



Gymnastics
Western Australia

GWA WORKFORCE DEVELOPMENT GRANT GUIDELINES



Department of
Sport and Recreation



Program Overview

The Workforce Development Grant is part of Gymnastics WA's (GWA) overall commitment to developing and supporting coaches, officials, administrators and support personnel by bringing educators international or interstate to Perth.

The Workforce Development Grant offers a unique opportunity for Gymnastics WA to work closely with international or interstate educators and identify targeted education and training opportunities.

Metropolitan and regionally based clubs/associations, Technical Committees and the GWA office can apply for the Workforce Development Grants.

Eligibility

It is essential that all applicants fully read the guidelines and associated materials to ensure they provide themselves with the best opportunity to be successful in receiving the grant.

Applications must be submitted by an affiliated GWA club/association, GWA Technical Committee or GWA Staff Member.

It is strongly recommended that you contact the Education Officer at GWA prior submitting your final application to discuss your planned program.

Use of Funding

It is essential that all applicants fully read the guidelines and associated materials to ensure that they provide themselves with the best opportunity to be successful in receiving a grant.

The following may be considered as eligible:

- Economy class national/international airfare
- Intra-state travel
- Professional fees
- Vehicle hire (other than own office/facility)
- Accommodation
- Venue hire
- Meals
- Equipment hire
- Office/Administration costs

Please note: No purchase of equipment or clothing will be funded.

Considerations

- The application must meet the objectives of the Workforce Development Grant.
- The program/project should be inclusive of metro and regional areas where possible.
- The visiting coach should be credible in their field of expertise.
- Clear outcomes and performance measures must be identified.
- Provide detailed budget information.
- Accredited courses must be delivered by qualified personnel.
- Effective use of visiting coach/official to achieve program outcomes.

Submission Requirements and Further Information

- Affiliation fees, clothing and equipment will not be funded by the grant but can be included as a financial contribution by the individual/Club.
- Grants are not provided in retrospect.
- Workforce Development Grants will be paid to the applicant upon providing acquittal requirements.
- All outstanding grants must be acquitted prior to any further applications being considered.
- Management of all grants will principally be the responsibility of the applicant. They must certify they have the capacity to manage, report on and acquit the GWA grant as requested.
- GWA reserves the right to initiate a grant at any time outside of the annual application period.
- All applications must be received before 4.00pm on the CLOSING DATE specified on the website. No late applications will be accepted.

Roles and Responsibilities

Gymnastics WA

- Administer the grants promotion, application, selection and grant management processes.
- Develop and implement selection panels, assessment tools and feedback mechanisms.
- Liaise with application's contact personnel to identify possible development strategies for Workforce Development Grants.
- Assist Workforce Development Grant's with the development of a budget.
- Liaise with applicant's contact personnel to identify possible development strategies.
- Ensure Key Results Schedule/activities are completed as per grant agreement.
- Provide support throughout the grant period for the applicant.

Grant Applicants

- Commitment to grant activities and development opportunities identified.
- Work with GWA/Club/Technical Committee to identify potential development strategies.
- Ensure personalised Key Results Schedule/activities are completed as per grant agreement.
- Complete reporting and submit to GWA/Club/Technical Committee as required.
- Tax invoices must be provided to GWA on all activities.

Visiting Educator

- Complete program/project as detailed in Grant Agreement and Project Key Results Schedule.
- Submit report to applicant contact personnel to pass along to GWA at the conclusion of the program/project.
- Work with applicant contact personnel to identify future development strategies.

Tips for a Successful Scholarship Application

- Read all material associated with this grant and have a complete understanding of the requirements.
- Read the questions on the application form very carefully and answer the questions stated.

8 Steps in the Grants Process

STEP 1	Read and understand all forms/assessment criteria etc.
STEP 2	Applicant to complete the application form.
STEP 3	Applicant submits the application by the closing date.
STEP 4	Applications assessed by GWA selection panel and grant determined.
STEP 5	Grant recipients advised.
STEP 6	Consultation between grant recipients and GWA to determine outcomes of grant and set Key Results Schedule.
STEP 7	Grant Agreement completed and funding distributed and program implemented.
STEP 8	Applicant submits project report, receipts and acquittal documentation to GWA for reimbursement and completion of grant.

Selection Panels

Workforce Development Grant Assessment Panel

A panel consisting of two representatives from GWA (Services and Development Manager and Gymsports Manager) and a representative from DSR will recommend the successful recipients.

Contact

If you have any questions contact Gymnastics WA Education Officer.

Phone: 08 9228 9399

Email: education@gymnasticswa.asn.au

Where to Submit your Application

All applications must be received by 4.00pm on the CLOSING DATE specified on the GWA website. No late applications will be accepted. All Workforce Development Grant applications should be sent to the following:

By Mail

Attention: Education Officer
Gymnastics WA
PO Box 1204
WEST LEEDERVILLE WA 6901

By Hand

Attention: Education Officer
Gymnastics WA
99 Loftus Street
LEEDERVILLE WA 6007

By Email

info@gymnasticswa.asn.au