



**WIRI YUWIBURRA**  
COMMUNITY BENEFITS TRUST

## **Grant Guidelines & Information**

**8 December 2022**

## Contents

<b>Statement from Trustees of the Wiri Yuwiburra Community Benefits Trust</b> .....	3
<b>1. Background</b> .....	4
<b>2. Trust’s Vision and Objectives</b> .....	4
<b>3. Eligibility</b> .....	5
<b>4. Beneficiary Database</b> .....	5
<b>5. Funding Program Areas</b> .....	5
<b>6. Funding Table</b> .....	6
<b>7. Funding Guidelines Applicable to all Funding Areas</b> .....	7
<b>8. COMMUNITY BENEFITS</b> .....	7
<b>9. EDUCATION</b> .....	9
<b>10. TRAINING</b> .....	11
<b>11. RESEARCH</b> .....	11
<b>12. BUSINESS DEVELOPMENT</b> .....	11
<b>13. How to lodge an application for funding</b> .....	12
<b>14. Assessment Process</b> .....	12
<b>15. Timeframe for deciding an application</b> .....	12
<b>16. Notification of decision</b> .....	13
<b>17. Approved applications</b> .....	13
<b>18. Declined applications</b> .....	13
<b>19. Acquittal</b> .....	13
<b>20. Probity and fairness</b> .....	13
<b>21. Review Procedure</b> .....	14
<b>22. Frequently Asked Questions</b> .....	14

## **Statement from Trustees of the Wiri Yuwiburra Community Benefits Trust**

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 and Yuwiburra Peoples.

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

The Wiri and Yuwiburra 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 Nations 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 Nations Peoples of and in this region.

This opportunity represented by the Trust, will be part of a more positive future for the Wiri and Yuwiburra 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 (6) Trustees, being four (4) Aboriginal Trustees, one (1) Independent Trustee and one (1) Trustee appointed by Hail Creek Coal.
- 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 Statement and 2017 Uluru “Statement from the Heart”*
- *the United Nations Declaration on the Rights of Indigenous Peoples*
- *the United Nations Sustainable Development Goals.*

- 2.3 Trustees commit to the following objectives:

(a) Capacity Building

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

(b) Education and Training

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

(c) Cultural Heritage

That 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 use the vision statement and objectives as a guide to decide how the Trust can best support and develop Wiri and Yuwiburra Peoples, and the broader Birri Gubba community 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, the applicant must be a “Beneficiary”.
- 3.2 A **Beneficiary** is:
- (a) Any Wiri, Yuwiburra and Barada Barna Peoples **regardless of residential status**.
  - (b) Any member of the broader Birri Gubba Nation **resident** in the Agreement Area.
- 3.3 If applicants do not meet either criteria, they are not eligible Beneficiaries of the Trust.

### 4. Beneficiary Database

- 4.1 The Trust maintains a Beneficiary Database which records details of its eligible Beneficiaries.
- 4.2 When a grant application is lodged with the Trust, an initial assessment is made of the Beneficiary Database to see whether a potential grant recipient is a registered Beneficiary.
- 4.3 If the potential grant recipient is not registered on the Beneficiary Database, supporting documentary evidence must be provided with the grant application to demonstrate eligibility.
- 4.4 Evidence of Beneficiary eligibility can be any of the following documents:
- (a) Government family charts
  - (b) Birth, death, and marriage certificates
  - (c) Other government documentation
  - (d) Membership of Beneficiary-related Aboriginal Corporations, such as Registered Native Title Body Corporates and Traditional Owner Corporations.
- 4.5 Once documentation is accepted by the Trust the details are entered into the Beneficiary Database. This information can then be referred to for any future grant application.

### 5. Funding Program Areas

- 5.1 The Trust Deed describes the purposes in funding four (4) program areas:
- (a) Education
  - (b) Training
  - (c) Research
  - (d) Business Development

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

- 5.2 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
- (d) purchase of furniture and white goods.

