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Policy No. 9

Funding

DOCUMENT CONTROL

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On behalf of Board:	Denis Moroney President
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TITLE

Funding

PURPOSE

The SSAA Vic acknowledges that there is on occasion a need for the funding of Branches and Sub-Clubs from State resources. In doing so it is seen that there is also need for clear policy guidelines in how and under what circumstances such funding will be provided.

SCOPE

State Office / ranges / branches / sub clubs

POLICY DETAILS

It is necessary to appreciate that the financial resources of the Company are limited and that the harbouring of resources is essential for the efficient and effective running of the SSAA Vic. Therefore the SSAA Vic will require certain criteria to be met before funding by way of loans or grants can be considered.

A Branch or Sub-Club requiring a loan or grant may submit their application on the proscribed form to the Board of Directors of SSAA Vic. The application will set out the purpose of the loan or grant, specifically identifying individual members concerned in the dispersal of the funds and the method by which the expenditure will be acquitted by the applicant to the lending authority, i.e. the Board.

All groups are aware that capitation is paid to Branches. Capitation is not paid to Sub-clubs. All Branches should be aware that Victoria is the only State (or Territory) that pays capitation fees.

Loans or grants will not be made to the following:

- Directors of the Company;
- Individual members unless it can be established that the matter is in the interests of the Association and not for a private purpose.

All Sub-Clubs and Branches will submit:

- Financial statements quarterly to the Board;
- Copies of all minutes of meetings including those of AGM;
- ABN number must be recorded with the State Office;
- No loan or grant will be considered unless those statements, ABN and minutes are in the Board's hands in the year in which the application for the loan or grant is made;
- All loans will be on the basis of dollar for dollar unless the Board grants an exemption or other arrangements are offered at the discretion of the Board;
- In the event a loan is granted to a Branch, if adherence to the reporting requirements above is not met, the State Office will retain any capitation fees due and no monies will be deducted from the loan amount;

- No more than one loan will be granted to a Branch or Sub-Club at any one time;
- The Board retains the right to vary these conditions under exceptional circumstances;
- Applicants are encouraged to attach supporting documents to their application and full and complete responses to the questions posed must be answered for consideration to take place;
- Loans and grants will not be considered unless all members of that group are financial members of the SSAA Vic;
- Groups that permit non-members to participate in club activities risk suspension and possible de-registration from the Association;
- Each Sub-Club will be required to lodge a complete list of members with their application to ensure that all members are members of the SSAA;
- The SSAA has an affiliate grade of membership. Such persons in Level 1 affiliated clubs are members of the SSAA. Groups having affiliate members must ensure that such persons are also affiliate members of the SSAA and full membership list will be required to verify this. Affiliation fees must be paid up for affiliate members applying for funding

It is in the long-term interests of the SSAA Vic that fiscal restraint is rigidly applied to the granting of loans and funding. The attached forms set out the criteria and are to be used in all applications.

ASSOCIATED DOCUMENTS / REFERENCES

Request for Finance (attached)

Loan Request for Equipment (attached)

Application for Consideration for Financial Assistance – Competition Events (attached)

Request for Finance (Travel, Equipment, Merchandise, Shoots, Sponsorship, Functions etc)

All Branches/Sub-Clubs/Committees of Management must complete this form when requesting finance.

All Applications must be forwarded to the Secretary at State Office and marked on the envelope name of the allocated Executive. The allocated Executive will check all information and then refer the request to the State Finance Sub-Committee for recommendation to the State Executive Council.

Finance for (Branch/Sub-Club/Committee):	
Finance (Amount):	\$.....
Reasons for the request: (Travel, Shoots, Sponsorships, Equipment, Merchandise etc)	
Quotation (if applicable): (attach copy of 3 quote(s) from supplier(s))	
Attach copy of Cash Flow for last Quarter	
State date when monies required (latest timeframe)	
Other Comments	



Loan Request for Equipment

All Applications must be forwarded to the Secretary at State Office and marked on the envelope name of the allocated Executive. The allocated Executive will check all information and then refer the request to the State Finance Sub-Committee for recommendation to the State Executive Council.

Name of Branch/Sub-Club:	
Loan (Amount):	\$.....
Reasons for Loan / Cheque	
Quotation of equipment (if applicable) (attach copy of 3 quotes from suppliers)	
Attach copy of Club's Cash Flow for last 12 months	
Timeframe of Loan Repayment (Months/Year(s))	
How is the Loan to be Repaid (Weekly / fortnightly / monthly instalments)	
Other Comments	

**Application for Consideration for Financial Assistance:
- Competition Events -**

Name: _____

Address: _____

_____ **Postcode** _____

Date of Birth: / / 19

SSAA Membership Number: _____

Shooter's Licence Number: Longarms: _____ Pistol: _____
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Amount of Financial Assistance Applied For: \$ _____

Please provide a brief description of the competition event(s) for which funding is sought including the competition name(s), date(s) and venue(s) and whether it is a State, National or International event.

Please provide a brief breakdown of the expenditure areas for which funding is required, ie: travel, accommodation, equipment, etc.

Travel: _____

_____ Accommodation: _____

_____ Equipment: _____

Other: _____

STATEMENT OF SUPPORT:

Please note all other support that the team or individuals are receiving to compete in the competition and note all other groups that have or will be approached for funding.

Please also include the name(s) and contact number(s) of your discipline contact person(s), sub-club contact person(s) and competition organizers.

SSAA Discipline: _____.

Contact Name: _____ Contact Number: _____

Contact Name: _____ Contact Number: _____

SSAA Sub-club: _____.

Contact Name: _____ Contact Number: _____

Contact Name: _____ Contact Number: _____

Competition Organisers: _____.

Contact Name: _____ Contact Number: _____

Contact Name: _____ Contact Number: _____

If there is insufficient space for any of the above information, please attach a further page or pages and append all other documentation to this application form.

Guidelines and Conditions of Application:

1. Applicants must have been financial members of the SSAA for at least six months and must be current members at any time should assistance be provided.
2. Applicants should attach documentary evidence demonstrating past involvement in the shooting sports and their performance scores in the particular discipline(s) with which they have been involved.
3. Applicants should supply documentary evidence of the total anticipated costs of the competition(s).
4. Applicants should supply documentation showing the amount of personal funds expended to date and an indication as to their present financial situation.