



International Competition & Development Fund [ICDF]

1 July 2018- 31 December 2018

Funding Application Form

For Events, Project Organisers and Individuals

Application Closes: Monday 25 June 2018

Event, Date and Discipline: _____

Basic Requirements:

1. To be considered, funding must be linked to an event and be directed towards either:
 - a) **International Competition**
 - Travel and/or accommodation cost for foreign technical officials (such as judges, technical delegates, course designers and stewards) at Australian FEI events, especially if they run clinics for the education of officials.
 - b) **Development of the Sport**
 - Limited start-up funding for new National events
2. Applications require **endorsement of the Chair of the respective State Discipline Committee** before they are considered by Equestrian Queensland. Such endorsement must be included with the submitted application.
3. Applications and supporting material **should be sent to: manager@equestrianqld.com.au in electronic format** enabling efficient processing and response. **NB: Postal applications will not be accepted.**

Funding Commitments:

1. To receive an ICDF Grant, the following considerations must be made;
 - EQ will be recognised as a partner of the event for our support including the provision of:-
 - i. Press releases (if applicable)
 - ii. Acknowledgment on event online platforms
 - EQ's logo is to be used and recognised as an event sponsor as part of all marketing collateral
 - EQ branding should form part of the event promotion including:-
 - i. PA/MC recognition
 - ii. Logo recognition across all marketing collateral including event program, website, big screen, posters and other
 - iii. Program advertising (where applicable)
 - iv. Display of advertisement on big screen (if applicable)
 - v. The OC will, as a minimum, invite the EQ Chair and EQ CEO to all special functions held as part of the event and, should they so wish, allows the EA representative to present an Award.

Application Procedure:

1. All events and activities are to take place during the 01 July 2018 – 31 December 2018 and applications must be submitted by **Monday 25 June 2018**.
2. Late and incomplete applications will not be accepted.
3. To be considered, all relevant sections of the application must be completely filled out.
4. The maximum level of funding available for one event is \$5,000 (excluding GST).

Terms & Conditions:

1. Payments will be made in two instalments:
 - a) If successful, a valid tax invoice must be provided for the full amount [100%] of the funds and submitted to EQ no later than **30 July 2018**. On receipt of a valid tax invoice, 60% of the funds will be paid within 30 days.
 - b) The remaining 40% will be paid within 30 days of receiving the post event report. Payments cannot be rolled over into the next financial year and no funding will be paid after **31 December 2018**.
2. The post event report (acquittal templated included) is to be received within **1 (one) months** of the event's completion and should include:-
 - a) Number of riders, horses and spectators
 - b) Outline of social media platforms used, engagement and reach over the duration of the event
 - c) Any local and/or national media received
 - d) Actual profit and loss statement
3. If for any reason the event does not occur then EA must be reimbursed the full funding amount within **30 days** of EQ being made aware of the event not occurring.

General Information:

Venue/Location:

Contact Details:

Name:
Contact number:
Email:
Position Held:

Organising Committee:
Please list names and functions of OC members or attach copy of OC Structure, including previous experience in running events.

Are any OC members paid? If yes, please provide details.

Funding Amount requested: (up to a maximum of \$5,000 excluding GST)

How exactly will the funds be used? Detailed and thorough information will increase the likelihood of your application being approved.

Is the event/applicant GST-registered?

Are you applying for or are you receiving any funding (other than sponsorship) from any other source (If yes, please provide details)

Please indicate if your event has applied for funding from Equestrian Australia ICDF in the last three years:

Year	Successful/Unsuccessful	Funding Given

Please summarise the aims and objectives for this event.

Describe the actions your organisation plan to implement to achieve these objectives.

Event Benefits:

Outline any other events which will accompany your event such as conferences or workshops. *Please include details of anticipated venue and attendance.*

Event Attendance (for event applications only):

Please outline to the best of your ability the anticipated attendance at your event. Please attach figures or audit details from your previous year's event.

ORIGIN	COMPETITORS		OFFICIALS		SPECTATORS	
	NUMBER	LENGTH OF STAY (nights)	NUMBER	LENGTH OF STAY (nights)	NUMBER	LENGTH OF STAY (nights)
QLD						
NSW						
VIC						
SA						
WA						
TAS						
NT						
ACT						
Australia Total						
INTERNATIONAL						
(list countries)						
International Total						
GRAND TOTAL						

Sponsor/Guest Hospitality:

Please describe the hospitality facilities you provide for sponsors and other VIPs e.g. marquees, catering.

Profit and Loss:

Budget Sample

Please provide a summary of all expenditure and income for the event and attach a detailed budget for the event. This budget template is provided as a guide, please modify where necessary

Item	Expenditure \$	Income \$
Accommodation		
Administration		
Advertising/promotion		
Airlines/travel		
Catering for Volunteers, etc.		
Ceremonies		
Contingency		
Design		
Displays		
EA State Branch Contribution		
Endorsements/licensing		
Entertainment		
Entry/Registration fees		
Equipment hire		
Fees to FEI		
Hospitality (VIPs, sponsors, etc.)		
Insurance		
Media/live streaming		
Medical		
Organising Committee Expense		
Presentations		
Printing		
Retail		
Security		
Sponsorship		
Stabling		
Government Contribution		
Ticketing/Gate fees		
Tour packages		
Transportation		
Venue hiring		
Other (Officials fees, clinic)		
GST Net Liability		
TOTAL		
Deficit	\$	\$

Media:

List the Media Coverage anticipated for this event:

	LOCAL	AUSTRALIAN	INTERNATIONAL
Television			
Radio			
Newspaper			
Magazines			
Other			

Declaration:

I declare to the best of my knowledge that the information contained in this application is accurate and true.

If ICDF funding is provided, the Organising Committee will comply with the funding conditions. All events that receive funding will need to provide a **copy of the Profit and Lost Statement for the event**, their **Organising Committee structure** and **submit a post event report** within **1 (one) months** of the completion of the event.

Print Name:

Signature:

Date:

Please note: *The ICDF is not intended to replace funding through other sources. We expect that organisers make every effort to make the event self-funding through sponsorship, fees from participants and spectators.*

Email contacts for State Discipline Committee Chairs:

Dressage: Nicole Tough email: nicolejtough@hotmail.com
Eventing: Des Hughes email: des@kingtrack.com.au
Jumping: Alison Ford email: Alison.Ford@ymail.com
Show Horse: Andrew Ryan email: taniaandrew77@bigpond.com
Carriage Driving: Karyn Dillmann email: carriage driving queensland@gmail.com
Vaulting: Darani Cumming email: dbamc@ozemail.com.au