



COMMUNITY DEVELOPMENT FUNDS

**COMMUNITY EVENTS**  
**APPLICATION FORM**

Before completing this form you should read the **“Southern 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](mailto:fgo1@westerncape.com.au) or [fgo2@westerncape.com.au](mailto: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**



**COMMUNITY DEVELOPMENT FUNDS**

**1. APPLICANT DETAILS**

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

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

Street Address:  
**(must be completed for  
delivery purposes)** \_\_\_\_\_  
\_\_\_\_\_

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**

Funding will also be provided on a case by case basis to assist with Community events for the benefit of the Community as a whole.

#### **3.1 Community Events**

##### **Terms and Conditions**

- Applications will be assessed on a case-by-case basis.
- Funding is provided to the organisation not the individual and can be used to assist with catering or the purchase of items for the event.
- Funding must be acquitted per the Grant Acquittal Policy and Procedure.
- Funding cannot be used for operating expenses such as salaries, rent and electricity.
- Funding must be used in the respective calendar year and will not be rolled over unless there is an approved application for an extension.
- The SSRT 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 Southern Sub-Regional Trust Board of Directors for consideration.***

***Your signature is to be recorded on the last page of this application.***



**COMMUNITY DEVELOPMENT FUNDS**

**COMMUNITY EVENTS**

*Please provide specific details and budget for the community event funding is required for:*

**Event details**

For example: Anzac Day Memorial scheduled for dd/mm/yy

**Detailed Budget**

For example: Catering	\$
<b>TOTAL</b>	



## **COMMUNITY DEVELOPMENT FUNDS**

### **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 2020-2022 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 Boards Decision.