



COMMUNITY DEVELOPMENT FUNDS

**CHURCH ACTIVITIES
APPLICATION FORM**

Before completing this form you should read the **“Southern Sub-Regional Trust 2020 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 SOUTHERN SUB-REGIONAL TRUST BOARD MEETING: ____ / ____ / ____

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



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1. APPLICANT DETAILS

Name of Applicant: _____

Traditional Owner Group:
(if applicable) _____

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): _____



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3. FUNDING AVAILABLE

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

Applicants may apply for funding for:

- 1) Church equipment

3.1 Church Equipment

Terms and Conditions

1. Funding will be provided to churches in the local Aurukun Community only
2. Applications will be assessed on a case-by-case basis.
3. Funding will be provided for the purchase of church equipment such as books, musical instruments, and church kitchen appliances and utensils ONLY
4. Funding must go to suppliers not individuals
5. Funding must be acquitted
6. The SSRT must be acknowledged for its funding support.

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



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CHURCH EQUIPMENT

Please place a 1, 2 in the box next to the item to confirm your order of preference and provide specific details on how the funding will be used. Or if you would like additional church equipment to be considered please list below. Please attach quotes.

<p>Books (Please provide details of the type and amount of booksrequired)</p>		<p><i>Dollar Value</i></p>
<p>Musical Instruments (Please provide details of the type and amount of musical instrumentsrequired)</p>		
<p>Church Kitchen Appliances and Utensils (Please provide details of the type and amount of church kitchen appliances and utensilsrequired)</p>		
<p>Other Church Equipment (eg seating)</p>		



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4. 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, Southern Sub-Regional Trust 2020 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 Southern 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 Southern Sub-Regional Trust have considered my application?

Successful Applicants

Following the Southern 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 will 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 MUST be entered on the Grant Funding Spreadsheet.			Date entered: ____ / ____ / ____.
Total Value (\$) of this application			
Has the applicant applied for Church Activities funding previously?		Y	N
If yes, provide date: ____ / ____ / ____.			
Has all previous funding been acquitted?		Y	N
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 SSRT 2020 Grant Funding Guidelines?		Y	N
Application approved by the SSRT Board of Directors?		Y	N
Resolution Number:			
Successful or Non Successful Letter Sent?		Y	N
Date sent: ____ / ____ / ____.			
Goods delivered?		Y	N
Date delivered: ____ / ____ / ____.			
Other Comments:			
Acquittal Process			
Acquittal Guidelines Sent	Y	N	Date sent: ____ / ____ / ____.
To whom?			
Acquittal Completed		Y	N