

INFORMATION SHEET TO ASSIST COMPLETION OF SPORT & RECREATION DEVELOPMENT GRANT

The Grant Scheme is an initiative of the Warwick Regional Sport and Recreation Association Inc. (WRSRA) and is available to clubs and organisations which foster sporting and recreation pursuits in the Warwick and Stanthorpe districts of the Southern Downs Regional Council. The Council jointly funds the grant scheme with WRSRA .

The purpose of the Scheme is to assist clubs/organisations to further develop their specific area of interest. A focus on the projects benefit to increasing membership is a worthwhile aim. Please note that the Grant distribution will not be for the purpose of capital improvements/purchases. Generally, the grant will not be available to individuals as the focus is on assisting clubs/organisations. Individuals attending regional/state/national/international competitions are not eligible for funding.

The Committee's suggestion for eligibility are for the following:-

- Come 'n Try promotions
- Workshops
- Coaching Courses
- Seminars

or suchlike educational activities which promote sporting, recreation or leisure lifestyles.

The committee desires to see some user pays commitment and this simply means that applications should include some income as applicant's contributions. This could be in the form of Workshop registration fees of suchlike. The committee is of the opinion that it should not totally fund the activity. In-kind contributions are not acceptable under this scheme.

There is no age barrier to the scheme and clubs/organisations which cater from the young to the aged are entitled to apply.

The maximum grant is \$900 **unless** different values are nominated for special rounds.

Applications will be called twice per annum. Funds will be distributed prior to the activity and the responsible person will be required to ensure funds are expended in the manner nominated on the application form. This is absolutely necessary as the money available is public funds and the person signing this application is held accountable for its approved use. Failure to comply with this paragraph may result in legal action.

It is expected that the project/activity applied for will be held with 4 months of the closing date of each round.

To apply, your organisation must be Incorporated and if not, proof of affiliation with a state or national body will be required. This committee will not be responsible for any litigation as a result of your activity and you should ensure all legal liability is taken out to cover your project/activity. Your Incorporation Number must be placed in the area provided on the application form.

The following is to assist you to complete the application form.

- Name : Name of organisation.
- Addresses : Physical address followed by postal.
- Contact Name : The person who will be responsible for application and acquittal return.
- Telephone etc : Self explanatory.
- Financial details : Self explanatory.
- Purpose : Briefly explain in simple terms eg. "Come-n-Try" event "Head for the Sky Gliding Club".
- Previous grants : List any grants your club may have received eg. Jupiter's, Gaming, RADF, Development Grant.
- Project details : eg. Gliding Club promotion held at the clubs airstrip. Three gliders will be available with qualified instructors. Necessary equipment will be provided by the Club etc etc.
- Aims and benefits : The applicant would best know what is the best story.
- Project dates : Starting and finishing dates.
- Support material : Include any support material. Please keep it brief.
- Personnel : List names of tutors, supervisors etc and role they will take in the project.

Budget (Expenditure)

- Professional fee : Tutors costs, travel, accommodation.
- Production costs : Venue Hire, Programmes, Name Tags, Printing.
- Administration : Telephone, Fax, Postage, Photocopying, Stationery.
- Promotion : Advertising, Invitations, Posters

(These items listed to give you an idea but are not totally prescriptive).

(Income)		
State Gov't	:	Any State funding.
Federal Gov't	:	Any Federal funding.
Local Gov't	:	Any Council funding.
Sponsors	:	Any sponsor funding.
Applicant	:	Any fees paid for registration or funds injected from club funds.
Earned	:	Any proceeds from concerts or shows or demonstrations held in conjunction with the project/activity.
Financial Summary	:	Self explanatory.
Certification	:	Self explanatory.

Please Post to:

**The Secretary
Warwick Regional Sport & Recreation Association
PO Box 26
WARWICK QLD 4370**