

COMMUNITY GRANTS

Quick Reference Guide



Eligible applicants:

Current TSIRC residents and Not for Profit community based entities

Applying for a project or activity taking place within the Torres Strait Island Regional Council Local Government Area which is in the public interest: or

Applying for a project or activity benefiting current Torres Strait Island Regional Council residents which is in the public interest.

Applying to participate in an event in or outside the Torres Strait Island Regional Council Local Government Area to achieve results and bring back new experiences to share with their community which are in the public interest.



Applications must not be for a project or activity:

That does not involve a Torres Strait Island Regional Council resident or community

- Exceed the maximum annual application amount per Individual/Community Entity
- Be paid to Auspice Entities (Purchase orders only)

The following projects are ineligible:
- Birthdays, Baptisms or Dedications
- Tombstone unveilings
- Weddings and Engagements
- Cultural Initiations

Community Grants

All Community Grant applications are reviewed by the Community Grants Officer and a recommendation report is prepared for the Council to make a final determination at Councils' monthly Ordinary meetings.

The deadline for assessment is 5pm on the last Friday of the month.

Applications for events/activities/projects that occur before the next Council meeting will need to be submitted before the monthly deadline two months prior.

Maximum annual application threshold (including In kind assistance application)	
Individual	\$2,500.00
Community Entity	\$10,000.00

Community Grants Submission Deadlines

Monthly Applications	Submission Deadlines	Council Meeting Dates	Earliest date Event/Activity can begin
January	COB Friday, 26/12/2025	28/01/2026	02/02/2026
February	COB Friday, 30/01/2026	18/02/2026	23/02/2026
March	COB Friday, 27/02/2026	24-25/03/2026	30/03/2026
April	COB Friday, 27/03/2026	22/04/2026	27/04/2026
May	COB Friday, 24/04/2026	20/05/2026	1/06/2026
June	COB Friday, 29/05/2026	24/06/2026	29/06/2026
July	COB Friday, 26/06/2026	21-22/07/2026	03/08/2026
August	COB Friday, 31/07/2026	19/08/2026	31/08/2026
September	COB Friday, 28/08/2026	22-23/09/2026	28/09/2026
October	COB Friday, 25/09/2026	28/10/2026	02/11/2026
November	COB Friday, 30/10/2026	17-18/11/2026	30/11/2026
December	COB Friday, 27/11/2026	16/12/2026	28/12/2026

Out of Cycle Community Grants applications

Council recognises that there may be occasions where urgent assessment of Community Grants is required. This is particularly in relation to emergent projects and/or extenuating circumstances, changes to arrangements due to weather impacts, for circumstances where the opportunity and event timing does not coincide with the normal application and approval timeline.

The Out of Cycle provisions are not to be applied as a default process for late applications.

In kind Assistance

Any person may make an application for in kind assistance for the use of Council's facilities and assets (e.g. use of Council vehicle, hire of community hall/sports stadium, etc).

In kind use of Council facilities will only be approved on a short-term basis. In kind use is not available for ongoing utilisation. Applications must be submitted with a Council Facility Hire Agreement form and relevant Prescribed Activity Permits. Approved transaction relating to in kind assistance do not impact divisional budget allocations.

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Funeral Travel Assistance

Funeral travel assistance is available to local TSIRC residents who are seeking financial assistance to cover travel expenses to attend funerals within and outside of TSIRC's local government area. Applications can be submitted at any time throughout the financial year. Each application is assessed for eligibility in accordance with the criteria included in the table.

Approved funds can be used for travel expenses such as service flights, charters, ferry services and/or for the purchase of fuel to travel via boat.

Maximum threshold for eligible applicants (local TSIRC residents) included in the table.

Please note that payments are processed via purchase order to suppliers.

Funeral Travel Assistance criteria:

Protection of cultural practice

Recognition of cultural protocols

Deceased must have a strong and enduring connection to communities within Council's local government area, and the Torres Strait Region.

Maximum per funeral, per community:

\$5,000.00

Funeral Donation criteria:

Protection of cultural practice

Recognition of cultural protocols

Funeral must be taking place in the Torres Strait Island Regional Council Local Government Area

Deceased must be a current Torres Strait Island Regional Council resident

Details of any special circumstances if the amount applied for is greater than \$5,000.00

Maximum per funeral, per community:

\$5,000.00

Funeral Donation Assistance

Funeral donation is available to local TSIRC residents who are seeking financial assistance to cover funeral expenses for funerals within TSIRC's local government area. Applications can be submitted at any time throughout the financial year. Each application is assessed for eligibility in accordance with the criteria included in the table.

Approved funds can be used to cover funeral expenses such as:

- Repatriation expenses (transfer of the deceased to the community for burial),
- Catering expenses (funeral kaikai purchased from local IBIS/butchers),
- Funeral Director expenses,
- Purchase of fuel (for seafood hunting purposes),
- Freight expenses (for Seaswift).

Please note that payments are processed via purchase order to suppliers.

Please note Council's Out of Cycle Community Grants Application, Funeral Travel Assistance, Funeral Donation, and In Kind Assistance applications can be submitted at any time.

Community Grants requires sufficient time to process these applications as per our assessment and processing stages included below:

1 - Divisional Ground Truthing	Confirmation done by the divisional staff to ensure details of the application are correct and in accordance with Council's Community Grants Policy for eligibility.
2 - Councillor's support	The ground truthing confirmation and the application is presented to the Divisional Councillor for his/her review and recommendation of support/rejection.
3 - Reviewed by Executive Director of Community Services	Councillor's recommendation is presented to the Executive Director of Community Services for a review and recommendation of support/rejection.
4 - Reviewed by Executive Director of Engineering Services	***For In Kind assistance applications relating to the hire of the Engineering service's heavy machinery only***
5 - Reviewed by Executive Director of Corporate Services	Executive Director of Community Service's recommendation is presented to the Executive Director of Corporate Services for a review and recommendation of support/rejection.
6 - CEO's final approval	The application is presented to the Chief Executive Officer for the final review and decision.

(Applications received within 48 hours of the scheduled start date will be withdrawn).