## 6. Funding Table

Program area	Types of activities that may be funded	Maximum grant amount (incl GST)
<b>Community Benefits</b>	(a) One-off assistance with the funeral cost per deceased Beneficiary.	\$5,000
	(b) One-off assistance with the tombstone cost per deceased Beneficiary.	\$2,000
	(c) Projects that promote Aboriginal culture, including cultural festivals.	\$10,000
	(d) Projects ensuring the continuing cultural health of the Beneficiary communities.	\$5,000
	(e) Projects that will deliver measurable social impact on Beneficiary communities' health and wellbeing.	\$5,000
	(f) Assistance to leverage government or other funding sources.	On merit
	(g) Projects that have compelling and significant benefit for the broader Aboriginal community.	On merit
	(h) Individual representation in a sport or recreational event at regional, state or national level.	\$3,000
	(i) Sporting team sponsorship at regional, state or national level.	\$5,000
<b>Education</b>	(a) Primary/secondary education assistance.	\$2,500
	(b) Tertiary education assistance.	\$5,000
	(c) Cultural materials and resources for use in schools and other educational institutions.	\$2,500
<b>Training</b>	(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
<b>Research</b>	(a) Assistance with preserving histories and languages from primary sources.	\$5,000
	(b) Documenting family histories.	\$5,000
<b>Business Development</b>	(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

## 7. Funding Guidelines Applicable to all Funding Areas

7.1 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 a parent, carer, or guardian.
- (b) Applications should not exceed the maximum funding amount.
- (c) Grant applications may take 3 to 6 weeks to be assessed. Applicants will be notified of the outcome of by email. If a grant application is complex or a request for funding on merit, applicants should note the assessment period may be longer.
- (d) If the Trust requests further documentary evidence or information in relation to a grant application, this information must be provided within 28 days. If the information is not provided within the timeframe, the application will be void and the applicant will have to reapply.
- (e) Grant funding applications are assessed on merit and at the discretion of the Trust. Not all requests for assistance are approved.
- (f) If an application is approved, the funds are paid to a nominated service provider or supplier or, if applicable, reimbursed to the payee's bank account.
- (g) 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.
- (h) Successful grant recipients are required to visually acknowledge Trust funding (e.g. on football shirt or in print/social media).
- (i) The applicant must submit an evaluation report to the Trust, via SmartyGrants, by the due date detailed in the Funding Agreement.
- (j) If an applicant has not completed an evaluation report for previously granted funds, the applicant is ineligible for further funding until outstanding acquittals are complete.

7.2 There are also specific funding guidelines and information which apply to each funding area.

## 8. COMMUNITY BENEFITS

### *Funeral Expenses*

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

- (a) The applicant does not need to be an eligible Beneficiary of the Trust, but evidence of the deceased's eligibility must be confirmed.
- (b) The applicant does not need to submit an evaluation report to acquit the grant, as the funds will be paid directly to the funeral director.
- (c) This is a one-off payment to support the cost of a funeral **and/or** a tombstone for a deceased eligible Beneficiary.

### ***Projects or Activities that provide community benefits***

- 8.2 Any grant application made in this program area of funding must align with the Trust's aims and vision, and include information regarding the following:
- (d) Ownership – Whether eligible Beneficiaries are part of the ownership or organisational structure of the project or activity.
  - (e) Project management skills and experience – The experience and skill of the applicant relevant to the project or activity, such as any training undertaken by the applicant in project management. The Trust will assess whether the project or activity will be well-managed and whether the proposed project outcomes are likely to be achieved.
  - (f) Commitment to project – Whether the applicant will be actively involved throughout the whole of the project or activity.
  - (g) Prior grant funding – Where the applicant has previously been a grant recipient of project funding from the Trust, information relating the project or activity's outcomes and benefit to the Trust's Beneficiary communities must be provided.
  - (h) Viability – Whether research on the viability has been undertaken of the project or activity's processes and expected outcomes.
  - (i) Community benefit – The nature and extent of benefits to the community from the project or activity and how long those benefits will continue.
  - (j) Outcomes – How the project's progress and outcomes will be monitored and evaluated for reporting on community benefits.
  - (k) Employment impact – For business projects or activities, approximately how many eligible Beneficiaries are likely to be employed.
  - (l) Timeframe – How long the project or activity seeks to rely on funding through the Trust (preference will be given to a stand-alone project for "one-off" or "seed" funding).
  - (m) Conditions – Where the project or activity requires ongoing funding, this can only be provided in instalments, with conditions that must be met at each milestone before each instalment is payable.
  - (n) Co-contributions – Whether the applicants are also contributing financial or in-kind support to the project or initiative.
  - (o) Other sources of funding – Whether there is any confirmed funding from government or other sources for the project or activity.
  - (p) Community support – Evidence of community support for the project or activity.
  - (q) Future sustainability – How the project or activity will continue after Trust funding has finished.
- 8.3 The applicant must be the project manager and be over the age of 18.
- 8.4 The applicant is entitled to one successful grant application in this funding area, per calendar year.
- 8.5 Any funding received for the project or activity from a third party **must** be declared.

