



Ravensthorpe  
Hopetoun  
Future Fund

# Ravensthorpe Hopetoun Future Fund

## **BURSARY GUIDELINES**

## ABOUT THE BURSARY

Every year, the Ravensthorpe Hopetoun Future Fund invites individual residents of the Shire of Ravensthorpe to apply for financial support in the form of a Bursary of **up to \$5,000 ex GST**.

Depending on the number and quality of applications received, the Future Fund Board of Governors will recommend as many as they deem suitable within the budget per year. However, no Bursary will be awarded if, in the Future Fund Board of Governors' opinion, there are no applications which meet the criteria of the award.

These guidelines set out details regarding the nature of the Bursary, who can apply for a Bursary, and the application process. However, if you have further questions about the Bursary or anything in these guidelines you can contact Brenna Swanson, Chairperson: 0447 240 590 or [rhff@ravensthorpe.wa.gov.au](mailto:rhff@ravensthorpe.wa.gov.au).

## NATURE AND PURPOSE OF THE BURSARY

Awarding financial support to an individual in the form of a Bursary (up to \$5,000 ex GST) must be for the purpose of promoting the amenity of, and service to, the Shire of Ravensthorpe. This includes a Bursary which is for:

- (1) 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**
- (2) 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.**

Applicants will also be requested to demonstrate how the Bursary would help achieve the Key Themes and Strategies of the *Shire of Ravensthorpe Strategic Community Plan 2020 - 2030* (which is available on the Shire's website [here](#)).

Some examples of the types of applications which may meet the above purpose are:

- an individual undertaking further education or training to obtain a qualification or skill which can then be used by that person to offer a new service or activity that would benefit the community.
- an individual completing a leadership or communications course to assist them with performing a Board or leadership role in a not-for-profit organisation/association within the community.
- an individual who possesses certain skills or talents running an educational event, program or workshop for members of the community to attend and learn the same skills.
- an individual completing a training program or clinic which develops coaching skills, which can then be used and applied by that person to coach a sporting team in the Shire of Ravensthorpe or run a sports clinic at local primary schools.

These are examples only. The Board will consider any application for a Bursary that demonstrates how the purpose set out in paragraphs (1) and (2) above would be met.

## WHO CAN APPLY FOR A BURSARY?

Any individual who is a resident of the Shire of Ravensthorpe is eligible to apply for a Bursary. The applicant is required to provide proof of residency with the relevant application documents.

If an individual is successful, it is expected that they will continue to be a resident of the Shire of Ravensthorpe for at least 12 months after the Bursary is awarded to ensure that the community is able to benefit from the Bursary as proposed in the recipient's application.

Please note that as the Bursary program is only open to individual applicants, not-for-profit organisations/associations, volunteer groups or other community groups are encouraged to apply for financial support by way of the annual expression of interest and application process for funding grants. Further information about this process is available on the Future Fund website or you can contact the Future Fund via email: [rhff@ravensthorpe.wa.gov.au](mailto:rhff@ravensthorpe.wa.gov.au).

## BURSARY APPLICATION PROCESS

To apply for a Bursary, an applicant must submit the following documents to the Board of the Future Fund by **4.00pm on Friday, 30 September 2022**:

1. Bursary Application Form and Submission;
2. Supporting Documentation (as detailed in the Bursary Application Form);
3. Documents showing proof of residency in the Shire of Ravensthorpe; and
4. A signed character reference from both of your referees (up to 1 page for each reference).

Applicants are also required to speak to a member to the RHFF Board as well as providing all relevant documents before the closing date. Details of the RHFF Board members are on the Future Fund website [here](#).

Applications will then be considered by the Future Fund Board of Governors. After the Board's consideration of a written application, it may request an applicant to provide further supporting information or respond to any questions the Board has about their application, either by way of an interview with the Board or responding to their questions via email. Applicants will be contacted by the Board to arrange an appointment time for an interview if one is to be held.

The Board is then responsible for making recommendations to the Trustee of the Future Fund regarding who it should award a Bursary to. Successful applicants will be notified by letter as soon as possible once these recommendations have been made.

## REVIEW & UPDATES

Throughout the year following the successful application, each Bursary recipient's progress, performance,

and commitment will be reviewed. Should a recipient's progress, performance or commitment fall below reasonable expectations, or should the recipient fail to provide satisfactory updates to the Future Fund Board of Governors as requested from time to time, the Future Fund Board of Governors may, at its discretion, recommend to the Trustee that the individual's Bursary be either reduced or withdrawn.

The Bursary recipient will also be required to provide, when requested, a satisfactory report on / a statement of finances (including receipts shown how funds were expended in accordance with the Bursary terms).

The Future Fund may also arrange for a Bursary recipient to prepare a short article to be published in the Community Spirit to share their achievements with the wider community.

### **LODGING AN APPLICATION**

The application (including all of the documents listed in 1 – 4 above) must be received by the Future Fund Board of Governors in full by no later than **4.00pm on Friday, 30 September 2022**. These documents can be lodged in person at the Shire of Ravensthorpe, or via post, or via email:

Ravensthorpe Hopetoun Future Fund  
Shire of Ravensthorpe  
PO Box 43  
Ravensthorpe WA 6346

Or scan and email to: [rhff@ravensthorpe.wa.gov.au](mailto:rhff@ravensthorpe.wa.gov.au)

*PLEASE NOTE APPLICATIONS WILL NOT BE ACCEPTED UNLESS SUBMITTED **IN FULL**. DO NOT EMAIL OR SEND SINGLE DOCUMENTS. DOCUMENTS SHOULD BE SUBMITTED AS ONE PACKAGE BEFORE THE DUE DATE.*

### **RHFF BURSARY CONDITIONS**

Please take into account the following conditions before applying:

- A Bursary is not transferable to another person.
- All Bursary recipients must be a resident of the Shire of Ravensthorpe. It is expected that the Bursary recipient will remain a resident of the Shire of Ravensthorpe for at least 12 months after receiving the financial support so that the community can benefit from the Bursary as proposed in the application. If the recipient is no longer a resident of the Shire of Ravensthorpe within this time the Future Fund Board of Governors reserves the right to recommend to the Trustee that it reduce or withdraw the financial support.
- The Future Fund Board of Governors may recommend to the Trustee to terminate any Bursary at any time, where in its opinion, the terms of the award are not being met by the recipient.
- The Future Fund Board of Governors may consider recommending a further Bursary to the same recipient however this will be contingent upon the applicant submitting a new application for

financial support. The Board will also consider whether the applicant can demonstrate:

- continued performance at a level deemed satisfactory by the Board.
- continued participation and involvement in the nominated activity.
- Before receiving the Bursary funds, successful applicants are required to provide a signed copy of the Bursary Application and Submission form which confirms their understanding of the terms and conditions of the Bursary program as set out in these Guidelines.