



KidSport - Application Process

1. Go to the Department of Sport and Recreation (DSR) homepage- www.dsr.wa.gov.au and click on the KidSport link on the right hand side.
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 registration fee structures provided by the club will appear. Based on the figures listed, you can then indicate the fee amount you are requesting for KidSport, **up to \$150**. **The KidSport grant cannot be used to purchase kit or equipment.**
5. All applicants must have a valid Concession card to receive KidSport funding. Upload the electronic copy of your Health Care or 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. 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.**
8. The Local Government (Council) in which you reside will now assess the application, update the KidSport database and inform you, via email, if it has been approved or rejected. **Once approved**, the parent/guardian will receive an email with the outcome of the application and **a unique code to give to the club.**
9. The applicant/parent/guardian **must take the unique code to the selected club to register, within 90 days, or the voucher will expire.** You would then need to reapply for the voucher and until then, the child(ren) will not be able to partake in the clubs activities until approved.
10. The sport/recreation club completes the registration of the applicant and matches the code to the child in the KidSport system. The club can then invoice the local government for the cost of the fees.