

Down To Earth (Vic) Co-Operative Society Limited

Draft **Application for Funding Policy** ^{14/02}

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 throughout the year.

2. Scope

This Policy is intended for all applications for all funding/budgets.

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**, available on <http://www.dte.org.au/downloads>

4. Application Process

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, available on: <http://www.dte.org.au/downloads>

c) Submit scans, copies or original tax invoices (or receipts if no GST applicable) for **all** expenditure made on DTE's behalf.

d) Complete and submit a **Summary of Expenditures** (attached) 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://www.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 tax invoices.

c) Submit **all** tax invoices and receipts (or acceptable scans or copies) together with your completed Summary of Expenditures at ConFest (where a collection point will be established), or if not possible then, within 14 days after ConFest. Please submit your documents early to assist in clearing the huge clerical load which builds around ConFest.

d) Note that budget over runs will only be approved in exceptional circumstances. No further funding will be provided while tax invoices/receipts 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 by the relevant Committee or Board are final.
- c) DTE does not cover costs for personal travel, including fuel, food or other. Any travel/transport costs included in a budget must have been approved by the relevant Committee when the budget is approved. No transport expenses for attending ConFest. Only exception is the extra cost hauling of items to ConFest.
- d) When buying or hiring of equipment from ConFesters is considered, then competitive quotes are to be obtained, or approval obtained from the relevant Committee.
- 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 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 Tax Invoices

A tax invoice is a receipt or proof of purchase that shows the amount of GST paid for taxable items. Refer to <https://www.ato.gov.au/Business/GST/Issuing-tax-invoices/>

All tax invoices/receipts are to be submitted within 14 days of expenditure. They can be submitted:

- a) scans by email to: finance_group@dte.coop
- b) by **registered** post to: Down To Earth (Vic) Co-Operative Society Limited, P.O. Box 295, Brunswick East. Vic. 3057
- c) at ConFest where there will be facilities available at ConFest to receive your tax invoices/receipts and to give you a copy/receipt 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.

Always, always, keep a copy however you submit your documents.

8. Use of Budgets

- a) No alcohol.
- b) No food unless it's available for general consumption and approved by the relevant Committee.
- c) No transport expenses for attending ConFest. Only exception is the extra cost hauling of items to ConFest. DTE does not cover costs for personal travel, including fuel, food or other. Any travel/transport costs included in a budget must have been approved by the relevant Committee when the budget is approved.
- d) Volunteers can seek reimbursement for fuel costs for travelling to working bees and pre-approved visits for to site.

9. Budget time schedule for Easter 2018

Budget briefing meeting22 February, 2018
Last day for applications/speak for applications.....1 March, 2018
Budget approval meeting.....1 March, 2018
Submission of all tax invoices on site at Easter ConFest, 2018
Last day for submitting tax invoices.....19 April, 2018

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.

Approved by:

_____ Date _____

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.....

