

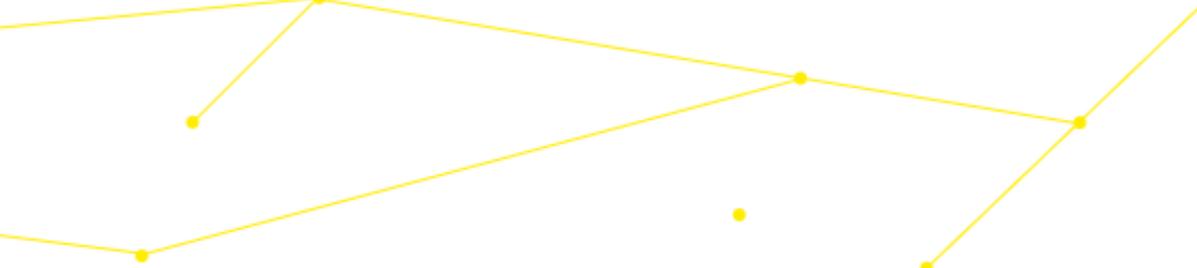
Supporter Membership Information

Please read this document carefully before completing the online application form.

IMPORTANT INFORMATION ON ELIGIBILITY FOR SUPPORTER MEMBERSHIP

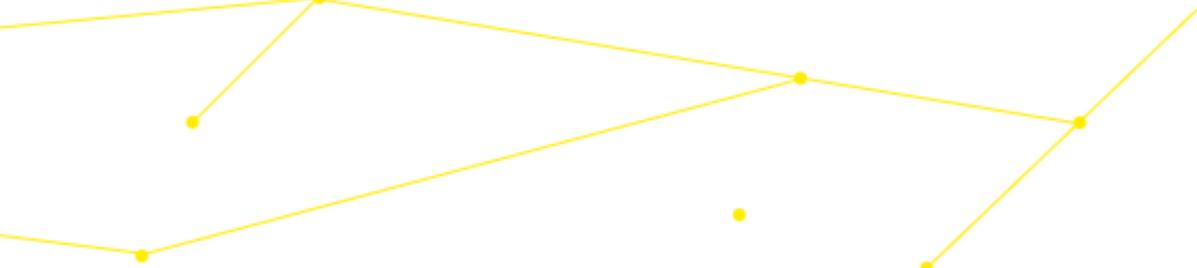
Any formal or informal group can be a **Supporter Member** of Regional Arts Victoria

Please note: We are currently developing our Customer Relationship Management (CRM) software. Our priority is to support Members' specific needs, and we are working towards a better, simplified experience for everyone. If you experience anything that does not seem right, please let us know, so we can get it fixed and assist you.



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MEMBERSHIP BENEFITS AND PRICING

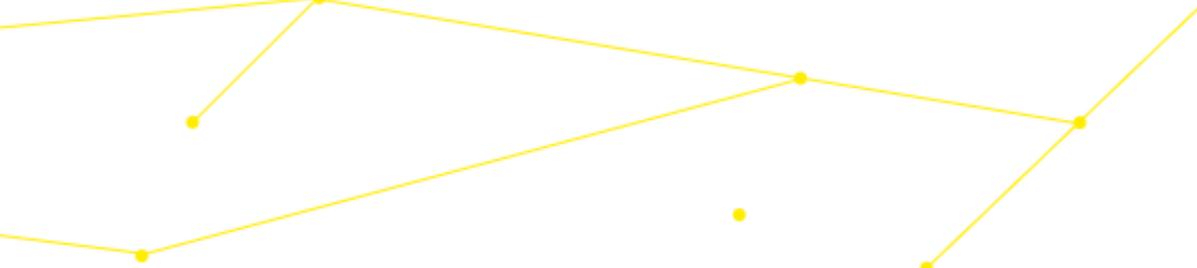
Supporter Member Benefits:

- Exclusive access to a Members' Library of tools and resources
- A 12-month membership to the [Funding Centre](#) plus access to the monthly EasyGrants newsletter
- The option to be placed on the Regional Arts Victoria [online arts map](#)
- An editable online [Member Profile](#) on the Regional Arts Victoria website
- The option to upload your events to the [What's On](#) section of the Regional Arts Victoria website
- Monthly ENews updates
- Invitations to and discounts for Regional Arts Victoria Member events
- The opportunity to be featured on Regional Arts Victoria Social Media as a #RAVmember

Price includes GST. The combined estimated value of the Supporter package is \$500+. Supporter Members that join between 1 December and 30 June in any financial year are eligible for pro-rata rates for Membership fees. Note that Supporters are not eligible to vote at Company meetings and do not have access to insurance.

