



Program Overview

The Talent Development (TD) Grants are part of Water Polo WA's (WPWAI) overall commitment to developing and supporting coaches, officials and administrators.

TD grants offer a unique opportunity for key personnel and those within a talent pathway to establish personalised professional development plans, address succession planning and develop mentoring programs through identified targeted education and training opportunities. Young coaches and referees are particularly encouraged to apply for a TD grant.

1. Grant Eligibility

It is essential that all applicants read the guidelines and associated materials to ensure they provide themselves with the best opportunity for a successful application.

Applicants must:

1. Be a coach, administrator or official residing in Western Australia,
2. Be actively working within a talent program recognised by Water Polo WA or Water Polo Australia OR be actively developing a talent program within a West Australian club.
3. Be working with current talented athletes within the talent pathway
4. Hold a coaching/referee accreditation and be working towards obtaining a higher qualification as part of Water Polo Australia's new coaching/referee program.
5. As a sign of our commitment to diversity, female applicants are encouraged to apply and will be looked upon favourably.

2. Submission Requirements

1. The TD Grant cannot be awarded retrospectively.
2. Grant applications must be submitted at least four weeks before the project is due to commence.
3. Applicants must be able to demonstrate a record of commitment to their professional development and how the proposed project fits into this continuing development program in the Talent pathway.
4. Management of grants will be the responsibility of the individual, who must certify that they have the capacity to manage, report on, provide the correct documentation and acquit the WPWAI grant as requested.

2.1. Professional Development

- Applicants must submit a professional development plan outlining activities to date and those that will result from this grant funding.
- Applicants must identify and provide details of their 'mentor/s' who will provide support throughout the duration of their professional development plan. This support must be clearly outlined in the TD Grant Application Form.

2.2. Finance

- Affiliation fees, meals, clothing and equipment will not be funded by the grant but can be included as a financial contribution from other sources.
- Water Polo WA should not be expected to grant the funds for the entire cost of a project. There is an allocation of \$4000 to support the grant scheme. Once exhausted, no more grants will be considered.
- TD grants will be paid to the applicant upon providing acquittal requirements at the conclusion of the project. Grants are only reimbursed once the activities and results are fully completed and the required acquittal paperwork submitted to Water Polo WA.



- Grants are reimbursed to the Grant Applicant only. It should be noted that Tax Invoices are required in the Grant Applicant's name and not a third party, e.g. the Club.
- All report schedule and tax invoices/receipts must be submitted to Water Polo WA within 30 days of the completion of the project.

3. Roles and Responsibilities

3.1. The Grant Applicant will:

- Commit to complete the agreed grant project activities, objectives and outputs, which may include:
 - A report on activities and outcomes, submitted to WPWAI within 30 days of project completion.
 - An article to be published on the WPWAI website.
 - Communication of knowledge gained from the grant with the WA Water Polo Community, through dissemination of the report, hosting a workshop or other similar activities.
 - Ensure the Key Results Schedule (A) and activities are completed as per the grant agreement.
 - Complete the WPWAI reimbursement form (schedule B) and submit to WPWAI with accompanying documents. All tax invoices/receipts must be made out in the applicant's name and submitted to WPWAI within 30 days of the project's completion in order to receive reimbursement of the grant money.
 - For overseas expenditure, itemised receipts including the exchange rate at the time the expense was incurred are required. This is usually clearly displayed on credit card/bank statements.
 - If using an online booking website to purchase flights or accommodation, it is essential that the company is able to provide a Tax Invoice (not simply a receipt) for the online transaction. Several online companies (such as Expedia) are unable to provide Tax Invoices for online payments.

3.2. Water Polo WA will:

- Manage the grant's promotion, application and selection processes.
- Develop and implement selection panels, assessment tools and feedback mechanisms.
- Liaise and assist with the grant recipient.
- Complete grant agreements, acquittal processes, reimbursements and reporting.

4. Steps in the Grants Process

STEP 1 Read and understand all forms/assessment criteria etc.

STEP 2 Applicant and mentor to complete the application form and proposed personal development plan.

STEP 3 Applicant to submit the application to WPWAI.

STEP 4 Applications will be assessed by the WPWAI. An interview may be requested with the applicant and their mentor.

STEP 5 Successful applicants will be approved by WPWAI Board

STEP 6 Grants applicants will be advised of the outcome of their application.

STEP 7 Consultation will occur between successful recipients and WPWAI to determine final outcomes of grant and set the project Key Results Schedule and project dates.

STEP 8 Grant agreement completed and project implemented.



STEP 9 Applicant submits acquittal documentation, project report, tax invoices/receipts and to WPWAI for reimbursement and completion of grant.

STEP 10 WPWAI checks off criteria and concludes grant.

STEP 11 Applicants are reimbursed