



COMMUNITY DEVELOPMENT FUNDS

CULTURAL 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 connects to our culture and heritage through activities promoting, recognising and engaging all Community members, from our youth through to our Elders. This includes, but is not limited to, support for cultural activities, arts and crafts, dance groups, children going back to country, recording of traditional knowledge, storytelling, traditional ways, and preservation of culture.

Terms and Conditions

1. Funds for cultural activities can be used for expenses such as food, transport costs, and art and craft supplies
2. Funding cannot be used for operating expenses such as salaries, rent and electricity
3. Applications will be assessed individually on a case by case basis
4. Funding must benefit the whole Community
5. Funding must support Aboriginal activities
6. Funding must go to suppliers, auspicing bodies or organisations, not individuals
7. Funding must be acquitted
8. The Southern Sub-Regional Trust 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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4. **FUNDING REQUESTED**

In the box below, please provide specific details of the cultural activities and the purpose for which funding is required (i.e. food, transport costs, and art and craft supplies).

	Dollar Value
<i>(A detailed budget is required)</i>	



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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, Southern Sub-Regional Trust 2020 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 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

A letter will follow confirming the Board Decision and explain 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 Cultural Activities funding previously? If yes, provide date: ____ / ____ / ____. Was the funding acquitted? If yes, provide date: ____ / ____ / ____. If NO, application cannot progress and discuss with Finance Manager.		Y	N
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? Resolution Number:		Y	N
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