



Port Curtis Coral Coast Trust Ltd (PCCC)  
for the Port Curtis Coral Coast Aboriginal Peoples Charitable Trust Board  
&  
Gladstone Ports Corporation (GPC)  
Indigenous Land Use Agreement Implementation Committee (ILUAIC)

## FUNDING APPLICATION FORM

INFORMATION 2017 – There are two funding rounds held annually at the following dates:-	
<b>FUNDING ROUND 1</b> Initiatives to be held between July & December <b>Applications close:</b> 30 March 2017 <b>Assessment Meeting:</b> 30 April 2017 <b>Applicants Advised:</b> 30 May 2017	<b>FUNDING ROUND 2</b> Initiatives to be held between January & June <b>Applications close:</b> 30 September 2017 <b>Assessment Meeting:</b> 30 October 2017 <b>Applicants Advised:</b> 30 November 2017

\*\*Prior to completing this form please read the FUNDING APPROVAL GUIDELINES on pages 1 to 5 inclusive.

\*\*Ensure you have completed the CHECKLIST on page 6.

If you have any queries or need assistance to complete this form, please contact:

ILUA Coordinator  
Email [ilua@gpcl.com.au](mailto:ilua@gpcl.com.au)  
Ph 07 1234 5678

**Completed Application Forms should be forwarded to:-**

The Chairperson  
ILUAIC  
PO Box 259, Gladstone, Qld 4680  
Email – [ilua@gpcl.com.au](mailto:ilua@gpcl.com.au)



FUNDING APPLICATION FORM (Continued)

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**FUNDING APPROVAL GUIDELINES**

**PURPOSE**

The Port Curtis Coral Coast People (**PCCC**) and Gladstone Ports Corporation (**GPC**) are parties to an Indigenous Land Use Agreement (**ILUA**) and Ancillary Agreement, which provides consents for grants of tenure and approvals for port development, in return for benefit payments. The benefits are distributed through three funding “buckets”.

**WHAT IS THE ILUA FUND**

A fund has been established through the ILUA to support projects and initiatives that develop, educate and enhance the PCCC community. Funding is divided into three payment areas:-

1. Other Program Payments (30%)
2. GPC Program Payments (35%)
3. Direct Payments (35%)

**APPLYING FOR ILUA FUNDING**

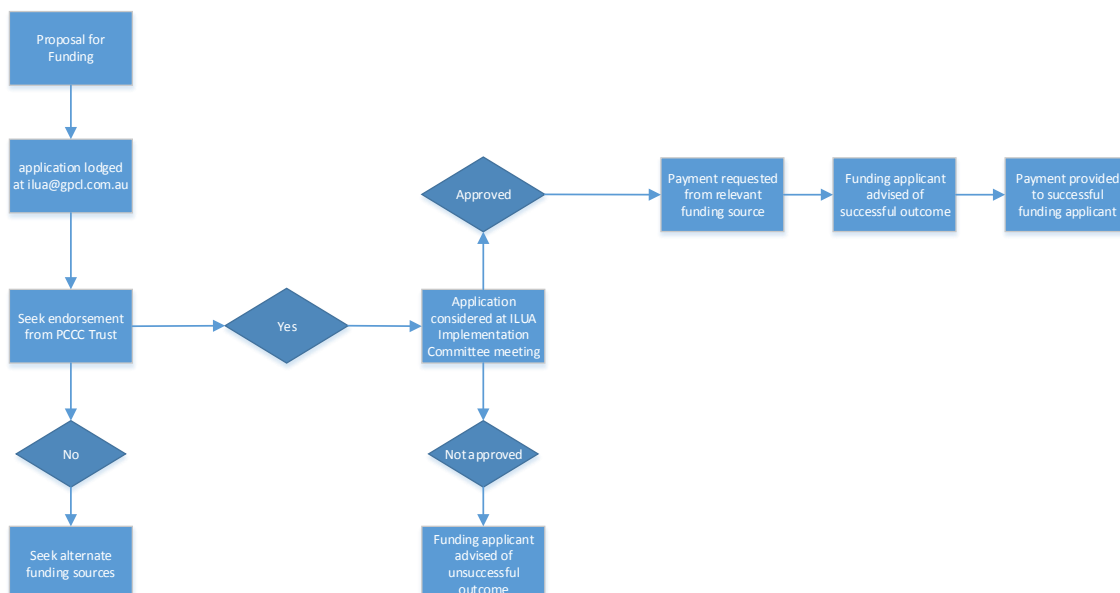
Applications are invited from the PCCC Community for funding under two payment areas:-

