



Wiri Yuwiburra Community Benefits Trust
Grant Information & Guidelines

February 2019

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Statement from Trustees of the Wiri Yuwiburra Community Benefits Trust (2018)

Waddamooli (Welcome).

The Hail Creek Mine is in Central Queensland inland from the coast around Mackay.

The land that the mine and surrounding communities in the Mackay region occupy will always be part of the Birri Gubba Nation and home to the Wiri/Widi, Yuwiburra and Barada Barna Peoples.

We are mindful that Aboriginal people across Central Queensland were decimated in the dispersals, dispossessed and removed from country, thus limiting opportunities for caring for country by the First People who never left their homes in heart, mind and spirit.

The Wiri/Widi, Yuwiburra and Barada Barna Peoples have been regathering over the years and hold aspirations for their families as part of the broader Birri Gubba nation.

Through the Wiri Yuwiburra Community Benefits Trust ("WYCBT"), descendants of the First Aboriginal Peoples in the Hail Creek Coal Agreement Area have an opportunity to build and sustain the present and future aspirations of the children, grandchildren, great grandchildren and great-great grandchildren of the First Peoples of and in this region.

This opportunity represented by the Trust, will be part of a more positive future for the Wiri/Widi, Yuwiburra and Barada Barna Peoples.

*Trustees are committed to mindfully and respectfully caring for the intended legacy of the
Birri Gubba architects of the Hail Creek Coal Agreement.*

1. Background

- 1.1 The Wiri Yuwiburra Community Benefits Trust (the "Trust") was established on 19 August 1998 following negotiations between Hail Creek Coal Pty Ltd (Hail Creek Coal) and Aboriginal groups to receive annual sums from Hail Creek Coal for the life of the Hail Creek Mine.
- 1.2 These funding guidelines have been prepared to let the community know more about the Trust and how Trust funds can be applied for.
- 1.3 The Trust is made up of six trustees, being four Aboriginal trustees, one trustee appointed by Hail Creek Coal and an independent trustee (Trustees).
- 1.4 It is the role of the Trustees to manage the Trust Funds in accordance with the purposes of the Trust Deed and the law.

2. Trust's Vision and Objectives

- 2.1 The Trustees have developed a Vision statement and it will distribute funds with this Vision in mind.

- 2.2 The Trust's vision is that:

"Aboriginal People enjoy the same prospects for employment, economic prosperity and quality of life as other community members by measuring against:

- *Closing the Gap;*
- *ChangeFest 2018 Police Statement "Statement from the Heart";*
- *the United Nations Declaration on the Rights of Indigenous Peoples; and*
- *the United Nations Millennium Development Goals."*

- 2.3 Trustees commit to the following objectives:

(a) Capacity Building

That Aboriginal people participate fully in their community and are taking greater control of their health and community wellbeing.

(b) Education and Training

That Aboriginal people reach educational outcomes at no lesser level than the community average, and that there is continual improvement of the educational, training and pre-vocational skills and abilities of Aboriginal people living in the region.

(c) *Cultural Heritage*

That ancient cultural heritage of Aboriginal people is preserved for the benefit of current and future generations using initiatives such as keeping places, tourism ventures, repositories and online resources and catalogues.

(d) *Governance*

That a professional governance structure and process to enhance effective and efficient planning and decision-making, leadership, coordination and monitoring of the Trust is developed and maintained.

- 2.4 The Trustees will use the vision statement and objectives as a guide to decide how the Trust can best support and develop the Wiri/Widi and Yuwiburra communities and the broader Birri Gubba community which are resident in the Agreement Area.
- 2.5 The vision and objectives, together with the terms of the Trust Deed, forms the basis for projects that the Trust will support and how it intends to distribute funds.

