# RAVENSTHORPE HOPETOUN FUTURE FUND



**GUIDELINES & EOI APPLICATION FORMS 2017**

**About the Fund:**

**Funding Rounds**

Fund grants will be allocated from the interest income on funds invested by the Future Fund.

As with many funding streams, the fund often receives more applications from worthwhile projects than is available to be distributed. The application process is therefore competitive.

It is recognised that completion of an application involves significant investment of effort by a community group so in order to streamline the process an ‘Expression of Interest Round’ was added in 2013.

The ‘Expression of Interest’ (EOI) is a simplified application form allowing applicants to present a summary of their project for consideration. Completion of an EOI will take significantly less time than a full application.

Following receipt of Expressions of Interest, the Future Fund board will select a number of projects and invite community groups to submit a full application for these.

**Advertising**

Expressions of Interest will be advertised in March and be open from **27th March, 2017** closing **4.00 pm Friday 28th April, 2017**.

Shortlisted applicants will be advised by Friday 12th May 2017 and invited to submit a full application by **Friday 9th June 2017**.

Depending on the income available each year and the demand for funds, there may be another round of applications taken during the second half of the calendar year.

**Expression of Interest (EOI) Applications**

All applications shall be made on the ‘Expression of Interest’ form available from the Future Fund.

The purpose of the EOI process is to allow the board to shortlist projects for further consideration while reducing the initial effort/ requirements by community groups.

In order to assist applicants to succinctly present their case word limits are included in the application form and supporting documentation will not be accepted with EOI’s. Applicants are advised that they will be required to provide full supporting evidence to justify their claims if selected to proceed to the full application phase.

Applicants will be required to briefly address each element of the selection criteria provided within the application guidelines (Note – complying with the objectives of the Shire of Ravensthorpe’s strategic plan is a prime requirement.).

Late applications will not be accepted for consideration. All unsuccessful applicants will be advised and should consider reapplying in the next round of funding if assistance is still required at that time.

**Full Applications**

All applications shall be made on the form available from the Future Fund. While the application form questions are similar, full applications will be required to provide a much higher level of detail than the EOI. Full applications will also be required to attach supporting information.

Applicants will be required to fully address the selection criteria provided within the application guidelines.

Late applications will not be accepted for consideration. All unsuccessful applicants will be advised and should consider reapplying in the next round of funding if assistance is still required at that time.

**INFORMATION RELEVANT TO BOTH EOI AND FULL APPLICATIONS:**

**Major Community Grants (Over $5,000)**

Funding for approved grants will be allocated from the revenue income from the future fund’s investment.

Major Community Grants may be used for any purpose that complies with the Shire’s strategic plan, but are generally provided for purposes such as building purchase or construction, purchase of equipment, ground-works etc. Applicants should ensure the following information is supplied in their application:

* Type or organisation (e.g. sport, community, hobby, health and welfare, artistic, religious etc);
* Organisation membership;
* Nature of service/facility provided;
* Project details/planning/design/timing;
* Demonstrated need or community benefit;
* Financial position of the applicant;
* Financial viability of project;
* Other financial/in kind contributions;
* On-going management;
* Existing services and facilities of a like nature, within The Shire of Ravensthorpe;
* Provision of quotes (two where possible) for all items greater than $1000 in value; and
* Provision of a detailed project budget including GST breakdown.
* Details of applications to other possible funding sources. (e.g. Dept of Sport and Recreation, Healthways, Lotteries, etc.)

**Minor Community Grants (Up to $5,000)**

Minor Community Grants may be used for any purpose, including minor building construction, maintenance or repair, equipment purchase or hire, events or functions, operating expenses, etc. Applicants should ensure the following criteria are addressed in their application:

* Type of organisation (e.g. sport and recreation, community based, general interest, health and welfare, artistic, religious etc);
* Organisation membership;
* Nature of service/facility provided;
* Demonstrated need or community benefit;
* Applicant’s financial position;
* Purpose of the grant; and
* Provision of a detailed project budget including GST breakdown.
* Provision of a quote for all items greater than $1000 in value; and
* Details of applications to other possible funding sources. (e.g. Dept of Sport and Recreation, Healthways, Lotteries, etc.)