### ***Individual Representative Sport and Recreation Program***

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

- (a) The potential grant recipient must be selected to represent a sport or recreational activity at a regional, state, or national event based on merit using the criteria of skill level and performance.
- (b) This program funding does not include club or school sports/recreation representation.
- (c) The potential grant recipient can be a competitor, coach, manager, official or trainer.
- (d) Recreational activities may include dance, mathematics, poetry, hunting, rock climbing, singing, painting, or bowling.
- (e) The Trust will use its discretion in deciding if an activity is an acceptable form of sport or recreation.
- (f) Financial assistance can be requested for expenses such as fees and levies, uniforms, required equipment, air/ground travel expenses, etc.
- (g) If an application is approved, the Trust will pay for expenses directly to the sponsoring organisation and/or suppliers. If expenses are already paid, the Trust may, at their discretion, reimburse the payee into their bank account.
- (h) Grant recipients are limited to two (2) approved applications per calendar year.
- (i) Any other sources of funding for representing in the sporting or recreational activity event **must** be declared.

### ***Sporting Team Sponsorship***

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

- (a) This program area is open to sporting teams that have a majority of athletes and officials who are eligible Beneficiaries.
- (b) The team must be managed and/or captained by an eligible Beneficiary.
- (c) One (1) application must be completed per team by the team's manager (e.g. one (1) for a male team and one (1) for a female team).
- (d) An application may be made for a one-off event or multiple events; however, the team is limited to two (2) approved grant applications per calendar year.
- (e) Financial assistance may be requested for expenses such as transport to and from the event, nomination fees, uniforms, equipment, etc.
- (j) If an application is approved, the Trust will pay for expenses directly to the sponsoring organisation and/or suppliers. If expenses are already paid, the Trust may, at their discretion, reimburse the payee into their bank account.
- (f) Any other sources of funding received for the team **must** be declared.

## **9. EDUCATION**

### ***Primary/Secondary Education Assistance***

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

- (a) The applicant must be a parent, guardian, or carer of an eligible Beneficiary undertaking primary or secondary education.

- (b) The applicant must provide evidence of the student's current school enrolment.
- (c) This program provides financial assistance with school uniforms, fees and levies, books and stationery, or school camps, etc.
- (d) Multiple applications are permitted per student in a calendar year up to the maximum grant amount per student per calendar year.
- (e) If an application is made for a laptop/device for a student, a copy of the school's laptop/devices policy must be uploaded. This will usually be a "Bring your own device" policy or a "Laptop take home charter".
- (f) No applications for laptops/devices will be considered without evidence of the school's laptop/devices policy.
- (g) If the student's school does not have a laptop/devices policy, please request a letter from the school explaining why a laptop is required for the student.
- (h) If the student cancels or defers their education, the applicant must advise the Trust within 28 days. At the Trust's discretion, a full or partial refund of the grant funds may be requested.
- (i) Any funding received towards the education from a third party **must** be declared to the Trust.

### ***Tertiary Education Assistance***

9.2 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 at a university. Confirmation of enrolment, at the time the application is made, is required.
- (c) This program does **not** fund travel to and from university, meals, rent, or contributions directly to HECS/HELP.
- (d) The Trust may pay expenses directly to the university or, at their discretion, reimburse the applicant for expenses paid. Details are provided in the Funding Agreement.
- (e) Eligible Beneficiaries are limited to one (1) approved application per calendar year.
- (f) If the Beneficiary cancels or defers their tertiary studies, they must advise the Trust within 28 days. At the Trust's discretion, a full or partial refund of the funds may be requested.
- (g) Potential grant recipients **must** declare any third-party funding sources for their tertiary education.

### ***Cultural materials and resources***

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

- (a) This program provides financial support for the creation, production, and distribution of cultural materials and resources for use in schools and other educational institutions.
- (b) Eligible Beneficiaries are limited to one (1) approved application per calendar year.

## 10. TRAINING

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

- (a) This program assists eligible Beneficiaries with the costs of vocational training, to improve the range of skills they can offer to potential employers and upskill to assist with self-employment.
- (b) The training must be delivered by a TAFE, or a Registered Training Organisation registered by ASQA (or a state regulator).
- (c) Multiple short courses may be considered in one (1) application up to the maximum grant amount per calendar year.
- (d) Multiple applications are permitted per eligible Beneficiary, per calendar year up to the funding limit.
- (e) If the Beneficiary cancels or defers their training course, they must advise the Trust within 28 days. At the Trust's discretion, a full or partial refund of the funds may be requested.
- (f) Potential grant recipients **must** declare any third-party funding sources for their training course.