- ‘Other Program Payments’ and
- ‘GPC Program Payments’ (with conditions)

\*\*The third payment area being ‘Direct Payments’ is paid directly to a PCCC Trust account. The ILUA Committee is not involved in relation to this payment area. Funds are distributed under the process and protocols of PCCC Limited (a charitable trust) (**PCCC Trust**), mainly for socio-policies and funds have also been invested for the sustainability and support of future generations.

Refer to the Web link [Port Curtis Coral Coast](http://www.pccctrust.com.au/) or enter into your browser <http://www.pccctrust.com.au/>

**APPLICATION PROCESS FOR ILUA FUNDING**



**FUNDING APPLICATION FORM (Continued)**

**1. OTHER PROGRAM PAYMENTS**





The Ancillary Agreement sets out the following qualifying criteria for funding of a program or initiative from the Other Program Payments bucket, which in summary require the delivery of sound environmental, social, cultural and/or economic benefits for the PCCC claim group. Such benefits must **be shared across the PCCC claim group**, recognising that these benefits arise by virtue of the project impacts on the PCCC claim group’s Native Title.

**The Process for Considering Applications for Other Program Payments**

- PCCC members of the Committee will seek pre-approval from PCCC Trust (who holds the funds under this funding bucket, pursuant to quarterly payments from GPC), to ensure an application is consistent with PCCC Trust’s constitution. Note this pre-approval does not constitute a direction to any of the Committee members to approve an application, and this is still subject to the Committee’s consideration of qualifying criteria and merits in subsequent steps.
- The Committee will consider whether an application satisfies the qualifying criteria, and is accompanied with sufficient supporting documentation (such as business plans, quotations and key performance indicators) to meet appropriate corporate governance requirements.
- The PCCC members of the Committee vote on the application. An application with 75% of PCCC Committee member support is approved.
- The Committee secretariat will communicate the approval to the applicant and to PCCC Trust, which will then disburse the funds to the applicant.

The requirement that the program or initiative must “pose benefits across the claim group” means that applications to fund commercial enterprises directed at making a profit for individuals will not be eligible. Business plans must be provided with applications and these need to reflect that individuals involved are only drawing a reasonable fee for service.

**What is Considered Eligible Examples of Other Program Payments**

	<b>Programs or Initiatives that would qualify</b>		<b>Programs or Initiatives that would NOT qualify</b>
	A program that protects and improves land and sea country (this is a benefit shared by all of the claim group).		Provision of a loan to a small business operated by a PCCC person (no - as it does not pose benefits across the PCCC claim group).
	A program which protects or improves cultural heritage (this is a program for the benefit of all of the PCCC claim group).		A private company that requires funds to set up a security business (no – this may benefit some PCCC people with profits and wages but would not pose benefits across the PCCC claim group).

**FUNDING APPLICATION FORM (Continued)**

	A program to promote PCCC artists and/or musicians (this poses opportunities for benefits across the PCCC claim group, and is limited to PCCC people only).		An individual seeking funding to set up an indigenous music festival or indigenous art show (no – because this is not for the benefit of PCCC persons only).
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## 2. GPC PROGRAM PAYMENTS

The ILUA Ancillary Agreement sets out the following qualifying criteria for funding of an initiative or program from the GPC Program Payments bucket:-

- The funding must be spent on PCCC programs and initiatives delivered as part of GPC’s core operations and established capabilities.
- GPC’s Reconciliation Action Plan (RAP) is wholly funded by GPC and separate from any distributions under the ILUA. The program or initiative must be consistent with GPC’s lawful obligations, reasonable corporate policies and intents (from time to time) and the maintenance of GPC’s reputation (including corporate and social reputation), and be capable of delivery within GPC’s usual and core business.

