

GUIDELINES & APPLICATION FORM (EOI)

GUIDE FOR COMPLETING EXPRESSION OF INTEREST APPLICATION FORM:

The 'Expression of Interest' (EOI) is a simplified application form allowing applicants to present a summary of their project for consideration. On the conclusion of the EOI round, the Future Fund Board will select a number of eligible projects to be invited to proceed to the full application phase.

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.

1. Applicant details

This information is required to enable us to process your application and have the correct contact details should further information be required.

2. Project summary

Please use this section to provide a 300-word summary of your project. The summary should allow anyone reading to understand what the project involves, its objectives and how completion of the project will achieve these.

3. Project eligibility

Please complete the following:

- Under each question of this section, explain in less than 200 words how your project will meet with purpose for which the Future Fund was established and achieve the Key Themes and Strategies in the Shire's current strategic plan; and
- Write a short description (max 200 words per criteria) of how your project meets each of the funds eligibility criteria.

This section is one of the most important aspects of your EOI application as it demonstrates how your project is eligible for funding.

4. 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? 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.

5. Project budget

Give details of the total project budget. Include details of your budget expenditure for the funds required from the Ravensthorpe Hopetoun Future Fund. Include financial and non-financial contributions from all parties.

Applicants should demonstrate a high level of financial commitment to the project through sourcing other project funding and/or a direct financial contribution to the project.

If your project is unable to source supporting funds this should be clearly explained.

Give details of all of your funding sources. Identify where the funding is coming from, what it will be used for, and if it is approved or requested. If it is requested but not yet approved provide details of when a decision is expected.

Include the amount for an independent audit if required. An independent audit will be required for funding allocations over \$ 5,000.

All requested funds must be NET GST.

Please note that quotations and supporting information (including a business case for projects over \$5,000) are not required at the EOI phase, however, fully detailed information will be required for projects invited to proceed to the full application phase.

6. In-kind support.

Applicants need to give details as to how any in-kind contributions have been calculated and will be acquitted (i.e.. voluntary labour time = number hours by hourly rate). In general, voluntary labour time is calculated at \$20 per hour. Any specialised labour should be calculated at the current rate applicable to the particular trade/industry.

Timesheets should be maintained to assist you when it comes time for you to acquit the grant. This will help to demonstrate to the Future Fund that you have used the funds granted for your originally stated purpose.

7. Ongoing operating and maintenance costs

Give details of your project's ongoing and maintenance costs and how they will be funded.

8. Declaration

To be signed by the Chairperson or the person responsible for the Grant Application.

9. Application checklist

Please tick all boxes in this section to signify that the application form has been completed.

10. Clarification of information supplied by applicants

The Future Fund reserves the right to request more information to clarify aspects of the application. Applications that do not include the required information as described may not be competitive.

Closing Date for Applications

The Ravensthorpe Hopetoun Future Fund must receive Expression of Interest applications by 4.00 pm on 31 March 2023.

Ravensthorpe Hopetoun Future Fund
Shire of Ravensthorpe
P O Box 43
Ravensthorpe WA 6346

Or deliver to the Shire office on Morgans Street, Ravensthorpe.

Electronic copies will be accepted.

Please send to rhff@ravensthorpe.wa.gov.au