## 11. RESEARCH

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

- (a) Applications in this program area are considered only if the applicant has pursued funding through existing avenues (e.g., Link Up, Community & Personal Histories Unit, State Library of Queensland). The Trust may request documentary evidence of these unsuccessful attempts.
- (b) The Trust may grant funding for the following purposes:
  - (i) Preserving histories and languages from primary sources
  - (ii) Documenting family histories.
- (c) Eligible Beneficiaries are limited to one (1) approved grant to the maximum amount per calendar year.
- (d) Potential grant recipients **must** declare any third-party funding sources for their research project.

## 12. BUSINESS DEVELOPMENT

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

- (a) Applications in this program area are considered only if the applicant has pursued funding through existing avenues (e.g., IBA, DATSIP). The Trust may request documentary evidence of these unsuccessful attempts.
- (b) 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
  - (iii) Funding professional business advice such as for developing benefit-sharing models and family trusts.
- (c) Eligible Beneficiaries are limited to one (1) approved grant, per calendar year.

- (d) Potential grant recipients **must** declare any third-party funding sources for their project.

### **13. How to lodge an application for funding**

- 13.1 A grant application needs to be completed online, through the Trust's grants management system, SmartyGrants. The links to the SmartyGrants application forms are found on the Trust's website: <http://www.wycbt.org.au/programs-applications/>.
- 13.2 Applicants can fill out and save an application (and print out) before final submission.
- 13.3 Supporting material must be uploaded and attached to the online application. If an attachment size is too large, it may be emailed directly to the Trust's Grants Officer: [admin@wycbt.org.au](mailto:admin@wycbt.org.au).
- 13.4 Incomplete applications will not be considered. Applicants must answer all questions and supply all information requested.
- 13.5 If technical assistance with the application process is required, applicants may find answers to queries here: <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>.
- 13.6 If further assistance is required, please contact the Trust's Grants Officer on 0499 992 865 or email [admin@wycbt.org.au](mailto:admin@wycbt.org.au).

### **14. Assessment Process**

- 14.1 When an application is submitted via the SmartyGrants portal on the Trust's website, applicants receive an email confirming the grant reference number. This reference number should be quoted in any future communication with the Trust.
- 14.2 The Trust then performs an initial check to confirm the eligibility status of the potential Beneficiary (refer to clauses 3 and 4).
- 14.3 Once eligibility is established the Trust reviews the grant application, and assesses it against the following criteria:
  - (a) standard of the application (sufficiently completed)
  - (b) evidence (sufficient information and evidence to support the application)
  - (c) requested financial support (whether the request is reasonable)
  - (d) evidence of need (adequate evidence of need provided).
- 14.4 A decision is then made 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
  - (d) the Trust will not approve the application at this time.
- 14.5 If a grant application relates 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 grant application and provide advice to the Trust.

### **15. Timeframe for deciding an application**

- 15.1 The Trust aims to make a decision on all grant applications within a 3-6 week period. If a grant application is complex and/or the requested amount is to be approved on merit, the assessment may take longer.

## 16. Notification of decision

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

## 17. Approved applications

17.1 Successful grant applicants are required to:

- (a) sign and return a funding agreement
- (b) comply with the terms and conditions set out in the funding agreement
- (c) acquit the grant to the Trust as provided for in the funding agreement (refer to clause 19).

17.2 The funding agreement includes the terms and conditions of the grant, any special conditions attached, and GST information. The funding agreement must be signed **before** any payments are released.

## 18. Declined applications

18.1 Applicants are informed via email if their applications are not approved.

18.2 An unsuccessful application may not mean it is not “good enough”. It may simply be that available funds or the capped limit for a funding area have been reached.

18.3 If applicants wish to receive feedback on their grant application, please email the Trust Grants Officer at [admin@wycbt.org.au](mailto:admin@wycbt.org.au).

## 19. Acquittal

19.1 An acquittal process forms part of the terms and conditions of the funding agreement.

19.2 For most program areas, an acquittal is conducted through a grant progress report attached to the application in SmartyGrants. For more complex grants, a more comprehensive report of social outcomes and a reconciliation of expenses is required.

19.3 An acquittal process means that applicants provide information and evidence that the grant funds are used in the way set out in the funding application, including an acknowledgement of the Trust’s financial support.

