

Down To Earth (Victoria) Co-Operative Society Limited

Application Information

Policy and procedures for the application for budget allocation of funds

1. Purpose

To set out policy and procedures for volunteers to obtain funding for the conduct of villages, workshops, activity spaces, art, culture, infrastructure and other projects for DTE and or ConFest.

2. Scope

This Policy is intended for all applications for funding/budgets.

3. Link with other policy documents

This Policy links with and reinforces the Expenditure by Volunteers Policy and the Payment and Transfer Policy, available on: <http://www.dte.coop/budgets>

4. Application Process

a) Be familiar with and follow the policy and procedures set out in DTE's Expenditure by Volunteers Policy on: <http://www.dte.coop/budgets>

b) Complete and submit Application form to budgets@dte.coop. Form is available at: <http://www.dte.coop/budgets>

c) For more information please email: budgets@dte.coop

5. Funding Application Outline

a) This Policy includes applications for villages, workshop and activity spaces, art and culture projects as well as infrastructure and other projects for DTE and/or ConFest. All funding applications are subject to the approval of the Market Committee, ConFest Committee, Organising Committee, ConFab Committee or the Board.

b) Funds are limited and will be allocated on merit. All decisions by the relevant Committee or Board are final.

c) Where buying or hiring equipment/services from members of your crew, DTE members or ConFesters is proposed, this must be noted on your application form and comparable quotes are to be provided where possible.

d) Selling or trading of goods or services other than as an official stall in the Market is not permitted and doing so may result in the removal of the individual or project concerned from ConFest.

e) For proposed purchase/hire of items costing \$500 or more, alternative quotes/prices must be provided (where possible) with the funding application.

f) If the item is an asset, an inventory must be kept of the items in the care of the space/project that are owned by DTE. This list is required from each funding recipient and needs to contain full descriptions, serial numbers and warranty information where applicable.

g) All expenditures must be supported by a tax invoice, or in the case of secondhand or non-taxable items, a receipt or other substantial proof of purchase document.

h) DTE cannot accept bartering processes as it has no legally viable means of establishing proof of purchase for tax and accounting purposes.

6. Applicants for Funding need to

a) Understand that all items purchased with DTE funds are and remain the property of DTE,

caretakers of any of these items who decide to cease their involvement with DTE and ConFest must make reasonable efforts to return those items to those taking over the role/project/space, or to DTE, whichever is most applicable. Failure to do so may result in legal action.

b) Be aware that anyone owing in excess of \$500 of funds or tax invoices/receipts to DTE will not be granted advance funding unless they are on a payment plan agreed to by the board.

c) Be familiar with the conditions for use of DTE funds and the processes for returning tax invoices.

d) Budget overruns will require another budget application.

7. Use of Funding

a) Alcohol, tobacco or other personal items are not to be purchased with DTE funds.

b) Food may be purchased with DTE funds for feeding working volunteers, and for approved public events at ConFest and/or ConFab gatherings.

c) DTE does not cover costs for personal travel to ConFest, including fuel, food or other. For transporting items for your project involving trailers, and/or items of significant weight/size to ConFest, travel/transport costs may be allocated, these must be included in detail in your budget application.

d) Fuel expenses may be allocated for those travelling to participate in working bees or similar.

8. Acquittal - Submitting Tax Invoices

A tax invoice is a receipt or proof of purchase document that shows the amount of GST paid for taxable items. Refer to <https://www.ato.gov.au/Business/GST/Issuing-tax-invoices/>

Funding recipients are to retain a copy or the original receipts/tax invoices for their own records and in case of future query. Anyone who receives a budget and cannot upload via DEXT themselves will be paired with a volunteer to help them/do it for them.

All tax invoices/receipts to be submitted within 14 days of completion of the project. They are to be submitted via Dext.

Acknowledgment

This Policy has been based on the work of the many volunteers who have contributed to this area in the past and their work is acknowledged.

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Application Form

Name of applicant/s:

I hereby apply for a budget of \$ _____ for
project/space: _____

Please describe the purpose and/or philosophy of the project/space

Should a budget be granted, it can be accessed in two ways (tick which is applicable):

First way: Spend your own money to a limit within the funding amount approved, then request reimbursement after your project is complete by submitting your receipts/tax invoices. If your project was not ConFest specific, submit within two weeks of project completion. Provide your banking details for reimbursements.

Second way: If your application for a card is successful, money will be transferred to you on a DTE debit card. Once your project is complete, submit your receipts/tax invoices in date order

Do you have a D.T.E Debit Card? (please circle) **Yes / No**

If No please contact **budgets@dte.coop** to apply for a debit card to be issued to you.

****Please Note** - An approval of a budget is not the approval of a card. The card is a different approval process and should not be relied upon as a condition of budget approval.

Applicants for funding must sign the following declaration:

I agree to comply with the conditions of the Application for Funding Policy set out overleaf. I agree that the funds will not be used for purposes other than those described by me in this application. I agree to provide receipts/tax invoices as evidence of all expenditure and understand that failure to do so may result in debt recovery and/or legal action.

Full Name of applicant (print: _____)

Email _____

Applicant Signature: _____ **Date** / /

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Intended Uses of Funding

The funding applied for by _____ (name of applicant) will be used for the purposes listed on this document. Note: Items over \$100 value must be listed individually, and please provide alternate quotes/prices for items over \$500 where possible.

The funds cannot be used for any other purpose/s except those detailed by you in this application and approved or adjusted by the relevant committee. All items purchased with DTE funds are and remain the property of the Down To Earth Co-operative Society. Please complete and submit this form with your Funding Application.

If any of the intended expenditures involve a cost for hire/purchase/service to a member of your project/space, DTE, or a ConFester, please give details and include two comparable quotes/estimates:

Item/Category	Expected Cost

Anticipated date for completion of your project: / /

Signed _____ (Applicant Signature) Date / /