



MOUNTAIN BIKE AUSTRALIA

2013 MTBA Club Grant Scheme

Round 2: July - December

Mountain Bike Australia
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1. Revision Control

Version	Date	Prepared by	Comments
1.0	1/7/2012	Tony Scott	<ul style="list-style-type: none">• Author - Application form developed
2.0	5/7/2012	Tony Scott	<ul style="list-style-type: none">• Author - added information• Issued to Executive for comment
2.1	1/9/2012	Tony Scott	<ul style="list-style-type: none">• Committee Approval
3.0	1/12/2012	Tony Scott	<ul style="list-style-type: none">• Added application date closing time• Added words for no retrospectivity of funding• Added words about external funding augmentation• Added words about the fate of assets in the event of club wind-up

Implementation Date*	1/9/2012
Next Revision date**	ongoing

* All previous versions of this policy are cancelled

** Revisions may be made to fine-tune the Club Grant Scheme process at any time. If changes are made they will not come into effect until the next grant round. Changes in the wording from the previous version are highlighted in red.

2. Distribution

- MTBA Committee
- MTBA Clubs
- Website
- Members

Part 1

Welcome

Welcome to the new Club Grant Scheme, a new initiative from MTBA to encourage the development and implementation of innovative programs to benefit mountain biking all over Australia. The Club Grant Scheme empowers clubs to do things that are important through funding projects and schemes that will build capacity to support mountain biking in their local or regional area.

The Club Grant Scheme is a competitive process for a slice of a total of \$40,000 in 2013 **through two rounds of application in November and April each year. Round 2 is now open:**

Round 2 (\$20,000): Applications Open: April 2nd 2013

Applications Close: June 30th 2013

Funding made available from: July 1st 2013

Five grants of up to \$4000 each are available in each round. If we receive some grants for less than the maximum available of \$4000 we may be able to award more than five grants in a funding round.

The following information is designed to assist you in being as successful as you can be in formulating the project and submitting the application. **Please take note of the changes from last round. These are highlighted in red text.**

What you should know about the Club Grant Scheme

Take a regional or local approach to Australia-wide strategy

MTBA have established our strategy for mountain biking in Australia for the next five years. It encompasses strategies that we consider are important for the holistic growth of mountain biking in both cities and regional areas. In your application for a grant we encourage you to see how your use of a grant will fit into one of the many strategic imperatives of MTBA. Preference will be given to grants that seek to assist MTBA in achieving some of our strategic aims.

Above all, the purpose of the Club Grant Scheme is to fund innovative and locally important projects from affiliated clubs that will provide enduring benefit to the local MTB community as well as adding to the fabric of MTB in Australia.

Is your club eligible?

In order for your application to be successful the club must:

- Be currently affiliated to MTBA at the time of application and when funding is granted
- Be currently incorporated
- Have an ABN.

Is your project eligible?

Your project must be able to satisfy all of the following conditions:

- The project must be able to show a link to MTBA's strategic objectives
- The project must be to the benefit of the club, its members and not for private gain unless it can be clearly shown that the gain will be directly transferable to the club - ie attending a trails workshop for instance
- The grant must be for a project that is of enduring benefit. The Club Grant Scheme will not fund projects that do not provide an enduring benefit to the local or regional MTB community or run counter to MTBA's strategic objectives. Some examples of things we will not fund are:
 - Prize money, advertising, promotion or payments of contractors for racing in any form
 - Payments to club volunteers in their role as officers of the club
 - Day to day club operating costs or anything that the club would normally incur irrespective of whether or not the club undertakes the project
 - Labour supplied by the club or for time spent on administration of the project or on project activities

- If the grant will fund assets you must be able to show the need and supply documentation that supports your grant request. *Note that physical assets purchased through a Club Grant must be dealt with in accordance with the Club's constitution in the event of wind-up of the Club.*
- If the grant is to fund on-ground assets (trails etc) you must be able to provide written permission of any of the landowners directly affected by your project
- *The grant is not applicable to projects that have already occurred. No grant funds will be available to compensate a club for money already spent.*
- *Projects must be legally able to be done.*

Preparing your application

The application form is on the following pages. You may attach other information if you think it will help people decide what your project is aiming to do. However for all applications:

