

TORRES STRAIT REGIONAL AUTHORITY GOVERNANCE AND LEADERSHIP PROGRAM GRANT FUNDING APPLICATION



2015-2016 GRANT FUNDING APPLICATION TO TORRES STRAIT REGIONAL AUTHORITY

PART ONE – ORGANISATION DETAILS

**TSRA FUNDING SUBMISSION
APPLICANT DETAILS**

Eligibility Criteria

Board Members and employees of the Torres Strait Regional Authority are not eligible to apply for grant funding either in their own right or on behalf of another person or organisation. Organisations who wish to apply for grant funding, and who have TSRA Members or employees who hold Director positions within their organisation, must ensure that other Directors are used to sign the grant application forms.

Organisation's full name	
Name of Primary Contact: Position held: Postal Address: Email Address: Telephone: Facsimile: Mobile:	<i>(Full name)</i>
Postal Address: (of Organisation)	
Street Address : (where your office is located)	

INCORPORATION STATUS

Evidence of current Incorporation status	<input type="checkbox"/> Evidence of registration as a corporation is attached <input type="checkbox"/> Evidence has been previously provided to the TSRA <input type="checkbox"/> Other: Please provide an explanation:
Incorporation Date:	
Indigenous Corporation Number:	
Date of last Annual General Meeting:	
Common Seal:	<i>Do you use a Common Seal on Official documents? Tick which is applicable</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
ABN Number:	Does your Organisation have an ABN Number <i>Tick which is applicable</i> <input type="checkbox"/> YES (Insert the ABN Number here): _____ <input type="checkbox"/> NO (Please note that TSRA is unable to provide grant funding to organisations that do not have an ABN. If you do not have an ABN, you will need to provide details of your nominated Auspice body as part of your application)
Is your organisation registered for GST?	<i>Tick which is applicable</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Auspice body <i>This applies for organisations that do not have an ABN or bank account.</i>	<i>Is a separate Auspice body being used</i> <input type="checkbox"/> YES (You must attach a letter from the Auspice Body) <input type="checkbox"/> NO

Evidence of your organisation's status as a PBC:

Tick which is applicable

- Is attached
- Has been previously provided to the TSRA
- Other : Please provide an explanation:

Has anybody currently in management or financial administration positions been a Director or occupied key positions in organisations that have failed to comply with previous funding agreements with any government agency, or have been liquidated? If yes, provide details

Tick which is applicable

- YES
- NO

Please describe the native title rights and interests held in trust/managed by the PBC:

ORGANISATIONAL CHART

You are required to attach an organisational chart of the PBC showing staff positions and the names of persons occupying those positions.

Tick which is applicable

- An organisation chart is attached
- An organisation chart is not attached (Please provide an explanation)

NOMINATED FINANCIAL INSTITUTION DETAILS

Name of Bank or Financial Institution:	
Account Name:	
Account Type:	Is this account to be used solely for the management of grant funds <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If your application is successful TSRA will require that you open an account that is used solely for Grant proceeds and transactions)</i>
Branch:	
BSB Number:	
Account Number:	

You are required to provide evidence of your organisations Bank Account details. This may include a photocopy of the most recent bank statement, a copy of an encoded deposit slip or a photocopy of a blank cheque showing the bank BSB number, account number and name of the account.

Tick which is applicable

- Evidence of the bank account details is attached
- Previously provided to TSRA
- Do not have a bank account (**Note: If your application is successful TSRA will require that you open an account that is used solely for Grant proceeds and transactions**)

This submission seeks the amount of \$ for the purpose of meeting administrative costs detailed in Part 2 - Grant Funding Application.

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 form regulatory bodies for the purpose of appraising the submission.

CERTIFICATION by CORPORATION or ASSOCIATION

This certification must be made after the Executive/Governing Body of the PBC has validly carried a motion to submit this grant application at a duly constituted meeting.

