



Australian Government



TSRA

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2016/17 – Round 1

GRANT FUNDING APPLICATION

TO

TORRES STRAIT REGIONAL AUTHORITY

CULTURE ART AND HERITAGE

Grant Funding Application

BEFORE COMPLETING APPLICATION, PLEASE NOTE:

- Closing date for applications is **4pm 11 October 2016**.
- This project must occur between **1 January 2017 and 30 June 2017**.
- **\$5,000** is the minimum amount you can apply for.
- **\$25,000** is the maximum amount you can apply for.
- Sole traders and individuals with an ABN may apply for amounts between \$5,000 and \$10,000.
- If you **DO NOT** have an ABN, you will need an incorporated organisation to **auspice** the grant (look after the grant finances) for you – this could be a community organisation or council for example.
- If you **DO NOT** have an ABN, you **MUST** include a letter from your chosen auspice body indicating that they agree to this role.
- Supporting documents are an important part of your application. See page 11 of this application for a full list of documents you should include.
- **A full copy of the Culture Art and Heritage Grant Guidelines has been included in your application package – you should read this document before filling out the application form.**
- **If you have any questions and need clarification on completing this application, please do not hesitate to contact the TSRA Culture Arts and Heritage Programme on 07 40690 700 or via email CAHTeam@tsra.gov.au**

ELIGIBILITY CRITERIA

Any incorporated organisation, sole trader or individual from the Torres Strait and Northern Peninsula Area communities of Bamaga and Seisia. Organisations or individuals without an ABN will have to engage an incorporated organisation to auspice the grant i.e. an organisation like a council or other incorporated community organisation to receive the money, acquit the expenditure and assist with the final outcome report.

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. Board Members and employees of TSRA are not eligible to apply for grant funding either in their own right or on behalf of another person or organisation.

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PLEASE COMPLETE:

1. What is the name of your project?

2. Your details (applicant)

Name: _____

Phone: _____

Email: _____

Address: _____

3. Are you a Torres Strait Islander and/or Aboriginal person?

Yes

No

4. Name of your Community and/or language group.

5. Are you the person who will be in charge of carrying out the project? (please tick)

Yes (if same as in question 1)

No Please list name and details of person in charge of project below

Name: _____

Phone: _____

Email: _____

Address: _____

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6. Who will be the main contact for enquiries about this application?

Name: _____

Phone: _____

Email: _____

Address: _____

7. Do you have an ABN? (please tick)

Yes Please write your ABN here ____ / ____ / ____ / ____

No Complete question 6 and 7

PLEASE NOTE: As a sole trader with an ABN you are eligible to apply for amounts between \$5,000 - \$10,000. ALL projects over \$10,000 and up to \$25,000 must be auspiced by an incorporated organisation.

8. If not registered for ABN put the name of the auspice body here (incorporated community organisation or Council who will look after the money and acquit the grant).

9. Name and details of contact person within auspice organisation:

Name: _____

Position: _____

Phone: _____

Email: _____

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10. Name the other key person/s involved in the project and what skills they have (e.g. artist, elder, dancer, storyteller). Please attach qualification or expertise if relevant (i.e. resume, curriculum vitae or other).

NAME/S	SKILL/S
e.g.	
1.	
2.	
3.	
4.	
5.	
6.	
7.	

11. Which of the following areas will your project relate to? (please tick)

- Active and sustainable arts and crafts industry.
- Strong, supported and respected Ailan Kastom.
- Unique cultural heritage and histories of the region are preserved and maintained.

12. When will the project happen?

Start Date

Finish Date

(1 February 2017)

(30 June 2017)

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13. In the space below describe in your own words what you want to do in this project e.g. “my project is to develop a children’s story book with traditional designs and languages”. NOTE: Written answers are required or a recording with an oral description will be accepted.

14. List out each stage of the project from start to finish.

TASKS	START DATE	FINISH DATE
e.g. <i>Call for interested stakeholders (source participants)</i>	<i>1 January 2017</i>	<i>30 June 2017</i>

15. Why is this project needed and what is the overall benefit to the community? Please include any evidence that supports your statements about the need for this project.

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NOTE: Written answers are required or a recording with an oral description will be accepted.

16. Who is the project aimed at (e.g. young people, women or men; elders)? NOTE: Written answers are required or a recording with an oral description will be accepted.

17. What resources will you need (e.g. people with specific skills, materials)?

18. What can the community or host organisation (auspice body) offer to assist you with the project (e.g. equipment, materials, use of building)? Please include the value of any support on the budget if there is not a charge to the project. This is described as IN KIND support.

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19. Do you have written support from members of your community e.g. letter from Council / organisation, people participating in the activity, elders (please tick).

Yes Please attach letters to the application and list who they are from.

No Sourcing support letters are important in assessing your application.

