



MAAQ Development Assistance

Appendix A: General application cover sheet

Club:

Committee details

President:		Aus:
Vice President:		Aus:
Secretary:		Aus:
Treasurer:		Aus:
Public Officer:		Aus:
Ordinary Committee:		Aus:
Ordinary Committee:		Aus:

Membership

Current member total:	Last year's member total:	Previous years member total:
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Confirmation that all club members are MAAQ/MAAA affiliated

Is there a cap on membership numbers *if so please attach full details*

Checklist *(As required for the specific application)*

Appendix 1, 2 or 3 Application form	<input type="checkbox"/>	Copies of any relevant plans, drawings, images	<input type="checkbox"/>
Copy of certificate of incorporation	<input type="checkbox"/>	Copies of any relevant approval documents	<input type="checkbox"/>
Copy of lease or tenure documentation	<input type="checkbox"/>	Supporting documentation of club expenditure towards	<input type="checkbox"/>
Copies of Quotes / Invoices	<input type="checkbox"/>	Confirmation of bank account in the clubs name and the previous 2 years audited financial statements	<input type="checkbox"/>

Endorsement

President: <div style="text-align: right;">___/___/___</div>	Secretary: <div style="text-align: right;">___/___/___</div>
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MAAQ Development Assistance

General Application Guide

All applications for Development Assistance will require:

- **A completed and signed Appendix A General application cover sheet**

- That the club is fully affiliated with MAAQ

For the most part they will also require that:

- The club is an incorporated association
(Please include supporting documentation where possible)
- Has a bank account in the club name
(Please include supporting documentation where possible)
- The club has a history of being fully affiliated with MAAQ/MAAA for at least the last 2 years
- The club intends remaining fully affiliated with MAAQ/MAAA into the future

Type 1: Applications for Development Assistance for (Infrastructure / Equipment projects):

The maximum funded amount for this period is \$8960.00 and for small to medium clubs the eligibility for proportional amounts will be indexed to the size of the club based on the number of members from the last financial year. This type of assistance will only be available to a club once per financial year.

The calculation for this period:

(0.15% of \$64,000) X Number of members

Eg: For a club membership of 70 this would be. (0.15% of \$64,000) X 70 = \$6720

In this case the applicant club would be entitled to the lesser amount of \$6720 based on the size of club membership.

These applications will also require:

- **A completed and signed Appendix 1**

- That the club has secure tenure *(please include supporting documentation)*

- Supporting documentation for the project being funded including:

- Copies of Quotes / Invoices
- Copies of Plans, drawings, images where applicable for infrastructure projects
- Evidence of any relevant approvals required where applicable such as:
 - Copies of Landlord approval where required
 - Copies of Council approval where required

- The club should be prepared to contribute an amount at least equal to that being sought and should provide

- Documentation to show club expenditure already made towards the project or evidence of funds in reserve for contribution as such

There may be some relaxation of this point under the contingency 4.2.1.b if the applicant club can provide supporting evidence.

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- The club will need to have a history of being fully affiliated with MAAQ/MAAA including all flying members for a period as set out in the policy.
 - 4 Years for amounts up to 50% of the Max entitlement for the club in that period
 - 6 Years for amounts up to 50% of the Max entitlement for the club in that period

There may be some relaxation of this point under the contingency 4.2.1.b if the applicant club can provide supporting evidence.

- Any approval will be conditional that the club will also need to sign an undertaking to remain fully affiliated with MAAQ/MAAA including all flying members for a similar period as set out in the policy

Note: The contingency (4.2.1.b) may be made for clubs to be considered a burgeoning club that would otherwise fall slightly outside some criteria and in particular on eligible amounts. Deliberations would be made whereby more significant support for infrastructure development would facilitate increased participation at the club with the net result a stronger club being the best outcome in fulfilling the intent of this policy and the objectives of the organisation.

It should be evidenced that:

- The club is actively promoting new membership and
- The club membership is trending upwards and/or
- There is potential for the club to attract new membership, also
- The enhanced facilities would help to facilitate increased participation at the club including general and/or event participation

Type 2: Applications for Development Assistance for (Ad-Hoc Club Development Assistance):

The MAAQ Executive will decide on worthwhile initiatives that fit the guidelines of the policy and will announce funding rounds to make these funds available by application. Information on the purpose, eligibility criteria, amounts available and timeframes will be posted for each round and included on the relevant application form. It is intended that these will be relatively small amounts for a specific special purpose or initiatives that may include but not be limited to such things as.

- Club web presence development
- Purchase of club promotional items such as signs, banners and flags
- Purchase of club safety equipment

Notes on eligibility:

- *The MAAQ Executive may from time to time allocate funds as per the guidelines set out in policy for special projects including the purchase of items to assist new or smaller clubs to become established in which case the requirement for 2 years historical affiliation to MAAQ/MAAA may be relaxed at their discretion provided that the overarching objectives of this policy are seen to be met by this approval.*
- *It is preferred that clubs have a bank account in the clubs name and that clubs are incorporated but it is recognised that some smaller and or newer clubs may not be. In this case payment will be made directly to the provider or vendor*

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- *In general Type 2 funding would be restricted to once per club per year but due to the ad-hoc and initiative driven nature it may sometimes be the case that all clubs are again eligible for some rounds*

These applications will also require:

- **A completed and signed Appendix 2 for the specific funding round**
- Supporting documentation as required for that particular funding round including copies of Quotes / Invoices

Type 3: Applications for Development Assistance for (Club Event Assistance):

The MAAQ Executive will consider properly made applications for this funding type up to a maximum amount per application for this period of **\$800.00** while budgeted funds remain available. Consideration will be given to the projected size and audience for the event and the fit within objectives of the organisation and the intent of this policy.

Approval will be conditional that the club links MAAAQ with any electronic media for the event and also displays the logo on any event promotion and any flags/banners provided at the event. The club will also need to provide assurances that all participants in the event will be suitably affiliated with MAAA with provision for contingencies covered in the MAAA MOP's including properly endorsed international participants.

These applications will also require:

- **A completed and signed Appendix 3**
- Supporting documentation as required including
 - Copies of Quotes / Invoices
 - Copies of any relevant approvals ie: Council, Landlord, Casa etc

Note: In general Type 3 funding would be restricted to once per club per year but this requirement may be relaxed at the discretion of the MAAQ executive when there may be excess unallocated funds available in this category and further applications may have been called in order to put these funds to use provided that the overarching objectives of this policy are seen to be met by this approval.