

Equestrian Queensland Sport Development Funding Program
PROGRAM 1: Open to affiliated clubs and EQ Sport Committees
2018 – Criteria

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 current and registered coaches/officials or Equestrian Australia Nationally recognized qualified professionals;

Clinics/workshops that receive EQ Sport Development Funding are required to meet the following conditions:

- Where subsidised fees are offered for these clinics/workshops, it is strongly recommended that EQ members receive the highest benefit from the SDF as they contribute significantly towards Equestrian Sports. To acknowledge this, it is recommended that EQ members should receive a greater subsidy for EQ funded clinics/workshops than non-EQ members;
- Clubs are encouraged to offer larger subsidies for riders who are both EQ and club members, who therefore contribute to the growth and development of the sport, however such subsidies will be administered at the discretion of the club;
- Clinics/workshops are open equally to both EQ and club members;
- EQ advert to be included in a club newsletter or facebook page (EQ to provide advert);
- EQ is to be acknowledged on the flyer and/or facebook posts promoting the clinic/workshop for “the partial funding of this clinic through the Equestrian Queensland Sport Development Program for 2018”

Please note: reconciliation of funding and activity report, along with subsequent invoices, must be submitted together to EQ within 1 month of the clinic/workshop date or by 9 July

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(whichever is sooner) for Round 1 of funding and within 1 month of the clinic/workshop date or 5 December 2018 (whichever is sooner) 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. Ensure your clinic/workshop meets the terms and conditions outlined in section 2
3. Complete the online applications form including the following key areas:
 - expected participation numbers of club members, EQ members and restricted participants
 - Provisional budget including 'income' and 'expense' lines
 - A statement outlining how this funding will benefit your organisations growth and development of the sport

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.

Affiliated clubs may access up to \$750 per application, whilst Premium level clubs and EQ Sport Committees may access up to \$1000 of funding 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 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 1 January to 30 June 2018 (Round 1) and 1 July to 5 December 2018 (Round two).

Round 1 applications will be accepted from 1 January and close COB 13 February 2018, for activities being conducted between the 1 January and 30 June. **Please note that late applications will be accepted providing there is sufficient funding remaining. Priority of funding will be given to those received before the closing date of 13 February.**

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Round 2 applications will be accepted from 12 June and close COB 24 July 2018, for activities being conducted between the 1 July and 5 December 2018. **Please note that late applications will be accepted providing there is sufficient funding remaining. Priority of funding will be given to those received before the closing date of 24 July.**

If funding is approved your organisation must submit all required follow-up paperwork and invoices to EQ within **1 month** of your clinic/workshop or by **9 July** (whichever is sooner) for **Round 1** of funding and within **1 month** of your clinic/workshop or by **5 December 2018 (whichever is sooner)** 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 recommend 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.

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

EQ Sport Development Funding is intended to assist clubs with the costs associated with running clinics/workshops. Where subsidised fees are offered for these clinics/workshops, it is strongly recommended that EQ members receive the highest benefit from the SDF as they contribute significantly towards Equestrian Sports. To acknowledge this, EQ members should receive a greater subsidy for EQ funded clinics/workshops than non-EQ members. Clubs are encouraged to offer larger subsidies for riders who are both EQ and club members, who therefore contribute to the growth and development of the sport, however such subsidies will be administered at the discretion of the club. EQ members are required to have the same opportunity as club members to attend clinics/workshops that receive EQ Sport Development Funding.

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

You must ensure that all sections of the online application are completed. The EQ office will contact you if further information is required in order to assess your application.

If you would like your clinic/workshop to be promoted by EQ please submit your flyer/registration form by email to clubs@equestrianqld.com.au or with the online application.

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

- An invoice addressed to Equestrian Queensland (to include club ABN and payment details)
- Completed attendees list (listing participants full names and EQ membership status)
- Final Budget showing both the 'income' and 'expense' lines
- Copy of the Facebook post or flyer (screenshot is ok) acknowledging EQ for "the partial funding of this clinic through the Equestrian Queensland Sport Development Program for 2018"
- EQ advert to be included in a club newsletter or facebook page (EQ to provide advert). Copy of newsletter or screenshot of facebook post to be submitted

Equestrian Queensland reserves the right to review final allocation of funding following receipt of final documentation where the information supplied differs greatly to the original application or where the terms and conditions of funding have not been met.

Please note: Should a Club/Sport Committee not submit all of the required paperwork to EQ within 1 month of the clinic/workshop date or by 9 July (whichever is sooner) for Round 1 and within 1 month of the clinic/workshop date or 5 December 2018 (whichever is sooner) for Round 2, the club/sport committee will forfeit the funding.

3.5 My Club has already received funding in 2018, can we apply again?

Priority is given to applications that have not previously received funding in 2018. Clubs who have previously received funding in 2018 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 2018
- Applications open 1 January 2018
- Applications close COB 13 February 2018

All follow up paper work and invoices due one month after the date of the clinic/workshop or by 9 July (whichever is sooner)

Round 2

- Open to activities conducted between 1 July and 5 December 2018
- Applications open 12 June 2018
- Application close COB 24 July 2018
- All follow up paper work and invoices due one month after the date if the clinic/workshop or by 5 December 2018 (whichever is sooner)