

## **Covering Letter**

Anyone applying for funding from DTE will need to use the " Budget Application" form.

Please read the "Funding Application Guide" before applying for a budget.

If you require funds in advance you will need to also fill out a "Cheque Request Form".

All items purchased remain the property of DTE.

If you need your volunteers to be on site before the official gate open time please fill out the "Site Access Form"

You may also apply for "Thank You" tickets. If you wish to do this, fill out the "Villages Ticket Application"

Anyone who applies for a budget must submit all receipts to Down to Earth via post to PO Box 295 Brunswick East Vic 3057 or to a Confest Committee Meeting or in person to a ConFest Committee or Board Meeting within 6 weeks of the end of the festival. After this point Down to Earth will start the process of finalising your account.

If you think you can comply to the guidelines and requirements, then the updated forms can be downloaded at the following link.

<http://confest.org.au/downloads/all>