

RHFF Grant Application Guidelines 2024

The “why” we come together...

We exist to support and cultivate a more resilient and fulfilling future for the Shire of Ravensthorpe.

The future we want to see...

A community built by enduring self-determination.

Who we need to become to realise that future...

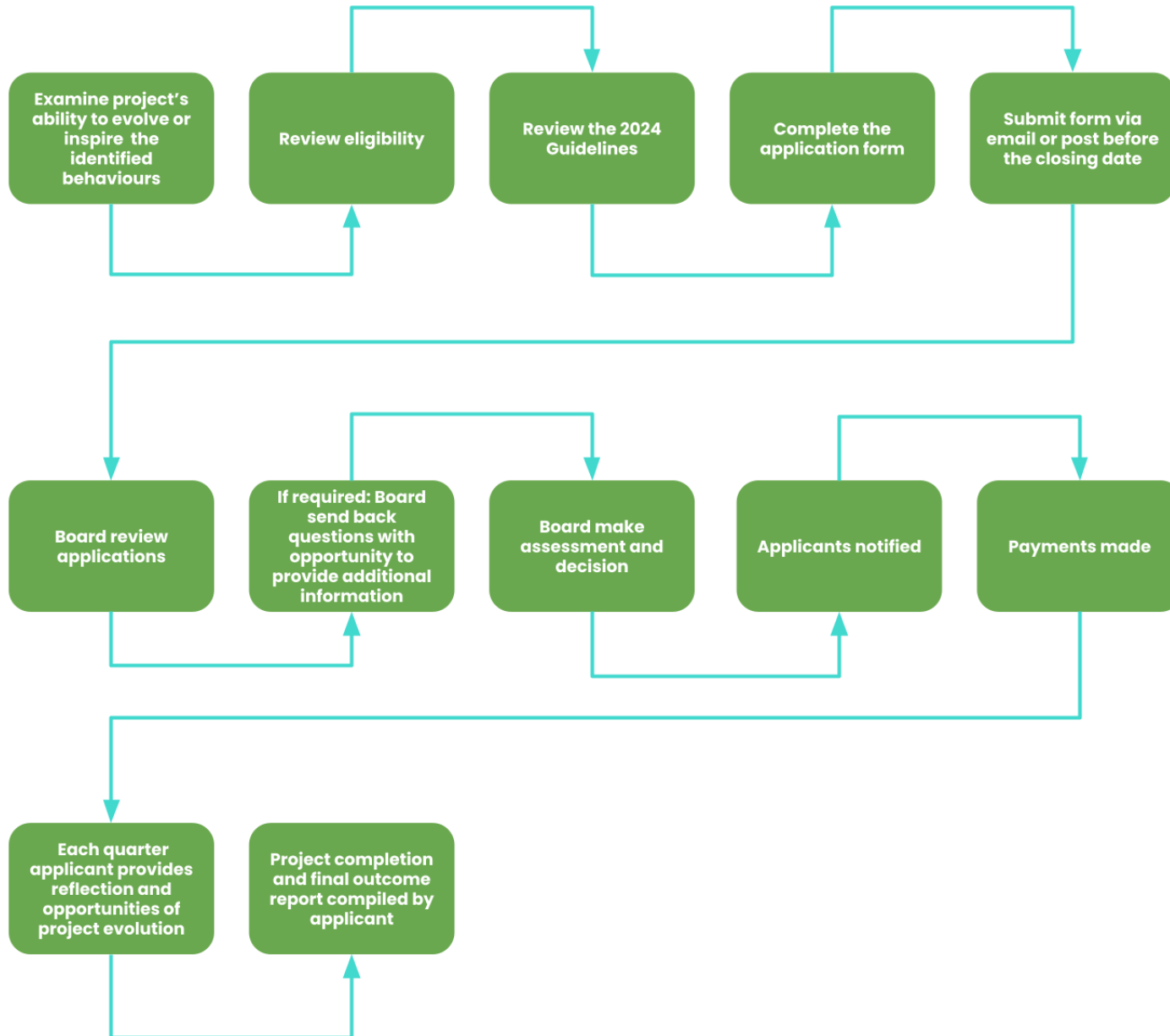
The investors in a proactive community.

Our community already has the ideas, knowledge, and skills it needs to solve its own problems. We now need to invest in those behaviours intentionally.

How we will become investors in a proactive community...

We want to see our community continue to embed the behaviours and attitudes that have led to its enduring success. As a result, the RHFF has identified key behaviours of a proactive community which all applications will be assessed on.

Overview of application process for community



What makes a successful application?

The success of an application is based on the applicant's ability to demonstrate the identified behaviours in their projects.

