



TRADITIONAL OWNER GROUPS

**FUNERAL ASSISTANCE  
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 Officer (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: \_\_\_\_\_



## TRADITIONAL OWNER GROUPS

### 1. APPLICANT DETAILS

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

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

Name of the Deceased: \_\_\_\_\_

Location of Funeral: \_\_\_\_\_

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.

**Please note: WCCT staff are only able to liaise with the applicant or a contact listed below.**

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

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

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

## TRADITIONAL OWNER GROUPS

### 3. FUNDING AVAILABLE

The NSRT is committed to help with the costs of supporting funerals for Traditional Owners and their partners of the Northern Traditional Owner groups of the WCCCA region.

Funding is available for Funeral Assistance.

#### 3.1 Funeral Assistance

The NSRT is committed to help with the costs of supporting funerals for Traditional Owners and their partners of the Northern Traditional Owner groups of the WCCCA region.

#### Terms and Conditions

A capped amount of **\$3,000** (including GST) is available per grant, broken down as follows:

- 1) Funding is capped at a total of \$3,000 per grant and will be assessed / approved on a case by case basis by the relevant two (2) Directors and may only cover the following items: casket, transport of casket, flowers, chaplain and site preparation.
- 2) Additional funding for transportation of the deceased from one location to their home town will be assessed on a case by case basis and approved by the relevant two (2) Directors.
- 3) Those who have passed must belong to one of the five Traditional Owner Groups or be their partner (spouse or de facto) and children who have cultural, Community or traditional ties by marriage.
- 4) Funding will be deemed acquitted if all conditions are complied with.
- 5) Payment must be made to service providers/suppliers and not to individuals.

***You must agree to the Terms and Conditions listed above for this application.  
Your signature is to be recorded on the last page of this application.***



## TRADITIONAL OWNER GROUPS

### FUNERAL ASSISTANCE

*In the box below, please provide some details on the Funeral assistance required.*

<b>Please provide some details on the Funeral Assistance requirements?</b> Eg; Name of Funeral Director, date of funeral	Dollar Value



## TRADITIONAL OWNER GROUPS

### 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, 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 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 application is received?***

##### ***Funeral Assistance***

Upon receipt of a funeral assistance application the WCCT Finance Team will contact the two NSRT Directors of the relevant clan group for approval.

The Finance Team will then advise the authorised contact person of their decision.

Please note that the Directors decision to approve or not approve is final.



**TRADITIONAL OWNER GROUPS**

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			
Letter of Acknowledgement Sent	Y	N	Date sent: ____ / ____ / ____.
Has the applicant applied for Funeral Assistance previously?		Y	N
If yes, provide date: ____ / ____ / ____.			
Has all funding been acquitted?			
If yes, provide date: ____ / ____ / ____.			
Does the application meet the conditions contained in the NSRT 2020 Grant Funding Guidelines?		Y	N
Application approved by the NSRT 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	