COMMUNITY DEVELOPMENT FUNDS

CHURCH ACTIVITIES / EQUIPMENT
APPLICATION FORM

Before completing this form you should read the ***"Northern Sub-Regional Trust 2025-2029 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): _____

3. FUNDING AVAILABLE

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

3.1 Church Equipment

Terms and Conditions

- Applications are capped at $2,000, for the purchase of church equipment such as books, musical instruments, and church kitchen appliances and utensils ONLY.
- Applications are limited to one per church, per year.
- Quotes for equipment should be provided at time of application.
- Funding will be paid directly to suppliers, auspicing bodies or organisation's, not individuals.
- Funding will be provided to local community based churches that benefit the five Traditional Owner Groups.
- Funding must be acquitted per the Grant Acquittal Policy and Procedure.
- The NSRT must be acknowledged publicly for its funding support.
- Applications will be considered on a case by case basis.
- 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.

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.

3.2 Church Activities

Terms and Conditions

- Funding will be provided to a capped limit of $4,000 per church, per year. This includes travel, accommodation and meals for invited guest speakers.
- Applicants can only apply once per year.
- Applicants must provide details of the programs.
- A detailed budget should be provided at time of application.
- Funding must benefit the Community.
- Funding will be provided only to local churches that benefit the five Northern Traditional Owner Groups.
- Funding will be paid directly to suppliers, auspicing bodies or organisation's, not individuals.
- Funding must be acquitted in the meeting after the event.
- Funding cannot be used for operating expenses such as wages, rent or electricity.
- Applications will be considered on a case by case basis.
- 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.
- Funding must be acquitted per the Grant Acquittal Policy and Procedure.
- Applicants must acknowledge the NSRT 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.

4. FUNDING REQUESTED

Please indicate which category of funding you are applying for:

☐ CHURCH EQUIPMENT…… Go to page 6

☐ CHURCH ACTIVITIES ……Go to Page 6

COMMUNITY DEVELOPMENT FUNDS

Please provide specific details on how the funding will be used.

Church Equipment (**Please provide details and attach quotes** of the type of books, musical instruments and/or church kitchen appliances and utensils required)		Dollar Value
Church Activities (Please provide details of the proposed church activities, including the names of the participants, travel, accommodation and/or meals required. Applicants must provide details of how the funding will be used)		

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 2025-2029 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.