

ConFest Committee

Funding Application Guide

What is the Purpose of Villages

The Villages come from the Tribal Roots of Society on which modern society is now based. They provide one of the avenues for DTE to have benevolent actions for the arts. Central to ConFest is the cultivation of community and sharing of ideas and knowledge. The villages can also provide an area for those ConFesters who need or want to associate themselves with a particular lifestyle or philosophy or are interested in exploring an alternative lifestyle.

Who may apply for funding

Any person or group who has a philosophy compatible with ConFest, and is willing to accept the rules of DTE may apply for funding. All Budget applications are subject to the approval of the ConFest Committee and must be ratified by the DTE directors. All decisions are final, no correspondence will be entered into and no individual member or office holder will be held responsible.

Application

This form is required as part of all villages application for funding for the ConFest budget applications. Funds are limited and will be allocated on merit. Each village is expected to provide a mission and philosophy that is distinct from other villages and contribute to the overall community. Funding is unlikely to be given to a village that duplicates another village that is already being funded.

Funding Application Process

ConFest is asking each village to develop a project that will assist with the running of ConFest, maintaining infrastructure or contributing to landcare management. This is a way for your members to contribute their two hours community commitment in a meaningful and community building way. This will benefit both the village and the ConFest community. If you have a project or specific contribution in mind please outline. Otherwise outline how you will encourage and organise your village members to contribute their 2 hours:

Budget Over-runs and Receipts (Tax Invoice)

Budget adjustments and over runs must be brought to a committee meeting for consideration. Funds are unlikely to be approved after the fact and will only be approved in exceptional circumstances. It is a requirement of DTE that all original tax invoice, the completed budget report form and any unspent monies are returned within 6 weeks of the festival closing date. No further funding will be provided while tax invoice or funds are outstanding. Cheques to be collected in person at a DTE meeting by the Village/Project coordinator or person designated as being responsible for the budget

Infrastructure and transportation

Please list all permanent items and equipment. An asset list is required from each village/project, listing serial numbers and description where applicable. A record form is available on request. All infrastructure items remain the sole property of DTE. All items must be handed over to a director of DTE on request. Legal action may be taken against any individual who refuses to return DTE property or funds. DTE will provide some funding for reasonable costs of transporting equipment to and from the festival. No funding is available to pay for labour involved with set-up or pack-up.

Food, Volunteers Kitchen and tickets

Village volunteer tickets are provided primarily for those who will contribute to the set-up, running and pack-up of your village. These tickets are not automatic - Villages must apply for them separately, and preference will be given to volunteers who have previously submitted activity forms. Any villagers who apply for volunteer tickets will be expected to contribute to the set-up of ConFest outside their own village. Volunteers may be accompanied by their children. You will be required to provide a list of workers 4 weeks prior to the festival. Only those people appearing on the list will be admitted. (Children excepted) Village workers will be provided meals by volunteers kitchen during setup and pack-up only. Children eating at Volunteers Kitchen during Set-up and Pack up are expected to contribute within their abilities. Children under the age of 12 must be accompanied by an adult at the volunteers kitchen.

A small amount of funding is supplied to villages to assist with feeding your key workers during the festival. This may be used at your discretion however it is not intended to be sufficient to feed your entire village. Exceptions are made for core villages with a philosophy of providing meals as a community service such as Bliss and Gypsy kitchens who receive specific food budgets

Fires - Anything with a flame!

There are strict conditions imposed on the use of fire. Devices that have a flame are not to be used outside a prepared, approved and signed, fire circle. This includes candles, kero lamps, pressure lamps, gas lamps, gas stoves, metho or kero stoves.

All funds are supplied by DTE under the following conditions.

- I /we will not over-spend on this budget unless discussion with and approval granted by at least four Directors.
- All items purchased with this cheque remain the property of DTE and must be surrendered to a Director upon request.
- Equipment hired with this cheque both directly and indirectly remain under the control of DTE.
- The money is to be used exclusively for the purpose as agreed by the meeting and as recorded in the minutes.
- I am bound by the decisions of the ConFest or Organising Committee, or the Board.
- Selling or trading of goods or services other than in the Market is not permitted.
- You are not authorised to incur debt in the name of DTE.
- DTE does not insure or accept liability for the loss or damage of property.
- I will lodge all tax invoices and return unspent money.
- Responsible care of tax invoices is to be taken.. It is recommended that you make copies in case of lost or damaged receipts
- DTE will give written acknowledgement (if requested) for all tax invoices presented.
- Account Record Form is to be used when compiling tax invoices.
- Strictly no tax invoices for alcohol under any circumstances
- It is encouraged that where possible you re-use or recycle equipment
- Expenses cannot be transferred across to or from other budgets.
- Personal expenses CANNOT be included with or adjusted on any DTE tax invoices.
- I have not withheld information that would impact the approval of this application
- Anyone who applies for a budget must submit all receipts (originals) within 6 weeks of the end of the festival. Please use Accounts reconciliation form to do this. Receipts can be sent to Down to Earth PO Box 295 Brunswick East Vic 3057 or taken to a ConFest Committee meeting or Board Meeting. After this point DTE will commence the process to finalise your account.

This is the Budget Time Schedule for Easter 2016

Last Day for submitting application	11 February 2016
Budget Approval Meeting	18 February 2016
Board Review/Ratification Meeting	25 February 2016
ConFest Village Set-Up may begin	17 March 2016
Last day for submitting invoices	12 May 2016