Regional Arts Victoria Supporter Membership: \$100

If you are a Regional Arts Victoria Supporter Member, *Individual Members of your organisation* are eligible for discounted Individual Membership. The discount code can be found in the Member Benefits section when you login to our website. Feel free to contact us for more information.



APPLYING FOR NEW SUPPORTER MEMBERSHIP

If you are a past Regional Arts Victoria Member, or if the Organisation name has changed, please contact us for your renewal link, do not fill in a new application.

Apply Online

New Supporters can apply **online**.

We recommend allowing 20-30 minutes to complete your online application.

How long will it take to finalise my application?

Please allow a minimum of ten business days for membership applications to be finalised.

Some insurance applications need to be referred to the Insurance Broker and may require 2-4 weeks to finalise.

Before commencing the application

Please upload PDF support documents if possible.

Please ensure you have the following information:

1. Contact details for the organisation
2. An assigned main contact person for your Membership
3. Contact details for the President, Secretary and Treasurer
4. Year the organisation formed
5. Gross Annual Income (or a budget if the organisation is new)
6. Estimated number of activities/events per annum, and number of audience members who attend your events per annum
7. Number of members and volunteers, as well as estimated number of volunteer hours per annum

The following **supporting documentation** is required from Supporter Membership applicants:

1. Certificate of Incorporation – find yours **online**
2. Audited Financial Statements or other Financial Statements if you are not required to obtain audited statements (or first annual budget if the organisation is new)



AFTER YOU APPLY

The Membership Team at Regional Arts Victoria will check your application against the four eligibility criteria, and make sure you have submitted the required supporting documents. They will contact the nominated Membership Contact person for any further information required.

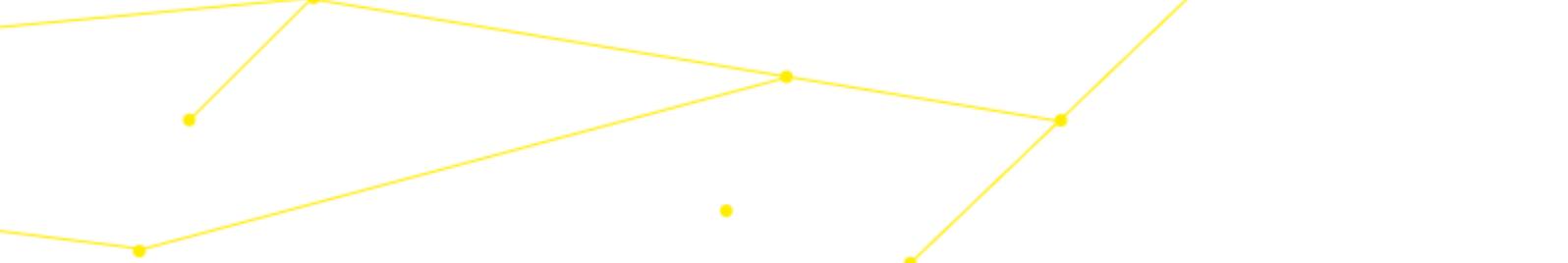
Please keep a close eye on your inbox (including your SPAM inbox) for correspondence from us.

If approved, the Supporter will be invoiced for the relevant amount.

Once the invoice has been paid, you will receive login details for the website, where you can access other Membership Benefits.

A minimum of ten business days is required to finalise Supporter Membership applications.

Some insurance applications need to be referred to the Insurance Broker and may require 2-4 weeks to finalise.



RENEWING SUPPORTER MEMBERSHIP

Supporter Membership Renewal Timeline

The first renewal reminder will outline the specific due dates each year.

