

DUMBLEYUNG FUTURE FUND INC
GUIDELINES AND APPLICATION



Ian, Phillip & John Bain

1. Background

In May 2013 the Shire of Dumbleyung was the sole beneficiary to the Estate of Ian Bain. The will contained a wish that the money be used to assist sporting groups, emergency organisations and hospital services within the shire; however, the wish does not impose an obligation to restrict spending to these three areas.

The intention of Council is for the Bain Estate Distribution to be used for the benefit of the shire over a thirty-year period. The aim is to distribute the money to the community in similarly equal distributions over the thirty-year period, considering the time value of money, but if satisfactory projects are not presented then leftover funds will be used after the thirty-year period.

The amount available to be distributed each year would be determined through the annual budget process, considering past decisions and the current financial climate. Applicants were required to provide, where possible, a minimum of one local quote per each type or material or contract sought.

Community consultation is to take place every few years regarding the future fund distribution.

2. Current Review Situation

An internal review of the Bain Estate Future Fund Guidelines and Application form and process has been completed. The results of this review are reflected in this version of these Guidelines. The main changes recommended include the following:-

- i. Change of Fund name to align with recent not for profit entity incorporation process to 'Dumbleyung Future Fund Inc'. The Fund was incorporated and given a specific Dumbleyung identification title to safeguard against any future local government amalgamation process.
- ii. Streamlining Future Fund availability to encourage consistent applicant cash contribution levels, irrespective of the total project cost i.e. one third contribution required
- iii. Incentivise applicants to leverage potential Future Fund support with other available grant funds
- iv. Rewarding applicants who achieve external grant funding success greater than one third of the total project cost by reducing their initial one third funding and that of the Future Fund
- v. A requirement for the applicant to provide evidence and proof of own source funding availability (i.e. copy of bank statements)
- vi. Increasing onus on applicant to justify need for project i.e. copy of applicant Minutes from Meeting, alignment with Shire Strategic Plan and/or other key planning documents (i.e. Shire of Dumbleyung Sport & Recreation Plan)
- vii. Allowing own source in-kind contributions for projects from applicants as an eligible component of the applicants one third contribution (up to a maximum threshold)
- viii. Offering applicants the opportunity to leverage a pre-approved Dumbleyung Future Fund funding commitment to assist applicants to chase and secure external grant funds
- ix. Retaining intent for the Fund to be spent equitably over a 30 year period, with allocations to be set annually at the discretion of the Dumbleyung Future Fund Committee
- x. Maintaining Guidelines flexibility for the governing committee to allocate larger sums from the Future Fund during times of lower revenue and/or additional support required to deliver strategically important projects

3. Application Period

Applications to the fund will close at 4pm on the last business working day in March in any given year.

Projects need to be completed and acquitted by 30 June the following calendar year to be eligible for funding

4. Principles

The following principles have been developed by the Governing Committee to guide the distribution of the Dumbleyung Future Fund Inc.

Principle 1 – Minimum one third own source cash contribution funds is required from the applicant. In kind contributions can be included as part of the cash contribution as per the State Government CSRFF guidelines.

Principle 2 – Applicants must commit to seek to secure at least one third externally sourced grant funding outside of the Dumbleyung Future Fund (note: this one third can be substituted by the proponent increasing its own source cash contribution to two thirds).

Principle 3 – Applicants that successfully achieve greater than one third in external funding can apply to equitably reduce both their own one third cash contribution and the approved Dumbleyung Future Funding commitment by the excess.

Principle 4 – Applicant flexibility can be offered to pre-approve eligible projects to enable the proponent to leverage this commitment to seek external grant funding.

Principle 5 – Projects and proponents need to demonstrate ongoing sustainability i.e. the applicant must be able to cover the ongoing operational and maintenance costs of the project.

Principle 6 – Projects that align with the shire's strategic plans may gain in preference.

Principle 7 – Projects that come under recreation, health or emergency service may gain in preference.