- Keep your answers as brief as possible - the maximum length for some answers is indicated
- The information you give for Questions 1 – 5 establishes a 'first impression' and will play a key role in how your project is assessed. An appropriate title and informative project summary will help assessors to understand what your project is about. This will increase your project's chance of success
- Typed applications are preferred, but neatly handwritten (in Black pen) applications are acceptable
- Applications will be accepted either electronically or by post by the due date stated
- Any additional material must be attached to the application form, regardless if sent to us electronically or by post
- The application form cannot be altered in any way
- Applications that are deemed ineligible, incomplete or unsigned will be returned to the applicant club for rectification
- Applicants are encouraged to fully understand how a grant may prove successful so as to maximize the chance of success.

Remove the application form from this guide and follow the information below to help you answer the questions.

Question 1: Project Title (no more than 12 words)

The title should give a good description of what your project is about. The title may be used in subsequent promotions for the Scheme.

Question 2: Club details

(a) The name of your club must be given

(b) If your club has an active partner in delivering or funding the project you need to state who they are.

Question 3: Project summary/description

You should explain what your project intends to achieve and why you want to do it. Your summary should tell a story to make it easy for a stranger to understand what you want to do and why. We may also use this information for future promotional purposes.

In telling this story make sure you use the exact words that you want MTBA to use to promote what you are doing with the Grant. Think carefully about your message and how it may encourage other clubs to take up a similar project.

Question 4: Project budget

You need to state any funds that you will receive from other parties or that your club will contribute themselves in this section. All figures should be rounded to the nearest \$100.

You must also attach documents that support your application budget. For instance, here are two examples:

- If you are seeking a grant for an asset purchase you will need to provide a pre-purchase invoice that details the asset, the supplier and its cost
- If you are seeking a grant to assist with training coaches you will need to provide information that shows how the grant money will be expended to contribute to that objective.

Of course there are many more possibilities. You can always contact MTBA to seek an idea of what documentation may be needed to support your grant.

(a) If your project also relies upon or references the supply of funds from other sources you must state the amount and source of those funds. You also need to clearly state the degree to which the project is dependent upon the external funding source and what you will do if the external funds do not become available.

Question 5: Principal contact personal details and club financial information

Complete all sections. The principal contact is the person who we will contact if the funding is approved or more information is required.

Your club **must** have an ABN, although being registered for GST is not required. If you are registered for GST, MTBA will 'cash-up' the grant accordingly.

Your club **must** be incorporated in the State or Territory in which you function.

Grants will not be considered without the club having an ABN or being incorporated.

Question 6: Project objectives (300 words maximum)

Describe the main activities of your project. Write down the main results your project is supposed to achieve, putting them in order of importance. Describe how your project relates to any of the strategic imperatives that MTBA has set. If the project is going to be delivered over time state the time lines for key targets, when they should be achieved and the standard you are aiming for. *Some of this information may be used by MTBA to promote the Scheme or the Project, so please consider this in the drafting of the text for this question.*

Question 7: Monitoring and evaluation

Project monitoring and evaluation play an important role in measuring your progress and success, improving your project as it proceeds and helping you improve future funding requests. You should indicate how you intend to check that your project has been successful, what you will measure to demonstrate this and what your time-frame is. *In general further funding will not be made available to your club till any previous Grants have been fully acquitted.*

Question 8: Long-term maintenance

MTBA seeks commitment to project achievements in the long-term. You should indicate how the results of your project will be maintained and built upon past the life of the project funding. For example how will you ensure that a trail project is kept pristine or how a purchased asset will be looked after for the long-term.

Question 9: Previous funding

If you have received MTBA funding previously, either from a Club Grant or from the previous SDF in the past twelve months you need to tell us. As well if the present funding application is different please explain how or how this grant will be used to enhance that previous funding from MTBA.

Question 10: Additional club information

Answer as asked.

Question 11: Proponent declaration

Complete as directed. **Unsigned application forms will not be considered for funding and will be returned.**

Lodging your application

Checklist

If you have not answered all the required questions or you have given incomplete information or you have not provided any information requested your application will be returned to you for rectification.