### The Process for Considering Applications for GPC Program Payments

- PCCC members of the Committee will seek pre-approval from PCCC Trust (in accordance with PCCC policy). Note this pre-approval does not constitute a direction to any of the Committee members to approve an application, and this is still subject to the Committee’s consideration of qualifying criteria and merits in subsequent steps.
- The Committee will consider whether an application satisfies the qualifying criteria.
- The PCCC members of the Committee vote on the application. An application with 75% of PCCC Committee member support is approved.
- The Committee secretariat will communicate the approval to the applicant and to GPC, which will then disburse the funds.

### What is GPC’s Mission Statement & Core Business?









Guidance on programs and initiatives that would be consistent with GPC’s policies and which are capable of delivery within GPC’s usual and core business can be obtained from the following:

- *Summary of GPC’s Mission Statement:- to responsibly manage, develop and operate port facilities and services for the sustainable economic growth and social prosperity of our region, Queensland and Australia.*
- *Summary of GPC’s Statement of Corporate Intent* is the document that sets out GPC’s key functions as agreed with the State Government. The full version can be found on the GPC website at the following link: : [GPC Statement of Corporate Intent 2015-16](#)
- Summary of GPC’s Core Operations include:-
  - Manage Port infrastructure & Cargo Handling operations for coal and other products at the three ports;
  - provide and maintain vital shipping channels;
  - develop, manage and lease strategic Port land and

**FUNDING APPLICATION FORM (Continued)**

- direct responsibility for road infrastructure, pilotage services, towage services (through an exclusive licence), property services, community parklands and quarantine and waste disposal services.

What is considered Eligible examples of GPC Program Payments

	<b>Programs or Initiatives that would qualify</b>		<b>Programs or Initiatives that would NOT qualify</b>
	A program engaging PCCC land and sea rangers to conduct a weed control program on Facing Island.		Funding for members of the PCCC claim group to attend a conference (no, as it is not something that would be delivered as part of GPC's core operations and established capabilities or capable of delivery within GPC's usual and core business).
	Providing assistance (by GPC personnel and/or funding for external consultants) to PCCC claim group members and PCCC organisations with business planning and to develop tender documentation for businesses that could tender to provide services within GPC's area of operations and core business.		Funding for NAIDOC week celebrations (no, as it is not something that would be delivered as part of GPC's core operations and established capabilities or capable of delivery within GPC's usual and core business).
	The full-time employment of PCCC claim group members in a cross industry operations traineeship, for 18 months with a focus on pathways to permanent employment, with appropriate mentoring. The number of PCCC members funded will be over and above the number of such trainees already committed to by GPC as business as usual.		Funding for equipment for a group housing cooperative (no, as it is not something that would be delivered as part of GPC's core operations and established capabilities or capable of delivery within GPC's usual and core business).
	A joint venture between GPC and a PCCC entity whereby GPC divests surplus land and is reimbursed its value, and the joint venture constructs a warehouse on the land and PCCC people are employed to conduct a storage operation for GPC.		Funding for a PCCC claim group creative arts exhibition (no, as it is not something that would be delivered as part of GPC's core operations and established capabilities or capable of delivery within GPC's usual and core business).



**FUNDING APPLICATION FORM (Continued)**

	<b>Programs or Initiatives that would qualify</b>		<b>Programs or Initiatives that would NOT qualify</b>
	Funding for the employment of a PCCC person who is an experienced administrator, by PCCC Trust, to assist with the preparation of applications for funding under the ILUA.		Start-up funding for a business venture (no, as it is not something that would be delivered as part of GPC's core operations and established capabilities or capable of delivery within GPC's usual and core business).