19.4 The applicant is responsible for completing the acquittal process.

19.5 If the applicant does not complete the acquittal process within the timeframe specified by the Trust, the Trust may request a full or partial refund of the grant monies. Applicants may then be 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 approval of grant 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
- (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 An applicant may ask for a review of the funding decision if they have reason to believe that one of the following events has occurred:
- (a) The preparation of their application was adversely affected by incorrect advice or information provided by the Trust prior to submitting their application
  - (b) Their application was not assessed in alignment with the assessment process or criteria of the grant program area.
- 21.2 A request to review the funding decision needs to be made in writing, via email at [admin@wycbt.org.au](mailto:admin@wycbt.org.au). The request **must** be received within 28 days from the date of the email notifying applicants of the outcome of their grant application.
- 21.3 The request should specify the grounds for review and provide any information to support the claim.
- 21.4 Once the review request is received, the grant application is re-assessed. Applicants are notified of the outcome of the review within 28 days of the date their review request is lodged.

## 22. Frequently Asked Questions

### Q 1. Why do I have to provide evidence of my eligibility as a member of the described Beneficiaries communities?

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

If potential grant recipients are not registered on the Beneficiary Database, applicants must provide evidence of their eligibility for assessment. If an applicant fails to do so, their grant application will be rejected. If applicants are unsure, please check with the Trusts' Grants Officer on 0499 922 865 or email [admin@wycbt.org.au](mailto:admin@wycbt.org.au)

### Q 2. Why do I have to provide evidence of my eligibility as a member of the described communities of Beneficiaries?

Please contact the relevant corporations for assistance. Details are as follows:

- (a) Yuwi Aboriginal Corporation RNTBC (ICN 8608)
- (b) Widi Aboriginal Corporation RNTBC (ICN 8911)
- (c) Gangali Narra Widi Aboriginal Corporation RNTBC (ICN 8363)
- (d) Barada Barna Aboriginal Corporation RNTBC (ICN 8343)

### Q 3. Who assesses the grant applications?

An initial assessment is undertaken by the Trust's Grants Officer to check compliance with the funding guidelines.

An assessment is then undertaken of the potential grant recipient's eligibility as a Beneficiary. Then, each of the six Trustees assesses the grant application.

### Q 4. Can I submit my grant application via post?

Applications should be lodged online, via the links on the Grants Programs page of the website. If applicants have any difficulties submitting their application online, please contact the Trust's Grants Officer to discuss alternative options on 0499 992 865 or email [admin@wycbt.org.au](mailto:admin@wycbt.org.au)

### Q 5. I have an idea for a project but can't find a suitable grant application form – what should I do?

In the first instance contact the Trust's Grants Officer on 0499 992 865 or email [admin@wycbt.org.au](mailto:admin@wycbt.org.au).

**Q 6. How long will it take for a decision to be made on my grant application?**

The Trust aims to decide all grant applications within 3-6 weeks. If a decision is likely to take longer, the applicant will be contacted.

**Q 7. My grant application has been approved – when will I receive the grant funds?**

Applicants will receive their grant payments within 5 working days of accepting and returning their signed funding agreement.

**Q 8. My grant was approved but not for the full amount I requested – why?**

Available funds for the program area, or the Beneficiary's annual capped limit may have been reached.

Not all items/expenses requested may have complied with the Trust's funding guidelines.

**Q 9. I am in urgent need of the grant monies I've applied for. Can my application be looked at urgently?**

In the first instance contact the Trust's Grants Officer on 0499 992 865 or email [admin@wycbt.org.au](mailto:admin@wycbt.org.au)

**Q 10. My grant application was successful. Will it affect my Centrelink payment?**

Applicants should contact Centrelink on 13 28 50 for advice.

**Q 11. My grant application was successful. Are the funds counted as taxable income?**

The ATO advises that if you receive assistance from a charitable organisation, the payment you receive is not taxable. These payments have no GST implications.

**Q 12. I've already used my own money for matters that are included in my grant application (e.g., for course fees).**

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 13. My grant application got refused – what can I do?**

See section 21 above for the review procedure.

**Q 14. The grant round is now closed – can I still put in my application?**

The Trust runs four rounds per year. The next round will open the following day.

**Q 15. I've lost my SmartyGrants login details – what should I do?**

Please go to the SmartyGrants FAQ – <https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/#HelpGuideforApplicants-FAQ's>

**Q 16. My circumstances have changed (e.g., I am no longer attending university, or my project is no longer proceeding) – do I have to tell the Trust?**

Yes. If an applicant's circumstance changes from what was included in their original grant application, applicants **must** inform the Trust. Contact the Trust's Grants Officer on 0499 992 865 or email [admin@wycbt.org.au](mailto:admin@wycbt.org.au)

**Q 17. I have a question and can't find the answer anywhere in these guidelines – who should I contact?**

In the first instance, contact the Trust's Grants Officer on 0499 992 865 or email [admin@wycbt.org.au](mailto:admin@wycbt.org.au)