

RDE Worksheet - New Applicants

Form Preview

Recognised Development Expenditure (RDE) Worksheet - New Applicants

* indicates a required field

Warning: Javascript must be enabled for this form to function. You may need to check with your I.T. department to see why Javascript is not functioning.

RDE Principles

Recognised Development Expenditure (RDE) is the annual eligible expenditure of an Non-Government Organisation (NGO), using contributions from the Australian community. Eligible expenditure is for the organisation's own development assistance, emergency relief or rehabilitation activities overseas and development education in Australia. Eligible contributions include donations of cash, gifts-in-kind and volunteer services. Up to half of the RDE can be from eligible gifts-in-kind and/or eligible volunteer services.

RDE is used as an eligibility requirement for accreditation and is also calculate the annual grant amount for each Full level accredited NGO for the Australian NGO Cooperation Program (ANCP) in line with the Funding Policy.

For further information, NGOs should refer to the following source of information when completing this worksheet:

- The [RDE Explanatory Notes](#) provide guidance on definitions and what is required against each category, particularly items that should be included or excluded.
- The [ACFID Code of Conduct Good Practice Toolkit](#) provides more information on definitions that apply.

Where you do not have a value to report against any of the below categories, please enter the number 0.

The NGO's audited Annual Financial Statements (AFS) and Annual Report (or web links for each document) must be uploaded with the RDE Worksheet. The RDE Worksheet must be certified by an Authorised Officer and the Chief Executive Officer (or equivalent) prior to submission to DFAT.

Organisation Name *

Organisation Name

Which accreditation level is the organisation applying for? *

Base

Full

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Year 1

Based on NGO's Financial Year Ended *

e.g. 30/06/2013 or 31/12/2013

Year 2

Based on NGO's Financial Year Ended *

e.g. 30/06/2013 or 31/12/2013

Year 3

Based on NGO's Financial Year Ended *

e.g. 30/06/2013 or 31/12/2013

ELIGIBLE DISBURSEMENTS

1. International Programs

1a. Funds to International Programs *

\$

Must be a dollar amount.

1a. Funds to International Programs *

\$

Must be a dollar amount.

1a. Funds to International Programs *

\$

Must be a dollar amount.

1b. Program Support Costs *

\$

Must be a dollar amount.

1b. Program Support Costs *

\$

Must be a dollar amount.

1b. Program Support Costs *

\$

Must be a dollar amount.

2. Community Education *

\$

Must be a dollar amount.

2. Community Education *

\$

Must be a dollar amount.

2. Community Education *

\$

Must be a dollar amount.

3. TOTAL ELIGIBLE DISBURSEMENTS *

\$

This number/amount is calculated.

3. TOTAL ELIGIBLE DISBURSEMENTS *

\$

This number/amount is calculated.

3. TOTAL ELIGIBLE DISBURSEMENTS *

\$

This number/amount is calculated.

DEDUCTIONS

4. Disbursements related to funds received and interest earned from Government and non-Australian community sources

4a. DFAT *

\$

Must be a dollar amount.

4a. DFAT *

\$

Must be a dollar amount.

4a. DFAT *

\$

Must be a dollar amount.

4b. Other Australian Government Departments and/or Accredited NGOs *

\$

Must be a dollar amount.

4b. Other Australian Government Departments and/or Accredited NGOs *

\$

Must be a dollar amount.

4b. Other Australian Government Departments and/or Accredited NGOs *

\$

Must be a dollar amount.

4c. Overseas (institutions or individuals) *

\$

Must be a dollar amount.

4c. Overseas (institutions or individuals) *

\$

Must be a dollar amount.

4c. Overseas (institutions or individuals) *

\$

Must be a dollar amount.

5. Ineligible Disbursements

5a. Welfare, Religious and Political activities *

\$

Must be a dollar amount.

5a. Welfare, Religious and Political activities *

\$

Must be a dollar amount.

5a. Welfare, Religious and Political activities *

\$

Must be a dollar amount.

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5b (i). Channelled Funds *

\$

Must be a dollar amount.

5b (i). Channelled Funds *

\$

Must be a dollar amount.

5b (i). Channelled Funds *

\$

Must be a dollar amount.

5b (ii). International Partners, Alliances or Affiliates considered ineligible *

\$

Must be a dollar amount.

5b (ii). International Partners, Alliances or Affiliates considered ineligible *

\$

Must be a dollar amount.

5b (ii). International Partners, Alliances or Affiliates considered ineligible *

\$

Must be a dollar amount.

5c. Administration and/ or Promotion costs of International / Regional Affiliates *

\$

Must be a dollar amount.

5c. Administration and/ or Promotion costs of International / Regional Affiliates *

\$

Must be a dollar amount.

