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

**1. ABOUT THE PROGRAM**

The Equestrian Queensland International Competition Funding Program is aimed at projects and events that clearly fall into the category of “international competition” in the disciplines of Eventing, Dressage and Jumping.

**1.1 AIM**

**2. TERMS & CONDITIONS**

To be eligible for funding under this program all applicants must meet the following criteria:

• Be a current member of Equestrian Queensland

* Applications require **endorsement of the Chair of the respective State Discipline Committee**.
* Event/Course must be held between 1 January and 2 December 2018 and hold EA/FEI endorsement.
* The official event photographer is to provide a shot list for EQ and the event organisers promotion.
* Have EQ signage and branding on all marketing material, programs, signage around the grounds and on the Facebook posts/imaged that are released for advertising as outlined below in section 3.2 *[EQ to provide signage kit and full page advert for program].*

**Please note: Whilst live streaming is no longer a compulsory element of this funding, you will need to outline how your event is in line with the EQ strategic priorities which raise the profile of equestrian sport.**

**2.1 How do I apply?**

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

1. Be an Olympic sports committee
2. Complete the application form and supply the requested supporting documentation as listed below in section 3.2 by 1 May 2018.

**3. OBJECTIVES**

This funding is to assist in the delivery of International Events in Queensland across the disciplines of Eventing, Dressage and Jumping.

**3.1 How much funding am I eligible to receive?**

Funding is limited to a **maximum of $10,000 per discipline** with the State Sport sub-committees to allocate the funding monies distribution across the international events.

**3.2 When does the event receive the grant monies?**

70% of the funding monies is paid on approval of application by direct deposit to the EQ sport committee. The remaining 30% will be paid at the conclusion of the event upon receipt of the completed 2018 EQ International Competition Funding Program Acquittal Form and evidence of the following within 30 days of the event:

* EQ recognised as providing International Competition Funding at the event, with regular PA Announcements, EQ Signage present at the event & Facebook posts acknowledging EQ (please provide photos and/or screenshots)
* EQ Logo to be included in the Event Program
* EQ advert (full page) to be included in the Event Program (EQ to supply)
* EQ Branding to be included in any Live Streaming (where applicable)
* EQ Logo on the event website and advertising material
* Final overall budget for the event

**Please note: It is a requirement that the EQ sport committee who receive this funding is held responsible for meeting the above key deliverable. Should the funding be passed onto a 3rd party (e.g. an Event Organising committee), it is the responsibility of the EQ Sport committee to ensure that the key deliverables are met and reported back to EQ.**

**APPLICATION – EQ International Competition Funding Program**

1. **EQ SPORT COMMITTEE**

**2. EMAIL ADDRESS**

 **Please note: all written communication is made by email to the below listed email address.**

 @

**3. FUNDING ALLOCATIONS FOR INTERNATIONAL EVENTS (and Event details)**

|  |  |
| --- | --- |
| **Event 1 (Pinnacle Event)** |  |
| **Date** |  |
| **Venue** |  |
| **Funding Allocation**  |  |
| **Event Photographer** |  |
| **Outline how your event is in-line with the EQ strategic priorities** |  |

|  |  |
| --- | --- |
| **Event 2** |  |
| **Date** |  |
| **Venue** |  |
| **Funding Allocation**  |  |
| **Event Photographer** |  |
| **Outline how your event is in-line with the EQ strategic priorities** |  |

|  |  |
| --- | --- |
| **Event 3** |  |
| **Date** |  |
| **Venue** |  |
| **Funding Allocation**  |  |
| **Event Photographer** |  |
| **Outline how your event is in-line with the EQ strategic priorities** |  |

**4. EQ SPORTS SUB-COMMITTEE ENDORSEMENT (All applications MUST be endorsed by the relevant EQ Sports Sub-Committee Chair or Secretary)**

Discipline Chair/Secretary Name:

 Date:

 Discipline Chair/Secretary Signature:

PLEASE SUBMIT ALL REQUESTED SUPPORTING DOCUMENTATION AS LISTED IN THE PROGRAM TERMS AND CONDITIONS TO:

Sports Development Officer

 Equestrian Queensland, P.O Box 1358 D.C Coorparoo QLD 4151

ncas@equestrianqld.com.au

**2018 Equestrian Queensland International Competition Funding Program**

**Acquittal form**

If the EQ International Competition Funding is to be split over multiple events a separate Acquittal form must be completed, and evidence provided for each and every event. Please note: It is a requirement that the EQ sport committee who receive this funding is held responsible for meeting the above key deliverable. Should the funding be passed onto a 3rd party (e.g. an Event Organising committee), it is the responsibility of the EQ Sport committee to ensure that the key deliverables are met and reported back to EQ.

**REPORT DATE:**

**EVENT NAME:**

**EVENT DATE:**

**The post event report is to be received within two (2) months of the event’s completion and should include proof of the following KPI’s to be eligible to receive the final 30% payment of the EQ International Competition Funding Program:-**

* EQ recognised as providing International Competition Funding at the event, with regular PA Announcements, EQ Signage present at the event & Facebook posts acknowledging EQ (please provide photos and/or screenshots)
* EQ Logo to be included in the Event Program
* EQ advert (full page) to be included in the Event Program (EQ to supply)
* EQ Branding to be included in any Live Streaming (where applicable)
* EQ Logo on the event website and advertising material
* Final overall budget for the event

|  |  |  |
| --- | --- | --- |
| **Key Deliverables** | **Description of how this was achieved/delivered** | **Evidence Attached (Y/N)** |
| **EQ Recognition** |  |  |
| * Regular PA Announcements
* EQ Signage present at the Event (please provide photo)
* EQ Logo to be included in the Event Program
 |  |  |
| **MEDIA** |  |  |
| * EQ Acknowledged on social media e.g. regular Facebook Posts (please provide screen shots of posts)
 |  |  |
| * Local or national media coverage
 |  |  |
| **MARKETING AND BRANDING** |  |  |
| * EQ’s logo is to be used and recognised as an event sponsor as part of all marketing collateral
* EQ Logo to be included in the Event Program
* EQ advert (full page) to be included in the Event Program (EQ to supply)
* EQ Logo on the event website and advertising material
 |  |  |
| **LIVE STREAMING** |  |  |
| * EQ Branding to be included in any Live Streaming (where applicable)
 |  |  |

PLEASE RETURN COMPLETED ACQUITTAL FORM WITH EVIDENCE OF ACHIEVED KPI TO:

Sports Development Officer

 Equestrian Queensland, P.O Box 1358 D.C Coorparoo QLD 4151

ncas@equestrianqld.com.au