20. PLEASE CONTINUE TO NEXT PAGE TO FILL OUT YOUR PROJECT BUDGET

In your project budget you will tell us:

- How much your project will cost and what these costs are?
- How much money you are getting from other sources?
- How much money you are requesting from TSRA?

PLEASE NOTE:

YOU MUST SUPPLY A COPY OF THE BANK STATEMENT WHERE THE GRANT MONEY WILL BE DEPOSITED ALONG WITH YOUR COMPLETED APPLICATION.

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EXAMPLE ONLY PROJECT BUDGET

PROJECT EXPENDITURE

List your expected payments, fees and costs and write the amount for each item

EXPENDITURE	AMOUNT
Fee for Service <i>Who do you need to pay and how much?</i> <i>e.g. artists, producers</i>	\$3,000 (TSRA)
Production Costs <i>e.g. printing, studio costs, materials</i>	\$5,000 (TSRA)
Promotion and Marketing <i>e.g. posters, brochures, advertising</i>	\$4,000 (In-Kind Fundraising)
Travel Costs <i>e.g. airfares, accommodation, petrol</i>	\$5,000 (Arts Qld) \$2,000 (TSRA)
Administrative Costs <i>e.g. fee for auspice body</i>	\$1,000 (In-Kind)
Add and write total expenditure here	\$20,000

PROJECT INCOME

List your expected income – funding, sponsorship and in-kind -

INCOME	AMOUNT
Applicant's contribution <i>In-kind</i> <i>e.g. volunteering work hours, free venue hire) or cash contribution</i> Project Management – Volunteer 50 hrs x \$20	\$1,000 (in-kind)
Funding from other sources (actual or pending) <i>e.g. Arts Qld, Gambling Community Benefit Fund, Aust Council, TSIRC, community organisation</i>	\$5,000
In-kind Production Costs Possible examples: use of venue, donations by production company, expert skills given to project, In-kind Promotion or Marketing: <i>Possible examples:</i> donations by promotion company, expert skills given to project, free radio advertising, community posters.	
Sponsorship and other in-kind support Fundraising	\$4,000
Other income	NIL
TSRA contribution (the amount of this grant)	\$10,000
Add and write your total income here	\$20,000

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PROJECT BUDGET TEMPLATE FOR COMPLETION

PROJECT EXPENDITURE		PROJECT INCOME	
List your expected payments, fees and costs and write the amount for each item. <i>NOTE! Quotes must be provided for TSRA Contribution of your budget</i>		List your expected funding sponsorship and the value of volunteer labour and write an amount for each	
EXPENDITURE	AMOUNT	INCOME	AMOUNT
Fee for Service <i>Who do you need to pay and how much?</i> <i>e.g. artists, producers</i>		Applicant's contribution <i>In-kind</i> <i>e.g. volunteering work hours, free venue hire) or cash contribution</i> Please estimate cost as accurately as possible.	
Production Costs <i>e.g. printing, studio costs, materials</i> Any catering must be no more 10% of total budget.		Funding from other sources (actual or pending) <i>e.g. Arts Qld, Gambling Community Benefit Fund, Qld Arts Council</i>	
Promotion and Marketing <i>e.g. posters, brochures, advertising</i>		In-kind Production Costs Possible examples: use of venue, donations by production company, expert skills given to project, In-kind Promotion or Marketing: <i>Possible examples:</i> donations by promotion company, expert skills given to project, free radio advertising, community posters.	
Travel Costs <i>e.g. airfares, accommodation, petrol</i>		Sponsorship and other in-kind support	
		TSRA contribution (the amount of this grant)	
Add and write total expenditure here	\$	Add and write your total income here	\$

- * Please note that the total income must equal the total expenditure.
- * Please call if you need assistance.

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CHECKLIST BEFORE SENDING YOUR APPLICATION

1. Make sure you have included:

- Letter of confirmation from auspice body (if relevant)
- Letter of acceptance from consultants if engaged for this project
- Letter/s of support from significant community members and organizations
- Letter/s of invitation/confirmation from host festivals, producers or galleries (if relevant)
- Letter of support from your community i.e. elders, community groups
- Curriculum Vitae of any professionals involved in the project
- Project plans, event programs etc.
- Quotes – **MUST BE PROVIDED**
- Check your budget against the example provided in the application
- New applicants need to provide a bank statement identifying the account the funds will be paid into – **MUST BE PROVIDED**
- Your ABN (if relevant)

2. Also consider including:

- 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
- Any material you feel may support your application

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3. Please call *PRIOR* to submitting your application if you have any questions you'd like to discuss. Please contact:

Culture, Arts and Heritage Project Officers:

Acting Cultural Development Officer – Regina Turner

Project Support Officer – Amanda Manuel

Phone: (07) 4069 0700

Email: CAHTeam@tsra.gov.au

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