3. Eligibility

- 3.1 The Trust is governed by a Trust Deed. To be eligible to apply for a grant from the Trust, the applicant must be a “Beneficiary”.
- 3.2 The Trust Deed defines that a “Beneficiary” is the following groups of people:-
 - (a) *any person who is from time to time a member of the Wiri and Yuwiburra communities;*
 - (b) *any corporation or unincorporated association whose members are members of the Wiri and Yuwiburra communities;*
 - (c) *The trustee of any benevolent or charitable trust having objects substantially similar to the Trust; or*
 - (d) *any person who is from time to time a member of the wider Birri Gubba community”.*
- 3.3 Applicants must meet one of the criteria above to qualify as a beneficiary to be able to apply for a grant. If applicants do not meet any of the criteria listed above, applicants do **not** qualify.

Practice Note:

A beneficiary is:-

- (a) Any member of the broader Birri Gubba community **resident** in the agreement area; or
- (b) Any member of the Wiri/Widi and Yuwiburra communities **regardless of residential status.**

4. Beneficiary Database

- 4.1 The Trust maintains a Beneficiary Database which records details of its beneficiaries.
- 4.2 When a grant application is lodged with the Trust, an initial assessment will be made of the Beneficiary Database to see whether an applicant (or the person to receive the benefit of the grant) is a registered “beneficiary”.
- 4.3 If an applicant (or person who is to receive the benefit of the grant) is not already registered on the Beneficiary Database, the applicant must provide supporting documentary evidence with the grant application that demonstrates the applicant’s (or the person who is to receive the benefit of the grant) beneficiary status.

4.4 Evidence of beneficiary status can be any of the following documents:

- (a) Government family charts;
- (b) Birth certificate;
- (c) Death certificate of a Beneficiary;
- (d) Other government documentation;
- (e) Membership of Indigenous Corporations such as Registered Native Title Body Corporates and Traditional Owner Corporations.

4.5 Once documentation has been seen and accepted by the Trust the details will be entered onto the Beneficiary Database. This information can then be referred to for any future grant application.

5. Funding Distribution Areas

5.1 The Trustees are empowered to distribute funding consistent with the following:

- (a) A minimum of ten percent (10%) to be reinvested annually;
- (b) A maximum of \$103,181 (adjusted in line with CPI) of the Trust Fund to be used to provide community benefits for the described communities of Beneficiaries; and
- (c) The balance to supporting or implementing education, training, research, and business development programs for the described communities of Beneficiaries, with such amounts to be distributed at the discretion of the Trustees.

5.2 The Trust Deed provides for four (4) pillars of potential funding which could be offered:-

- (a) Education;
- (b) Training;
- (c) Research; and
- (d) Business Development;

The Trust may also decide to distribute funds for projects or activities that provide community benefit.

5.3 The Trust will **not** consider any applications for funding for any of the following:

- (a) native title matters;
- (b) cultural heritage management matters that are already covered by agreements, native title protection conditions or other statutory instruments or conditions;
- (c) issues to be dealt with or considered by legal process; or
- (d) for purchase of furniture and white-goods.

5.4 The following table provides some examples of the potential grant applications that could be made. This list is not exhaustive but simply provides some guidance.

Funding Area	Examples of the types of activities that could potentially be funded	Maximum grant amount up to (excluding GST)
Projects or Activities that provide community benefits	(a) Projects that promote Aboriginal culture including cultural festivals.	\$10,000
	(b) Projects ensuring the continuing cultural health of the communities of Beneficiaries.	\$5,000
	(c) Projects that will deliver measurable social impact on Beneficiary communities health and wellbeing.	\$5,000
	(d) One-off assistance with the funeral cost per deceased Beneficiary.	\$2,000
	(e) Assistance to leverage government or other funding sources.	On merit
	(f) Projects that have compelling and significant benefit for the broader Aboriginal community.	On merit
	(g) Individual representative for a sport or recreation program for each of Regional, State or National events.	\$3,000
	(h) Sporting team sponsorship for each of Regional, State or National events.	\$5,000
Education	(a) Education assistance.	\$2,500
	(b) Tertiary education assistance.	\$5,000

