



**Allocation of MAAQ Funds  
Development Assistance  
Policy and Procedure**

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## 1. INTRODUCTION

The finances of the Model Aeronautical Association of Queensland Inc (MAAQ) are regulated by the association's rules. The MAAQ Executive is to manage the finances of the organisation following the intent of the budget for each ensuing financial period as approved by the Affiliate Member Clubs. Where possible reserve funds will be made available by application to eligible Affiliate Member Clubs for the purpose of financial assistance with the development of the club and or its facilities. It is a reasonable assumption that more recently affiliated member clubs will not have contributed significantly to the available pool of funds so due consideration may be made in regards to the length of historical continuous full affiliation with MAAQ, It is also reasonable that any Development Assistance should only be for the benefit of clubs and persons who are fully affiliated through MAAQ and contingencies covered in the MAAA MOP's. It so follows that all (flying) members of the applicant Affiliate Member Club must also be fully affiliated through MAAQ and any Development Assistance may require an undertaking to maintain this status for a set period commensurate with the amount of assistance offered at the determination of the MAAQ Executive when considering the application. Failure to meet the eligibility criteria set out or to maintain any agreed undertaking may result in a rejection of the application or forfeiture of funds granted and force a refund of funds to MAAQ.

## 2. PURPOSE

2.1 The purpose of this publication is to document the MAAQ policy for Budgeting and then the allocation of any Budgeted funds to eligible Affiliated Member Clubs for Development Assistance.

2.2 This publication also outlines the procedures which are intended to ensure that applications for Financial Development Assistance are submitted and processed in a clearly identifiable, traceable and transparent manner.

## 3. DEFINITIONS

Affiliate Member Club .....	A fully affiliated member club of the MAAQ
MAAQ.....	Model Aeronautical Association of Queensland Inc
MAAQ Executive.....	The elected management committee of MAAQ
MAAA.....	Model Aeronautical Association of Australia Inc

## **4. POLICY**

### **4.1 Budgets for Development Assistance**

The MAAQ Executive will decide on a total maximum amount to be made available for Development Assistance and this amount will be figured into the MAAQ budget for the ensuing year. Subject to full budget approval by the members the Development Assistance budget will be then further apportioned to

- 80% for Infrastructure / Equipment projects (4.2.1)
- 10% Ad-Hoc Club Development Assistance (4.2.2)
- 10% Club Event Assistance (4.2.3)

The Budgeted amounts or the amount remaining available will be advised to the Affiliated Member Clubs at the beginning of each financial year or at the opening of each round of funding along with any applicable calculated maximum amounts.

### **4.2 Development Assistance**

The MAAQ Executive is able to approve an amount of Development Assistance to an eligible Affiliate Member Club on application. The intent of this assistance is that the basic objectives of the MAAQ have been promoted through the allocation of funds to the Affiliate Member Club. Funding rounds will be called for the various allocations and applications will be processed and prioritised on merit as per the advertised criteria, number of qualified applicants and funds available. At the end of the financial year any unused budget may be rolled over into the total Development Assistance budget for the following year.

#### **4.2.1 Development Assistance Type 1: (Infrastructure / Equipment projects)**

An Affiliate Member Club may apply for an amount of Development Assistance for the development of cub facilities or the purchase of equipment that will be used by the club to develop or maintain their facilities. An Affiliate Member Club may successfully apply once per financial year. The maximum amount that may be approved for any application will be the lesser of the amount equal to 14% of the total allocated budget for (4.2.1) or the amount calculated as per (4.2.1.a) based on the size of the club membership. A club may also apply for an exemption from (4.2.1.a) under the contingency as outlined in (4.2.1.b) to apply for a larger amount of assistance if they can satisfy the criteria as a burgeoning club and sufficient funds are available.

**4.2.1.a** 0.15% of the total allocated budget for (4.2.1) multiplied by the total number financial members of the club for the previous completed financial year.

*Eg: Assuming a budget for (4.2.1) of \$64,000 and a club membership of 70.*

$$(0.15\% \text{ of } \$64,000) \times 70 = \$6720$$

*In this case 14% of \$64,000 would be \$8960 so the applicant club would be entitled to the lesser amount of \$6720 based on the size of club membership.*

**4.2.1.b** A contingency may be made for clubs who wish to apply for Type 1 development assistance above the maximum outlined in (4.2.1.a). Deliberation will be made in view that a smaller club may be considered a burgeoning club whereby infrastructure development would facilitate increased participation at the club including general and or event participation 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

This contingency is supplementary to any other approval conditions and requirements and may be dependent on or prioritised in view of all other meritorious applications received and the remaining budget for that funding round.

