



TORRES STRAIT REGIONAL AUTHORITY

GRANT FUNDING APPLICATION

FOR

CULTURE ART AND HERITAGE PROGRAMME

SECOND COMMON FUNDING ROUND FOR 2019 (CFR 2019-2)

Funding for Activities to be undertaken between
1 January 2020 and 30 June 2020

Application close: 4pm Tuesday, on 8th of October 2019

Eligibility

* indicates a required field

Applicants: Please Note

Before completing this application form, you should have read the **Culture Art and Heritage Programme Guidelines**, which are available at www.tsra.gov.au/opportunities/grant-funding/culture-art-and-heritage or by contacting TSRA office on 0740690700.

Are you eligible? *

I confirm that the applicant:

- Is not a TSRA Board or staff member.
- Has read and understands the Culture Art and Heritage Programme guidelines.
- Is able to demonstrate alignment between their project and the aims of this programme.
- Is a not-for-profit organisation (includes educational institutions such as schools and kindergartens) or an individual (with corresponding auspice).
- Has an ABN, is incorporated, or, if not is auspiced by an incorporated organisation for the purposes of this application.
- Is able to demonstrate financial viability.
- Does not currently owe any reports or money to TSRA as a result of previous funding or grants.
- If applicable, has the appropriate type and level of insurance for the activities that are the subject of this grant.

You must confirm that all statements above are true and correct. *

- Yes
- No - do NOT proceed further as you are ineligible. Please contact the Culture Art and Heritage team on 07 4069 0700

If you do not meet eligibility requirements and choose to continue to submit an application this could result in a decline in your application.

Significant Events/Milestone Events

If you are applying for Significant Events/Milestone Events, before completing this application you MUST contact the TSRA Culture Arts and Heritage Programme on 07 40690 700 or via email CAHTeam@tsra.gov.au to confirm eligible events.

Contact Details

* indicates a required field

I am applying as an:

- Individual
- Organisation

Individual Name / Organisation Name *

Primary (physical) address *

Postal address (if different to above)

Website (if applicable)

Must be a URL eg: www.samplexyz.com.au

Do you/your organisation have an ABN? *

- Yes
- No

Are you/your organisation registered for GST? *

- Yes
- No

Your Australian Business Number *

Must be an active ABN. You can check your ABN number with the ABN register <https://abr.business.gov.au>

Please note sole traders can apply for amounts between \$5000 and \$10,000. Projects over \$10,000 and up to \$25,000 must be auspiced by an incorporated organisation.

Contact Person

This is the person we will contact regarding your application.

Project Contact *

Position *

Phone Number *

Must be an Australian phone number.

Mobile

Must be an Australian phone number.

Email *

Must be a valid email address. This is the address we will use to correspond with you about this grant.

Auspice Information

* indicates a required field

Will you need an auspice? *

- Yes – you will need to complete the Auspice Information Section.
- No – do not complete this section, got to the Status and Incorporation Section.

Please note sole traders can apply for amounts between \$5000 and \$10,000. Projects over \$10,000 and up to \$25,000 must be auspiced by an incorporated organisation.

Auspice Organisation Details (only complete if required)

Name of Auspicing Organisation *

Australian Business Number *

Must be an active ABN. You can check your ABN number with the ABN register <https://abr.business.gov.au>

Primary (physical) address *

Postal address (if different to above)

Website

Must be a URL eg: www.samplexyz.com.au

Please attach a letter from the auspicing organisation confirming this arrangement is valid and current *

- Yes - attached

Auspice Key Contact person

This is the person we will contact regarding your application.

Auspice Contact *

Position *

Phone Number *

Must be an Australian phone number.

Mobile

Must be an Australian phone number.

Email *

Must be a valid email address.

Project Overview

* indicates a required field

Project Title *

Your title should be short but descriptive.

Describe your project and the benefits to your community *

Must be no more than 150 words.

Provide a short description of your project - what are you going to do?

Project:

Benefit:

Project Start Date *

Must be a date and between 01/01/2020 and 30/06/2020.

Project End Date *

Must be a date no later than 30/06/2020.

