

## APPLICATION & PROCESSING INFORMATION

### ABOUT THIS DOCUMENT

This document provides details about the way in which applications for funding from the Isabelle Lake Memorial Fund (ILMF) are to be handled and processed by WAAC, the managing organisation of Freedom Centre.

This guide has been developed to ensure that WAAC and Freedom Centre use the funds according to the wishes of the Lake family, whilst ensuring the ILMF and Bequest Subcommittee, and other staff members responsible for submitting and processing applications, are able to deal with requests in the most efficient manner possible.

The policy sets out the purpose for which the funding has been provided to the organisation, the specific criteria that must be met for applicants to be eligible for the funding, as well as details of the application process.

### ABOUT THE FUND

A donation from the family of Isabelle Lake was provided to Freedom Centre to enhance the wellbeing of trans young people in Western Australia. The terms of the fund have been approved by the family of Isabelle Lake.

The Isabelle Lake Memorial Fund provides the opportunity for trans young people (under 30) in Western Australia to apply for funds to cover some costs of activities, services or goods that advance the health, education, and/or alleviate poverty for trans young people.

This could cover the cost of hormones, binders, psych fees, study course fees and books, or anything else that advances the health, education and wellbeing of trans young people.

Individuals or projects and programs may apply to receive funding if they are eligible. For full details of how to apply and eligibility criteria, please see below.

Please read this document in full prior to contacting Freedom Centre about questions and applying. Freedom Centre staff can help with guidance for young people applying to the Fund.



*Isabelle Electra Lake*

Additionally, we encourage applicants to use the Application Checklist and support letter template that are available at <https://www.freedom.org.au/isabelle-lake-memorial-fund> to help with your application. All applications need a letter of support like the sample one from a qualified support worker or certified medical practitioner (eg. GP, endocrinologist, psychiatrist, youth worker, counsellor, social worker etc).

### ABOUT BELLE

Freedom Centre have welcomed the opportunity to work with the generous Lake family to offer this important opportunity, in line with the wishes of the late Isabelle Electra Lake.

Belle was a passionately active LGBTIQ+ community advocate who sadly passed away from leukemia on 28 February 2012 at age 21.



She was highly regarded for her volunteering efforts with several LGBTI community organisations including the Freedom Centre, WA Gender Project and Slutwalk Perth. Prior to becoming unwell again, Belle was working at the WA Equal Opportunity Commission, where she assisted in the development of resources for the Challenging Sexuality and Gender Based Bullying in Schools Project.

Belle was very passionate about Freedom Centre's mission to promote the health and wellbeing of young people's sexuality, sex and gender. She dedicated many hours to volunteering at the centre, particularly peer-supporting young people who are trans.

One of her dying wishes was to leave a legacy that continued this important goal, which her family has empowered through the creation of the Isabelle Lake Memorial Fund.

### GENERAL PRINCIPLES OF USE

The following general principles of use apply to the ILMF:

1. The ILMF will meet a charitable purpose, namely the advancement of health, education, and/or the alleviation of poverty for young people who are trans in Western Australia.
2. Regardless of the number of successful applicants for funding, the total amount of money from the ILMF which can be distributed in any one financial year will be limited to \$2,000.
3. Individuals (i.e. natural persons) who live in Western Australia or projects and programs occurring in Western Australia may apply to receive funding from ILMF.
4. In the event of competing demands for funding, the ILMF will fund projects and programs that provide the greatest good to the greatest number of people rather than individuals.
5. The ILMF is managed by WAAC.
6. The ILMF will generally award funding to projects and programs where there is no other funding available and/or there is a paucity of access to services.
7. The ILMF will be held by WAAC and will be placed in separate interest-bearing accounts.
8. Applicants can apply for and receive up to \$300 per financial year.
9. After a previously successful application, applicants can apply for further funding. The cumulative funds available over multiple years to an applicant is capped at \$1000.

10. The ILMF and Bequest Subcommittee assigned to consider ILMF applications may, in the interests of fairness to all actual and potential applicants, refuse an application from a person who has received funds in prior financial years, despite not exceeding the maximum amount for the current financial year.
11. The outgoings and balance of ILMF will be reported annually.

## APPLICATION CRITERIA

### INDIVIDUALS

General application criteria apply to the use of the ILMF. These criteria require that individual applicants:

1. Be a person who is trans, under the age of 30 and resides in Western Australia.
2. Be a person in receipt of a Department of Human Services (this includes Centrelink) benefit or hold a Health Care Card or provide other evidence of financial hardship. This ensures the fund is allocated to those who are experiencing financial hardship.

Additional application criteria for specific types of funding also apply and are set out below.

### HEALTH NEEDS

Individuals who are trans and meet the general application criteria above can seek funding for health care services where those services are:

1. Not publicly funded;
2. Have a waiting period of longer than six months; or
3. The individual's specialist confirms in writing that treatment is urgently needed.