Is your idea eligible?

Applications must meet one of two criteria, in line with the RHFF deed:

- Charitable endeavours that will provide community or welfare benefit to all or a substantial proportion of people who reside in the Shire of Ravensthorpe.

OR

- Facilities and services that improve the welfare, culture or amenity of all, or a substantial proportion of people who reside in the Shire of Ravensthorpe.

What can the RHFF fund?

Beyond alignment with the criteria listed within the RHFF deed, there are no restrictions on types of expenditure. To be successful, the application must demonstrate how the expenditure enables the identified behaviours of a proactive community.

Assessment Criteria

Provided the application meets at least one of the criteria above, applications will then be assessed on their alignment with the identified behaviours of a proactive community:

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| INITIATIVE | "Anticipate the future problems and aspirations" |
| OWNERSHIP | "Embrace responsibility as an active citizen" |
| BUILDING TRUST AND CONFIDENCE | "Foster understanding and confidence between others" |
| ADAPTABILITY | "Embrace change as an opportunity" |
| COOPERATION | "Partnerships built on win / win" |

A Behaviours Matrix has been developed for your reference which further breaks down the above. See page 6 of these Guidelines.

Applicant Eligibility

Applicants must:

- Have an Australian Business Number (ABN);
- Operate within the Shire of Ravensthorpe; and
- Maintain appropriate and sufficient insurance cover for the duration of the project. Please note, organisations will be required to have current public liability insurance to the value of \$10 million per claim or occurrence giving rise to a claim. A valid certificate of currency of insurance must be provided upon application.

Timelines 2024

1 May: Applications open.

12 June : Applications close - 4pm.

June: Applications assessed by the Board.

June/July: Applicants are advised of outcome and funds are disbursed.

September: Quarterly check in on funded applicants.

December: Quarterly check in on funded applicants.

March: Quarterly check in on funded applicants.

June: Quarterly check in on funded applicants.

Funding Available

**Single Applicants
(under \$10,000)**

Please consider applying to the Community Development Fund, Shire President's Donation or Community Donation.

Single Organisation

Single Organisation
\$10,000 - \$20,000

**Collaborations /
Partnerships**

Collaborations/
partnerships \$10,000
minimum

- For applicants seeking under \$10,000, please consider applying to the [Community Development Fund, Shire President's Donation or Community Donation](#). Contact the Shire of Ravensthorpe or local CRCs for other grant opportunities.
- \$10,000 - \$20,000 (excluding GST) for a project undertaken by a single organisation.
- \$10,000 minimum (excluding GST) for collaborations/partnerships.

In relation to GST: Applications are to be made on an exclusive basis as RHFF is not registered for GST or required to be and the provision of the grant is exclusive of GST. Please note that Grant Applications can be made for funding in instalments over multiple financial years.

Collaborations/Partnerships

What makes a substantial partnership?

- a. Applicants should be able to list the partnerships that it has within the Shire of Ravensthorpe and what groups they are held with.
- b. Applicants should be able to describe what the value of the partnership is for the group.
- c. Applicants should be able to provide any form of evidence that indicates the partnership is genuine. This could be evidence that shows you've previously worked together on other projects, such as a newspaper story or a support letter. You are not required to have a support letter, but you are required to show that you have a genuine partnership.
- d. Give details of all of your funding sources. Identify where the funding is coming from and if it has been approved or requested. If it is requested but not yet approved, provide details of when a decision is expected.

Applicant Details

Who is your Application Rep? This is someone from your organisation who RHFF can liaise with regarding the application and to clarify or review the submission. This person needs to be contactable by email and phone.

Project and Applicant Descriptions

When answering questions about your project or organisation, please present your description assuming that the person reading the application has never heard of your organisation before and is learning about your background and activities for the first time.

Acquittal Process

Quarterly Reflections

Accountability Reflections

As part of the acquittal process, you will need to demonstrate that you have completed the interactions within the Accountability section of the application. In

your application you will detail how you will go about being accountable. You will be required to reflect on the impact of those accountability actions in quarterly reviews.

Adaptability Opportunities

A proactive community adapts as it learns and evolves. To avoid plan continuation bias (continuing with the original plan despite changing conditions), applicants will be allowed an opportunity to provide a brief reflection in the quarterly check ins to assess whether any changes need to be made to the project.

End of project

Applicants can define how they will prove that funds have been used in line with the RHFF Trust Deed. The RHFF can provide a list of independent reviewers on request.

Declaration

To be signed by the person responsible for the funding application.

If there are multiple partners to the grant application, each partner is required to sign a declaration.