The renewal process occurs as follows:

1. Submit online renewal form **as soon as you receive your first reminder***
Please let us know if you do not receive a confirmation of submission
2. Complete payment by the due date.*
If you do not have a PayPal account, simply close your browser when you come to the PayPal log-in page. We will receive your application and issue payment details by email
3. Certificates of Currency issued on **31 October** (timely renewals only*)
4. Late Certificates of Currency issued **after 15 November***
5. Once renewed, your membership will be current for twelve months to 31 October the coming year.

** IMPORTANT: Late forms and payments will be accepted, however, to receive your documentation on 31 October, you must meet the above due dates.*

How do I renew?

When Supporter Members are due to renew, an email will be sent to the Membership Contact's email address.

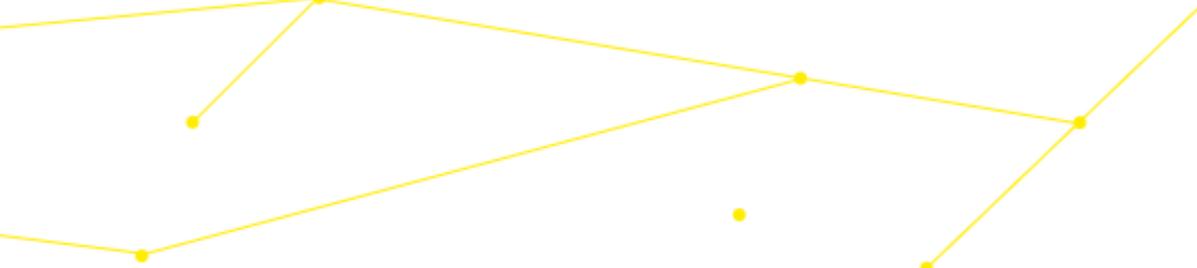
Supporter Member renewal reminders are sent via email in August and September each year. Once renewed, the remaining reminders will be deactivated.

The renewal link will remain active for 31 days after your renewal date. To reactivate your Membership after 31 days, please contact us by email, **do not submit a new application.**

If you haven't received an email and think your renewal is due, please check your SPAM inbox, and then contact us using the details below.

How long will the renewal take?

Regardless of when the annual renewal is submitted, Insurance documentation will be sent on 31 October.



Updating your contact details

If the email address, or the main contact for Membership has changed, or if you have any trouble accessing the online renewal form via the renewal link, please don't hesitate to contact our Membership Team on 0460 792 956 or membership@rav.net.au.

Renewal links

All of the details you previously submitted are displayed when you click on your individual renewal link, so you can easily review and update your information.

Your unique renewal form link will remain active for 31 days, so you can reinstate your membership and insurance if you miss the deadline.

Please contact us to reinstate a previous Membership, no matter how long ago you were last a paid Member.

To ensure that your renewal is received before the cut-off date and your insurance coverage is not interrupted, please submit your renewal when you receive your first reminder.

PRIVACY

All of the information we collect from you is used to generate your Membership Benefits, including insurance policies. Regional Arts Victoria values your privacy. For details on how we collect, store and use information, review our [Privacy Policy](#), contact us at membership@rav.net.au.



FREQUENTLY ASKED QUESTIONS

The following are questions we regularly receive regarding Regional Arts Victoria Membership.

How do I renew?

When Supporter Members are due to renew, an email will be sent to the Membership Contact's email address. Please refer to the section Renewing Supporter Members for further information.

Can I renew late?

You can still renew after the due date, however, to ensure continuity, we suggest renewing upon receipt of your first reminder in August. Further information is available in the section Renewing Supporter Members.

What is included in Gross Annual Income?

Gross Annual Income is the total annual income **from all sources** before tax.

This includes *all income sources*, for example:

- Grants received this year
- Donations
- The income of groups you plan to auspice
- Sales
- Dividends

The stated Gross annual Income should be evidenced by financial statements.

Members are able to update the income annually via the renewal process.

Does funding from grants count as part of the turnover for the last 12 months?

Yes, funding from grants is included in the Gross Annual Income. If the organisation receives a grant one year but not the next, they may update the Gross Annual Income via the online renewal form each year, and the fee for optional General Liability Insurance will be adjusted accordingly.