Funding Area	Examples of the types of activities that could potentially be funded	Maximum grant amount up to (excluding GST)
	(c) Cultural materials and resources for use in schools and other educational institutions.	\$2,500
Training	(a) Vocational training, to assist people in improving the range of skills they can offer to potential employers and upskilling to assist with self-employment.	\$5,000
Research	(a) Assistance with preserving histories and languages from primary sources.	\$5,000
	(b) Documenting Family Histories.	\$5,000
Business development	(a) Funding professional business advice such as protecting intellectual property and trademarking bio-cultural knowledge.	\$2,500
	(b) Assisting in the start-up of a new business.	\$3,000
	(c) Funding professional business advice such as for developing benefit-sharing models and Family Trusts.	\$2,500

6. Funding Guidelines Applicable to all Funding Areas

6.1 The following guidelines apply to **all** areas of grant funding offered by the Trust.

- (a) Grant applicants must be over the age of 18. If the application relates to a minor (a person under the age of 18) the application must be completed by the parent, carer and/or guardian.
- (b) Grant funding applications could take approximately 3 to 6 weeks to be assessed. Applicants will be notified by email if their application is successful or unsuccessful. If an applicant's grant application is extensive and for a large amount applicants should note that the assessment may take a longer period of time.
- (c) Grant funding applications will be decided at the discretion of the Trust. The applications are assessed on merit. Not all requests will be approved for assistance.
- (d) If an applicant is successful in their grant application the funds (if applicable) must be paid into the successful applicant's bank account or to a nominated service provider or supplier.
- (e) All applicants must be able to provide proof of their status as a person from one of the described communities of Beneficiaries. If applicants are not registered on the Beneficiary Database, evidence must be provided in support of the grant application at the time of lodgment. **No** application for grant funding will be considered without this supporting information.
- (f) If an applicant has any outstanding Trust reporting requirements (such as acquittals (showing that the grant monies were used for the correct purpose), the applicant will be ineligible for further funding until those outstanding matters are completed.
- (g) If the Trust requests further documentary evidence or information in relation to applicants grant application, this information is to be provided within 28 days. If the information is not provided within the timeframe, the application will be void and applicants will have to reapply.
- (h) Where applicable, an applicant who receives grant funding will be required to visually acknowledge any support provided by the Trust (e.g. on football shirt or in print/social media).
- (i) If a grant application is successful, a Funding Agreement containing the terms and conditions of funding will be provided by the Trust. The Funding Agreement must be signed and returned by the applicant within 28 days. **No** funds will be provided unless this has been completed. If the Funding Agreement is not signed and returned within the 28-day period, the application will be void and applicants will have to reapply.
- (j) Applications for grants should not exceed the maximum grant amount.

6.2 There are also specific funding guidelines and information which apply to each funding area. They are described under each of the headings below.

7. **Projects or Activities that provide community benefits**

7.1 Specific guidelines and information that relate to this area of funding are as follows:

- (a) Projects that promote Aboriginal cultural including cultural festivals.

- (b) Projects ensuring the continuing cultural health of the communities of Beneficiaries.
- (c) Projects that will deliver measurable social impact on Beneficiary communities health and wellbeing.
- (d) One-off assistance with the funeral cost per deceased Beneficiary.
- (e) Assistance to leverage government or other funding sources.
- (f) Projects that have compelling and significant benefit for the broader Aboriginal community.

7.2 Any grant application made in relation to the above must align with the Trust's aims and vision and include information as to the following:

