



## Frequently Asked Questions –

- Do we apply for GST or not?  
*All applications will now be NET GST*
- How do we pay funding out and what paper work is required for payment?  
*Invoices made out to the RHFF will be paid only with supporting quotes/invoices/receipts*
- How long will we honour unpaid applications – procedure for extensions?  
*Applications are for one financial year unless an extension is granted – this can be done with a letter to the board from the group stating why an extension is needed. The Board will discuss and vote accordingly.*
- Can groups be paid funds in advance with no proof of purchase?  
*Yes – written approval will have to be granted and will depend on type of project and why funds are needed up front.*
- Can we spend the money on something different to what we applied for?  
*No – you will be paid funds for what your application/ grant agreement is for.*
- We have left over money can we still use that for something different?  
*No – if the project is under budget but complete the funds will not be available for something else.*
- What projects are the RHFF most likely to fund?  
*Projects that align with the Shire of Ravensthorpe Strategic Community Plan.*
- What is the acquittal process?  
*An acquittal form will be sent out with your grant agreement and will have to be completed before 30 June of the financial year funding was granted unless an extension has been granted.*