



Community Trust Fund

Guidelines – Support Funds

Eligibility

These funds are available to members of the community wanting to improve education or employment opportunities, yet are experiencing financial difficulties. Some examples where these funds may be accessed include:

- Short course or accredited training fees books
- Work related clothing to start a new job or work experience
- Work related transport cost – bus/train fares for employment or work experience

Only one application may be submitted per family per annum.

Requirements

You will need to provide the following details:

1. What you need to purchase with the community Trust Fund payment
2. Why you need to purchase these goods/services
3. Why you cannot access finances from other means for this purpose
4. Any other information or evidence to support your application

Decision Process

Applications are assessed by a designated Career Keys committee. Decisions are made at the discretion of this committee and all decisions are final. The committee may approve the application amount in total, approve a reduced amount or not approved the application at all.

No cash amounts will be paid. Funds are provided as a cheque or voucher to the supplier, or a reimbursement with a receipt of payment produced. Up to \$100 per application is available however the amount of funds approved is at the discretion of the selection committee.

If you have any queries regarding this application process please contact:

Community Trust Fund
Career Keys
Barklya Place
Marsden Qld 4132

Ph: 3200 2700

Good Luck

Career Keys is pleased to offer the local community the opportunity to access these Support Funds and thereby assist you to improve your future career prospects. Although our funds may not stretch to assist all applications, Career Keys would like to wish you every success with your career development.



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These funds are available to members of the community wanting to improve education of employment opportunities, yet are experiencing financial difficulties. Up to \$100 is available to assist with travel expenses, clothing, payment for course ect. Applications are restricted to one application per family within a calendar year.

Please complete details below and lodge your application to:

Community Trust Fund
Career Keys
PO Box 615
Marsden Qld 4132

Or in person at 37 Barklya Place Marsden Qld 4132

Full Name:		
Address:		
Phone:	Home Number:	Work Number:
	Mobile:	
Amount Required:	\$	
Purpose of Funds: (Briefly outline why the goods/service are required)		
Explain briefly why you require financial assistance:		
List and attach any supporting documentation: Invoice/evidence of expenses		
Signature		Date:
Parent Signature if under 18		Date: