

Central Queensland Regional Performing Arts Foundation **Youth Bursary Program Terms and Conditions**

1. Applicants should be between 12 and 23 years of age when the application is made. However, the CQRPAF Trustees ('the Trustees') reserve the unfettered right to consider applications from exceptional applicants outside this age range where appropriate circumstances exist. Applicants under 18 must have a parent or guardian sign the declaration where indicated.
2. Applicants must be Australian citizens.
3. Applicants must be residents in the Local Government Authority areas listed below.
 - Livingstone Shire Council
 - Rockhampton Regional Council
 - Banana Shire Council
 - Woorabinda Aboriginal Shire
 - Central Highlands Regional Council
 - Isaac Regional Council
4. Recipients must utilise Bursaries only for the intended purpose and as approved by the Trustees.
5. Bursaries must be utilised within the time specified in the contract.
6. Recipients will keep the Trustees fully informed of any changes to the approved Bursary program and related arrangements, requesting endorsement before proceeding with any changes.
7. The CQRPAF Youth Bursary Program is to receive acknowledgment for its support in the following manner: The generous support of the Central Queensland Regional Performing Arts Foundation Youth Bursary Program is gratefully acknowledged. Acknowledgment applies to all advertising, media releases and all forms of publicity. The CQRPAF logo must be included in all printed and visual promotional materials.
8. Each Bursary recipient grants the Trustees the right to utilise their name and image in Youth Bursary publicity material about the Bursary received.
9. An applicant will make payment to attend the selected Short Course. The Foundation will reimburse the applicant or guardian by Electronic Funds Transfer to a nominated Bank Account on presentation to the foundation of a valid receipt for such payment. Any funds incorrectly reimbursed or paid to a recipient must be transferred by the recipient to the Foundation immediately.
10. Where a recipient receives direct funding from the Foundation, copies of all documents and financial records (e.g. receipts) relating to the funding must be kept. All expenditures must be provided, and original receipts and invoices or an appropriate auditor's statement must be provided. If a recipient does not fulfil these reporting requirements, The Trustees may forward a notice in writing to the recipient requesting further information or compliance with the reporting requirements. The recipient will deliver the additional material requested within seven days.
11. In cases where funds are paid to a recipient directly by the Foundation, the Trustees may request the return of funds from the recipient if those funds have not been expended in accordance with the approved application.

12. Each successful Bursary applicant will be sent a contract to be signed by the applicant (or parent/guardian if the applicant is under 18 years) and returned to the Foundation Officer by a nominated date. Failure to comply by this date will result in the Bursary not being awarded.
13. If the course provider cancels a Bursary course, the Trustees will negotiate with the affected recipient/s on a case by case basis.
14. Each recipient must submit an online Post-course Report to the Foundation within 30 days of completing their course. If these conditions are not met, the Trustees reserve the right to take action, including requesting the return of up to all grant monies provided.
15. The Trustees reserve the right not to award any advertised bursaries.
16. The Trustees reserve the right to request that applicants participate in an activity organised with the support of the CQRPA Foundation (such as a lecture, masterclass, tutorial, performance, mentorship, workshop etc.) to further the development of performing arts in the Rockhampton region.