Principle 9 – Fund eligibility is only available for non for profit, community group and sporting organisation's located within the Shire of Dumbleyung boundary i.e. for profit entities and individuals are excluded.

Principle 9 – Dumbleyung Future Fund to be equitably spent over a 30 year period with annual allocations to be determined by the Dumbleyung Future Fund Committee (NB: Committee retains discretion to vary or increase this level, if strategically important projects to the community are identified).

5. Funding Availability

The Dumbleyung Future Fund will fund up to one third of the total project cost. Applicants must commit to fund at least one third of the total project cost in cash (with evidence of availability). The remaining one third contribution can either be allocated by another external grant fund source or the proponent substituting this allocation itself. The Dumbleyung Future Fund may give consideration to increasing its one third contribution if the applicant can clearly demonstrate that it has made a genuine effort to secure these funds from other sources. Note: demonstration requirements must include copies of actual grant applications as lodged together with rejection advice from the sourced entity.

IN-KIND

The Dumbleyung Future Fund has adopted the State Government Community Sport & Recreation Facilities Fund (CSRFF) guidelines in relation to In Kind contributions. Applicants are able to claim voluntary labour and donated materials as eligible In Kind project costs up to \$50,000 in value, subject to a matching cash contribution by the applicant. Applicants are encouraged to familiarise themselves with the voluntary labour and donated materials parameters as reflected in the CSRFF guidelines prior to lodging their Future Fund submission. All proposed In Kind costs must be substantiated and pre-endorsed by the Shire of Dumbleyung prior to formal Future Fund submission.

The CSRFF guidelines can be accessed using the following weblink:-

<https://www.dlgsc.wa.gov.au/funding/sport-and-recreation-funding/community-sporting-and-recreation-facilities-fund/csrff-guidelines>

6. Who can apply?

Any sporting, recreational, volunteer, incorporated body or any other not for profit community group within the Shire of Dumbleyung boundary is eligible to apply.

Businesses, individuals or other private profit driven entities and related bodies are ineligible to apply.

The Dumbleyung Future Fund Committee may look more favourably on applications from the following:-

- Hospital Services (a project that will benefit health services in the Shire of Dumbleyung),
- Emergency Services (a project that will benefit emergency services within the Shire of Dumbleyung),
- Sporting Groups (a project by a sporting group that will benefit sport in the Shire of Dumbleyung); or
- Projects that align with any of the shire's plans

Any project deemed to be the responsibility of another level of government (i.e. State or Federal Government) may be considered ineligible due to the cost shifting reasons.

Individuals with a project that there is a perceived personal gain will not be eligible.

You **MUST** discuss your project with our Dumbleyung Future Fund Staff Member before completing and submitting your application.

Failure to do so will render your project ineligible. Please phone Mary-Ann Davidson on 9863 4012 or email mdavidson@dumbleyung.wa.gov.au

7. What can be funded

Funds received may be used as a contribution towards eligible project costs, including:

- Capital items or infrastructure including equipment, furniture, machinery etc.;
- Improvements/Additions to existing Shire buildings and sport and recreational grounds/services;
- Other specific costs that are directly attributable to the actual project;
- Major events that look to attract visitors into the Shire of Dumbleyung

8. What cannot be funded

The following project or proponents will not be funded:

- Individuals or businesses with a project that there is a perceived personal gain;
- Recurring or unsustainable projects after initial application investment;
- Shire capital or maintenance costs of roads, plant & equipment, footpaths, depot & administration buildings, housing, shire employee costs, overheads or plant operating;
- Project proponents that are unable to demonstrate a minimum one third cash funding commitment

9. Application Timeline

Date	Process
1 st July each year	Applications open
Last business working day in March	Applications close
2 nd Week in April	Ranking of applications by staff
3 rd Week in April	Committee to review applications. Applicants MUST be available to attend, to present their project and answer any questions
3 rd Week in May	Applications go to Committee Meeting
3 rd Week in June	Applicant advised of Committee Decision on their application

10. Acquittal Process

The applicant will be required to acquit the funded project at completion. Acquittal requirements include copies of all tax invoices incurred and paid in completing the project. Shire staff will confirm when a project has been satisfactorily acquitted.

