



Government of **Western Australia**
Department of **Indigenous Affairs**

Application package for Reconciliation Sponsorship Scheme 2012



Application package for Reconciliation Sponsorship Scheme 2012

Funding Guidelines

INITIATIVE

The Western Australian State Government, through the Department of Indigenous Affairs (DIA), provides sponsorship funding for selected local Reconciliation Projects that bring together Aboriginal and Torres Strait Islanders and other Western Australians at the local community level, and embody mutual benefit and respect between Aboriginal and Torres Strait Islander and other Western Australians who have made this country their home over the past 250 years.

These sponsorships – for amounts of up to \$3,000 – are aimed at small, community-based projects driven by local groups in Western Australia.

SPONSORSHIP APPLICATION

Only written applications on the prescribed form that address the criteria for this program will be considered.

RECONCILIATION WEEK EVENTS

Priority will be given to projects/events that culminate on or are held between:

Sorry Day — Saturday 26 May 2012

Reconciliation Week — Sunday 27 May to Sunday 3 June 2012

SPONSORSHIP APPLICATION CRITERIA

- The project must demonstrate active engagement and participation with the local Aboriginal and Torres Strait Islander community and the broader community which embraces the unique Indigenous culture.
- Increase awareness of Aboriginal and Torres Strait Islander peoples, their culture, histories, contributions and special place in Western Australia.
- Create opportunities that are mutually beneficial for individual or groups of Aboriginal and Torres Strait Islander people and other Western Australians that improve individual and community wellbeing.
- The project must be undertaken in the geographical region in which it is applied.
- DIA reserves the right to publish details of projects receiving funding for promotional purposes.
- The project must include Aboriginal and Torres Strait Islander peoples' involvement and participation in its planning and implementation.

CLOSING DATE FOR APPLICATIONS

Please note that fully completed, signed applications need to be received by mail, facsimile, email or hand delivery by Friday 10 February 2012 at 5.00pm.

CONTACT

If you have any questions about your proposed project please contact the Public Affairs Unit on (08) 9235 8000.

DELIVERY ADDRESS

Mark your application **Funding application** and address it to:

Mailed

Public Affairs Unit
Department of Indigenous Affairs
PO Box 7770
CLOISTERS SQUARE WA 6850

Hand delivered

Public Affairs Unit
Department of Indigenous Affairs
1st Floor, Governor Stirling Tower
197 St Georges Terrace
PERTH WA 6000

Email and facsimile

Public Affairs Unit
Department of Indigenous Affairs
Email: funding@dia.wa.gov.au
Fax: (08) 9235 8088



*Indigenous and
non-Indigenous
people coming together
as one nation...*

Shannon



*People from different
communities coming
together...*

Lillian

Funding Application Form

RECONCILIATION PROJECT

Office Use Only

Registration No: _____

1. APPLICANT DETAILS

1.1 Applicant Organisation:

Address:

Suburb.....Postcode.....

Contact Person/s:

Phone: Facsimile:

Email:

Mobile:

Authorised person's details (CEO or equivalent, Chairperson, Principal):

Name:

Position:

ABN: _ _ _ _ _



*It's more than saying
sorry—it's about action
and making a
difference...*

Emilia



*It's about bringing
people together...*

Darryl

1.2 Is your organisation:

- Incorporated (please attach a copy of certificate of incorporation)
- Government agency or
- School

If your organisation is not one of the above, please approach an appropriate organisation to administer the funds on your behalf and submit its information details in Section 2.

1.3 Accountant / Bookkeeper:

Contact details:

Phone: Facsimile:

Email:

Funding Application Form

2. DETAILS OF ADMINISTERING ORGANISATION — IF DIFFERENT FROM APPLICANT

2.1 Name of administering organisation:.....

Address:

.....

Suburb.....Postcode.....