Outcomes

Which of the following areas does this project relate to? *

- An active and sustainable arts and crafts industry.
- Cultural values and protocols are integrated into service planning and management practice.
- The unique cultural heritage and histories of the region are preserved, maintained and promoted.
- Strong, supported and respected Ailan Kastom.
- The copyright, intellectual property and traditional knowledge of Torres Strait Islander and Aboriginal people in the region are protected.

Significant Events/ Milestone Events - You MUST contact the CAH Team to confirm eligible Events before completing this application.

Milestones, Benefits and Partners

* indicates a required field

Other People Involved

Name the other key person/s involved in the project and what skills they have (eg dancer, storyteller).

Attach qualifications or expertise if relevant (eg: resume). Use a separate sheet if more space required.

Name	Skills / Expertise	Supporting Document

Key Benefit

What are your project benefits? *

- Communities are able to undertake activities strengthening Ailan Kastom, including the use of cultural protocols, language and cultural maintenance.
- Traditional cultural heritage records, artefacts and oral histories are identified, documented, preserved and promoted.
- Torres Strait Islander and Aboriginal artists and cultural practitioners' individual and communal copyright and intellectual property rights are protected.
- Increased: a) art and craft skills levels; b) Torres Strait Islander and Aboriginal artists' profiles; c) regional art and craft production.
- Increased income from Torres Strait arts and crafts sales.

Who will benefit from this project in your community? In what timeframes will this be achieved?

Community Support

Do you have written support from members of your community e.g. letter from Council / organisation, people participating in the activity, elders, PBC? *

- Yes – please attach to application
- No – you will need to obtain relevant letters of support

Key Tasks/Milestones

List milestones, including start and finish dates for the overall project. *

Key Milestone	Start date	Finish date
(e.g. planning; major activities; evaluation)		

Project Classification

* indicates a required field

The following information is used for research and classification purposes and is not used in the assessment of this application.

What is the predominate gender targeted in this project? *

- Female
- Male
- Non - Gender specific

Final figures can be provided in your reporting.

What is the target age group of your project? *

You can choose more than 1 choice. Final figures can be provided in your reporting.

- 0-5 years
- 6-12 years
- 13-17 years
- 18-25 years
- 26-59 years
- 60 + years
- All age groups (universal)

Total number of people involved in the project *

Number of Indigenous people involved in the project *

Number of Indigenous elders involved in the project *

Number of Indigenous women involved in the project *

Number of Indigenous youth involved in the project (under 25) *

Number of Indigenous businesses involved *

Does the project involve the passing on of traditional knowledge and culture? *

- Yes
- No

Which language and dialect? *

- | | |
|-------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Torres Strait Creole | <input type="checkbox"/> Kalaw Kawaw Ya (Kala Lagaw Ya) |
| <input type="checkbox"/> Mer dialect (Meriam Mir) | <input type="checkbox"/> Kawrareg dialect (Kala Lagaw Ya) |
| <input type="checkbox"/> Erub dialect (Meriam Mir) | <input type="checkbox"/> Mabuyag dialect (Kala Lagaw Ya) |
| <input type="checkbox"/> Kulkalgau Ya (Kala Lagaw Ya) | <input type="checkbox"/> Not applicable |

Specify which community/s or Torres Strait region that the project will take place *

- | | |
|------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> All of Torres Strait region | <input type="checkbox"/> Kubin |
| <input type="checkbox"/> Poruma | <input type="checkbox"/> Badu |
| <input type="checkbox"/> Mabuyag | <input type="checkbox"/> Saibai |
| <input type="checkbox"/> Bamaga | <input type="checkbox"/> Masig |
| <input type="checkbox"/> Seisia | <input type="checkbox"/> Mer |
| <input type="checkbox"/> Boigu | <input type="checkbox"/> Dauan |
| <input type="checkbox"/> St Pauls | <input type="checkbox"/> TRAWQ |
| <input type="checkbox"/> Muralag | <input type="checkbox"/> Ngurupai |
| <input type="checkbox"/> Erub | <input type="checkbox"/> Ugar |
| <input type="checkbox"/> Iama | <input type="checkbox"/> Port Kennedy |
| <input type="checkbox"/> Warraber | <input type="checkbox"/> Kirriri |

Budget

* indicates a required field

Total Grant Amount Requested *

What is the total financial support you are requesting in this application?