We produce one major event every two years. How should we report on our Gross annual Income?

The basis of your Insurance cost will be an average of your Gross annual Income over two years. Please enter the two-year-average figure in your renewal form.

When does a Supporter Membership expire?

If a Member has not completed payment towards the current year's renewal by 15 November each year, an email and hard-copy letter will be sent notifying them that the Supporter is no longer covered under Regional Arts Victoria's Insurance Policies.

Regional Arts Victoria will notify members in writing should we expect that cover under this insurance will be discontinued, or will not be renewed.

Where can I find my Certificate of Incorporation?

If the organisation has misplaced its original Certificate of Incorporation, the organisation may supply a PDF or printed copy of their listing on Consumer Affairs Victoria's register of incorporated associations.

1. Search [Consumer Affairs Victoria's register of incorporated associations](#)
2. Click on the name of your organisation
3. Either print or save the webpage as a PDF
4. Upload this file as supporting documentation when submitting the application

What counts as a not-for-profit or charitable organisation?

The Australian Charities and Not-For-Profits Commission website states that "a not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives). The definition of not-for-profit applies both while the organisation is operating and if it 'winds up' (closes down)."

More information can be found on the [ACNC website](#).

What if the Organisation doesn't have an Annual Financial Report or Audited Financial Statements?

If the organisation is new, they may submit a budget rather than audited financial statements. The budget should list all projected income and expenditure for the current or upcoming financial year. We recommend that organisations make estimates to the best of their ability. There are many Excel budgeting templates available online to use as a starting point.

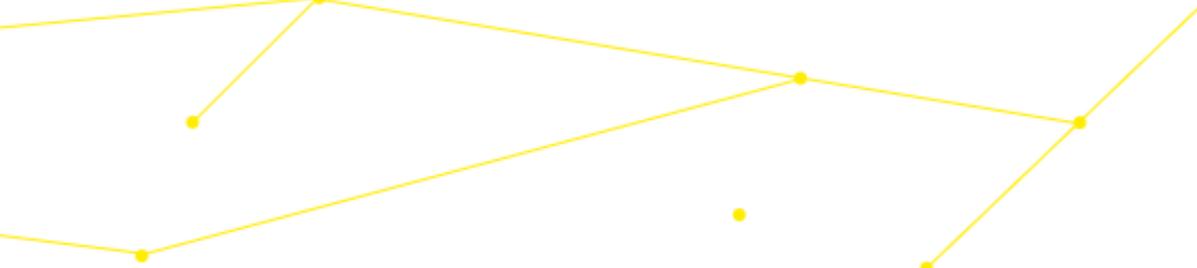
Some organisations are not required to obtain Audited Financial Statements. In this case, please provide your Annual Financial Report or Profit and Loss Statement.

What should be included in the budget if the organisation is new?

Please provide a thorough budget. Consider all the likely income sources and expense items and list them as budget lines. For example, in the income section you would make estimates for income from grants, fundraising/donations, ticket sales, etc., with a gross income amount at the bottom. In the expenses section, you would get quotes for and/or estimate venue hire, any costs associated with events, any payments to be made to contractors/employees, insurance, etc., with a total expense amount at the bottom.

How do we know if our organisation needs insurance?

Each organisation's needs are varied, however, some venues/premises/councils require certain types and levels of insurance for organisations using their premises. We advise that applicants who are uncertain of their insurance needs speak to our insurance broker and clarify their insurance requirements with any external parties.



HOW CAN I CONTACT THE INSURANCE BROKER?

Regional Arts Victoria is not authorised to provide insurance advice. If you have an insurance query that cannot be answered by the Membership Coordinator or the **Membership Information & FAQ documents** available on our **website**, all questions regarding insurance policies should be directed to:

Anne Buckley

Senior Account Executive

Gallagher

anne.buckley@ajg.com.au

direct: +61 7 3002 3043 / mobile: +61 457 718 942

STILL HAVE QUESTIONS?

Contact Regional Arts Victoria on 0460 792 956 or **membership@rav.net.au** if you require assistance. Please note that new applications and renewals require a minimum of 10 business days to process.