



BUREAU PROJECT FUND GUIDELINES

Purpose of Fund

The aim is to encourage, develop and support local Bureau projects that actively pursue the aims and objectives of the Agricultural Bureau. This includes the collection and discussion of information designed to enhance understanding, co-operation and productivity and to improve the skills and quality of life for Bureau members and their agricultural community.

Guidelines

1. The project must have an identified purpose, a practical plan to achieve this purpose and be in response to a related need.
2. The project should complement rather than duplicate other locally available services.
3. The project should be accessible to all relevant families and individuals living in an area of service and encourage participation, including non-Bureau members.
4. At the end of the project, a written assessment, project work photos and an expenditure statement must be forwarded to the Advisory Board of Agriculture. **To ensure a report is provided, three-quarters of the funding will be provided initially, with the remainder being paid after a report on the project has been received.**

This will help for future funding applications and make each applicant accountable for their use of funds. This information will be used to promote the work of the Agricultural Bureau, and to encourage other Branches to apply for funding after seeing the benefits to be gained.

5. Bus trips will be assessed on merit. Generally it is expected that those on the bus trip will pay all or most of the costs involved.
6. Preferably, Bureau conferences should be self-funded or sufficient sponsorship should be obtained. If the Board supports conferences financially, all Branches in that area should be in agreement.



How are priorities determined for the allocation of funds?

1. Each application will be assessed on its individual merit.
2. The allocation of the Project Fund is not governed by considerations of equity across the Branches or regions, but the principle that rewards initiative and merit. However, the ABA may target priority issues, Branches, or regions to encourage the uptake of the Fund.
3. There is a limit of \$1,000 available per year, per Branch for projects. However, projects exceeding this amount will be considered on a case by case basis. Multiple Branches working together on projects could develop larger funding applications. Projects may also run over more than one year.
4. Areas of high need, demonstrated by such factors as geographic isolation, low membership, etc.
5. When there is no other source of funding (all avenues tried should be listed in the application).
6. Particular consideration will be given to new and innovative ideas catering to Branch needs.

Applications

All applications will be assessed at the Advisory Board meeting following receipt of the application.

How are applications made?

Branches are requested to fill out the application form attached, have it endorsed by the local Advisory Board member, and return it to:

REPLY PAID 6631
 The Agricultural Bureau of SA Inc.
 Box 1671 GPO
 ADELAIDE SA 5001 **[NO STAMP REQUIRED]**