## FUNDING APPLICATION FORM (Continued)

### CONFLICT OF INTEREST POLICY SUMMARY

It is acknowledged the inter-relationships that apply in any native title claim group membership will pose widespread potential conflicts of interest. A common sense approach must be taken in the circumstances. However a conflicts of interest policy is still important for the reputation of the members of the Committee and to ensure decisions can be justified on objective measures. The Committee has adopted a Conflicts of Interest policy, and the procedure is as follows:

- Disclosure of a potential conflict of interest arising from an application for funding, by the applicable member of the Committee.
- Depending upon the seriousness and extent of the conflict, one of the following options will be decided by the Committee for the process going forward at that particular meeting:
  - a) If the Committee decides the conflict is not material (applying common sense), a member can continue to participate and vote on the application – no proxy will be required for this application.
  - b) If the Committee decides the conflict is material enough to preclude the member from voting but is not sufficient to preclude the conflicted member from participating in discussions on the application, the conflicted member may remain and participate in the discussion alongside his or her proxy, but only the proxy shall exercise that member's vote.
  - c) If the Committee decides the conflict is an obvious and serious matter, the conflicted member is neither allowed to participate in discussion or vote, and would need to leave the meeting room for that particular matter. The member's proxy will participate in the discussions and vote on the application.

A proxy must be from the same tribal group as the conflicted member. The proxy should be properly briefed on the relevant application (in the same way a member of the Committee would be). The proxy may attend the meeting but may also telephone into the meeting if that is more convenient in the circumstances.





**FUNDING APPLICATION FORM (Continued)**

**CHECKLIST for APPLICANT**

	<b>TASK</b>	
	<b>Please note: It is the responsibility of the applicant to provide all relevant paperwork.</b>	
<b>1</b>	<b>Applicant has read the Funding Application Guidelines – pages 1-4</b>	<input type="checkbox"/>
<b>2</b>	<b>Applicant has completed the Funding Application in FULL</b>	<input type="checkbox"/>
<b>3</b>	<b>Applicant has provided sufficient documentation in support eg: quotes / business plans</b>	<input type="checkbox"/>
<b>4</b>	<b>Applicant has included a letter of endorsement from the PCCC Trust</b>	<input type="checkbox"/>
<b>5</b>	<b>Applicant has signed the Declaration – page 7</b>	<input type="checkbox"/>
<b>6</b>	<b>Applicant is aware of an Acquittal process at the conclusion of the funding eg: provision of receipts and/or evidence of expenditure to the ILUA Committee.</b>	<input type="checkbox"/>



**FUNDING APPLICATION FORM (Continued)**

**APPLICATION TO BE COMPLETED**

**1. APPLICANT INFORMATION [PLEASE PRINT CLEARLY AND IN CAPITAL LETTERS]**

ORGANISATION [ENTITY] NAME:		
BRIEF DESCRIPTION OF ORGANISATION:		
STREET ADDRESS:		
SUBURB:	STATE:	POSTCODE:
POSTAL ADDRESS: [if same as Street Address write 'AS ABOVE']		
SUBURB:	STATE:	POSTCODE:
PHONE:		
EMAIL: [Best email for ALL CORRESPONDENCE]		

**2. NOMINATED CONTACT**

You may wish to nominate a person who can be contacted on the Organisations behalf in regards to this Funding Application. This person must be acquainted with the details of the application.

NAME OF CONTACT:	
POSITION in Organisation:	
PHONE:	EMAIL: [If same as Applicant Information write 'AS ABOVE']

**3. PROPOSAL/ PROGRAM/INITIATIVE**

TITLE: [Insert SHORT proposal title]
SUMMARY: [Insert SUMMARY description of the proposal]

**4. CRITERIA**

The proposal must meet the purpose of the PCCC Aboriginal Peoples Charitable Trust.  
The proposal MUST involve delivery of Environmental, Community, Social, and/or Economic benefits to be shared across the Native Title Claim Group (NTCG).

