

Budget Application

All Types of Expenditure

Village/Project Name:.....

If Village: Purpose, Philosophy and Mission. In what unique way will this Village contribute to ConFest.

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Have you or this Village applied for a Budget in the past ? *If so provide most recent details*

Village, or person Name.....

Year.....

Budget Allocation...\$.....

Co-Ordinator Name.....

Email Mobile Number.....

Postal and Residential Address.....

DTE Membership Number(if applicable)

Key Person No.1.....Email.....Mobile Number.....

Key Person No.2.....Email.....Mobile Number.....

Total amount applied for: \$.....

Details of Request

Infrastructure.....

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Non - Infrastructure.

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Other.....

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(Items over \$100 to be itemised)

Declaration

I agree that:

- ☐ I have not withheld information that would negatively impact the approval of this application.
- ☐ I will be bound by the decisions of the ConFest committee
- ☐ I will abide by the rules of DTE and the instructions of the directors and organisers
- ☐ I will submit original receipts for all purchases and return any unused funds within 6 weeks of the close of the festival.

I acknowledge that:

- ☐ All items purchased with this budget remain the property of DTE and must be surrendered to a director upon request.
- ☐ Selling or trading of goods or services other than in the Market is not permitted and that doing so may result in the removal of the individual or village concerned from ConFest. Separate application for market licence must be made prior to the festival.
- ☐ Amplified music of any description is prohibited
- ☐ I have read the rules of DTE <http://www.dte.org.au/dterules.html> (A printed copy will be made available on request for a \$5 fee including postage)
- ☐ I will make arrangements for myself or a suitable representative to attend a DTE meeting to collect the check if funds are approved, checks will be available approximately 4 weeks before the festival.

Village/Project Name:

☐ Easter 2016

Coordinator:

Signed

Date

ConFest Committee	Date	Approved Y/N
	Proposed	Seconded
Directors	Date	Approved Y/N
	Proposed	Seconded
Cheque	Proposed	Seconded
NB: A cheque request form must be completed and attached for approved items before a cheque can be written		

Notes:

- Requests are brought to a ConFest Committee meeting for discussion and approval. All funding requests must then be approved at a Directors meeting.
- The Board is responsible for ensuring that the request is reasonable and within our budget guidelines.
- Once a request is ratified at a Directors meeting a cheque is drawn.
- Please remember that cheques take up to 7 business days to be cleared and Directors meetings are only on the 1st and 3rd Thursday of each month. Cheques are not available at other times.