#### **4.2.2** Development Assistance Type 2: (Ad-Hoc Club Development Assistance)

The MAAQ Executive will make available lump sum amounts of up to 5% of the apportioned budget for (4.2.2). To distribute these funds the MAAQ Executive will advertise funding rounds for fixed amounts to be used for nominated club projects to further the objectives of the Affiliated Member Club and the MAAQ. These nominated club projects will be decided from time to time by the MAAQ Executive and may include but not be limited to such things as.

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

An Affiliate Member Club may apply for these funds as they become available by providing the required detail on the form provided for that particular funding round/nominated club project within the specified time. The MAAQ Executive may apply some extra assessment/eligibility/approval criteria

relevant to the requirements for a particular funding round, keeping in mind fairness and equity in the distribution of the association's funds and fitting with furthering the objectives of the association and its members in consideration of this policy.

#### **4.2.3 Development Assistance Type 3: (Club Event Assistance)**

The MAAQ Executive will make available lump sum amounts of up to a maximum amount equal to 10% of the allocated budget for (4.2.3) for the purpose of supporting major club events. An Affiliate Member Club may apply for these funds once per financial year. The funds may be used or put towards advertising, promotion and or facility hire costs and documentation should be provided to substantiate these claims. The MAAQ Executive will also consider the projected participation and potential positive exposure in assessing the amount of assistance provided.

## **5. GUIDLINES**

For the relative merits of applications to be considered, the MAAQ Executive will need to be provided with sufficient information to make judgement. Applications will need to be properly made within the specified timeframe, on the correct forms and include full and complete supporting documentation as outlined on the relevant application form and guidelines herein.

### **5.1 General eligibility for Development Assistance**

To be eligible for any Development Assistance the Affiliated Member Club must be fully affiliated with MAAQ including all of the clubs flying members with provision for contingencies covered in the MAAA MOP's.

### **5.2 Eligibility for Development Assistance (4.2.1) Type 1: (*Infrastructure / Equipment projects*)**

To be eligible the Affiliated Member Club must:

#### **5.2.1 Be incorporated**

#### **5.2.2 Have a bank account in the Affiliated Member Clubs name**

**5.2.3 Own their own land or have a lease or letter of agreement with suitable long term tenure. In the case of shorter term lease or agreements (5 years or less), evidence of a longer term history of tenure may suffice.**

**5.2.4 Be contributing or have contributed from their own funds an amount at least equal to the amount of assistance being sought and evidence must be provided to support this.**

**5.2.5** Have maintained full affiliation with MAAQ as outlined in (5.1) for a period of not less than the relevant period specified in (6.3.2) in consideration of the MAAQ Executives approval of this application.

**5.2.6** Provide a detailed proposal including the application form, copies of the clubs audited financial statements for the previous 2 years, suitable supporting evidence as per (5.2.1- 5.2.4), full details of the project/equipment including a full costing and copies of quotes and any relevant plans/maps, regulatory approvals etc

**5.2.7** On conditional approval provide a signed undertaking that the applicant Affiliated Member Club will maintain full MAAQ affiliation as outlined in (5.1) for at least the period stipulated in (6.3.2.a) in consideration of the MAAQ Executives approval of this application.

Funding under Type 1 of this policy will be restricted to one successful submission per club per year.

**5.3** Eligibility for Development Assistance (4.2.2) Type 2: *(Ad-Hoc Club Development Assistance)*

To be eligible the Affiliated Member Club must:

**5.3.1** Make application on the form provided including any required evidence or documentation to support the claim as specified on the application form.

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

**5.4** Eligibility for Development Assistance under (4.2.3) Type 3: *(Club Event Assistance)*

To be eligible the Affiliated Member Club must satisfy provisions as per (5.2.1) and (5.2.2) and also:

**5.4.1** Ensure that all participants in the event are suitably affiliated with MAAA with provision for contingencies covered in the MAAA MOP's including properly endorsed international participants.

**5.4.2** Provide a detailed proposal including the application form, copies of suitable supporting evidence as per (5.2.1) and (5.2.2), full details of the event including any copies of relevant permits, expected participation, projected visitor numbers, projected club returns for the event and a costed proposal including copies of quotes for the amount of the assistance being sought.

**5.4.3** Agree to show the MAAQ logo on event advertising, link to the MAAQ website from any web media generated for the event and to display any MAAQ flags etc provided at the event.

## **6. Procedure**

### **6.1 Funding rounds**

The MAAQ Executive will allocate funds as prescribed under this policy and will decide on appropriate funding rounds to facilitate the affective allocation of these funds as per this policy throughout the ensuing financial year. Full details of funding rounds will be advertised and provided through normal MAAQ communications to all Affiliate Member Clubs providing for a minimum of 6 weeks to any application cut off date and will also include a proposed date or time frame for settlement for each specific round/funding type.

### **6.2 Application for Development Assistance**

Applications will be made on the relevant form/s provided and the complete application dossier including all supporting documentation provided to the MAAQ Secretary. The Secretary will check the application for completeness and compliance and may request further information or reject non compliant applications. Copies of complete and compliant applications will then be forwarded to the members of the MAAQ Executive for consideration.