**Administration of Financial Assistance and Acquittal:**

All approved grant monies must be claimed and acquitted by 31st March of the year following that in which the grant was approved. Acquittal of grants shall be to the satisfaction of the Future Fund Board and will require the production of documentation or receipts sufficient to substantiate that the project monies have been spent in accordance with the grant application. Should the project not be completed by the 31st March, the organisation will be required to advise as soon as possible following this time as to when any outstanding funding will be required. Regular contact with the Board will be required in this instance.

**Fund Grant Objectives:**

The main objective of a Future Fund grant will be to improve economic and community infrastructure and services in the Shire of Ravensthorpe through funding projects that clearly comply/align with the shire’s current strategic plan.

The scheme is administered by the Ravensthorpe Hopetoun Future Fund which has a Board of Governors comprising two representatives from the Ravensthorpe Shire Council, two other members of the local community and an independent Chairman. It works through local decision-making, using the current strategic plan of the Shire as its guiding principle and has as its broad objectives:

To provide financial assistance for organisations and/or projects, which clearly align with objectives of the current Shire of Ravensthorpe strategic plan.

To assist community based (not for profit) organisations to develop and maintain facilities and services.

**Who Can Apply:**

Anyone who is a resident of the Shire of Ravensthorpe may apply. Eligible applicants may also include voluntary organisations, business groups, educational institutions, and community organisations.

Preference may be given to projects that demonstrate a grant from this Scheme will lever funds from other sources.

All voluntary and community groups applying for funding must be incorporated or have equivalent status.

**Eligibility Criteria:**

To meet criteria requirements the project:

1. Should demonstrate it will result in a positive economic, social and/or environmental return to the area occupied by the Shire of Ravensthorpe.
2. Must fit within the framework of the Shire’s Strategic Plan (available from the Shire Offices or on the Shire’s website [www.ravensthorpe.gov.au](http://www.ravensthorpe.gov.au) under “Shire Publications.”).
3. Applicants should demonstrate a high level of personal and financial commitment to the project, with the latter through either sourcing other project funding and/or a direct financial contribution.
4. Will have the support of key area stakeholders.
5. Should promote partnerships across various sectors of the community.
6. Will reflect a commitment to local decision-making and planning.
7. Will demonstrate a capacity for meeting ongoing operating and maintenance costs.
8. Applicants should demonstrate that detailed project planning has been completed (including any necessary approvals being in place or achievable in a short timeframe), the project is ready to proceed and that it can be completed in a timely manner. (Note: This criterion will not preclude applications for feasibility studies and business planning.)

**Grant Support Available:**

A sum of up to $110,000 will be available for allocation subject to receipt of suitable applications.

Further funding rounds will be available in subsequent years and provision of financial assistance under the scheme will depend on the income stream derived from prudent investment in the future fund.

Grants of $5,000 or more (major community grants) will be made subject to progressive achievement of agreed project milestones. The degree of detail of information required within a project funding application is necessarily more detailed than for smaller (minor) community grants of (say) less than $5,000.

Successful applicants will be advised during June 2017 and grants will become available as from 1st August 2017 according to conditions that the selection panel may set for each application.

**Grant Agreement:**

Payment of grant funding under agreed terms will be made following the signing of a grant agreement by the successful applicant. No retrospective payments will be made.

The following items of expenditure will not be eligible:

* Recurrent costs once a project is completed.
* Ongoing staff salaries - employment of personnel will only be considered for a project with specific outcomes achievable within the funding provided.

**Grant Applications:**

Forms and assisting information on how to complete, will be available on the Shire of Ravensthorpe website [www.ravensthorpe.wa.gov.au](http://www.ravensthorpe.wa.gov.au), or from the shire offices in Morgans Street, Ravensthorpe.

Copies of the important strategic plan document to which applications should relate, will also be available on the website or from the offices as well.