Grant Agreement

If the grant application is successful, payment of the grant amount is conditional on the successful applicant returning a signed Grant Agreement to the Trustee. If there are multiple partners to the successful grant application, each partner is required to sign the Grant Agreement.

Submission Details

Electronic copies will be accepted via email to: rhff@ravensthorpe.wa.gov.au

OR

Applications can be posted to:

Ravensthorpe Hopetoun Future Fund

Shire of Ravensthorpe

PO Box 43

Ravensthorpe WA 6346

OR

Deliver the application to the Shire office on Morgans Street, Ravensthorpe, or Veal Street, Hopetoun.

Behaviour Matrix for Assessing Applications

| Behaviour | How the defined behaviour "rejects" | How the defined behaviour "evolves" | How the defined behaviour "Inspires" |
|--|---|---|---|
| <p>Behaviour of a community built by enduring self-determination</p> | <p>Not every application needs to align with the behaviours, but the behaviours cannot be rejected.</p> <p>When an application is declined by RHFF, it provides a perfect moment for RFHH to be able to give feedback on what would have to be different in the application to make it not a rejection.</p> <p>This means moving feedback from the personal "I thought it didn't have X" to "RHFF wants a future community built by enduring self-determination if your application currently does not demonstrate (INSERT BEHAVIOUR). How could you demonstrate that in the proposed project?"</p> | <p>How might this look in an application process to coach an applicant or identify a rejection of the RHFF intention?</p> | <p>How might these behaviours Inspire future projects for investment.</p> |
| <p>INITIATIVE <i>"Anticipate the future"</i></p> | <ul style="list-style-type: none"> Declines application & coaches applications with: | <ul style="list-style-type: none"> Questions around sustainability of the project? | <ul style="list-style-type: none"> Investments that: |

| | | | |
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| <p><i>problems and evolving needs/desires of the community"</i></p> | <ul style="list-style-type: none"> ○ no understanding of what impact the project will have beyond their own interest. ○ no understanding of the risks of creating expectations that cannot be met sustainably in the future. ○ no long-term understanding. | <ul style="list-style-type: none"> • Capacity building | <ul style="list-style-type: none"> ○ respond to address key future problems. ○ build the ability to respond to future problems. |
| <p><u>OWNERSHIP</u> <i>"Embrace responsibility as an active citizen"</i></p> | <ul style="list-style-type: none"> • Declines & coaches applications with: <ul style="list-style-type: none"> ○ Requests for "handouts" ○ No "willingness" ○ No appreciation for the existing knowledge and wisdom the community holds | <ul style="list-style-type: none"> • Can the applicant demonstrate/provide evidence they have embraced responsibility and attempted to solve the problem (in big or small ways) before applying • Being the victor of the situation instead of the victim | <ul style="list-style-type: none"> • Investments that: <ul style="list-style-type: none"> ○ encourage active participation from the community in creating the future or responding to problems ○ Increase participation in engaging with the problem ○ Respect and trust the wisdom that our community has |

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| <p><u>BUILDING TRUST AND CONFIDENCE</u> <i>"Foster understanding and confidence between others"</i></p> | <ul style="list-style-type: none"> • Declines & coaches applications with: <ul style="list-style-type: none"> ○ Projects and ideas driven by ego ○ no awareness of their role in the ecosystem of community | <ul style="list-style-type: none"> • The need to show evidence that you have gained an understanding of others and their role | <ul style="list-style-type: none"> • Investments that: <ul style="list-style-type: none"> ○ form new connections and build trust ○ Favour collaboration |
| <p><u>ADAPTABILITY</u> <i>"Embrace change as an opportunity"</i></p> | <ul style="list-style-type: none"> • Declines & coaches applications with: <ul style="list-style-type: none"> ○ a starvation mindset ○ Actions based in fear and reaction | <ul style="list-style-type: none"> • Applications that embody entrepreneurial and creative thinking • Applications that demonstrate investment into community led innovation | <ul style="list-style-type: none"> • Investments that: <ul style="list-style-type: none"> ○ Focus on innovation and opportunity. ○ Encourage community future proofed mindset. |
| <p><u>COOPERATION</u> <i>"Partnerships built on win / win"</i></p> | <ul style="list-style-type: none"> • Declines & coaches applications with: <ul style="list-style-type: none"> ○ unwillingness to work with others ○ A lack of risk sharing in projects with a higher risk | <ul style="list-style-type: none"> • Can they prove they work with others • How can they share the ownership and responsibility • Evidence that there is community and public willingness for the project | <ul style="list-style-type: none"> • Investments that: <ul style="list-style-type: none"> ○ Entrench the interdependence of community ○ Play to various strengths |