Does the proposal meet one or more of the below categories? Insert YES or NO.		
	NO	YES [If YES, please insert BRIEF explanation/description]
EDUCATION:		
TRAINING:		
CAPACITY BUILDING:		
COMMUNITY WELFARE:		
CULTURAL AWARENESS:		



**FUNDING APPLICATION FORM (Continued)**

EMPOWERMENT OUTCOMES:		
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**5. PROPOSAL OUTCOMES**

Include detailed explanation of EACH of your chosen CRITERIA above, to include Benefits and KPI's (key performance indicators), measures of success, reports etc of the proposal.  
This will assist with measuring your success during the Acquittal process stage.

Key Date	Key Task or Decision	Deliverable (measuring)
<i>Example – Week one – start 01/01/2000</i>	<i>Example – Advertise program</i>	<i>Example – Flyer prepared and disseminated</i>

**6. FUNDING TYPE AND AMOUNT REQUIRED**

Provide Quotes and/or evidence where possible of detailed breakdown of envisaged costings.  
NB – Evidence of expenditure will be required at Acquittal stage pending funding approval.

Budget Item Detail	Total Cost \$	What is the duration of funding eg 1yr, 2yr etc
<b>TOTAL of Funding requested:</b>		
Identify which Funding Source you are applying for below. [Refer to Funding Approval Guidelines pages 1-4 for details].		
Other Program Payments:	NO YES [delete which is not necessary]	
GPC Program Payments:	NO YES [delete which is not necessary]	

**7. PROPOSAL MILESTONES & REVIEWS**

Insert any key milestones and how the proposal will be reviewed.  
Milestones are measurable & observable and serve as progress markers (flags) on a work plan.  
Identify your proposed timeline with start and end dates.

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**8. OTHER INFORMATION**

Insert any other relevant information if any.

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FUNDING APPLICATION FORM (Continued)

**9. DECLARATION**

It is hereby confirmed that I, the applicant am:

1. Recognised and accepted as a traditional owner of the

Please indicate by X

<input type="checkbox"/>	Gooreng Gooreng
<input type="checkbox"/>	Gurang
<input type="checkbox"/>	Bunda
<input type="checkbox"/>	Byellee

2. PCCC Apical Ancestor  
[please identify Apical, Family & Cultural group] \_\_\_\_\_

3. I enclose a letter of endorsement from the PCCC Trust:  YES  
\*\* If endorsement is not received from PCCC Trust, your application is not eligible\*\*

- I declare that the information provided on this form is complete and accurate and that the application meets the Funding Approval Guidelines.
- I understand that this application will be considered at the next meeting of the ILUA IC meeting.
- I understand that I may be required to provide additional information.
- I understand and accept that the ILUA IC voting member decision to approve or not approve this application is final.
- I understand that if I provide false or misleading information I may be precluded from obtaining future PCCC Trust assistance.

Name of person completing this Form:

Signature of person completing this Form:

Date:     /     /



**FUNDING APPLICATION FORM (Continued)**

**OFFICE USE ONLY**

<b>OFFICE USE ONLY</b>	<b>Tick if complete</b>	<b>NOTES</b>
1 Applicant Information	<input type="checkbox"/>	
2 Nominated Contact included	<input type="checkbox"/>	
3 Proposal summary included	<input type="checkbox"/>	
4 Criteria included	<input type="checkbox"/>	
5 Proposal outcomes	<input type="checkbox"/>	
6 Funding Type and Amount required	<input type="checkbox"/>	
7 Milestones & Reviews	<input type="checkbox"/>	
8 Other Information	<input type="checkbox"/>	
9 Declaration signed	<input type="checkbox"/>	
**Follow-up required	YES / NO	
**Endorsement by PCCC Trust	<input type="checkbox"/>	
**Endorsement by ILUAIC members	<input type="checkbox"/>	Date of meeting Meets Criteria YES / NO Resolution #
**Register updated	<input type="checkbox"/>	