Contact Person/s:

Phone: Facsimile:

Email:

Authorised person's details (CEO or equivalent, Chairperson, Principal):

Name:

Position:

ABN: _ _ _ _ _



It's all about respect...
Steve

1.2 Is your organisation:

- Incorporated (please attach a copy of certificate of incorporation)
- Government agency or
- School

1.3 Accountant / Bookkeeper:

Contact details:

Phone: Facsimile:

Email:



Reconciliation is about meeting new people...
Simmone

Funding Application Form

3. PROJECT DETAILS

3.1 Project title:

3.2 Amount requested: \$.....

Date required: ___ / ___ / ____

3.3 Description of project: (Engagement and participation) tell us about your project, where it will be held and who it will involve? Applicants must demonstrate active engagement and participation with the local Indigenous community.

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*It's about friendship
and understanding...*

Elizabeth

3.4 Description of project: (Understanding and respect)
Explain how your project will advance Reconciliation.

Tell us how your project will demonstrate leadership, symbolism and/or create a greater respect between Indigenous and non-Indigenous people. How does it lead to a better understanding of local issues and history relating to Indigenous and non-Indigenous relations?

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Funding Application Form

3.5 Project plan. Outline the stages / activities of the project, including the timeframe.

Activity description	Timeframe
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	



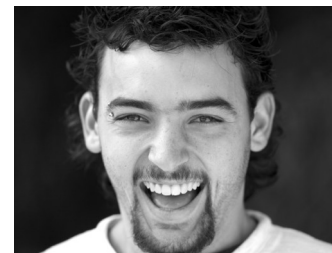
*Recognition by everyone,
of the importance and
significance of heritage
and culture...*

Madge

4. BUDGET— Please provide a proposed budget detailing major items of expenditure and indicate if funds are being sought from other sources, including in-kind support. Please note that DIA reserves the right to release funds by instalment.

If you need more space, please attach a separate project plan and budget.

Item	\$
1	
2	
3	
4	
5	
6	
Total funds sought from DIA	
Other funding sources	
In-kind support	



*It's about seeing our
differences as strengths
and celebrating them...*

Shane

Application package for Reconciliation Sponsorship Scheme 2012

AGREEMENT FOR THE DEPARTMENT OF INDIGENOUS AFFAIRS (DIA) TO ISSUE RECIPIENT CREATED TAX INVOICE (RCTI) ON PAYMENT OF SPONSORSHIP FUNDS

RECIPIENT (Grantor)	SUPPLIER (Organisation)
Department of Indigenous Affairs	Name:
PO Box 7770 Cloisters Square	Postal Address:
PERTH WA 6850	
Fax: 08 9235 8088	Fax:
ABN: 36 049 203 976	ABN:

It is intended to effect payments for the Reconciliation Sponsorship Scheme via the Recipient Created Tax Invoice process. Once this agreement is signed, the Department of Indigenous Affairs will raise a Recipient Created Tax Invoice on your behalf.

RECIPIENT CREATED TAX INVOICE (RCTI) AGREEMENT

The supplier and recipient agree that the supply of Reconciliation Sponsorship Scheme 2012 is covered by this agreement from and after the execution of this funding agreement.

The supplier and recipient also agree to the following conditions: subject to those supplies being made by the supplier and being accepted by the recipient:

1. The recipient can issue tax invoices in respect of these supplies.
2. The supplier will not issue tax invoices in respect of these supplies.
3. The supplier acknowledges that it is registered for GST when it enters into this agreement.
4. The supplier will notify the recipient if it ceases to be registered for GST.
5. The recipient acknowledges that it is registered for GST when it enters into this agreement.
6. The recipient will notify the supplier if it ceases to be registered for GST.
7. The recipient will issue the original or a copy of the RCTI to the supplier within 28 days of making, or determining, the value of the taxable supply.

Conditions of Agreement:

- Should any of the above particulars alter, I must advise the Department of Indigenous Affairs in writing;
- The Department of Indigenous Affairs has the right to accept my authority as conclusive evidence of authority to execute this agreement on my behalf;
- I certify that the bank account details provided, comply with all applicable laws; and
- This Authority supersedes all previous existing Authorities.

