

Down To Earth (Vic) Co-Operative Society Limited

Application for Funding Policy

Policy and procedures for the application for budget allocation of funds

1. Purpose

To set out policy and procedures for volunteers to obtain funding for the conduct of villages, workshops, activity spaces, infrastructure and other projects for DTE.

2. Scope

This Policy covers all applications for funding including those for the purposes set out in 1. above.

3. Link with other policy documents

This Policy links with and reinforces the **Expenditure by Volunteers Policy 2017/18** and the **Payment and Transfer Policy 2017/18**, both available on <http://dte.org.au/downloads>

4. Applicants for funding from DTE need to

- a) Be familiar with and follow the policy and procedures set out in DTE's **Expenditure by Volunteers Policy 2017/18**,
- b) Complete an **Application for a Budget in 2017/18** form including the **Description of Intended uses of Budget** form,
- c) Submit scans, copies or originals of *receipted* tax invoices or other acceptable proof of purchase for **all** expenditure made on DTE's behalf.
- d) Complete and submit a **Summary of Expenditures** form giving a detailed record of all expenditure.
- e) For more information please email: finance_group@dte.coop
- f) Submit completed applications to: applications@dte.coop

The above forms and policies are available on: <http://dte.org.au/downloads>

5. Applicants for Funding need to

- a) Be aware that anyone who still owes in excess of \$500 to DTE will not be provided with advance funding in any way. These debtors may be considered for a budget approval only on the basis of tax invoice reimbursement only.
- b) Be familiar with the conditions for use of DTE funds and the processes for returning *receipted* tax invoices and funds.
- c) Be aware that **all** original (or acceptable scans or copies) *receipted* tax invoices, the completed Summary of Expenditure form (4. above), your debit card if issued, and any unspent funds must be tendered at ConFest, or if not possible then, within 14 days after ConFest. **Facilities will be available at ConFest for the collection of receipted tax invoices** and unspent funds. Please use this service to assist in clearing the huge clerical load which builds after ConFest.
- d) Note that budget over runs will only be approved in exceptional circumstances. No further funding will be provided while tax invoices/proof of purchase and funds over \$500 in total value are outstanding.

6. Budget Application Outline

- a) This Policy includes applications for villages, workshops activity spaces as well as infrastructure and other projects for DTE. All budget applications are subject to the approval of the ConFest Committee, Organising Committee or the Board.
- b) Funds are limited and will be allocated upon merit. All decisions are final.
- c) DTE does not cover costs for personal travel to and from ConFest, including fuel, food or other. Any travel/transport costs included in a budget must be approved by the ConFest Committee when the budget is approved.
- d) Prior approval for the hire or rental of equipment must be obtained from the Committee. Budgets shall not under any circumstances include hire or rental or purchase of equipment from members of that village or other ConFesters.
- e) Selling or trading of goods or services other than in the Market is not permitted and doing so may result in the removal of the individual or village concerned from ConFest. Separate application for a market licence must be made prior to the festival.
- f) Please **list** separately all acquired items of more than \$100 value that can be used again. For major items for purchase quotations should be obtained. It is encouraged that where possible you re-use or recycle equipment and assets and where possible share with other villages, workshops, activity spaces infrastructure and other projects. This list is required from each budget recipient and it needs to give full descriptions and serial numbers (where applicable). A record form is available on request. All non-consumable items remain the sole property of DTE. All items must be handed over to a director of DTE, or a person nominated for the task by the CC. on request. Debt recovery action may be taken against any person who fails to return DTE property or funds.
- g) All purchases must be supported by a *receipted* tax invoice, or in the case of secondhand or non-taxable items, substantial proof of purchase.
- h) DTE does not accept bartering as it has no method of establishing proof of purchase.