- (a) Ownership - Whether members of the described communities of Beneficiaries are part of the ownership or organisational structure of the project or initiative.
- (b) Community benefit and term - The nature and extent of benefits to the community from the project or initiative and how long those benefits will continue.
- (c) Outcomes - How the project's progress and outcomes will be measured over time and how a precise assessment of the resulting community benefits will be conducted, including information on the research to be undertaken to make such assessments.
- (d) Management skills and experience - The experience and skill of the applicant relevant to the project or initiative and, for business projects, any training undertaken by the applicant in business and/or business management, to enable the Trust to assess whether the project or initiative will be well-managed and whether the proposed project outcomes will be achieved.
- (e) Employment impact - For business projects or initiatives, approximately how many people are likely to be employed in the business.
- (f) Self-contributions - Whether the applicants are also contributing financial or in-kind support to the project or initiative.
- (g) Viability research - Whether and what research has been done on the viability of the project or initiative and the project's or initiative's processes and expected outcomes;
- (h) Timing - How long the project or initiative will seek to rely on funding through the Trust (because preference will be given to a stand-alone project or initiative requiring only "one-off" or "seed" funding).
- (i) Conditions - Where the project or initiative requires ongoing funding (which can only be provided by instalments), the conditions which the applicant is prepared to satisfy before each instalment becomes payable.
- (j) Future sustainability - How the project or initiative will be kept going after Trust funding has finished.
- (k) Commitment to project - Whether the applicant will be actively involved throughout the whole of the project or initiative.

- (l) Skills - Whether the applicant already has or is undertaking training to acquire the skills necessary to ensure the success of the project or initiative or whether a third party with such skills will be involved in the project or initiative.
- (m) Reporting - How the applicant will report to the Trust on the success of the project or initiative.
- (n) Prior grant approval - Where the applicant has previously applied for and has been approved funding from the Trust, provide information of the project's or initiative's success and how it benefited the described communities of Beneficiaries;
- (o) Other sources of funding - Whether there is government or other funding already available for the project or initiative;
- (p) Support - Whether there are any other groups or sections of the general community currently supporting the project or initiative; and

7.3 The applicant must be the project manager and be over the age of 18.

7.4 The applicant is entitled to one successful grant application per calendar year.

7.5 Any funding received for the project/concept from a third party **must** be declared.

Individual Representative Sport and Recreation Program

7.6 Specific guidelines and information that relate to this area of funding are as follows:

- (a) The applicant must have been selected into a representative sport or recreation team.
- (b) The applicant must be an athlete, coach, manager, official or sports trainer.
- (c) Recreation could be, for example, dance, mathematics, poetry, hunting, rock climbing, singing, painting or bowling.
- (d) To be a representative would mean Regional, State or National representation. This grant program does not include club or school sports/recreation representation.
- (e) The Trust will use its discretion when deciding if it deems an activity as an acceptable form of sport or recreation.
- (f) The financial assistance applied for could be for matters such as team levy fees, uniforms, required equipment, air/ground travel expenses.
- (g) If successful in the grant application the fees requested will be paid to the sponsoring organisation. If the funds have already been paid by the grant applicant, the Trustee will use its discretion as to whether the applicant is refunded those monies (on receipt of proof of payment).
- (h) Grant funding applications are limited to two (2) approved applications in a calendar year period.
- (i) Any funding received for the team from a third party **must** be declared.

Sporting Team Sponsorship

7.7 Specific guidelines and information that relate to this area of funding are as follows:

- (a) This is a funding program open to sporting teams with the majority of athletes and officials from the described communities of Beneficiaries.
- (b) One application must be completed per team by the team's manager (e.g. one for a male team and one for a female team).
- (c) Teams can apply for funding to participate in one-off events or several events in one application.
- (d) The application can cover transport to and from the event, nomination fees etc.
- (e) The team must be managed and/or captained by a person from one of the described communities of Beneficiaries.
- (f) The team is eligible for two (2) successful grant applications per calendar year.
- (g) Funding will be provided to the applicant directly or directly to the suppliers. The details will be outlined in the Funding Agreement.
- (h) Any funding received for the team from a third party **must** be declared.

8. Education

Education Assistance

8.1 Specific guidelines and information that relate to this area of funding are as follows:

- (a) This program provides financial support to primary or secondary education students. This can be by way of assistance towards uniforms, trips or school camps etc.
- (b) The person who is making the application on behalf of the student must be over the age of 18.
- (c) Applicant must provide evidence of the student's enrolment.
- (d) Students are limited to one (1) successful application per calendar year period.
- (e) If the student cancels or defers their education, the applicant must advise the Trust within 28 days. It is at the Trust's discretion as to whether they request a full or partial refund of the funds provided.
- (f) Any funding received towards the education from a third party **must** be declared to the Trust.

