

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

### 1. ABOUT THE PROGRAM

The Motorcycling Queensland Club Development Funding program provides funds to respective affiliated clubs to support club and participation development across the sport. Applications will be based on merit, with the aim of increasing sport participation, membership and bettering the sport of Motorcycling.

#### 1.1 AIM

The aim of the Motorcycling Queensland Club Development Funding Program is to assist eligible affiliated clubs to achieve outcomes that contribute to the overall club growth and development whilst promoting Motorcycling Sport & Recreation.

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

- Sport Development – coaching and rider skill development
- Officials education
- Club Growth and Development – governance, events & management

### 2. TERMS & CONDITIONS

To be eligible for funding under this program your club must meet the following criteria:

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

**Please note:**

**Reconciliation of funding and activity reports, along with subsequent invoices, must be submitted together to MQ by the end of any funding cycle. 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 club is a current Affiliate of Motorcycling Queensland
2. Provide a written statement outlining how this funding will benefit your clubs growth and development of the sport
3. Indicate expected participation numbers of club members, MQ members and other participants
4. Complete the application form and supply the requested supporting documentation as listed

### 3. CLUB OBJECTIVES

#### 3.1 Objectives

This funding will develop your club in the following areas:

1. Sport development of current and potential riders through clinics/workshops or other associated educational initiative
2. Club growth/development – management, events and officials based initiatives

#### 3.2 How much funding can my club apply for?

All funding associated with this program is on a dollar for dollar basis and the corresponding financial support provided by the club must be clearly outlined in the proposed initiative's budget. Affiliated Clubs will only be approved for one project per Round. To be eligible for any future Rounds of funding, Clubs must have first reconciled any previous Rounds.

Funding rounds are from January 1 to June 30 2019 (Round 1) and July 1 to December 31 2019 (Round two).

Round 1 applications will be accepted from 1 February and close COB 15 March 2019, for activities being conducted between the 1 April and 30 June 2019. **Please note that no late applications will be accepted for Round 1 after the closing date of 15 March 2019.**

Round 2 applications will be accepted from the 1 July and close COB 15 August 2019, for activities being conducted between the 1 July and 31 December 2019. **Please note that no late applications will be accepted for Round 2 after the closing date of 15 August 2019.**

This program is designed to increase development initiatives for the sport. As such funding applied for here is to assist with program expenses as outlined in an application budget.

**'Program expenses'** is defined as the difference between the income and expenditure lines in the submitted budget. Should the final 'program expenses' line vary from the proposed budget, **MQ reserves the right to adjust the amount of funding approved to reflect the true 'program expenses' with the maximum funding for 'program expenses' to remain at \$750 per application.**

For example; should your predicted budget estimate a program expense of \$500 over and above income received, however the actual final budget varies from this and shows a 'program expense' of only \$350 (due to more income being received than predicted), the lesser amount is what MQ would approve and vice versa should the program expenses be higher. However, please note that the maximum funding applicable is \$750 per application

If funding is approved your club must submit all required follow-up paperwork and invoices to MQ by **1 September, 2019 for Round 1** of funding and **1 March, 2020 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 club must meet all the criteria specified.

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

All affiliated clubs will be notified in writing as to their application's success or otherwise.

Motorcycling 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 Motorcycling participation and development
- Funding is only available for 'program expenses' (refer section 3.2 for definitions)

### 3.4 What is required from my club?

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

- A completed application form
- Project budget
- Copy of your Club Strategic Plan (highlighting the area this project relates to)
- Copy of the flyer/registration form for the 'activity' (flyers must acknowledge Motorcycling 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 50% of the approved amount prior to the project and 50% after the date of the clinic upon the receipt of;

- An invoice made to Motorcycling Queensland
- Completed Clinic Co-ordinators Report
- Completed Coaches Report
- Completed Attendees list (listing participants full names and MQ membership status)
- Final Budget showing both the 'income' and 'expense' lines

**Please note: Should a Club not submit all of the required paperwork to MQ by the requisite dates as outlined in this application, a notice will be sent via email (to the email address supplied on the initial application) notifying the club of the missing documentation. The club will then have two weeks from the date of the email to supply the documentation to Motorcycling Queensland. Should the missing documentation not be received by Motorcycling Queensland within the specified date the club 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.



## Club Development Funding Program 2019 Application Form

### 3.6 Important dates:

- Round 1**
- Applications open 1 February 2019
  - Applications close COB 15 March 2019
  - All follow up paper work and invoices due 1 September 2019
- Round 2**
- Applications open 1 July 2019
  - Application close COB 15 August 2019
  - All follow up paper work and invoices due 1 March 2020

### PART A – ALL APPLICANTS TO COMPLETE

**1. CLUB'S LEGAL NAME and MQ AFFILIATION NUMBER**

What is your club's legal name? (As it appears on your Certificate of Incorporation)

**2. POSTAL ADDRESS**

What is the postal address of your club? (Include suburb/town, state and postcode. If the same as street address please write "as above".)

**3. EMAIL ADDRESS (for the club)**

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. PROGRAM/ACTIVITY DATE AND VENUE**

Date:	Venue:
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**6. PROGRAM/ACTIVITY 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	(Mr/Mrs/Ms)	First Name		Surname	
Phone		Mobile		Discipline	
Email	@				

**7. PARTICIPANT**

Please provide the expected number of participants

MQ members	
Club Members	

**8. COACH/OFFICIAL/MA RECOGNISED PROFESSIONAL**

Please provide the names of the MA NCAS Coaches/Recognised Professionals conducting this workshop/clinic

Name		MA NCAS/NOAS Registered?	Yes	No
Name		MA NCAS/NOAS Registered?	Yes	No
Name		MA NCAS/NOAS Registered?	Yes	No