Examples of services for which funding can be sought are:

- Psychiatry appointments
- Hormone treatment costs
- Surgery costs
- Other Health costs
- Non-medical resources that promote the wellbeing of trans individuals, and are related to gender transition such as binders, packers, prosthetic breasts etc.
- Costs towards independent accommodation due to being at risk of homelessness.

A support letter stating the benefit of such treatment from a qualified support worker or certified medical practitioner must accompany the application.

## EDUCATION FOR RETURNING TO WORK NEEDS

Individuals who are trans who are seeking assistance towards education to allow them to return to work and who meet the general application criteria above can apply for funding. Examples of assistance that may be provided are:

- Funding towards course fees. This will only be considered if the applicant is not eligible for other tertiary assistance, such as HELP.
- Purchase of course books.
- Purchase of a computer to be used in undertaking a course.

Supporting materials required are:

1. Confirmation of eligibility for enrolment into a training course through a certified TAFE, University or training group.
2. Confirmation of passing previous modules, evidenced on a statement of academic record, where subsequent funding is being sought.

## PROJECTS OR PROGRAMS

General application criteria apply to the use of the ILMF. These criteria require that project/program applicants:

1. Are applying for funding for a project/program which is driven by trans young person/s in Western Australia and includes a trans young person throughout the planning and implementation of the project/program.
2. Can demonstrate that the project/program is not already receiving funding and cannot access funding from other appropriate sources.

Projects or programs that are eligible to be funded for groups may include, but are not limited to:

- Retreats for trans people;
- Educational forums/conferences where external speakers or facilitators are funded;
- Updating a library and resources for target groups;
- Funding videoconferencing for trans people living in rural and remote regions and facilitated groups via teleconferencing, etc.

The fund does not cover costs associated with individuals attending conferences, or travel.

## APPLICATION PROCESS

The following application process applies to funding applications for individuals as well as programs and projects aimed at providing services to both individuals and groups:

1. Applications will be assessed monthly (by face-to-face meeting or electronically) by the ILMF & Bequest Subcommittee assigned by WAAC's Board to approve applications.
2. The Subcommittee will consist of a Board Member (other than the Chairperson) and the Accountant.
3. Application details are to be provided by the applicant on the Isabelle Lake Memorial Fund Application Form – Individual, or the Isabelle Lake Memorial Fund Application Form – Project, on the appropriate form. As part of completing the project application form, applicants must also fill out the Project Questionnaire (also attached). For both types of applicants, all required supporting documentation is to be attached to the application.
4. For individual funding applicants, a minimum of two quotes should be supplied where practicable, taking in to account the ease of accessibility to multiple suppliers for the item being funded. If two quotes cannot be provided, one quote or an invoice must be provided. Acceptance of the application based on a single invoice/quote will be at the discretion of the Fund Committee, who may request further information if they consider it necessary. Where the funding application is for a product or service which is sold online and has a fixed price, a printout or screen grab showing the product (including shipping costs) or service is an acceptable format for quotes.
5. A letter of support must also be provided for all individual applicants. Where possible, this letter should be obtained by the applicant from a doctor, counsellor or other support person of the applicant. This letter may be provided by the Freedom Centre Coordinator or other Freedom Centre staff. For project or program applications, the applicant will need to demonstrate support for the project. A template Support Letter is available from the Freedom Centre website.
6. Decisions will be relayed to the applicants in a timely manner.
7. Funding will only be paid out on the production of evidence that an expense will incur, or has been incurred, e.g. by providing an invoice/quote.
8. Funds can only be paid to a third party. For approved individual applications, the funds may be transferred to a WAAC Corporate Credit Card in cases where a credit card is the only possible means for purchasing the product or service. The Freedom Centre Coordinator is then responsible for ensuring the transaction occurs correctly.

## FUNDING APPLICATION FORMS

There are two different application forms available which should be used for the funding application. One form is required for individual applicants and the other is for project/program applicants (the latter form includes the compulsory Project Questionnaire).

The forms are attached to this policy document and are also available separately as forms. A template Support Letter and Application Checklist are available from the Freedom Centre website.

All required documents are available at [www.freedom.org.au/isabelle-lake-memorial-fund](http://www.freedom.org.au/isabelle-lake-memorial-fund)

Submit your Isabelle Lake Memorial Fund Application to;

**Attention:** Freedom Centre Coordinator

**Regarding:** Isabelle Lake Memorial Fund Application



## ISABELLE LAKE MEMORIAL FUND

**Post:** WAAC  
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West Perth WA 6872

**Fax:** (08) 9482 0001

**Email:** [info@freedom.org.au](mailto:info@freedom.org.au)