**First Nations Bailai, Gurang, Gooreng Gooreng, Taribelang Bunda People Aboriginal Corporation (RNTBC)**

**&**

**Gladstone Ports Corporation (GPC)**

**Indigenous Land Use Agreement Implementation Committee (ILUAIC)**

**FUNDING APPLICATION FORM**

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

\*\*Prior to completing this form please read the FUNDING APPROVAL GUIDELINES on pages 3 to 8 inclusive.

\*\*Ensure you have completed the CHECKLIST on page 9.

\*\*Have you included your letter of endorsement from the PCCC Trust Ltd?

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 4976 1446

**Completed Application Form**

**should be forwarded to:-**

1. PCCC Trust Ltd – The General Manager, [reception@pccctrust.com.au](mailto:reception@pccctrust.com.au)

and

1. ILUA Implementation Committee – The Chairperson, [ilua@gpcl.com.au](mailto:ilua@gpcl.com.au)

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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 Website [Port Curtis Coral Coast](http://www.pccctrust.com.au/)

Enter into your browser <http://www.pccctrust.com.au/>

## APPLICATION PROCESS FOR ILUA FUNDING



## 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.

## What is PCCC’s Vision and Purpose – PCCC’S Corporate Plan 2017-2030

**Our Vision**:- Our people will be strong, proud and empowered through cultural knowledge, quality education and economic participation and growth.

**Our Purpose**:- We work together with government, non-government and industry partners to: uphold our sovereignty and human rights, preserve our ancient culture, heritage and interconnection with our land sea and environment, maximise education, vocational training, employment and commercial business opportunities from all project development within our land and sea boundary, and achieve self-determination.

## 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.
* Funding Caps for ‘Other Program Payments include:-

1. up to two applications per annum not exceeding $200,000 ex GST, however Funding limits may change from time to time without notice.
2. Funds will not be awarded unless ILUA funds are available.
3. Successful applicants will have a maximum funding period of 12 months.
4. Successful applicants may be awarded an amount other than the amount they request.
5. Favourable consideration will be given to applications that can demonstrate matched funding.
6. Funding will not be provided in cases where there are multiple or concurrent sources of funding for the same application.
7. Applications are assessed individually and if an application is successful once, it does not guarantee it will be successful if submitted again.

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Programs or Initiatives that would qualify** |  | **Programs or Initiatives that would NOT qualify** |
| M:\ILUA\Governance Documentation\Application Form\check.jpg | A program that protects and improves land and sea country (this is a benefit shared by all of the claim group). | M:\ILUA\Governance Documentation\Application Form\cross.jpg | 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). |
| M:\ILUA\Governance Documentation\Application Form\check.jpg | A program which protects or improves cultural heritage (this is a program for the benefit of all of the PCCC claim group). | M:\ILUA\Governance Documentation\Application Form\cross.jpg | 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). |
| M:\ILUA\Governance Documentation\Application Form\check.jpg | 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). | M:\ILUA\Governance Documentation\Application Form\cross.jpg | 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). |

## 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 Inten*t 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 : <http://www.gpcl.com.au/about-us/release-of-information>

and scroll down to ‘Our Priorities’.

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

## What is considered Eligible examples of GPC Program Payments

|  | **Programs or Initiatives that would qualify** |  | **Programs or Initiatives that would NOT qualify** |
| --- | --- | --- | --- |
| M:\ILUA\Governance Documentation\Application Form\check.jpg | A program engaging PCCC land and sea rangers to conduct a weed control program on Facing Island. | M:\ILUA\Governance Documentation\Application Form\cross.jpg | 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). |
| M:\ILUA\Governance Documentation\Application Form\check.jpg | 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. | M:\ILUA\Governance Documentation\Application Form\cross.jpg | 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). |
| M:\ILUA\Governance Documentation\Application Form\check.jpg | 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. | M:\ILUA\Governance Documentation\Application Form\cross.jpg | Funding for equipment for a family day care (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). |
| M:\ILUA\Governance Documentation\Application Form\check.jpg | 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. | M:\ILUA\Governance Documentation\Application Form\cross.jpg | 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). |
| M:\ILUA\Governance Documentation\Application Form\check.jpg | 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. | M:\ILUA\Governance Documentation\Application Form\cross.jpg | 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). |

## 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:

1. 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.
2. 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.
3. 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.

