

## RIVERINA FIRST COMMUNITY FUND: APPLICATION FORM ROUND 10

### INFORMATION FOR APPLICANTS

#### Application Form

Applicants must use the form provided for the current funding round.

Applications should be computer generated or typed. Hand written applications will be accepted however, the writing must be clear and legible.

The application and any supporting documentation should be **single sided and unbound** to assist with making multiple copies.

Electronic file versions of the application form in both Microsoft Word and PDF format can be downloaded from the RDA-Riverina website under at Riverina First [www.rdariverina.org.au](http://www.rdariverina.org.au)

Councils will be asked to rank projects if multiple applications are received from 1 LGA so please ensure your Council is aware and supportive of your project.

Applications can be either:-

**Emailed:**  
[po@rdariverina.org.au](mailto:po@rdariverina.org.au)

**Posted:**  
Riverina First, RDA-Riverina  
PO Box 479, Wagga Wagga NSW 2650

**Faxed:** 02 6964 5540.

**Closing Date:**  
Completed applications must be lodged by 4pm on:

**Wednesday 30 November 2011.**

If you have any questions about the Riverina First Community Fund or require further information about how to apply please contact Marg Couch on 0487 922 570.

The **Riverina First Community Fund**, is a project of Regional Development Australia-Riverina (RDA-Riverina). The initiative was originally a partnership between the Riverina Regional Development Board and Telstra Country Wide, with the support of Riverina Councils, aimed at improving telecommunications and community services within the Riverina. Riverina First Community Fund is now a philanthropic fund.

#### GRANT CRITERIA

The Riverina First Community Fund is a philanthropic fund to be used to improve social, cultural and community services and facilities in Riverina communities. Projects are not expected to have a telecommunications focus. Funds can be used for capital works, as contributions to existing community initiatives, and as a financial contribution to assist and improve upon opportunities to access additional funds for community projects where a matching financial contribution is required.

The Riverina First Community Fund Committee will consider applications for projects that:

- provide a direct benefit to communities within one or more local government areas of the Riverina region\*;
- demonstrate a high level of community need and support;
- have good prospects for long-term viability and sustainability;
- are developed by known community-based, non-profit organisations; and
- require funding for an identified project (funding for operating expenses or upgrading equipment will not be considered).

Applicants that can demonstrate partnerships or leverage financial and/or in-kind contributions from other sources will be given favourable consideration. The Riverina First Community Fund Committee will determine progress payments when considered appropriate. The project must have clear outcomes that are measurable. An evaluation of project outcomes must be provided in a report to the Riverina First Community Fund Committee within an agreed period from the completion date of the project.

#### GRANTS

- **Up to \$2000.00.**  
For individual projects by a community or not for profit group.

#### Have You Included the following:

- **Relevant Council Approvals**
- **Insurance-Certificate of Currency**
- **Letters of Support**
- **Plans, Statistics, Research etc**
- **Signed Declaration Page**

\*Riverina First covers the local government areas of Bland, Carrathool, Coolamon, Cootamundra, Corowa, Greater Hume, Griffith, Gundagai. Hav. Jerilderie. Junee. Leeton. Lockhart. Murrumbidgee. Narrandera. Temora. Tumbarumba. Tumut. Urana and Wagga



## SECTION 2 - PROJECT SUMMARY INFORMATION

Applicant:

Project Title:

Project Category (please note selection criteria and category information on the cover page)

X Up to \$2,000 for individual community/not for profit group projects

Project Location

What areas/communities are covered by the project?

Amount requested?

\$ \_\_\_\_\_ (Indicate whether this amount includes or excludes GST. Do not include a GST component if you are not eligible)

Please provide a **summary description** of your proposed project including how the funds (or products/services) will be used.

