country or region specific team e.g. North West or country specific teams will be assessed as Category 4 as they are representing a specific region and not the entire State.*

***Note 2:** Where a Regional Sporting Association (RSA) or SSA selects multiple teams in the same age group for the same event, only athletes selected in the highest ranked team will be eligible.*

***Note 3:** In exceptional circumstances, DSR may consider requests from SSAs for exemptions related to the Participation Categories eligibility criteria and the SSA's performance pathway. Any exceptions will be addressed on a case by case basis and must be finalised prior to the opening of the application period.*

Regional Athlete Support Scheme

Athletes who **permanently** reside in a regional location as defined by the State Government's regional boundaries and are required to travel to attend events as described in the Participation Categories may be eligible for additional support through the Regional Athlete Support Scheme as follows (Refer to the [DSR's website](http://www.dsr.wa.gov.au/regional) www.dsr.wa.gov.au/regional for information on regional boundaries):

Region	Funding Limit
Kimberley	Up to \$800
Pilbara	Up to \$800
Gascoyne	Up to \$700
Goldfields	Up to \$500
Mid West	Up to \$500
Great Southern	Up to \$500
Wheatbelt	\$250
South West	\$250
Peel	\$150

What are the application periods?

There will be three funding rounds each year – except for 2013/2014 where there will be two funding rounds commencing in December.

Application periods for each round will be open for one month. Funding will be for either *retrospective or future travel* occurring within the eligible dates for the event as per the following table:

The first round will open the week beginning 16 December 2013 (opening date will be confirmed on the department’s website) and remain open until 24 January 2014.

Applications must be submitted online by midnight on the advertised closing date.

Year 1 – 2013/14

Rounds	Opening Date	Closing Date	Eligible Start Dates for the Event
1	Week commencing 16 December 2013	24 January 2014	15 September 2013 – 15 April 2014
2	15 April 2014	15 May 2014	17 January 2014 – 15 August 2014

Year 2 – 2014/15

Rounds	Opening Date	Closing Date	Eligible Start Dates for the Event
1	15 August 2014	15 September 2014	15 May 2014 – 15 December 2014
2	15 December 2014	15 January 2015	15 September 2014 – 15 April 2015
3	15 April 2015	15 May 2015	15 January 2015 – 15 August 2015

Year 3 – 2015/16

Rounds	Opening Date	Closing Date	Eligible Start Dates for the Event
1	15 August 2015	15 September 2015	15 May 2015 – 15 December 2015
2	15 December 2015	15 January 2016	15 September 2015 to 15 April 2016
3	15 April 2016	15 May 2016	15 January 2016 to 15 August 2016

Year 4 – 2016/17

Rounds	Opening Date	Closing Date	Eligible Start Dates for the Event
1	15 August 2016	15 September 2016	15 May 2016 – 15 December 2016
2	15 December 2016	15 January 2017	15 September 2016 – 15 April 2017
3	15 April 2017	15 May 2017	15 January 2017 – 15 August 2017

What will be funded?

A subsidy must be used to offset **out-of-pocket travel and accommodation costs only** associated with involvement in one of the Participation Categories. Funding will be for either *retrospective or future travel* occurring within the eligible dates for the event.

Note: Out-of-pocket expenses refer to travel/accommodation costs less any other financial support e.g. Western Australian Institute of Sport (WAIS), Local Sporting Champions, local government grants, etc.

What will not be funded?

A subsidy cannot be used to offset costs associated with the following:

- Meals
- Team uniforms
- Sporting equipment
- Medical/physiotherapy expenses unless the above costs are included within a contribution levy required to be paid by the athlete to a NSO/SSA.
- Travel to Country Week not forming part of a SSA formal selection process
- Travel to school/university/touring team events
- Travel to events where the athlete has **chosen** to represent Australia/ Western Australia or a region in an event they have qualified or nominated for and has **not** been selected by the NSO/SSA
- Travel costs incurred by athletes participating in sports not deemed eligible by DSR
- Travel costs incurred by athletes participating in National/State representation teams, talent squads and/or training squads **not** selected/endorsed by the NSO/SSA.

What is the application process?

- Applicants should read and understand the application guidelines before commencing the application process
- Applicants should direct any initial queries to their regional DSR office, their SSA or via the travel subsidy enquiry email address (*see next page for contact details*)
- Applications must be submitted using the online application form available via the [DSR website](http://www.dsr.wa.gov.au) www.dsr.wa.gov.au and all sections must be completed. In submitting the application, the athlete makes a commitment to DSR to comply with the Terms and Conditions applicable to ATSS
- Athletes will be eligible for funding only once per financial year in the same participation category or higher
- Payments are made to the nominated bank account stated within the application form, via Electronic Funds Transfer (EFT) after the round has closed and all applications have been processed
- All applications must be lodged with DSR by midnight on the published closing date. **No late applications will be accepted**

How will applications be assessed?

Statewide assessment

- DSR will contact the SSA and/or the NSO to validate that the information relating to the athlete's participation level is accurate.
- DSR will assess applications based on the eligibility criteria and Participation Categories funding framework.
- Subsidy amounts are subject to the number of eligible applications received and allocated budget per round. Minimum funding thresholds will be applied, below which no subsidy will be paid.
 - The assessment decision is final and no appeal regarding a decision will be entered into.

