**SPORTING CLUB GRANT FUNDING PROCESS**

**PURPOSE**

To assist Flinders University Sporting Clubs in further development, growth and engagement to improve the delivery of sport to students.

**BACKGROUND**

As a part of the organisational review into Flinders University Sport & Fitness over the past 18 months, there has been some required changes to our club structure and specifically the use of Student Services and Amenities Fees (SSAF) Funding.

The SSAF guidelines outline where the funding can be spent, with sporting clubs falling under the following areas;

1. Supporting a sporting or other recreational activity by **students**
2. Supporting the administration of a club most of whose members are **students**

**Reason for Change:**

1. To ensure funding is used as outlined by the SSAF guidelines and supports students
2. In the past funding has funded club expenses that should be covered by the club
3. Previous systems have given clubs unrealistic expectations as to the amount of funding they would receive
4. Ensures club application is assessed based on current performance, rather than past years

# GRANT CATEGORIES

As such, in 2019 all clubs will be able to apply for funding in each of the four (4) categories, which will then be assessed by FUSF.

**Club Development:** *To assist clubs in improving their services and delivery of sport to students.*

*Available for funding;*

* Committee member development opportunities
* Activities/ Events that encourage participation for students
* Succession planning
* Volunteer capability improvement
* Marketing/promotion activities or material

**Coaching:** *To assist clubs in acquiring coaches to provide a high level of coaching for students.*

**Facility Hire:** *Where the club cannot be accommodated for by Flinders University Sport & Fitness on campus, provide funding to assist with the cost of hiring external training and match facilities.*

**Equipment:** *To assist clubs with the cost of equipment which will allow for greater opportunity for students to be involved within the club.*

Items not eligible for funding:

* Individual player registration fees
* Playing match fees
* Individual/ club medical expenses
* Individual equipment
* Affiliation Fees
* Umpire Fees

# ASSESSMENT OF APPLICATION

**Criteria:**

1. Does this project assist in delivering a sporting activity to a greater number of **students**?
2. Does this project assist in improving the standard of activity delivered by the club?
3. Will this funding assist in attracting new participants to the club?

**Assessment:**

Applications will be assessed by a panel made up of the following;

* Manager (FUSF)
* Sport & Club Development Officer
* University Liaison Officer
* University Sport Officer

In addition to the grant criteria the following will be considered when assessing applications:

1. Clubs must be affiliated with Flinders University Sport & Fitness and up to date with all clubs requirements.
2. Must have consistently attended all club commitments (e.g. O’Week, delegates meetings etc.)
3. Must submit application by the communicated due date.

# APPLICATION PROCESS

All clubs will be eligible to apply for two rounds of grant funding annually, in both May and August. Clubs must submit applications by the due dates, NO LATE APPLICATIONS WILL BE CONSIDERED. If clubs have any concerns or question, clarification must be sought prior to submitting their application. Incomplete applications will not be considered.

All applications will be judged on merit and need. Flinders University Sport & Fitness reserves the right to fully fund, part fund, request additional requirements or not fund a grant application. Clubs need to be cognisant of the requirement that, for the application to be favourably considered, the information included in the application must be well researched and presented in a professional manner.

Applications due C.O.B Friday 31st May

*For further assistance or questions, please contact Christian Thiel (Sport & Club Development Officer) -* [*Christian.thiel@flinders.edu.au*](mailto:Christian.thiel@flinders.edu.au) *or 8201 2408.*

# PAYMENT/CLAIMING

Clubs will be notified following the application period if their application is successful. It is the club’s responsibility to then claim the funding via submission of an Authority to Pay form and the other required documents as set out below;

1. Payments to Clubs or Suppliers are made through the “Authority to Pay (ATP)” system. Clubs can access the ATP forms online <https://www.onesportandfitness.com.au/sport/clubs/club-resources/> or contact Christian.thiel@flinders.edu.au
2. Payments made to coaches are processed with an “Authority to Pay Coaches” Form which must be accompanied by a Coaching Duties Performed. Both forms can be found online <https://www.onesportandfitness.com.au/sport/clubs/club-resources/> or contact [Christian.thiel@flinders.edu.au](mailto:Christian.thiel@flinders.edu.au)
3. ATP forms are to be returned with the original tax invoice or receipt and accompanying documents as required (e.g. Coaching Duties Performed) to Christian Thiel via email. All invoices must be payable to “Flinders Campus Community Services.” If the payment is a reimbursement for a previous purchase the funds will be paid directly to the club. If paying upfront the club must provide the remaining amount to Flinders University Sport & Fitness who will then pay the full amount to the payee.

Clubs must claim all funding by C.O.B Wednesday 31st of July. Any funding not claimed will be absorbed back into the pool of funding for round 2.

# SPORTING CLUB DETAILS

|  |  |
| --- | --- |
| Club Name: | Club Executive: |
| Contact Email: | Contact Phone: |
| Total Membership  Numbers: | Incorporated  Club (Y/N): |
| State/National Body Affiliation  (Specify): |  |

**PROJECT / ITEM FINANCES**

|  |  |  |
| --- | --- | --- |
| GRANT CATEGORY: | ITEM: | AMOUNT: |
|  | 1. | .00 |
|  | 2. | .00 |
|  | 3. | .00 |
|  | 4. | .00 |
|  | 5. | .00 |
|  | 6. | .00 |
|  | 7. | .00 |
|  | 8. | .00 |

**FUNDING PLAN**

Clubs must not rely solely on grant funding to allow the club to operate and function effectively. Clubs must have in place a funding plan to outline their income sources to ensure there is sufficient money available to fund all costs/projects etc. Please be aware that Flinders University Sport & Fitness will not fund 100% of the cost of any item, FUSF will only fund a percentage of the total cost, the club is responsible for contributing from other sources.

|  |  |
| --- | --- |
|  | AMOUNT: |
| Amount requested from FUSF | .00 |
| Club Financial Contribution | .00 |
| In – Kind Contributions / Donations | .00 |
| Voluntary Labour / Time | .00 |
| Other Club Contributions | .00 |
| Amount From Other Grants | .00 |
| TOTAL: | .00 |

# PROJECT / ITEM JUSTIFICATION

Please provide justification for each item you have applied for above. Ensure that all items have been approved by the committee prior to submitting this application. Please note all items worth over $300 must be supplied with evidence of cost (written quote, previous invoice), with the grant application. Please also ensure you provide an expected lifespan for the item, where applicable.

|  |  |
| --- | --- |
| Item 1: |  |
| Item 2: |  |
| Item 3: |  |
| Item 4: |  |
| Item 5: |  |
| Item 6: |  |
| Item 7: |  |
| Item 8: |  |

# DECLARATION

Two members of the applicant clubs Board or Executive Committee must complete the following:

We declare that:

1. We have be authorised by the applicant organisations to prepare and submit this application for financial assistance.
2. The application form has been completed accurately and in accordance with the guidelines and that all supporting documentation is attached.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position |
| Date: | Date: |
| Signature: | Signature: |

Forward to Christian Thiel (Sport & Club Development Officer) – [Christian.thiel@flinders.edu.au](mailto:Christian.thiel@flinders.edu.au)