Minute / Decision Number _____ at meeting held on (date) _____

(1) _____
Name Position Signature
(Chairperson or Secretary)
_____/_____/____ Date

(1) _____
Name Position Signature
(Executive Member)
_____/_____/____ Date

Note (1) See eligibility criteria on page 2 before signing the certification

You are required to attach a copy of the Minutes and the Decision of the PSC Executive which authorised the submission of the grant application.

Tick which is applicable

- A copy of the Minutes and Decision is attached
- A copy of the Minutes and Decision is not attached (Please provide an explanation)



TSRA
www.tsra.gov.au

GRANT FUNDING APPLICATION
FOR
PRESCRIBED BODY CORPORATE
BASIC SUPPORT FUNDING

PART TWO – GRANT DETAILS

Organisation: _____

Other (Please include an explanation)

4. Please identify in detail the amount and purpose of funding assistance sought from the TSRA for the period 1 July 2015 to 30 June 2016.

It is preferable that a full budget for the PBCs operating expenses for 2015 - 2016 be attached. The budget should indicate which of these expenses are to be met from the proposed grant funding as well as the source of income for other expenses (if possible, you should attach a proposed budget for 2015/16)

Tick which is applicable

- The 2015 – 2016 operational budget for the PBC is attached
- A statement supporting the amount and purpose of funding assistance is attached
- Other (Please include an explanation)

You may attach quotations for any of the works supported by this grant application

- Quotations supporting the grant application are attached
- Quotations supporting the grant application are not attached

5. Please explain why you think funding support should be provided to your PBC. (Refer to the PBC Grant Guidelines).

6. Have you sought funding for PBC administrative costs from:-

- State Government Departments or Agencies
- Local Government Authorities
- Commonwealth Departments or Agencies (other than the TSRA)
- Other private sector entities

Tick which is applicable

YES (Please list the agencies / entities, a brief description of the application and the result

NO

7. Please provide comment on any other issue you consider relevant to your request for funding support from the TSRA

1. APPLICANT'S CERTIFICATION

This Certification must be completed and attached to your submission for funding.

We certify that the information in this submission is, to the best of our knowledge, true and correct.

We understand that any omission or false statement made in the submission may result in the Australian Government declining to fund or withdrawing funding.

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

We agree that the TSRA may contact individuals or organisations mentioned in this application and other government agencies to verify any matter relevant to the submission.

We acknowledge that the TSRA has the right to request additional information from us or from regulatory bodies for the purposes of appraising the submission.

We authorise the TSRA to discuss this submission with other Government agencies (including state/territory agencies) which have a legitimate interest in the funding and to provide them with any document or information relevant to the submission including funding history.

This funding submission has the support of the Organisation's Board/Governing Committee and I am authorised to lodge the submission on behalf of the organisation.

CERTIFICATION by PRESCRIBED BODY CORPORATE

This certification must be made after the Executive/Governing Body of the PBC has validly carried a motion to submit this grant application at a duly constituted meeting.

Minute / Decision Number _____ at meeting held on (date) _____

_____	_____	_____
Name	Position (Chairperson or Secretary)	Signature
		____/____/____ Date

_____	_____	_____
Name	Position (Executive Member)	Signature
		____/____/____ Date

CHECKLIST FOR PBC APPLICATIONS

The following documents are referred to in Parts One and Two of the application. Your application cannot be thoroughly assessed if these items have not been provided.

Use the following check list to ensure that no items have been overlooked.

Part 1

Yes	No	Not Required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of current Incorporation Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of your organisation's status as a PBC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter of support from the body agreeing to auspice the grant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organisation Chart
<input type="checkbox"/>	<input type="checkbox"/>		Minutes and Decision of the PBC meeting approving the submission

Part 2

Yes	No	Not Required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balance Sheet and Details of Income and Expenditure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed Operational Budget for Financial Year 2015 - 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quotations for works to be undertaken as part of the grant

TSRA reserves the right to request further information to assist with the grant assessment process.

Please address all applications to:

CONTRACT OFFICER
TSRA Common Funding Round Grants
Torres Strait Regional Authority
PO Box 261
Thursday Island QLD 4875

Please email all electronic applications to:

grantapplications@tsra.gov.au by 4pm 11 October 2016