Tertiary Education Assistance

8.2 Specific guidelines and information that relate to this area of funding are as follows:

- (a) The applicant must be over the age of 18.
- (b) The applicant must be enrolled in, and attending, a tertiary education institution (i.e. university).

- (c) This program does **not** fund travel to and from education institutions, meals, rent or contributions directly to HECS/HELP.
- (d) The application can only be made at the end of an academic year ie Semester 2 or Semester 3 based on academic progress.
- (e) If successful the funds may be given directly to the applicant (at the discretion of the Trust), but in most circumstances will be given directly to the education institution. Details will be provided in the Funding Agreement.
- (f) The applicant can have one (1) successful application per calendar year.
- (g) If the applicant cancels or defers its tertiary studies, they must advise the Trust within 28 days. It is at the Trust's discretion as to whether they request a full or partial refund of the funds provided.
- (h) Any funding received towards the education from a third party **must** be declared to the Trust.

Cultural materials and resources

8.3 Specific guidelines and information that relate to this area of funding are as follows:-

- (a) Cultural materials and resources for use in schools and other educational institutions.
- (b) The applicant can have one (1) successful application per calendar year.

9. Training

9.1 Specific guidelines and information that relate to this area of funding are as follows:

- (a) Vocational training, to assist people in improving the range of skills they can offer to potential employers and and upskilling to assist with self-employment.
- (b) Multiple short courses can be considered in one application up to the funding limit.
- (c) If the applicant cancels or defers their training/further education, the applicant must advise the Trust within 28 days. It is at the Trust's discretion as to whether they request a full or partial refund of the funds provided.
- (d) Any funding received towards the training from a third party **must** be declared to the Trust.

10. Research

10.1 Specific guidelines and information that relate to this area of funding are as follows:-

- (a) Funding applications must first be pursued through existing avenues (eg Link Up, Personal Histories, State Library). If those applications are unsuccessful (and the Trust can request documentary evidence of this) the Trust may grant funding for the following purposes:-
 - (i) Assistance with preserving histories and languages from primary sources; and

- (ii) Documenting Family Histories.
- (b) Any funding received towards the research from a third party **must** be declared to the Trust.

12. Business Development

11.1 Specific guidelines and information that relate to this area of funding are as follows:-

- (a) Funding applications must first be pursued through existing avenues (eg IBA, DATSIP). If those applications are unsuccessful (and the Trust can request documentary evidence of this) the Trust may grant funding for the following purposes:-
 - (i) Funding professional business advice such as protecting intellectual property and trademarking bio-cultural knowledge;
 - (ii) Assisting in the start-up of a viable businesses; and
 - (iii) Funding professional business advice such as for developing benefit-sharing models and Family Trusts.
- (b) Any funding received towards the business development from a third party **must** be declared to the Trust.

13. How to lodge an application for funding

- 13.1 A grant application needs to be completed online (link can be seen on the grants page of the Trust's website).
- 13.2 The online application system will allow applicants to develop, save and print out an application before applicants submit it.
- 13.3 Any supporting material can also be uploaded and attached to the online application. If the attachments are too large they can also be emailed directly to the Trust's Grants Administration Officer at administration@wycbt.org.au.
- 13.4 Applicants should ensure that they complete and answer all questions and supply all the information requested (incomplete applications will not be considered).
- 13.5 If applicants require any assistance with applicants online application applicants may find the answer to applicants query here:- <https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>.
- 13.6 If applicants do not find the answer to their query via the link above, please contact the Trust's Grants Administration Officer (Hayley) on 0499 992 865 or email administration@wycbt.org.au.

14. Assessment Process

- 14.1 Once an application has been completed and lodged online via the Trust website, applicants will receive an email confirming that their grant application has been lodged. Applicants will be provided with a reference number for their grant application. This reference number should be quoted in any future communication with the Trust.
- 14.2 The Trust will perform an eligibility check to confirm applicant status as a beneficiary (see paragraph 3 and 4 above).

