

**Equestrian Queensland Sport Development Funding Program**  
**PROGRAM 1: Open to affiliated clubs and EQ Sport Committees**  
**2015 – Round 1 Application Form**

Submission of the attached application form indicates acceptance of the program terms and conditions outlined below.

## **1. ABOUT THE PROGRAM**

The Equestrian Queensland Sport Development Funding program provides funds to respective affiliated organisations and Equestrian Queensland Sport Committees to support organisational and participation development in Dressage, Eventing and Jumping. Applications will be based on merit, with the aim of increasing sport participation, membership and bettering the sport of Equestrian.

### **1.1 AIM**

The aim of the Equestrian Queensland Sport Development Funding Program is to assist eligible affiliated organisations and EQ Sport Committees to achieve outcomes that contribute to the overall club growth and development whilst promoting Equestrian Sports.

The Program will first and foremost provide funding in the areas of:

- Sport Development
- Club Growth and Development

## **2. TERMS & CONDITIONS**

To be eligible for funding under this program your organisation/Sport Committee must meet the following criteria:

- Be a current affiliate of Equestrian Queensland or Equestrian Queensland Sport Committee;
- Operate as a not-for-profit organisation;
- Have a philosophy that aims to develop and grow club numbers through increased participation in Equestrian Sport;
- Use EA NCAS/NOAS current and registered coaches/officials or Equestrian Australia Nationally recognized qualified professionals;

**Please note: reconciliation of funding and activity report, along with subsequent invoices, must be submitted together to EQ by the 7 August for Round 1 of funding and 4 December 2015 for Round 2 of funding, failure to do so will result in any unpaid monies being forfeited.**

### **2.1 How do I apply?**

The following steps apply to **all** applications for funding:

1. Ensure your organisation is a current Affiliate of Equestrian Queensland (or EQ Sport Committee)
2. Provide a written statement outlining how this funding will benefit your organisations growth and development of the sport
3. Indicate expected participation numbers of club members, EQ members and restricted participants
4. Complete the application form and supply the requested supporting documentation as listed

### **3. ORGANISATIONAL OBJECTIVES**

#### **3.1 Objectives**

This funding will develop your organisation in the following areas:

1. Sport development of current and potential riders through clinics/workshops
2. Club Growth – management, events and officials

#### **3.2 How much funding can my club/sub-committee receive?**

An Organisation/Affiliated Club, if successful in obtaining funding for an initiative, will not be eligible to seek further funding until the next round of funding opens. Please note that this does not apply to EQ Sport Committees. EQ Discipline Sport Committees are able to apply more than once per round.

Premium level Clubs may access \$1000 of funding per application whilst Non-Premium clubs and EQ sports committees may access \$750 per application.

A premium club must be listed with EA and is defined as follows:

- All participants competing at your event/clubs are EA members
- The club uses only EA NCAS-Accredited coaches for training days
- The Club has an up-to-date Risk Management Policy and Plan based on EA requirements and ensures it is implemented

Funding rounds are from January 1 to June 30 2015 (Round 1) and July 1 to December 5 2015 (Round two).

Round 1 applications will be accepted from 1 January and close COB 1 March 2015, for activities being conducted between the 1 January and 30 June. **Please note that no late applications will be accepted for Round 1 after the closing date of 1 March 2015.**

Round 2 applications will be accepted from the 1 July and close COB 7 August 2015, for activities being conducted between the 1 July and 4 December 2015. **Please note that no late applications will be accepted for Round 2 after the closing date of 7 August 2015.**

If funding is approved your organisation must submit all required follow-up paperwork and invoices to EQ by **7 August for Round 1** of funding and **4 December 2015 for Round 2** of funding, failure to do so will result in any unpaid monies being forfeited.

**Please note: under this program mileage, stationary, gifts, alcohol and telephone calls are NOT covered and as such will not be reimbursed as part of this funding program.**

#### **3.3 How is my application assessed?**

To be eligible for consideration your organisation/Sport Committee must meet all the criteria and represent one of the following disciplines; Jumping, Dressage or Eventing. We suggest that clubs advise the relevant EQ Sport Committee of their application.

