COMMUNITY DEVELOPMENT FUNDS

COMMUNITY CHRISTMAS CELEBRATIONS / COMMUNITY EVENTS
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 in 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 CENTRAL SUB-REGIONAL TRUST BOARD MEETING:_____/___/_____

LATE APPLICATIONS WILL NOT BE CONSIDEREDUNTIL 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

3.1 Community Christmas Celebrations

The NSRT will support funding applications on a case by case basis to assist with Christmas for the benefit of the community as a whole.

Terms and Conditions

- Funding is available to the Communities of New Mapoon and Mapoon.
- Applications are capped at $15,000 per Community.
- Distribution of benefit to Community members must only occur as part of an organised event.
- Applications must be received no later than the closing date set for grant applications in the third quarter of every year.
- 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. Does NOT include the purchase of alcohol or tobacco.
- Funding must be used in the respective calendar year and will not be rolled over to the next year.
- Funding must be acquitted per the Grant Acquittal Policy and Procedure.
- Funding **cannot** be used for operating expenses such as wages, rent or electricity.
- Funding **cannot** be used for administration / auspicing / facilitation style fees.
- Applications will be considered on a case by case basis.
- 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.

3.2 Other Community Events

Terms and Conditions

- Applications are capped at $7,000.
- 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. Does NOT include the purchase of alcohol or tobacco.
- 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.
- A detailed budget to be provided at time of application.
- Funding must be acquitted per the Grant Acquittal Policy and Procedure.
- Funding **cannot** be used for operating expenses such as wages, rent or electricity.
- Funding **cannot** be used for administration / auspicing / facilitation style fees.
- The NSRT must be acknowledged publicly for its funding support.

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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.

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4. FUNDING REQUESTED

Please indicate which category of funding you are applying for:

☐ ANNUAL COMMUNITY CHRISTMAS CELEBRATIONS …..Go to page 6

☐ OTHER COMMUNITY EVENTS ……...Go to Page 7

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ANNUAL COMMUNITY CHRISTMAS CELEBRATIONS

In the box below, please provide specific details of the celebration that funding is required for. Applicants must provide details of how the funding will be used.

Please attach a detailed budget **Applications are capped at $15,000 per Community**	Dollar Value

COMMUNITY DEVELOPMENT FUNDS

OTHER COMMUNITY EVENTS

In the box below, please provide specific details of the celebration that funding is required for. Applicants must provide details of how the funding will be used.

Please attach a detailed budget and quotes **Applications are capped at $7,000**	Dollar Value

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 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.