



Supporter Membership Information

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

IMPORTANT INFORMATION ON ELIGIBILITY FOR SUPPORTER MEMBERSHIP

The **Supporter Membership** package is for available to organisations that are ineligible for Organisation Membership of Regional Arts Victoria but still want to access some of the benefits.

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.



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MEMBERSHIP BENEFITS AND PRICING

Supporter Benefits

- Exclusive access to a Members' Library of tools and resources
- A 12-month membership to the [Funding Centre](#)
- 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

Members of your organisation are eligible for discounted Individual Membership. The discount code can be found in the Organisation Member Benefits section when you login to our website.



APPLYING FOR SUPPORTER MEMBERSHIP

Please allow a minimum of ten business days for Membership applications and renewals to be finalised.

Apply online

Supporters can apply online at <http://www.rav.net.au/members-and-networks/>

We recommend allowing 20 minutes to complete your online application.

Before commencing the application

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 estimated Gross Annual Income 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. 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.

If approved, the organisation 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 the Membership Benefits.

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

RENEWING SUPPORTER MEMBERSHIP

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 the renewal date. To reactivate Membership after 31 days, please contact us by email to access your populated form, **do not submit a new application**.

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



2021 Supporter Membership Renewal Timeline

1. Submit online renewal form **as soon as you receive your first reminder***
(before 13 September)
Please let us know if you do not receive a confirmation of submission
2. You will receive an invoice in around ten business days
3. Complete payment by **15 October***
4. Welcome packs issued on **31 October** (timely renewals only*)
5. Late Welcome packs issued **after 15 November***
6. Once renewed, your membership will be current to 31st October 2022.

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

How long will the renewal take?

Regardless of when the annual renewal is submitted, 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 membership 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

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 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.

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.

Does funding from grants count as part of the Gross Annual Income?

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 Combined Liability Insurance will be adjusted accordingly.

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.

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 take a minimum of 5-10 business days to process.