

## 1. ABOUT THE PROGRAM

The 2026 OTTWA Community Fund round invites applications from self-funded groups that are registered charities providing a safety net for OTT horses that have become vulnerable or at risk.

## 2. ELIGIBLE EXPENSES

You may claim reimbursement of eligible costs relating to OTT horses that are:

- under the care of your organisation (including horses in foster); and
- registered for an OTTWA Passport (we can assist with the process if needed).

You can only claim reimbursement of costs incurred after the signed agreement is returned to RWWA, for a maximum of 12 months following the commencement of the agreement.

Eligible costs include necessary veterinary costs, specialist medication, and other professional services e.g., dentistry, farrier, retraining, bodywork, etc. In exceptional circumstances, feed and other costs may be considered upon enquiry to [animalwelfare@rwwa.com.au](mailto:animalwelfare@rwwa.com.au)

## 3. INELIGIBLE EXPENSES

Ineligible expenses under this scheme include but are not limited to:

- Purchasing of OTT horses
- Costs associated with staff/volunteers and general operating expenses

## 4. BEFORE YOU CLAIM

After your funding application is approved, you will receive a written agreement that will need to be signed and returned to [animalwelfare@rwwa.com.au](mailto:animalwelfare@rwwa.com.au). If this is the first time you will receive funds from RWWA, you will also receive a blank Supplier PI form which will need to be completed and returned with the signed agreement.

## 5. HOW TO CLAIM APPROVED FUNDS

To claim reimbursement of eligible expenses, you will need to provide the following:

1. An invoice addressed to RWWA (14 Hasler Road, Osborne Park 6017) for the total amount payable to your organisation, including the following information:
  - Your ABN and bank details
  - Your Purchase Order number (supplied by RWWA after the signed agreement is returned)
  - OTTWA Passport number(s) of all OTT horses to which the invoice relates
2. Evidence of expenses incurred, including invoices from the vendor/service provider with confirmation of payment, and OTTWA Passport number(s) of relevant horse(s).

Your invoice to RWWA may cover multiple unrelated expenses for multiple OTT horses, provided the above information is included for every eligible expense. The invoice and all supporting documentation must be emailed to [invoicesap@rwwa.com.au](mailto:invoicesap@rwwa.com.au) and [animalwelfare@rwwa.com.au](mailto:animalwelfare@rwwa.com.au).

## 6. INSTRUCTIONS FOR GST

| If your charity <b>IS NOT</b> registered for GST   | If your charity <b>IS</b> registered for GST   |
|--|--|
| <ul style="list-style-type: none"> <li>Your invoice to RWWA must be for the full amount that was paid to the external vendor/service provider.</li> <li>Do not include GST on the invoice to RWWA.</li> </ul> <p><i>Example</i></p> <ul style="list-style-type: none"> <li>You paid \$1,800 for veterinary treatment + \$180 GST (total paid = \$1,980)</li> <li>You generate an invoice for RWWA to pay \$1,980 exc. GST</li> </ul> | <ul style="list-style-type: none"> <li>Your invoice to RWWA for the full amount that was paid to the external vendor/provider.</li> <li>Include GST on the invoice to RWWA.</li> </ul> <p><i>Example</i></p> <ul style="list-style-type: none"> <li>You paid \$1,800 for veterinary treatment + \$180 GST (total paid = \$1,980)</li> <li>You generate an invoice for RWWA to pay \$1,800 + \$180 GST (total including GST \$1,980)</li> </ul> |

## 7. FUNDING ACQUITTAL

You must prepare an income and expenditure statement at the end of the 12-month funding period, or once the approved funding amount is exhausted (whichever is sooner). The statement should be emailed to [animalwelfare@rwwa.com.au](mailto:animalwelfare@rwwa.com.au).

The statement can be a simple table in an Excel spreadsheet showing the payment amount, payment date, and a breakdown of the relevant expenditure relating to each payment (including relevant OTTWA Passport numbers).