



COMMUNITY DEVELOPMENT FUNDS

**COMMUNITY CHRISTMAS CELEBRATION /
COMMUNITY EVENTS
APPLICATION FORM**

Before completing this form you should read the **“Central 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 CENTRAL SUB-REGIONAL TRUST BOARD MEETING: ____ / ____ / ____

**LATE APPLICATIONS WILL NOT BE CONSIDERED UNTIL THE NEXT CENTRAL 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 CSRT supports Community Christmas Celebrations / Community Events to be held within the Napranum Community.

3.1 **Community Christmas Celebrations**

Terms and Conditions

- Funding is available for a Community Christmas Event in Napranum Community and each household attending may receive a gift.
- Funding must go to suppliers not individuals.
- Funding must be acquitted per the Grant Acquittal Policy and Procedure.
- Applications will be considered on a case by case basis.
- Funding must be used in the respective calendar year and will not be rolled over.
- The CSRT 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 Central Sub-Regional Trust Board of Directors for consideration.

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

3.2 **Community Events**

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

Terms and Conditions

- Applications will be considered on a case by case basis.
- Funding is provided to the organisation / supplier, not the individual and can be used to assist with catering or the purchase of items for the event.
- Applicants to provide a detailed budget of how funds will be used.
- Funding must be used in the respective calendar year and will not be rolled over unless there is an approved application for an extension.
- Funding must be acquitted per the Grant Acquittal Policy and Procedure.
- Funding **cannot** be used for operating expenses such as salaries, rent and electricity.

You must agree to the Terms and Conditions listed above for this application to be forwarded to the Central 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:

☐ COMMUNITY CHRISTMAS CELEBRATIONS.....Go to Page 5

☐ COMMUNITY EVENTS.....Go to Page 6

COMMUNITY DEVELOPMENT FUNDS

COMMUNITY CHRISTMAS CELEBRATION

Total funding requested for this application (including GST) \$

Summary of proposal: please provide details of how your organisation/community group/church plans to run the Christmas event in Napranum Community. Please provide budget and quotes where necessary.

COMMUNITY DEVELOPMENT FUNDS

COMMUNITY EVENTS

Please provide the specific details and budget for the community event:

Event details

For example: Anzac Day Memorial scheduled for dd/mm/yy
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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, Central 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 Central 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 Central Sub-Regional Trust have considered my application?

Following the Central 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.

Successful Applicants

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

A letter will follow confirming the Board Decision and explain why the application was not successful