



COMMUNITY DEVELOPMENT FUNDS

**CULTURAL DEVELOPMENT
APPLICATION FORM**

Before completing this form you should read the **“Northern Sub-Regional Trust 2020-2022 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

Terms and Conditions

- Funding will be assessed on a case by case basis.
- Cultural festivals must showcase local Traditional Owner culture performers or support the Indigenous Community.
- Applicants must provide details of the festival and a budget.
- Applications will be assessed individually.
- Funding will be paid directly to suppliers, auspicing bodies or organisations, not individuals.
- Activities must benefit the whole Community.
- Funding cannot be used for operating expenses such as wages, rent or electricity.
- Funding must be acquitted per the Grant Acquittal Policy and Procedure.
- Funding cannot be used for administration / auspicing / facilitation style fees.
- Funding must be used in the respective calendar year and will not be rolled over to the next year unless there is an approved application for an extension.
- 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

3.2 Cultural Activities

Terms and Conditions

- Funding will be assessed on a case by case basis.
- Funds may be used for expenses such as food, transport costs, and art and craft supplies.
- Applicants must provide details of the activities and a detailed budget.
- Funding cannot be used for operating expenses such as wages, rent or electricity.
- Funding must be acquitted per the Grant Acquittal Policy and Procedure.
- Funding cannot be used for administration / auspicing / facilitation style fees.
- Funding must be used in the respective calendar year and will not be rolled over to the next year unless there is an approved application for an extension.
- The NSRT must be acknowledged publicly for its funding support.

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3.3 Men's and Women's Groups

Terms and Conditions

- Funding will be assessed on a case by case basis.
- Applicants must provide details of the planned activities and a detailed budget showing how the funding will be used.
- Funding cannot be used for the operating expenses such as wages, rent or electricity.
- Funding must be acquitted per the Grant Acquittal Policy and Procedure.
- Funding cannot be used for administration / auspicing / facilitation style fees.
- Funding must be used in the respective calendar year and will not be rolled over to the next year unless there is an approved application for an extension.
- The NSRT must be acknowledged publicly for its funding support.

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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

*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 organisation's.*

Applicants must provide details of the participants and how the funding will be used.

Festival details including how it showcases local Traditional Owner Culture and Performances

Detailed Budget

For example: Catering	\$
TOTAL	



COMMUNITY DEVELOPMENT FUNDS

CULTURAL ACTIVITIES

*Please provide specific details of the cultural activities for which funding is required.
 Applicants **must** provide details of the participants and how the funding will be used.*

Cultural Activities

For example food, transport costs, art and craft supplies

Detailed Budget

For example: Catering	\$
TOTAL	



COMMUNITY DEVELOPMENT FUNDS

MEN'S AND WOMEN'S GROUPS

*Please provide specific details of the activities for which funding is required.
 Applicants **must** provide details of the participants and how the funding will be used.*

Activities

For example workshops, food, transport costs, art and craft supplies

Detailed Budget

For example: Catering	\$
TOTAL	



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 2020-2022 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.