Any funding left over from Round 1; will be added to the Round 2 funding pool.

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All affiliated organisations will be notified in writing as to their application success or otherwise.

Equestrian Queensland reserves the right to determine priorities for the allocation of funding. The following will be taken into account:

- The quality of the information provided
- The total funds available in the program
- Proactive nature of your club to equestrian participation and development

### **3.4 What is required from my organisation/sub-committee?**

The following supporting documentation must be submitted to Equestrian Queensland with each funding application.

- A completed application form
- Project budget
- Copy of your club philosophy for sport and rider development
- Copy of the flyer/registration form for the 'activity' (flyers must acknowledge Equestrian Queensland for the endorsement and funding of the 'activity')

**Please note: Late or incomplete applications will not be accepted.**

If your application for funding is approved you are eligible to receive 100% of the approved amount after the date of the clinic upon the receipt of;

- An invoice made to Equestrian Queensland
- Completed Attendees list (listing participants full names and EQ membership status)
- Final Budget showing both the 'income' and 'expense' lines

**Please note: Should a Club/Sport Committee not submit all of the required paperwork to EQ by 7 August for Round 1 and 4 December 2015 for Round 2, the club/sport committee will forfeit the funding.**

### **3.5 My Club has already received funding in 2015, can we apply again?**

Priority is given to applications that have not previously received funding in 2015. Clubs who have previously received funding in 2015 will have their application/s considered on merit should sufficient funds remain or no first time applications are received in this round.

### **3.6 Important dates:**

**Round 1**

- Open to activities conducted between 1 January and 30 June 2015
- Applications close COB 6 March 2015
- All follow up paper work and invoices due 7 August 2015

**Round 2**

- Open to activities conducted between 1 July and 2 December 2015
- Application close COB 7 August 2015
- All follow up paper work and invoices due 4 December 2015

**2015 ROUND 1**

**PART A – ALL APPLICANTS TO COMPLETE**

- 1. CLUB'S LEGAL NAME and EA AFFILIATION NUMBER**  
What is your organisation's legal name? (As it appears on your Certificate of Incorporation)

- 2. POSTAL ADDRESS**  
What is the postal address of your organisation? (Include suburb/town, state and postcode. If the same as street address please write "as above".)

- 3. EMAIL ADDRESS (for the club/Sub-committee)**  
Please note: all written communication is made by email to the below listed email address.

- 4. DISCIPLINE**  
What is the specific discipline/s this funding application is for?

- 5. CLINIC/WORKSHOP DATE AND VENUE**

Date:	Venue:
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- 6. CLINIC/WORKSHOP COORDINATOR DETAILS**  
Provide the name of the contact officer responsible for this application and the relevant contact details – NOTE: All email communication is sent to the email address specified below.

Title	<input style="width: 95%;" type="text" value="(Mr/Mrs/Ms)"/>	First Name	<input style="width: 95%;" type="text"/>	Surname	<input style="width: 95%;" type="text"/>
Phone	<input style="width: 95%;" type="text"/>	Mobile	<input style="width: 95%;" type="text"/>	Discipline	<input style="width: 95%;" type="text"/>
Email	<input style="width: 100%; height: 20px;" type="text" value="@"/>				

- 7. PARTICIPANT**  
Please provide the expected number of participants

EA members	<input style="width: 95%;" type="text"/>
Club Members	<input style="width: 95%;" type="text"/>

- 8. COACH/EA RECOGNISED PROFESSIONAL**  
Please provide the names of the EA NCAS Coaches/Recognised Professionals conducting this workshop/clinic

Coach Name	<input style="width: 95%;" type="text"/>	EA NCAS Registered?	Yes	No
Coach Name	<input style="width: 95%;" type="text"/>	EA NCAS Registered?	Yes	No
Coach Name	<input style="width: 95%;" type="text"/>	EA NCAS Registered?	Yes	No