GOODS AND SERVICES TAX (GST)

- (a) For the purposes of clause 9:
 - (i) "GST" means the goods and services tax applicable to any taxable supplies as determined by the GST Act;
 - (ii) "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations; and
 - (iii) the terms "supply", "tax invoice", "taxable supply" and "value" have the same meanings as in the GST Act.
- (b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Funds shall unless otherwise stated be inclusive of GST.
- (c) The obligation of the Grantor to pay the GST on any supply by the Organisation under this Agreement is conditional upon the prior issue by the Organisation to the Grantor of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.

Funding Application Form

GOODS AND SERVICES TAX (GST)

- (d) If the parties agree that the Grantor will issue the Organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
- i. the Grantor will issue a RCTI in respect of GST payable on the supply of the Project and the Organisation will not issue tax invoice in respect of that supply;
 - ii. The Organisation warrants that it is registered for the purposes of GST and the Organisation will notify the Grantor in writing if it ceases to be registered for the purposes of GST during the term of this Agreement ("the Term");
 - iii. the Grantor warrants that it is registered for the purposes of GST and the Grantor will notify the Organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the *GST Act* during the Term; and
 - iv. the Grantor will indemnify and keep indemnified the Organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the Project for which the Grantor issues a RCTI under this Agreement.

8. DECLARATIONS

I understand the responsibilities in making this application and agree to use sponsorship funds for the purpose(s) outlined in this proposal.

Method of Payment

Payment of the Sponsorship Funds (inclusive of GST) will be processed for payment once both parties have executed this agreement and payment under a Recipient Created Tax Invoice.

To help expedite payments, all applications are required to complete and return the attached **Supplier Creation / Maintenance Form**.

Signature: Date: ___ / ___ / ___

Name:

Position:

On behalf of administrator (if applicable) (Chief Executive Officer or equivalent, Chairperson, Principal)

Signature: Date: ___ / ___ / ___

Name:

Position:

Accountant / Bookkeeper (signed commitment that this person will be administering the funding)

Signature: Date: ___ / ___ / ___

Name:

Position:



*That every one of us
has patience, respect
and understanding of
each other...*

Glenys



SUPPLIER CREATION / MAINTENANCE FORM

Instructions: Suppliers will be added according to standard WA Government terms and conditions for suppliers unless otherwise requested in the 'Sites Required/Comments' section below.

This form must be completed in full and the information true and correct. Incomplete forms will be returned.

Type of Supplier Maintenance: **Add (New Supplier or Site)** **Supplier No:**

Part 1. Agency Requestor's Details (For Agency Requestor to complete and email to supplier)

Contact Name:		Position:	
Agency Name:		Phone No:	
Email:		Request Date:	
Sites Required:	Pay and Purchase	Type of Supplier:	Non Commercial Supplier
Comments:			
Category:	Select For Commercial Supplier OR Grant Recipient		

Part 2. Supplier Details (For Supplier to complete, sign below, and return

Supplier's Details (Commercial Supplier's Trading Name must be registered with either Department of Commerce or ASIC)			
Supplier's Name:			
Legal Entity Name:			
ABN and GST Registration Status for Commercial Suppliers Only			
ABN (xx xxx xxx xxx):		Registered for GST (Yes/No):	
<small>(Note: Failure to supply either an ABN, or a completed 'Statement By Supplier Form' under ATO legislation the Supplier will have withholding tax of 48.5% deducted from payment)</small>			

Pay Site - Supplier's Payment Details: **An email address must be provided for EFT payments*

Postal Address:			
Contact Name:		Phone No:	
Bank & Branch Name:		BSB No (xxx-xxx):	
Name Bank Account is in:		Account No:	
* Email Address for EFT Remittance Advice ➡			

Purchase Site - Supplier's Contact Details: (Purchase Orders will be sent via the contact details below)

Order Placement Street Address:			
Contact Name:		Order placement method:	Emailed
Phone No:		Fax No:	
Email Address:			

I (supplier of the goods/services) confirm that the above details are true and correct

Signature:		Title:		Name:	
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Part 3. Shared Service Centre Use Only:

Checked:		Returned:		Entered:		Emailed:	
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