# **CHECKLIST for APPLICANT**

|  |  |  |
| --- | --- | --- |
|  | **TASK**  **Please note: It is the responsibility of the applicant to provide all relevant paperwork.** | **Tick 🗸**  **ALL**  **Applicable**  **boxes** |
| **1** | **Applicant has read the Funding Application Guidelines – pages 3 to 8** |  |
| **2** | **Applicant has completed the Funding Application in FULL** |  |
| **3** | **Applicant has provided sufficient documentation in support eg: quotes / business plans** |  |
| **4** | **Applicant has included a letter of endorsement from the PCCC Trust Ltd** |  |
| **5** | **Applicant has signed the Declaration** |  |
| **6** | **Applicant is aware that pending any funding approval, there will be a ‘Funding Agreement’ that sets out terms and conditions.** |  |
| **7** | **Applicant is aware of an Acquittal process at the conclusion of their project/initiative.**  **This Acquittal includes for example:-**  **a) provision of receipts and/or evidence of expenditure MUST be supplied to the ILUA Committee.**  **b) Provision of photo’s where applicable.**  **c) Provision of a report on the project/initiative.**  **d) Advice of any external funding contributed to this project/initiative.** |  |

# **APPLICATION TO BE COMPLETED**

|  |  |  |
| --- | --- | --- |
| **1. APPLICANT INFORMATION [PLEASE PRINT CLEARLY AND IN CAPITAL LETTERS]** | | |
| ORGANISATION [ENTITY] NAME: | | |
| BRIEF DESCRIPTION OF ORGANISATION: | | |
| ABN / ICN / ACN : | | |
| 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 MAXIMUM 60 characters] |
| 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.** | | |
|  |  | **[If YES, please insert BRIEF explanation/description]** |
| EDUCATION: |  |  |
| TRAINING: |  |  |
| CAPACITY BUILDING: |  |  |
| COMMUNITY WELFARE: |  |  |
| CULTURAL AWARENESS: |  |  |
| EMPOWERMENT OUTCOMES: |  |  |

|  |
| --- |
| **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)** | | *Example –*  *Week one – start 01/01/2000* | *Example –*  *Advertise program* | *Example –*  *Flyer prepared and disseminated* | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **6. FUNDING SOURCES / 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 |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| TOTAL of Funding requested: | |  |  |
| Identify which Funding Source you are applying for below.  [Refer to Funding Approval Guidelines pages 3-7 for details]. | | | |
| Other Program Payments: | Yes / No | | |
| GPC Program Payments: | Yes / No | | |
| Other Funding Sources: | | | |
| Have you applied for Funding from other sources for this proposal? | Yes / No | | |
| If “Yes” please provide details including amount(s) |  | | |
| Do you intend to apply for Funding from other sources for this proposal? | Yes / No | | |
| If “Yes” please provide details including amount(s) |  | | |

|  |
| --- |
| **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. |
|  |

|  |
| --- |
| **8. OTHER INFORMATION**  Insert any other relevant information if any. |
|  |

|  |
| --- |
| **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 🞏 Gooreng Gooreng   * Gurang * Bunda * Byellee  1. PCCC Apical Ancestor   [please identify Apical, Family & Cultural group]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. I enclose a letter of endorsement from the PCCC Trust: Y / N   \*\* 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: / / |

# **OFFICE USE ONLY**

|  |  |  |
| --- | --- | --- |
| **OFFICE USE ONLY** | **Tick if complete** | **NOTES / DETAILS** |
| 1 Applicant Information |  |  |
| 2 Nominated Contact included |  |  |
| 3 Proposal summary included |  |  |
| 4 Criteria included |  |  |
| 5 Proposal outcomes |  |  |
| 6 Funding Type and Amount required |  |  |
| 7 Milestones & Reviews |  |  |
| 8 Other Information |  |  |
| 9 Declaration signed |  |  |
| \*\*Follow-up required | YES / NO |  |
| \*\*Endorsement by PCCC Trust |  |  |
| \*\*Endorsement by ILUAIC members |  | Date of meeting : \_\_\_\_ / \_\_\_ / \_\_\_\_\_\_\_  Meets Criteria : Y / N  Resolution : # |
| \*\*Register updated *#1153872* |  |  |
| \*\*Application eDoc reference recorded |  | # |