



## POLICY DOCUMENT

# FUNDING APPLICATIONS (NATIONAL)

The following are guidelines for branches of RSCM Australia requesting funds from RSCM Australia for:

1. an interest free loan
2. a grant
3. a guarantee against loss.

### OVERVIEW

Each branch of RSCM Australia is expected to be self-sufficient regarding sourcing and applying its funds to achieve RSCM aims. Grants or loans may only be approved in exceptional circumstances and it is not envisaged that assistance would be provided for activities such as choral festivals or workshops that are part of a branch's regular program.

The application is to be in written form or by email and should reach the National Treasurer at least one month before the date of the next RSCM Australia National Council teleconference or January meeting. The decision to provide financial assistance will be made by the National Council of RSCM Australia.

The following points are to be addressed in the application for funding:

1. *Is an interest free loan, or a grant, or a guarantee against loss being applied for?*
2. *What is the amount of funding that you are requesting from RSCM Australia?*
3. *What is the nature of the project for which financial assistance is being requested (describe the project in a brief summary of about 100 words)?*
4. *How will the project contribute to the aims and objectives of RSCM Australia as set out in the National Constitution?*
5. *Does the application have the support of your local branch's Treasurer and has the project been endorsed by the local branch committee?*
6. *When will a loan be repaid to RSCM Australia?*
7. *Is the local branch an incorporated association?*

### SUPPORTING DOCUMENTATION

The following documents must accompany the application:

1. *A signed statement from your branch Chairperson and branch Treasurer endorsing and supporting the project; and in the event that a loan is authorised, agreeing that in the event of a loss that the branch will endeavour to ensure that RSCM Australia has first call on any available funds.*
2. *An itemised budget showing the expected income and expenditure associated with the project.*
3. *A copy of the branch's latest financial reports, showing details of liabilities.*