Notification

- Applicants will be notified by DSR whether their application has been successful or unsuccessful.
- SSAs will also be advised by DSR of athletes from their sport who have been successful in receiving subsidies.

Terms and Conditions that apply to applications and funding

Not eligible:

- Athletes who received DSR's CASP for 2013/14 will **NOT** be eligible to receive additional funding until the 2014/15 financial year;
- Athletes who received funding through DSR's First State Team Grant during 2013/14 will **NOT** be eligible for funding the same travel previously approved.

Applicants must read and agree to the Athlete Travel Subsidy Scheme Terms and Conditions in the online application form before submitting an application.

Assistance

For assistance, please contact your local regional DSR office:

Region	Phone	Email
Gascoyne	9941 0900	gascoyne@dsr.wa.gov.au
Goldfields	9022 5800	goldfields@dsr.wa.gov.au
Great Southern	9892 0100	greatsouthern@dsr.wa.gov.au
Kimberley	9195 5750	kimberley@dsr.wa.gov.au
Mid West	9956 2100	midwest@dsr.wa.gov.au
Peel	9550 3100	peel@dsr.wa.gov.au
Pilbara	9182 2100	pilbara@dsr.wa.gov.au
South West	9792 6900	southwest@dsr.wa.gov.au
Wheatbelt	9690 2400	wheatbelt@dsr.wa.gov.au

Or use the DSR travel subsidy enquiry email address: travelsubsidy@dsr.wa.gov.au

Note: Enquiries made via the email address will be responded to during office hours only.

What is the application process?

Applications must be submitted using the online application form available via the [DSR website](http://www.dsr.wa.gov.au) www.dsr.wa.gov.au and all sections must be completed. Athletes will be eligible for funding once only per financial year in the same performance category or higher. There will be three funding rounds allowing for athletes to apply for either retrospective or future travel and accommodation costs occurring within the eligible dates for the event. Applications must be lodged by the required lodgement time and date. Applications that do not meet the required lodgement deadline for a particular round will not be considered. All applications must be endorsed by the relevant NSO and/or SSA.

Is there an age limit for applicants?

Athletes must be aged between 13 to 21 years of age at the commencement date of the event.

If an athlete is at boarding school in Perth but returns to their home in a regional area on the weekends and/or school holidays, are they eligible for a subsidy?

Unfortunately, no. The scheme is targeted at athletes who live in a regional area full time.

Are athletes who live in the Peel region including Mandurah eligible for a subsidy?

Yes. Mandurah is within the State government's recognised boundary of the Peel region. [Information on regional boundaries](#) can be obtained from the DSR website: www.dsr.wa.gov.au/regional.

Are athletes who have been selected in State Country Teams eligible for a subsidy?

Athletes must be selected in a bonafide State Team to meet Participation Category 3 (refer page 2). Athletes participating at national championships as part of a bonafide State country or region specific team e.g. North West or country specific teams will be assessed as Category 4 as they are representing a specific region and not the entire state.

Are athletes who have been selected in State School Teams eligible for a subsidy?

Athletes must be selected in a bonafide State Team to meet Participation Category 3 (refer page 2). Athletes selected in a State School Team that is endorsed by the SSA and forms part of the SSA's athlete development pathway may be eligible for a subsidy.

Are athletes who have been selected in a touring team that will travel overseas or interstate to compete against another country or states eligible for a subsidy?

Unfortunately, no. Athletes must be selected by the NSO to represent Australia in a sanctioned international event to meet Participation Category 1 or 2, or the SSA to represent Western Australia in a sanctioned national event to meet Participation Category 3. (refer page 2).

If an athlete already receives support from other organisations (e.g. Australian Sports Commission, SSA, WAIS, South West Academy of Sport, Mid West Academy of Sport, Local Government, etc), are they eligible for a subsidy?

Yes - if there is no surplus income against the out of pocket travel and accommodation costs.

Is an athlete who attends a boarding school in another regional area from where they live eligible for a subsidy?

Yes. An athlete attending a boarding school in another regional area from where they live will be eligible for a subsidy. However, Regional Athlete Support will be based on the location of the boarding school.

Can an athlete qualify for a subsidy in different sports in the same year?

Yes. Athletes who meet the criteria are eligible for a subsidy at the same level in different sports in the same calendar year.

Appendix 1

Information required to complete the online application.

Event Details

- Event name
- Team/squad Name
- Event start date
- Event town/suburb
- Event state
- Event country
- Australian citizen/permanent resident
- Sporting activity
- Name of your State Sporting Association
- Participation level category (as per these guidelines, p2)
- Total cost of trip
- Out-of-pocket travel costs

Athlete Details

- Name
- Gender
- Date of birth
- Parent/guardian consent (if under 18 years)
- Parent/guardian details (if applicable):
 - Name
 - Home and/or mobile phone
 - Email address
- Residential address
- Postal address (if different to residential)
- Home and/or mobile phone
- Email address

Other

- School/university you are currently attending, and the region (if applicable)
- Name of your regional club, and the region (that you are a registered member of)
- Bank account details (for subsidy payment if you are successful)
 - BSB number
 - Account number
 - Account name

Terms and Conditions

- Must meet and agree to all