Total Project Cost *

What is the total budgeted cost (dollars) of your project?

Budget

Outline your project budget in the income and expenditure tables below. All amounts should be GST exclusive and round dollar figures. If you are applying elsewhere for funding, please clearly outline in the table below.

Income

Attach separate budget if more space required.

Income item	Description	Funding confirmed? (Y/N)	Supporting documentation attached (Y/N)	Amount
TSRA Grant				
Applicant contribution				
In-Kind				
Other funding sources				
Income total				
<i>Source of funding</i>				<i>Must be a dollar amount.</i>

Expenditure

Attach separate budget if more space required.

Expenditure Item	Funding source (TSRA Grant, Applicant contribution, In-Kind, Other funding sources)	Supporting documentation attached (Y/N)	Total
Expenditure total			
<i>How will the funding be spent eg: travel, meeting costs</i>	<i>Included as part of your TSRA budget request?</i>		<i>Must be a dollar amount.</i>

****Please check budget amounts above to ensure that the Income totals equals to the Expenditure total****

Do you have any TSRA related expenditure (cost) items over \$500 (e.g. insurance, equipment or IT)?*

Quotes for items under \$500 are NOT required.

Yes - Please attach quotes for those expenditure (cost) items over \$500

No

Bank Details

* indicates a required field

Should the grant be successful, a separate account must be established prior to the release of grant funding and is a condition of funding.

Have you (or your auspicing body) established a separate account for the management of grant funding? *

Yes

No

Bank Name *

Bank Branch Name *

Account Name *

Account Type *

Bank BSB *

Bank Account Number *

Please attach a copy of your bank statement for confirmation of details above *

A bank statement must be provided.

Yes – attached

Supporting Documentation

Acceptance letters from consultants if engaged for this project (if relevant)

- Yes – attached
- Not applicable

Letters of invitation/confirmation from host festivals, producers or galleries (if relevant)

- Yes – attached
- Not applicable

Project plans, event programs, etc.

- Yes – attached
- Not applicable

Photos, news articles, sound recordings, music recordings, dance recordings, DVD recordings – examples of your work can help with your application or if you wish to explain your project via DVD recording that is also acceptable.

- Yes – attached
- Not applicable

Any additional material which supports your application

- Yes – attached
- Not applicable

Please provide up to five (5) attachments for each item above.

Checklist before Submission of Application

Before submitting your application to the TSRA, please use the following checklist to confirm that you have completed and attached the relevant information for your project.

- All mandatory questions marked (*) have been completed.
- Budget information is correct
- The relevant supporting documentation are attached to the application.

Certification

* indicates a required field

Privacy Notice

The Torres Strait Regional Authority (TSRA) pledges to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

To view our privacy statement, go to <http://www.tsra.gov.au/privacy>.

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

The applicant certifies that the information in this submission is, to the best of their knowledge, true and correct.

The applicant understands that any omission or false statement made in relation to the submission may result in TSRA withdrawing the approval of any grant to the applicant.

The applicant acknowledges that it is an offence under the Commonwealth Criminal Code for a person to give false information to a Commonwealth entity, knowing that the information is either false, misleading or omits any matter or thing, without which the information is misleading.

The applicant agrees that TSRA may check any information in, or relevant to the submission, for the purposes of appraising the submission.

The applicant acknowledges that TSRA has the right to request additional information from the applicant or from regulatory bodies for the purpose of appraising the submission.

That the applicant meets the eligibility requirements specified in the Culture Art and Heritage programme guidelines to apply for funding.

I agree *

Yes

Name of authorised person *

Position *

Date *

The TSRA reserves the right to request further information to assist with the grant assessment process. Approval for submission of a late application must be sought through the TSRA Contracts Officer before the close of applications at **4pm Tuesday, 8 October 2019**, by phone on 07 4069 0700 or via email grantapplications@tsra.gov.au.

Please contact the Culture, Art and Heritage Programme on 07 4069 0700 or via email on cahteam@tsra.gov.au if you have any questions about your application.

Please address your application to:

TSRA Contracts Officer
Common Funding Round 2019-2
Torres Strait Regional Authority
PO Box 261
Thursday Island QLD 4875

or

Email your application to:

grantapplications@tsra.gov.au