11. Submitting your application

You will need to complete the application form included in this package. Make sure you answer **all** questions. When submitting your application please do not bind hard copy applications in any way other than with a paper clip.

Once completed your application can be submitted in the following ways:

Post	Attn: Mary-Ann Davidson Shire of Dumbleyung PO Box 99 DUMBLEYUNG WA 6350
Hand Delivered	Attn: Mary-Ann Davidson Shire of Dumbleyung Cnr Harvey & Dawson Street DUMBLEYUNG WA 6350
Email	mdavidson@dumbleyung.wa.gov.au

You only need to submit your application once. A confirmation of receipt of your application will be forwarded to you once your application is received.

12. Application Approvals Process

Once applications close at 4.00pm on the last business working day in March of each year, a project evaluation summary report will be prepared for the Dumbleyung Future Fund Committee. The Committee will then decide which project(s) to support, if any. All applicants will then be advised of the outcome of their application. The Committee's decision making process will be evaluated on a weighting scale assessed against the Guidelines criteria.

Project Checklist

Have you met the funding criteria?

- Demonstration of need
- Meets Future Fund Criteria
- Aligns with any Shire Planning
- Minimum one third level of cash financial contribution
- Included and quantified any committed in-kind project contributions
- Identified benefit to community/region medium to long term
- Sound project planning and management capability
- Ability to meet ongoing operational and maintenance costs

Have you provided the following?

- Completed application form
- Project pricing substantiation i.e. minimum two written quotes (preferably one local supplier)
- Provide evidence (successful/unsuccessful letters) or a commitment to apply for external grant funds (noting project cannot commence until all funding sources have been secured)
- Proof of one third cash financial contribution
- Any other supporting documents

GRANT APPLICATION FUND

You **MUST** discuss your project with our Dumbleyung Future Fund Staff Member before completing and submitting your application.

Failure to do so will render your project ineligible.

Contact: Mary-Ann Davidson
08 9863 4012 or mdavidson@dumbleyung.wa.gov.au

Date of discussion:
___/___/___

APPLICANT DETAILS (please be concise but include all relevant information)

Organisation/Group Name		
Contact Details		
Name		
Postal Address		
Phone	Email	Mobile

Is your organisation/group registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ABN #		

Organisation Description (if required, please tick more than one)	
<input type="checkbox"/> Incorporated Association <input type="checkbox"/> Volunteers / Community Group <input type="checkbox"/> Charitable Organisation <input type="checkbox"/> Special Interest Group <input type="checkbox"/> Other (please specify) _____	<input type="checkbox"/> Health Service Provider <input type="checkbox"/> Emergency Service Provider <input type="checkbox"/> Sporting Group/Body

Project Name

Dumbleyung Future Fund Inc

Project Description – Briefly provide a summary of the project describing what it involves, its objectives and how completion of the project will achieve these objectives (no more than 300 words)

Project Need – Please details why your project is needed by the community including what specific needs will be met (Statement of need)

Dumbleyung Future Fund Inc

ONGOING OPERATING AND MAINTENANCE COSTS

Are ongoing operating and maintenance costs involved with your project? Please detail these costs and how your organisation will meet them.

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Has your organisation applied for funding through other sources? Yes No
Please provide evidence (successful/unsuccessful letters) that show applicant has applied for grant funding elsewhere prior to Dumbleyung Future Fund Application or an intention to use an approved Future Fund funding commitment in support (leverage) of an external grant application.

Name of organisation	Name of grant/Application #	Were you successful Yes/No	Date applied	Leverage intention Yes/No

PROJECT BUDGET – how will you spend the Dumbleyung Future funds?

Where possible, please attach all supplier quotes/estimates for any goods and services being sought for the entire project. Applications require applicants to provide, where possible, a minimum of one local quote for the project.

Items			
		Amount (incl GST)	Total Cost
Grand Total			\$