### **6.3 Approval of all Development Assistance applications**

The MAAQ Executive will receive and consider each properly made application for Development Assistance on merit from the documentation provided. Complete and properly made applications received in a period will be reviewed and assessed at the next committee meeting were the MAAQ Executive may:

- Approve the application
- Reject the application
- Request an amendment to an application for further consideration
- Provide a conditional approval for the application

It is expected that successful applicant clubs will maintain full affiliation with MAAQ into the future and will be required to sign a legally binding undertaking to this effect.

#### **6.3.1 General considerations for approval of Development Assistance**

The applicant club:

- Must be fully affiliated with MAAQ as per (5.1) and
- Should have a history of continuous full affiliation to MAAQ as outlined in (5.1) and specified within the category approval conditions.



### 6.3.2 Considerations for approval of Development Assistance under (4.2.1)

#### **Type 1: (Infrastructure / Equipment projects)**

The MAAQ Executive will consider if all criteria outlined in (5.2) have been met and satisfactory supporting evidence has been provided and the applicant club:

- Has not previously been approved and received funding under (4.2.1) in the current financial year.
- Has a history of continuous full affiliation to MAAQ as per (5.1)
  - Equal to or exceeding 4 years for amounts up to 50% of the maximum Development Assistance amount available to the applicant under (4.2.1) for the current budget period
  - Equal to or exceeding 6 years for amounts over 50% of the maximum Development Assistance amount available to the applicant under (4.2.1) for the current budget period

*Note: The MAAQ Executive may from time to time allocate funds as per the guidelines set out in the contingency (4.2.1.b) for burgeoning clubs that are generally smaller and perhaps newer to become established in which case this point may be relaxed somewhat at their discretion provided that the overarching objectives of this policy are seen to be met by this approval.*

Applications may then be prioritised for approval provisional on the funds remaining available in the budget.

#### **6.3.2.a Conditions of approval**

- For amounts up to 50% of the maximum Development Assistance amount available to the applicant under (4.2.1) for the current budget period the Applicant Member Club signs a legally binding undertaking to maintain full affiliation to MAAQ including all of the flying members of the club as per (5.1) for a period equal to or exceeding 4 years from the date of approval or failing this all Development Assistance funds provided for this application shall be refunded to MAAQ
- For amounts over 50% of the maximum Development Assistance amount available to the applicant under (4.2.1) for the current budget period the Applicant Member Club signs a legally binding undertaking to maintain full affiliation to MAAQ including all of the flying members of the club as per (5.1) for a period equal to or exceeding 6 years from the date of approval or failing this all Development Assistance funds provided for this application shall be refunded to MAAQ

### 6.3.3 Considerations for approval of Development Assistance under (4.2.2)

#### **Type 2: (Ad-Hoc Club Development Assistance)**

The MAAQ Executive will consider if all criteria outlined in (5.3) have been met and satisfactory supporting evidence has been provided.

- The Applicant Member Club should have a history of continuous full affiliation to MAAQ including all of the flying members of the club for a period equal to or exceeding 2 years.

*Note: The MAAQ Executive may from time to time allocate funds as per the guidelines set out in (4.2.2) from this pool of the budget for special projects including the purchase of items to assist new or smaller clubs to become established in which case this point may be relaxed at their discretion provided that the overarching objectives of this policy are seen to be met by this approval.*

- Has not previously been approved and received funding under (4.2.2) in the current financial year.

*Note: Due to the ad-hoc and initiative driven nature of this funding it may sometimes be the case that all clubs are again eligible for some rounds and this requirement may be relaxed at the discretion of the MAAQ Executive provided that the overarching objectives of this policy are seen to be met by this approval.*

Applications may then be prioritised for approval provisional on the funds remaining available in the budget.

### 6.3.4 Considerations for approval of Development Assistance under (4.2.3)

#### **Type 3: (Club Event Assistance)**

The MAAQ Executive will consider if all criteria outlined in (5.4) have been met and satisfactory supporting evidence has been provided.

The Applicant Member Club:

- Should have a history of continuous full affiliation to MAAQ including all of the flying members of the club for a period equal to or exceeding 2 years.
- Have not previously been approved for funding under (4.2.3) in the current financial year.

*Note: 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.*

Applications may then be prioritised for approval provisional on the funds remaining available in the budget.

The MAAQ Executive may take into consideration the amount of funding sought in relation to the projected size of the event commensurate with the benefit to the club and objectives of the association and may provide advice of a revised amount.

**6.4** Payment, dispersal of funds

Once any approval conditions have been satisfied funds will be made available as soon as practicable. The funds will be paid on invoice directly to the contractor / supplier or goods purchased and delivered to the club