Project Start Date:  
(Projects must be completed by June 2012)

Project End Date:

## SECTION 3– FUNDING AND BUDGET DETAILS

ITEMS FUNDED BY RFCF MONIES (Please specify what the Riverina First Community funds are for)		AMOUNT
<b>Equipment and assets (Give details of any planned purchase(s) of assets using RFCF funds)</b>		
PROJECT INCOME	Name of funding source (please list)	AMOUNT
Federal Government eg Australia Council, Festivals Australia etc		
State Government eg Arts NSW, Dept Industry and Investment etc		
Local Government eg your local shire or city council		
Sponsorship eg name of company, business		\$
Other Income eg applicant's own cash contribution, Foundations, Trusts, cash donations, fundraising		\$
Earned Income eg workshop fees, canteen, sausage sizzle,		\$
<b>Total PROJECT INCOME</b>		\$
PROJECT EXPENSES	Items relevant to the project (please list)	Amount
Artist / arts worker / curator / cultural worker fees and allowances – can also include travel, accommodation expenses and living allowances (include quote where available)		\$
Production –can include materials, venue hire, equipment hire.		\$
Administration expenses –can include general printing and stationery, audit fees, insurance, telephone, fax and other office expenses, travel.		\$
Marketing, Promotion & Documentation –can include costs of printing promotional material, media advertising, video, and production, fees for marketing or promotional officer.		\$
Materials &/or equipment		
Other		
	<b>Total PROJECT EXPENSES</b>	\$
<b>Total RDAF REQUEST</b>	<b>(Total PROJECT EXPENSES Less Total PROJECT INCOME) Do not include in kind support.</b>	\$

<b>In Kind Support</b> – noncash items donated to your project. You will only be able to provide estimates of their value but they are important to include as it shows the 'real cost' of your project			<b>Estimated amounts</b>
Estimated number of volunteers			
Estimated total number of volunteer hours (all volunteers combined)			
Estimated value of volunteer time (Total volunteer hours x suggested hourly rate of \$20 per hour)		_____Hours x \$20/hour	\$
Local Government – goods, services that council provides without a fee eg venue, rubbish service, admin support			\$
Local Business – goods, services that local businesses provide without a fee eg paints, materials, advertising			\$
Other Community Groups – goods, services that other groups provide without a fee eg venue			\$
<b>Insurance (Include Certificates of Currency for all Insurances held by organisation as listed below)</b>			
<b>Type of Cover</b>	<b>Insurer</b>	<b>Expiry Date</b>	<b>Amount of Cover</b>
Workers Compensation			
Public Liability			
Professional Indemnity			
Voluntary Worker Accident			

## SECTION 4 - PROJECT DESCRIPTION

**IMPORTANT:** This section asks you to describe your project. In preparing your response, please consider the grant criteria outlined on the cover page and limit your response to this section to a **maximum of three A4 pages** (plus any supporting material) and address the following points:

- What you are going to do.
- How you plan to do it.
- Why you want to do it, including the project's aims and objectives.
- Who are the people involved and what is their experience and their responsibilities.
- How do you intend to evaluate it.
- How does the project meets the criteria defined in the application.
- Opportunities to promote Riverina First through the project or your organisation.

## SECTION 5 – DECLARATION & CONSENT

I/We certify that, to the best of my/our knowledge, the statements in this application are true. I/We have read, and understand the criteria and application guidelines.

I/We acknowledge that Riverina First Community Fund Committee may vary the level of funding provided through the Program at its sole discretion.

I/We acknowledge that Riverina First Community Fund Committee cannot guarantee funding for any application, and cannot guarantee funding to the full amount requested by any applicant.

I/We acknowledge that if I am/we are awarded a grant under this program that I/we will ensure that all insurance requirements and any necessary permits/approvals are complied with.

I/We acknowledge that Riverina First Community Fund Committee may determine progress payments where considered appropriate.

I/We acknowledge that Riverina First may pledge to provide partial funds for a project if the balance required to complete the project is realised within a specified time period.

I/We consent to the release of information in this application form for commercial, publicity and public information purposes.

I/We consent to the Riverina First Community Fund Committees requirement that a report including an evaluation of program outcomes and a statement of income and expenditure relevant to the grant will be provided within an agreed period from the completion date of the project.

I/We agree to acknowledge Riverina First in all publicity generated in relation to the project and where appropriate through the use of approved signage.

I/We confirm that I/We have been authorised to complete this application on behalf of:

\_\_\_\_\_  
(name of organisation making this application).

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Contact Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date