**EXPRESSION OF INTEREST FORM**

**INTRODUCTION**

The Ravensthorpe Hopetoun Future Fund exists 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.

Expressions of interest for eligible projects are open from 27th March, 2017 and close 28th April, 2017. Submissions will be assessed by the Future Fund Board who will invite suitable applicants to submit a full application.

All unsuccessful applicants will be advised and should consider reapplying in the next round of funding if assistance is still required at that time.

Please refer to the 2017 Ravensthorpe Hopetoun Future Fund Guidelines for full details of eligibility requirements, grant categories and support available.

**INSTRUCTIONS**

Step 1: Please review the 2017 guidelines;

Step 2: Complete all sections of this form; and

Step 3: Submit your application via:

 Post (post-marked by closing date) – or in person – to

 Ravensthorpe Hopetoun Future Fund

 Shire of Ravensthorpe

 PO Box 43

 Ravensthorpe WA 6346

 ***We will accept electronic applications to*** ***secretary@ravensthorpe.wa.gov.au***

Applications close **4.00 pm Friday 28th April, 2017**.

Late applications will not be accepted for consideration.

## APPLICANT DETAILS

|  |
| --- |
| Organisation / Group Name |
|   |
| Contact Person |
| Name |
| Job Title / Role |
| Details |
| Postal Address |
| Details |
| Phone | Fax | Mobile |
| Number | Number | Number |
| E-Mail | Website | ABN |
| Address |  | Number |

|  |
| --- |
| **Is your Organisation / Group registered for GST?** |
| **GST** [ ]  Yes [ ]  No |
| **Do you have either of the following endorsements?** |
| **Deductible Gift** **Recipient (DGR)** **[ ]** Yes [ ]  No (please provide documentation of any endorsements) |
| **Tax Concession****Charity (TCC)** **[ ]** Yes [ ]  No (please provide documentation of any endorsements) |

|  |
| --- |
| **Organisation Description** |
| [ ]  Incorporated Association [ ]  Community group[ ]  Charitable organisation | [ ]  Special interest group[ ]  Other (please specify) |

**PROJECT SUMMARY**

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| --- |
| **Project Name** |
|  |
|  **Project Description** – Briefly provide a summary of the project describing what it involves, its objectives and how completion of the project will achieve them. *(No more than 300 words)* |
|  |
| **Project Start Date** | **Project End Date** | **Total value of the project****(excluding in-kind) $****Total RHFF Amount Requested**   **$** Please specify if includes GST or not  |
| **Date** |  |  |

|  |
| --- |
| **Which priority focus areas would you include in your project?** |
| [ ]  | Aged care |  | [ ]  | Environment |  |
| [ ]  | Arts and Culture |  | [ ]  | Health |  |
| [ ]  | Child Care |  | [ ]  | Indigenous |  |
| [ ]  | Community Development |  | [ ]  | Research |  |
| [ ]  | Culture |  | [ ]  | Unemployment |  |
| [ ]  | Disability |  | [ ]  | Youth |  |
| [ ]  | Education and training |  | [ ]  | Other |  |

**PROJECT ELIGIBILITY**

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| --- |
| **Does your project meet the objectives of the Shire of Ravensthorpe’s strategic plan? YES / NO** |
| Does your project build community capacity (strength)? [ ]  Yes [ ]  NoExplain how (max 150 words):Does your project develop long lasting benefits to the community? [ ]  Yes [ ]  No**Write a short description describing how it meets the ‘eligibility criteria’ below:** (max 150 words per criterea)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 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 preliminary project planning has been completed and detailed project  planning can be completed prior to the 29th May 2016 (including that any necessary approvals are in place or are achievable in a short timeframe), the project will be 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.) |

## ABOUT YOUR ORGANISATION

|  |
| --- |
| **Please provide a short description of your organisation. How long have you been operating, what are your aims, objectives and activities and how does the project achieve these?** (max 300 words) |
|  |

## PROJECT BUDGET – how will you spend the funds?

Please refer to the grant guidelines for assistance and a list of things the Ravensthorpe Hopetoun Future Fund will consider for support.

|  |
| --- |
| **Items**  |
|  | **Net Cost** | **GST** | **Total Cost** |
|  |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|  | **Grand Total** | **$**  |

## FUNDING SOUGHT FROM OTHER SOURCES (also including in-kind contribution where made by applicant)

|  |  |
| --- | --- |
| **Funding Body** | **Value $** |
|   |  |
|   |   |
|   |  |
|   |  |
|  | **$** |

**ONGOING OPERATING AND MAINTENANCE COSTS**

|  |
| --- |
| **Are ongoing operating and maintenance costs involved with your project? Please provide a short description quantifying these costs and detail how your organisation will meet them.** (max 250 words) |
|  |

## CHECKLIST

[ ]  I have read the Ravensthorpe Hopetoun Future Fund’s funding information guidelines before completing this application.

[ ]  I have liaised with a Future Fund team member.

[ ]  I understand that the project must be completed and the grant acquitted as advised by the Future Fund.

[ ]  I have completed all required sections of the application form.

**Please include**

[ ]  I have not included any attachments but understand that if invited to proceed to the full application stage I will be required to provide documents fully supporting information with my application (i.e. certificate of incorporation, quotes and a business case for projects over $5,000 – please see the guidelines for further detail).

**NB that where the grant requested is of $5,000 or more the following is also required.**

[ ]  Audited financial position statement.

## Support Materials

Please do not attach supporting materials for the Expression of Interest.

## Submitting your Application

Signed and completed applications, must be submitted by **4.00pm Friday 28th April, 2017**. Please refer to the community fund distribution guidelines for further information.

## DECLARATION

The person with delegated authority must sign this declaration.

I have read the Ravensthorpe Hopetoun Future Fund’s guidelines.

I certify that all information provided is current and correct. Furthermore, I give permission to the Future Fund to contact any relevant persons or organisations in the processing of this application.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |   |
| **Position:** |   |
| **Date:** |   |