5c. Administration and/ or Promotion costs of International / Regional Affiliates *

\$

Must be a dollar amount.

6. TOTAL DEDUCTIONS *

\$

This number/amount is calculated.

6. TOTAL DEDUCTIONS *

\$

This number/amount is calculated.

6. TOTAL DEDUCTIONS *

\$

This number/amount is calculated.

TOTAL CASH RDE

(Total Eligible Disbursements - Total Deductions)

7. Total Cash RDE *

\$

This number/amount is calculated.

7. Total Cash RDE *

\$

This number/amount is calculated.

7. Total Cash RDE *

\$

This number/amount is calculated.

NON-CASH RDE: GIFTS IN KIND AND VOLUNTEER SERVICES

8. Value of eligible Gifts in Kind (if included in AFS) *

\$

Must be a dollar amount.

8. Value of eligible Gifts in Kind (if included in AFS) *

\$

Must be a dollar amount.

8. Value of eligible Gifts in Kind (if included in AFS) *

\$

Must be a dollar amount.

9. Value of eligible volunteer services (if included in AFS) *

\$

Must be a dollar amount.

9. Value of eligible volunteer services (if included in AFS) *

\$

Must be a dollar amount.

9. Value of eligible volunteer services (if included in AFS) *

\$

Must be a dollar amount.

10. TOTAL NON-CASH RDE *

\$

This number/amount is calculated.

10. TOTAL NON-CASH RDE *

\$

This number/amount is calculated.

10. TOTAL NON-CASH RDE *

\$

This number/amount is calculated.

Up to half of the RDE can be from eligible gifts-in-kind and/or eligible volunteer services.

- If Total Non-Cash RDE is *greater than* Total Cash RDE, enter your Total Cash RDE (from line 7) below.
- If Total Non-Cash RDE is *less than* Total Cash RDE, enter your Total Non-Cash RDE (from line 10) below.

11. ELIGIBLE NON-CASH RDE *

11. ELIGIBLE NON-CASH RDE *

11. ELIGIBLE NON-CASH RDE *

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\$
Must be a dollar amount.

\$
Must be a dollar amount.

\$
Must be a dollar amount.

TOTAL RECOGNISED DEVELOPMENT EXPENDITURE

(Total Cash RDE + Total Non-Cash RDE)

12. TOTAL RDE *
\$
This number/amount is calculated.

12. TOTAL RDE *
\$
This number/amount is calculated.

12. TOTAL RDE *
\$
This number/amount is calculated.

Additional comments

Additional comments

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Audited Annual Financial Statements and Annual Reports

* indicates a required field

NGOs should upload a copy of the relevant Audited Annual Financial Statements (AFS) and Annual Reports for each of the three financial years reported on in the Recognised Development Expenditure (RDE) Worksheet.

Annual Financial Statements

Audited AFS are provided by: *

AFS are attached

AFS on website

Attach three years of Audited AFS *

Attach a file:

URLs for Audited AFS published on organisation's website

Year 1 *

Must be a URL.

Year 2 *

Must be a URL.

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Year 3 *

Must be a URL.

Annual Report

Annual Reports are provided by: *

Annual Reports are attached

Annual Reports on website

If any Disbursements, Deductions or Non-Cash RDE figures are not disclosed in the organisation's Audited AFS, or differ to figures disclosed in the AFS, working schedules or explanatory documents must be attached to support the RDE submission and provide evidence to assist the desk-based audit of the submission.

Attach three years of Annual Reports *

Attach a file:

URLs for Annual Reports published on organisation's website:

Year 1 *

Must be a URL.

Year 2 *

Must be a URL.

Year 3 *

Must be a URL.

NGOs may wish to upload working documents or calculation sheets to assist in reviewing your RDE calculation. This is not compulsory but recommended if figures don't directly tie into the AFS. NGOs may be asked to provide this material during the desk-based audit of RDE submissions.

Additional Information

Attach a file:

Multiple documents can be attached

Contact Details and Authorisation

* indicates a required field

Contact Details

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NGOs should provide the details for a contact who can be approached with any questions or issues regarding the RDE submission.

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

RDE Phone Number *

Must be an Australian phone number.

RDE Email *

Must be an email address.

Authorisation

Please attach a signed copy of the ANCP Recognised Development Expenditure Certification Form

The Certification Form template is available [here](#).

Copy of the signed Certification form *

Attach a file:

Recipient Representative Details

The ANCP Recognised Development Expenditure Certification Form must be signed by the Recipient Representative.

Commonly, this is the Chief Executive Officer of the NGO.

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Date of Declaration *

Must be a date.

Additional Comments

Please include any additional comments that form part of your submission. For example any information relating to the attached working schedules or explanatory documentation or details about Contact Officer's leave/availability.

Additional Comments

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