



COMMUNITY SUPPORT FUNDS

DONATIONS
APPLICATION FORM

Before completing this form you should read the **“Northern Sub-Regional Trust 2015-2016 Grant Funding Guidelines”**. You **must** also meet the eligibility criteria on Page 2 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.



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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): _____

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3. FUNDING AVAILABLE

A total of \$112,000 has been allocated for donations for the 2015-2016 calendar years, being \$56,000 per year.

3.1 Christmas Celebrations and other Community Celebrations

The NSRT will support donations on a case by case basis to assist with Christmas festivities and other Community celebrations/events for the benefit of the Community as a whole.

Terms and Conditions

1. Applications are capped at \$7,000 and applicants can only apply once per year
2. Applicants must provide details of how the funding will be spent.
3. 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.
4. Funding must be used in the respective calendar year and will not be rolled over to the next year
5. Funding must be acquitted
6. Funding **cannot** be used for operating expenses such as rent and electricity
7. 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.



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CHRISTMAS CELEBRATIONS AND OTHER COMMUNITY 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.

	Dollar Value



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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 2015-2016 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.



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Official Use Only			
Date Application Received: ____ / ____ / ____.		Reference Number:	
Application details MUST be entered on the Grant Funding Spreadsheet.		Date entered: ____ / ____ / ____.	
Total Value (\$) of this application			
Has the applicant applied for Donations funding previously? If yes, provide date: ____ / ____ / ____.		Y	N
Has all previous funding been acquitted? If yes, provide date: ____ / ____ / ____.			
If NO, application cannot progress and discuss with the Finance Manager.			
Letter of Acknowledgement Sent	Y	N	Date sent: ____ / ____ / ____.
Does the application meet the conditions contained in the NSRT 2015-2016 Grant Funding Guidelines?		Y	N
Application approved by the NSRT Board of Directors? Resolution Number:		Y	N
Approval details MUST be entered on the Grant Funding Spreadsheet.		Date entered: ____ / ____ / ____.	
Successful or Non Successful Letter Sent? Date sent: ____ / ____ / ____.		Y	N
Goods delivered? Date delivered: ____ / ____ / ____.		Y	N
Other Comments:			
Acquittal Process			
Acquittal Guidelines Sent	Y	N	Date sent: ____ / ____ / ____.
To whom?			
Acquittal Completed		Y	N