Please check your application form and ensure that you have:

- ➔ Checked your application against the MTBA strategic imperatives
- ➔ Answered the descriptive questions so as to give the best information you can
- ➔ Completed the budget in Question 4 and provided supporting documentation as required

- ➔ Included information at Question 5 to enable contact with the person responsible for this project
- ➔ Included information at Question 5 that states the important information about your club and given the club's ABN and confirmed that the club is incorporated
- ➔ Completed the declaration in Question 11.

Submitting your application

Make sure you keep a copy of your submission for your records. Applications can be posted to the Sydney office of MTBA:

MTBA
PO Box 6310
Alexandria NSW 2015

Or emailed:

eo@mtba.asn.au

The closing date for Round 2 submissions is 30th May 2013. Applications must be received by MTBA no later than 5.00pm on that date.

Deciding on the grants

As the applications are received they will be assessed as to their eligibility. Any ineligible applications will be returned to the applicants with an explanation and advice on how to re-submit. At the submission close date applications received will be reviewed by a Selection Panel and ranked in order of how well the application addresses MTBA's strategic objectives followed by local or regional importance.

We will seek to award the grants as follows:

- If fewer than five eligible applications are received they will automatically be funded.
- If more applications are received than funding available this ranked list will be used to make five grant applications.
- If extra funds are available after allocating five grants (because some of the grants were not for the maximum possible) MTBA will seek to fund additional grants up to the maximum of the total round funding maximum of \$20,000.

The decisions of the Selection Panel are final and while advice may be sought as to any unsuccessful application the decisions of the Selection Panel will not be revisited once made.

If you are successful

You will be informed as to your application's success no later than 31st December 2012. In early January 2013 successful applications will be sent a funding agreement to be completed and returned to MTBA. The funding agreement sets out the conditions for funding and will include your reporting requirements and your club bank details. Once the funding agreement is returned the funds will be made available by EFT to the club's bank account, as nominated, within 10 working days.

You will have to report the progress of your project on completion, and possibly at other times. Information from project evaluations allows the progress of your project to be reviewed.

The section on monitoring and evaluation (Question 7, page 4) gives some information about how you might keep records and report on your project.



MOUNTAIN BIKE AUSTRALIA

Part 2

Club Grant Scheme Application Round 2, 2013

From

(Club Name)

2013 Club Grant Application Form

Round 2: July - December 2013

NEED HELP? Please refer to Part 1 for tips and advice.

1. Project title (no more than 12 words)

2. Project entities

(a) Name of the club with management responsibility for the project.

(b) Name of any organisation you are in partnership with for this project and describe the extent of their involvement. See also Question 4a.

3. Project summary ie problem and proposed solutions (maximum of 100 words)

4. Budget for Project

Round amounts to the nearest \$100. Documentation that supports your budget must be attached to your application.

Year	All other funds		MTBA funds sought	Total project budget
	Value	Source		
2013 Round 2	\$		\$	\$

(a) If external funds also apply to your project what will happen if those funds are not made available? How secure are the external funds being made available?

5. Principal contact person details and Club details

Name:		
Address:	Phone:	
State:	Postcode:	email:
ABN for Club	Is your club registered for GST?*	Y / N
Is your club Incorporated?*	Y / N	Incorporation Number

** Circle the appropriate response*

6. Project objectives

Describe the main purpose(s) and outcome(s) of your project, your approximate timeframe for achieving it and how this project links with National MTBA strategies and plans. (up to 300 words)

7. Monitoring and evaluation

What will you measure to determine the success of your project against its objectives?

8. Long-term maintenance

How will you ensure that the results of your project are maintained beyond the funding period?

9. Previous funding

Has your club received a MTBA Club Grant or SDF Funding in the last 12 months?

Year/Date	Purpose of Funding	Funding received
		\$
		\$
		\$

Explanation if needed:

10. Additional Club information

Provide the following information about the club named in Question 2(a).

(a) Number of members
(b) Name and contact email address of the following current office holders within your club
President
Name:
Address
Treasurer
Name:
Address
Secretary
Name:
Address

11. Proponent declaration

I/we declare that the information given on this form is complete and correct, and appropriate club endorsement has been received to submit this application.

Signature of President:	Signature of Treasurer:
Name:	Name:
Date:	Date:

Please use the checklist in Part 1 of the Guide to ensure that your application is complete. Follow the instructions in Part 1 to lodge your application by 30 June 2013 no later than 5.00pm.