



COMMUNITY DEVELOPMENT FUNDS  
**CHURCH ACTIVITIES / EQUIPMENT**  
APPLICATION FORM

Before completing this form you should read the **“Northern Sub-Regional Trust 2018 Grant Funding Guidelines”**. You **must** also meet the eligibility criteria on Page 4 of the Guidelines. Please ensure the entire application is completed.

If you have any queries or need assistance to complete this form please contact the Finance Grants Officers (see contact details below).

When completed please return to the:

Finance Grants Officer  
Western Cape Communities Trust  
PO Box 106  
Weipa Qld 4874  
Phone: (07) 4069 7945  
Fax: (07) 4069 9947

Email: [fgo1@westerncape.com.au](mailto:fgo1@westerncape.com.au) or [fgo2@westerncape.com.au](mailto:fgo2@westerncape.com.au)

NAME OF APPLICANT: \_\_\_\_\_

APPLICATION MUST BE RETURNED BY: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NEXT SCHEDULED NORTHERN SUB-REGIONAL TRUST BOARD MEETING: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**LATE APPLICATIONS WILL NOT BE CONSIDERED UNTIL THE NEXT NORTHERN SUB-REGIONAL TRUST DIRECTORS BOARD MEETING**



**COMMUNITY DEVELOPMENT FUNDS**

**1. APPLICANT DETAILS**

Name of Applicant: \_\_\_\_\_

Traditional Owner Group: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email (if available): \_\_\_\_\_

**2. NOMINATED CONTACT**

You may wish to nominate a person who can be contacted on your behalf in regards to your application. This person must be acquainted with the details of your application.

Name of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email (if available): \_\_\_\_\_



## **COMMUNITY DEVELOPMENT FUNDS**

### **3. FUNDING AVAILABLE**

The Northern Sub-Regional Trust supports funding that provides the advancement of religion and religious activities for all Community members, from youth through to Elders.

Funding will be provided to local community based churches that benefit the five Traditional Owner Groups only.

Funding has been allocated for the year for church equipment and church activities and assistance is as follows:

#### **3.1 Church Equipment**

- A total of \$10,000 has been allocated for church equipment for the 2018 calendar year.
- Applications are capped at \$2,000, for the purchase of church equipment such as books, musical instruments, and church kitchen appliances and utensils ONLY
- Applications are limited to one per church, per year.
- Funding will be paid directly to suppliers, auspicing bodies or organisations, not individuals
- Auspicing bodies may charge a fee to cover their administration costs. Any such fee will make up part of the overall application amount.
- All funding must be acquitted
- The NSRT must be acknowledged publicly for its funding support

#### **3.2 Church Activities**

- A total of \$20,000 has been allocated for church activities for the 2018 calendar year.
- Funding will be provided to a capped limit of \$4,000 per church, per year. This includes travel, accommodation and meals for invited guest speakers. (Does not include travel for members of the congregation)
- Applications are limited to one per church, per year.
- Applicants must provide details of the program/event being held and must be of benefit to the Community.
- Funding will be paid directly to suppliers, auspicing bodies or organisations, not individuals
- All funding must be acquitted at the Sub-Trust meeting following the event.
- Auspicing bodies may charge a fee to cover their administration costs. Any such fee will make up part of the overall application amount.
- Funding cannot be used for operating expenses such as wages, rent or electricity
- The NSRT must be acknowledged publicly for its funding support.

***You must agree to the Terms and Conditions listed above for this application to be forwarded to the Northern Sub-Regional Trust Board of Directors for consideration. Your signature is to be recorded on the last page of this application.***



**COMMUNITY DEVELOPMENT FUNDS**

**4. FUNDING REQUESTED**

Please indicate which category of funding you are applying for:

CHURCH EQUIPMENT ..... Go to page 5

CHURCH ACTIVITIES .....Go to Page 5



**COMMUNITY DEVELOPMENT FUNDS**

*Please provide specific details on how the funding will be used.*

<p><b>Church Equipment</b> (Please provide details and attach quotes of the type of books, musical instruments and/or church kitchen appliances and utensils required)</p>		Dollar Value
<p><b>Church Activities</b> (Please provide details of the proposed church activities, including the names of the participants, travel, accommodation and/or meals required. Applicants <u>must</u> provide details of how the funding will be used)</p>		



COMMUNITY DEVELOPMENT FUNDS

5. DECLARATION

I declare that the information I have provided on this form is complete and accurate and that my application meets the Western Cape Communities Trust, Northern Sub-Regional Trust 2018 Funding Guidelines.

I accept and agree to the Terms and Conditions as outlined in this application.

I understand that my application will be considered at the next meeting of the Northern Sub-Regional Trust Board of Directors.

I understand and accept that the Directors decision to approve or not approve this application is final.

I understand that I may be requested to provide additional information.

Signature of Applicant: \_\_\_\_\_

Signature of Contact (if different from Applicant): \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

***What happens after the Directors of the Northern Sub-Regional Trust have considered my application?***

**Successful Applicants**

Following the Northern Sub-Regional Trust Board of Directors Meeting you will receive a letter from the WCCT Finance Team to notify you of the outcome of your application.

The letter will include details of the Board Decision, an Acceptance of Conditions Form and details regarding any required tax invoice with your designated bank account details for electronic funds transfer.

A copy of the Grant Acquittal Form and Policy may also be sent with this letter.

**Unsuccessful Applicants**

You will receive a letter advising of the Board Decision and details of why the application was not successful.



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Official Use Only			
Date Application Received: ____ / ____ / ____.		Reference Number:	
Application details <b>MUST</b> be entered on the Grant Funding Spreadsheet.			Date entered: ____ / ____ / ____.
Total Value (\$) of this application			
Has the applicant applied for Church Activities funding previously? If yes, provide date: ____ / ____ / ____.		Y	N
Has all previous funding been acquitted? If yes, provide date: ____ / ____ / ____.		Y	N
If NO, application cannot progress and discuss with Finance Manager.			
Letter of Acknowledgement Sent	Y	N	Date sent: ____ / ____ / ____.
Does the application meet the conditions contained in the NSRT 2018 Grant Funding Guidelines?		Y	N
Application approved by the NSRT Board of Directors? Resolution Number:		Y	N
Approval details <b>MUST</b> be entered on the Grant Funding Spreadsheet.			Date entered: ____ / ____ / ____.
Successful or Non Successful Letter Sent? Date sent: ____ / ____ / ____.		Y	N
Goods delivered? Date delivered: ____ / ____ / ____.		Y	N
Other Comments:			
Acquittal Process			
Acquittal Guidelines Sent	Y	N	Date sent: ____ / ____ / ____.
To whom?			
Acquittal Completed		Y	N