FUNERAL DONATION

Application Form

Definition

The Funeral Donation Program provides financial assistance to individuals to cover costs linked to repatriation, catering and funeral home expenses. Council recognises that funerals are a culturally significant event in the community.

Available Funding

Individual: up to $5000 (ex GST) in addition to any in-kind contributions (if applicable).
Applications above $5000 due to special circumstances may be reviewed under eligibility criteria.

Eligibility and Assessment

Applications will be assessed against eligibility criteria as defined in the Community Grants Policy.

Application Submissions

Applications can be submitted at any time throughout the financial year to any Council Divisional Offices or via email to Community.Grants@tsirc.qld.gov.au

Allow a minimum of three (3) business days for the Council Officer to review the application and obtain approval.

INFORMATION PRIVACY STATEMENT

Application instruction

Complete all fields in the form below and attach any supporting documentation. Supply quotes **only** and do not confirm or make bookings with suppliers until Funeral Donation approval notification has been received.

Refer to page 1 for information relating to definitions, timing, available funding and how to submit an application.

Applicant Details	
Given Name	Family Name
Street Address	
Phone No.	Email

Funding Requested from Council
All payments will be made directly to relevant supplier/s

	Amount ($)
Financial Assistance $ *Provide details of purchases in the table below*	
Supplier name *If over $5000, a minimum of 2 quotes is required to fulfill TSIRC procurement requirements*	Amount ($) *(Quotes to be attached)*
In-kind Assistance $ Provide details of purchase in the table below	Amount ($) *(Quotes to be attached)*

Agreement and Signature

I, the undersigned, certify that:

•   To the best of my knowledge, the information given in this document is true and accurate;
•   I have read and understood the Community Grants Policy (available at www.tsirc.qld.gov.au) and
•   I understand if Torres Strait Island Regional Council approves the grant, I will be bound by the contents of this application, to carry out the project as described in this application.

Name:	
Signature	Date

OFFICE USE ONLY	Application Number CG2026-
Divisional Manager to complete	
Has 'ground truthing' been completed	☐ YES ☐ NO
Is the applicant eligible under 'ground truthing'?	☐ YES ☐ NO
Approved	☐ YES ☐ NO
Name (print)	
Signature	Date

Divisional Councillor to complete	
Conflict of Interest If Yes, please supply details	☐ NO ☐ YES
Approved	☐ YES ☐ NO
Name (print)	
Signature	Date

Grant Checklist – Grants Officer to complete	
Grant application spreadsheet has been completed	☐ YES ☐ NO
Is the Supplier an approved vendor registered with Council's procurement system? (If not, ensure a **New Supplier Request Form** is completed before submitting the Grant Application)	☐ YES ☐ NO
Are Supplier quotes attached	☐ YES ☐ NO
Are there sufficient funds available within the Divisional allocated budget	☐ YES ☐ NO

Does this Grant meet the eligibility criteria	☐ YES
	☐ NO
Are the Project or Activity flyers attached	☐ YES
	☐ NO

Executive Assistant to the CEO to complete:	
Checklist completed	☐ YES
	☐ NO
Name (print)	
Signature	Date

Executive Director Approval	
Approved	☐ YES
	☐ NO
Name (print)	
Signature	Date

Chief Executive Officer Approval	
Approved	☐ YES
	☐ NO
Name (print)	
Signature	Date