- 14.3 Once eligibility as a beneficiary has been established' the Trust will then review the grant application, assess it against certain criteria and then decide whether:
- (a) the Trust will approve the application;
 - (b) the Trust will approve the application but with some conditions;
 - (c) the Trust requires further information from the applicant before making its decision; or
 - (d) the Trust will not approve the application at this time.

14.4 If a grant application is made in relation to a complex business start up proposal (e.g an IT company) the Trust reserves its right to engage an external assessor to assess the merit and content of the applicant's grant application and to provide advice and assistance to the Trust.

15. Timeframe for deciding an application

15.1 The Trust aims to make a decision on all grant applications within an 8 week period. If an applicant's grant application is extensive and/or for a large amount, applicants should note the assessment may take a longer period of time.

16. Notification of decision

16.1 Applicants will receive an email notifying them of the outcome of their application.

17. Successful applicants

17.1 Successful grant applicants will be required to:

- (a) sign and return a completed Funding Agreement;
- (b) fully comply with the terms and conditions set out in the Funding Agreement; and
- (c) fully acquit the grant to the Trust as provided for in the Funding Agreement (see paragraph 19 below).

17.2 The Funding Agreement will include Terms and Conditions of the grant, any special conditions attached to applicants grant and GST information. Applicants will need to complete and sign the Funding Agreement **before** any funding will be released.

18. Unsuccessful applicants

18.1 If an application is unsuccessful, applicants will be informed via email.

18.2 If applicants were unsuccessful, this may not be because the application was not "good enough", it may simply be due to a restriction on the available funds for that funding area or the cap limit being reached.

18.3 If applicants wish to receive feedback on their grant application, please email the Trust Grants Administration Officer at administration@wycbt.org.au.

19. Acquittal

19.1 An acquittal process **will** form part of the terms and conditions of an applicant's funding agreement.

- 19.2 An acquittal process means that applicants **must** provide information and evidence that the funds given to applicants by the grant were used in the way set out in applicants funding application.
- 19.3 The applicant is responsible for completing the acquittal process.
- 19.4 If the applicant does not complete the acquittal process within the timeframes specified by the Trust, the Trust may require the funding returned. Applicants will then become ineligible to apply for further funding.

20. Probity and fairness

- 20.1 The Trust will at all times comply with the terms of its Trust Deed.
- 20.2 The selection of funding recipients must be fair, open and demonstrate the highest level of integrity.
- 20.3 The following principles will be applied throughout the selection process:
- (a) fairness and impartiality;
 - (b) consistency, accountability and transparency of process;
 - (c) security and confidentiality of information; and
 - (d) identification and resolution of conflicts of interest

These principles are intended to achieve an equitable, justifiable and sound process.

21. Review Procedure

- 21.1 If applicants have reason to believe that one of the below events has occurred in relation to their grant application, applicants can ask for the funding decision to be reviewed:
- (a) The preparation of their application was adversely affected by incorrect advice or information given to applicants by the Trust prior to submitting their application; or
 - (b) Applicants believe their application was not assessed in accordance with the assessment process or criteria for the grant category they applied for.
- 21.2 If applicants believe that the above has occurred, applicants need to request a review of the decision-making process. This needs to be done in writing via email at administration@wycbt.org.au . An applicant's request for a review **must** be received within 28 days from the date of the letter notifying applicants of the decision about their application.
- 21.3 Once the review request has been received, arrangements will be made to have the application further assessed. Applicants will be notified of the outcome of the further review within 28 days of the date on which an applicant lodged their review request.

22. Frequently Asked Questions

Q. Why do I have to provide evidence of my status as a member of the described communities of Beneficiaries?

A. The Trust has a Beneficiary Database which contains a list of members who are “eligible” to apply for grant funding from the Trust.

If applicants are not registered on the Beneficiary Database, applicants **must** provide evidence of their Beneficiary status for assessment. If an applicant fails to do so, their grant application **will** be rejected. If applicants are unsure, please check with the Trust’s Grants Administration Officer on 0499 992 865 or email administration@wycbt.org.au

Q. What do I do if the beneficiary does not have documentary evidence of being a descendant of the described communities of Beneficiaries?

