

# KIDSPORT HOW TO GUIDE

## - APPLICANTS -

### Applying for KidSport online

This online application process is only available to applicants applying for KidSport who have a Health Care or Pensioner Concession Card.

If you believe you are experiencing unforeseen significant financial hardship, you can still submit a hard copy KidSport application to your local government through a KidSport Financial Assessor.

Prior to completing the KidSport online application process below, please ensure you have an electronic copy of your Health Care / Pensioner Concession Card (scanned or photographed copy is fine). The file can then be uploaded onto the online form in any of the following formats – .doc,.docx,.pdf,.png,.jpg,.jpeg (Max: 5 MB).

1. Go to the Department of Sport and Recreation (DSR) homepage and click on the KidSport link on the right hand side – [www.dsr.wa.gov.au](http://www.dsr.wa.gov.au).
2. On the KidSport homepage, click 'Apply online' link in the right panel, to open online form.
3. At the top of the page, make sure you mark whether you have received KidSport before.
4. Complete each field in the online form, including the details of the child, parent/guardian, club and the amount being requested for KidSport. Please note:
  - It is important that all details are entered accurately, particularly the first name, last name, suburb and date of birth of the child.
  - After selecting the club, the membership fee structures provided by the club will appear. Based on the figures listed, you can then indicate the amount you are requesting for KidSport, up to \$200. This amount can be lower than the amount listed, per age group, as you can always apply for a second sport later in the year.
5. Upload the electronic copy of your Health Care or Pensioner Concession Card.
6. Once all information has been entered, please scroll up and re-check all details have been entered correctly. Once the form has been checked, click the 'submit' button.
7. A new page will appear confirming that your KidSport application has been submitted.
8. An automated confirmation of application will also be sent through to the email address that you provided in the form. **If you do not receive this email after a few hours, please contact your local government.**
9. The Local Government (Council) in which you reside will now assess the application and inform you, via email, if it has been approved or rejected.

### Contact Information

#### Local Government – application status, general enquiries

- Local Government contact list (only lists those involved in KidSport): <http://www.dsr.wa.gov.au/funding/individuals/kidsport/local-governments>

#### Department of Sport and Recreation KidSport Team – Reasons behind rejected application

- Phone: (08) 9492 9911
- Email: [kidsport@dsr.wa.gov.au](mailto:kidsport@dsr.wa.gov.au)