7. Submitting *Receipted* Tax Invoices & Debit Cards

a) ConFest specific projects

At ConFest, there will be facilities available to receive your *receipted* tax invoices (a receipt/invoice that shows details and amount of purchase and GST paid or acceptable copies), proofs of purchase and debit cards and to give you a copy/receipt of/for them. The times and place that this facility will be operating will be made available on site. For those who cannot fully complete the submission at ConFest, you must do so by 19 April, 2018. Firm arrangement/appointment for this is to be made before leaving the festival.

b) Ongoing projects

All *receipted* tax invoices/proofs of purchase are to be submitted within 14 days of expenditure. They can be submitted as above at ConFest or to a nominated DTE representative elsewhere. Do not mail these items unless you send by a Registered Post which requires a signature receipt. Always, always, keep a copy however you submit your documents. Postal address: Down To Earth (Vic) Co-Operative Society Limited, P.O. Box 295, Brunswick East. Vic. 3057

8. Budget time schedule for Easter 2018

Budget briefing meeting25 January, 2018
Last day for submitting applications.....1 February, 2018
Budget approval meeting.....8 February, 2018
Submission of all receipted tax invoices on site at Easter ConFest, 2018
Last day for submitting receipted tax invoices.....19 April, 2018

9. Use of Budgets

- a) No payment for services to DTE members/people involved in a village, workshop, activity space, infrastructure or other project, including hire arrangements.
- b) No alcohol.
- c) No food unless it's available for general consumption during ConFest.
- d) No transport expenses for attending ConFest. Only exception is the extra cost hauling of items to ConFest.
- e) Volunteers can seek reimbursement for pre-approved visits to site, but not for attending ConFest. Purpose must be safe and legal.

Acknowledgement

This Policy has been based on the work of the many volunteers who have contributed to this area in the past and their work is acknowledged. How we have thought and worked in the past can play a powerful role in shaping the present.

Draft Approved by:

Date: 18/01/2018

Down To Earth (Vic) Co-operative Society Limited
Application for a Budget in 2017/18

Name of applicant (print)I hereby apply for a budget of \$.....for

Village/Cost Centreto be applied as detailed in this application.

If a village describe it's purpose, philosophy and ethos:

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.....

Should a budget be granted, it can be accessed in two ways (tick which is applicable):

First way: *Simplest and preferred way.* Spend your own money to a limit within the budget approved, then request reimbursement. Once your project is complete, submit your receipted tax invoices at ConFest or at a later appointment. If your project was not ConFest specific, submit within two weeks of project completion. Provide your banking details for reimbursements.

Second way: Apply for an advance of funds by filling out the additional section below. If your application is successful, money will be transferred to you in a bank debit card, or in another way.

Do you have a DTE Debit Card? Yes/No If No contact the finance committee to arrange for a debit card to be issued to you.

Once your project is complete, submit your receipted tax invoices in date order and return your card (with any leftover funds) at ConFest or at a later agreed time. If your project was not ConFest specific, within two weeks of it's completion.

Applicants for an advance of funds must complete the following declaration: I agree to comply with the Conditions of Use for Debit Cards and Advances set out overleaf. I agree that the funds advanced will not be used for purposes other than those described by me in this application. I agree to provide receipted tax invoices as evidence of all expenditure and understand I am liable for any un-invoiced expenses.

Full Name of applicant (print)

Identification (ie Drivers Licence No.).....Mobile.....

Contact Address/s.....email.....

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Signature of applicant.....Date.....

Signature of witness

Full name of witness (print) Mobile.....

Down To Earth (Vic) Co-operative Society Limited

Budget 2017/18

Summary of Expenditures

Use this form to list expenditure from your budget

1. Please collate your receipted tax invoices into date order and list them on this summary sheet. Include details of types of goods or purchases.
2. When all expenditures have been made from your budget submit this sheet with associated receipted tax invoices and debit card. You must keep a photocopy of your receipted tax invoices.
3. **There will be facilities available at ConFest to receive your receipted tax invoices.** For those who cannot fully complete the submission at ConFest, you must do so by 19 April, 2018. Firm arrangement/appointment for this is to be made before leaving the festival.

Village or Activity.....

Name.....

Amount Advanced.....Date Advanced.....Debit Card No.....

Signature.....Phone.....

Date	Details	Gross Amount	GST	Reviewed by

TOTAL AMOUNT RECEIVED

\$

Reviewed by name.....

Signed.....Date.....