A. Please contact the relevant corporation for assistance. Details are as follows:-

- **Yuwiburra People**

Gary Thoedore Mooney, Jennifer Olive Darr, Melanie Roseveen Kemp on behalf of the Yuwiburra People Native Title Determination Application

C/o Martin Dore, North Queensland Land Council Aboriginal Corporation

61 Anderson Street

Manunda QLD 4870

Phone: 07 4042 7000

- **Barada Barna People**

Barada Barna Aboriginal Corporation

Lot 55 Johnson’s Road

Nebo

QLD 4742

Corporation Secretary: Mervyn Riley

Telephone: 0400 781 347

Email: David.minuzzo@crowehorwath.com.au

- **Wiri/Widi People**

Gangali Narra Widi Aboriginal Corporation RNTBC (ICN 8363)

38 Daniel Street

North Mackay

QLD 4740

Telephone: 0447 067 171

Email: gangalinarra@outlook.com

Q. Who assesses the Grant applications?

A. The initial assessment is undertaken by the Trust Grants Administration Officer. An assessment panel then performs an eligibility assessment as to the applicant's status as a Beneficiary. If the applicant is deemed to be a Beneficiary, the Trustees then assess the grant application.

Q. Can I submit my grant application via post?

A. No, unfortunately the Trust will only accept online applications. If applicants have any difficulties submitting their application online, please contact the Trust Grants Administration Officer (office hours Monday, Tuesday and Wednesday) on 0499 992 865 or email administration@wycbt.org.au.

Q. I have an idea for a project but can't find a suitable grant application form – what should I do?

A. In the first instance contact the Trust Grants Administration Officer (office hours Monday, Tuesday and Wednesday) on 0499 992 865 or email administration@wycbt.org.au.

Q. How long will it take for a decision to be made on my grant application?

A. The Trust aims to decide all grant applications within a 3 to 6 week period. If a decision is likely to be made after this time, the applicant will be contacted.

Q. My grant application has been approved – when will I receive the grant funds?

A. Applicants should receive their grant payment within 14 days of accepting and returning their signed Funding Agreement.

Q. My grant was approved but not for the full amount I requested – why?

A. The Trust's funds are limited. As such not all applications will receive approval for the full amount.

- Q. I am in urgent need of the grant monies I've applied for. Can my application be looked at urgently?**
- A. In the first instance contact the Trust's Grants Administration Officer (office hours Monday, Tuesday and Wednesday) on 0499 992 865 or email administration@wycbt.org.au.
- Q. My grant application was successful. Will it affect my Centrelink payment?**
- A. Applicants should contact Centrelink on 13 28 50 for advice.
- Q. I've already used my own money for matters that are included in my grant application (i.e. for university course fees).**
- A. Please provide copies of paid invoices with the grant application. The Trust will consider the situation and may decide to "reimburse" an applicant directly for the costs that have already been paid.
- Q. My grant application got refused what can I do?**
- A. See paragraph 21 above for the review procedure.
- Q. The grant round is now closed – can I still put in my application?**
- A. Late applications will not be accepted.
- Q. I've lost my SmartyGrants login details – what should I do?**
- A. Please go to the SmartyGrants FAQ – <https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/#HelpGuideforApplicants-FAQ's>
- Q. My circumstances have changed (for example, I am no longer attending University, or my project is no longer proceeding) – do I have to tell the Trust?**
- A. Yes. If an applicant's circumstance changes to what was included in their original grant application, applicants **must** inform the Trust. This can be done by contacting the Trust Grants Administration Officer on 0499 992 865 or emailing administration@wycbt.org.au
- Q. I have a question and can't find the answer anywhere in these guidelines – who should I contact?**
- A. In the first instance, contact the Trust Grants Administration Officer (Hayley) on 0499 992 865 (office hours Monday, Tuesday and Wednesday) or email administration@wycbt.org.au.