

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

1. The Central Queensland Regional Performing Arts Foundation (CQRPAF) Youth Bursary Program provides Bursaries for professional development opportunities for young performers in performing arts ("the intended purpose")
2. Applicants should be between 12 and 23 years of age when the application is made. Applicants under 18 must have a parent or guardian sign the declaration where indicated.
3. Applicants must be Australian citizens.
4. Applicants must be residents in the Local Government Authority areas listed below.
 - a. Livingstone Shire Council
 - b. Rockhampton Regional Council
 - c. Banana Shire Council
 - d. Woorabinda Aboriginal Shire
 - e. Central Highlands Regional Council
 - f. Isaac Regional Council
5. Recipients must utilise Bursaries only for **the intended purpose** and as approved by the Trustees.
6. Bursaries must be utilised within the time specified in the contract.
7. Bursaries are payable for:
 - a. Cost of the course;
 - b. Reimbursement of travel expenses up to a maximum of \$700.00 to each Recipient;
8. The Trustees reserve the right to award additional travel in circumstances the Trustees deem appropriate, up to a cost of \$2,000.
9. Recipients must keep the Trustees fully informed of any changes to the approved Bursary program and related arrangements, requesting endorsement before proceeding with any changes.
10. 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.*
11. 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.
12. Each Bursary recipient grants the Trustees the right to utilise their name and image in CQRPAF Youth Bursary publicity material about the Bursary received.
13. Recipients must make payment to attend the selected Short Course. The CQRPAF 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 CQRPAF immediately.

14. Where a recipient receives direct funding from the Foundation, the recipient must keep copies of all documents and financial records (e.g. receipts) relating to the funding. 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 send a written notice to the recipient requesting further information or compliance with the reporting requirements. The recipient will deliver the additional material requested within seven days.
15. 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.
16. Each successful Bursary recipient will be sent a contract to be signed by the recipient (or parent/guardian if the recipient is under 18 years) and returned to the CQRPAF by a nominated date. Failure to comply by this date will result in the Bursary not being awarded.
17. If the course provider cancels a Bursary course, the Trustees will negotiate with the affected recipient/s on a case by case basis.
18. Each recipient must submit an online Post-course Report to the CQRPAF 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.
19. The Trustees reserve the right not to award any advertised bursaries.
20. The Trustees reserve the right to request that applicants participate in an activity organised with the support of the CQRPAF (such as a lecture, masterclass, tutorial, performance, mentorship, workshop etc.) to further the development of performing arts in the Rockhampton region.
21. The Trustees reserve the unfettered right and discretion to consider applications from exceptional applicants outside the specific requirements outlined above where appropriate circumstances exist including but not limited to:
 - a. The age of the Applicant being outside of the age listed in 2. above;
 - b. The residency of the Applicant being outside of the LGA areas listed in 4. above (provided that the Applicant can demonstrate some connection to the LGA areas);