



COMMUNITY DEVELOPMENT FUNDS

**CULTURAL DEVELOPMENT
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 or 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 connects to our culture and heritage through activities promoting, recognising and engaging all Community members, from youth through to Elders.

This includes, but is not limited to, support for cultural festivals, arts and crafts, and recording key aspects of our culture so that they are not lost, these methods to include the development of books, periodicals, presentations or training that are focussed on maintaining knowledge of customs, language, dance, stories and song. Funding is available under two categories. Applicants may apply for funding for:

- 1) Cultural Festivals
- 2) Cultural Activities
- 3) Organised Community Men's and Women's Groups

3.1 Cultural Festivals

A total of \$100,000 has been allocated for cultural festivals and cultural activities for the 2018 calendar year.

Applications are capped at \$20,000 and will be assessed individually.

Terms and Conditions

1. Cultural festivals **must** showcase local Traditional Owner culture performers or support the Indigenous Community.
2. Applicants must provide details of the festival and a detailed budget showing how the funding will be used.
3. Funding will be paid directly to suppliers, auspicing bodies or organisations, not individuals.
4. Auspicing bodies may charge a fee to cover their administration costs. Any such fee will make up part of the overall application amount.
5. Activities must benefit the whole Community.
6. Funding cannot be used for operating expenses such as wages, rent or electricity.
7. All funding must be acquitted at the Sub-Trust meeting following the event.
8. The Northern Sub-Regional Trust 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

3.2 Cultural Activities

Applications are capped at \$15,000 and will be assessed individually.

Terms and Conditions

1. Funds may be used for expenses such as food, transport costs, and art and craft supplies.
2. Applicants must provide details of the activities and a detailed budget showing how the funding will be used.
3. Funding cannot be used for operating expenses such as wages, rent or electricity.
4. All funding must be acquitted at the Sub-Trust meeting following the event.
5. The support of the Northern Sub-Regional Trust must be acknowledged.

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.

3.3 Men's and Women's Groups

A total of \$40,000 has been allocated for Community Men's and Women's Groups for the 2018 calendar year.

Applications are capped at \$10,000 and will be assessed individually.

Terms and Conditions

1. Funding can be used for any activity which benefits the group as a whole, such as health and wellbeing workshops, arts and crafts or other cultural activities.
2. Applicants must provide details of the activities and a detailed budget showing how the funding will be used.
3. Funding cannot be used for operating expenses such as wages, rent or electricity.
4. All funding must be acquitted at the Sub-Trust meeting following the event.
5. The support of the Northern Sub-Regional Trust must be acknowledged.

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:

CULTURAL FESTIVALS.....Go to Page 6

CULTURAL ACTIVITIES.....Go to Page 7

MEN'S AND WOMEN'S GROUPS.....Go to page 8



COMMUNITY DEVELOPMENT FUNDS

CULTURAL FESTIVALS

*In the box below, please provide a detailed description of the cultural festival **and** how it showcases local Traditional Owner culture and performances. This should include any proposed involvement of auspicing bodies or organisations. Applicants must provide details of the participants and how the funding will be used*

<p><i>Applications are capped at \$20,000</i> (Please attached a detailed budget)</p>	Dollar Value
---	--------------



COMMUNITY DEVELOPMENT FUNDS

CULTURAL ACTIVITIES

In the box below, please provide specific details of the cultural activities for which funding is required i.e. food, transport costs, and art and craft supplies. Applicants must provide details of the participants and how the funding will be used.

<i>Applications are capped at \$15,000</i> (Please attached quotes)	Dollar Value



COMMUNITY DEVELOPMENT FUNDS

MEN'S AND WOMEN'S GROUPS

In the box below, please provide specific details of the activities for which funding is required i.e. workshops, food, transport costs, and art and craft supplies. Applicants must provide details of the participants and how the funding will be used.

<i>Applications are capped at \$10,000 (Please attached quotes)</i>	Dollar Value



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 Grant 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.



COMMUNITY DEVELOPMENT FUNDS

Official Use Only			
Date Application Received: ____ / ____ / ____.		Reference Number:	
Application details MUST be entered on the Grant Funding Spreadsheet.			Date entered: ____ / ____ / ____.
Total Value (\$) of this application			
Has the applicant applied for Cultural Development funding previously? If yes, provide date: ____ / ____ / ____.		Y	N
Was the funding acquitted? If yes, provide date: ____ / ____ / ____.			
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 MUST be entered on the Grant Funding Spreadsheet.			Date entered: ____ / ____ / ____.
Successful or Non Successful Letter Sent? Date sent: ____ / ____ / ____.		Y	N
Other Comments:			
Acquittal Process			
Acquittal Guidelines Sent	Y	N	Date sent: ____ / ____ / ____.
To whom?			
Acquittal Completed		Y	N