

FUNDING POLICY

VICTORIAN BRIDGE ASSOCIATION

Purpose: – This policy covers all requests for funding support from affiliated clubs.

Scope: – The VBA will consider providing funding support for the following:

- Activities that promote bridge and/or foster the development of bridge;
- Initial club website development & implementation;
- Advertising and Promotion of bridge lessons;

Refer to the attached table for further details on funding limits, and other considerations.

No region or club's application will be denied funding because it actively seeks funding more so than another. Applications will be considered all year round and approved on their individual merit. Funding is not guaranteed to be in proportion to clubs or members, but balance will be a consideration.

Priority will be given to requests where the outcomes are likely to benefit an area or a number of clubs rather than a single one.

Applications:

- Must be made in writing on the prescribed form.
- Must be made in advance of funds expenditure.
- Must supply any relevant information (e.g. budget; advertising copy; etc).

All applications for funding will be minuted in the next available Council meeting, whether successful or not.

Successful Applicant Obligations:

- A profit & loss statement attaching relevant receipts, purchase orders, etc. must be lodged within 30 days of the event being held.
- Any funds received and not expended must be refunded within 30 days .
- Note that Credit card statements are not of themselves proof of payment without a receipt or valid tax invoice to back it up.

Payments: All funds will be paid by Electronic Funds Transfer upon completion of the required reporting to the VBA, and provision of tax invoices/receipts as appropriate. The successful applicant must provide bank account details to the VBA in order for the payment to be paid. Cheques will not be issued.

Further information: To confirm your eligibility for funding or for further information, please contact the VBA Club Manager via email to info@vba.asn.au or by post at Victorian Bridge Association, 131 Poath Road, Murrumbeena, 3163.

<u>Type of Funding</u>	<u>Amount Available</u>	<u>Considerations</u>
Advertising & Promotion	<p>A maximum of \$200 can be allocated per club per annum for Bridge Lesson Advertising.</p> <p>Other activity funded on merit.</p>	<p>No region or club's application will be denied funding because it actively seeks funding more so than another. Applications will be considered all year round and approved on their individual merit. Funding is not guaranteed to be in proportion to clubs or members, but balance will be a consideration.</p> <p>The VBA Council reserves the right to consider each application on its merit.</p> <p>Note that newspaper advertising has been proven to be ineffective and funding will not be approved for this.</p>
Activities that promote Bridge	In general up to 50% of costs of the program (actual or estimated) will be considered. Funding range is typically between \$100 and \$500.	<p>Funding is intended to offset costs over and above those that can reasonably be charged to participants. Requests for assistance where no fees are being charged are unlikely to be favourable received.</p> <p>Subsidies for food will not be considered.</p>
Website Setup	Up to \$300 per club for initial website deployment.	<p>There are several providers making bridge club specific websites or website creation tools available.</p> <p>Refer to the Affiliated clubs page on the VBA website for more details on the various providers</p>

* Note that funding approval for applications where funds are allocated from Future Bridge must be co-signed by the FABCV.

APPLICATION FOR FUNDING

Date of Application:	
Who is making the application (Club, Region, Group, etc)?	
Contact Name:	
Contact Email/Phone:	
Type of Activity (e.g. Seminar, Teaching, Directors' Course, Advertising, Website, etc.)?	
Date(s) and Time(s) of Activity:	
Give a brief summary of how this activity will promote bridge and who the beneficiaries are expected to be:	
Please attach an estimated budget showing total costs of activity and any income expected to be generated from the activity: (a sample budget is attached)	
Bank Account Details for payment if application is approved:	
BSB: _____ Account No: _____	
Account Name: _____	

Office Use Only: _____/_____/_____ Date Submitted to VBA Council	Marketing/Future Fund/Other Funding Source (circle one)	<input type="checkbox"/> Yes <input type="checkbox"/> No Approved?
If no: reason for non-approval:		

Please forward application to Victorian Bridge Association, 131 Poath Road, Murrumbena, 3163 or email it to info@vba.asn.au before your event. After the event, please send profit and loss statement attaching relevant receipts, purchase orders, etc. within 30 days.

Sample Budget:

BLACK STUMP REGION – DIRECTORS’ COURSE
Sunday, 1st January, 2013

	Income \$	Costs \$
Gerry Wilson – Director Presenter		450.00
Room Hire		25.00
Advertising		40.00
Photocopying of notes		20.00
Expected number of participants – 20 @\$10.00 per head	200.00	
6 clubs in Region each contributing \$20	120.00	
	\$320.00	\$535.00

Total costs \$535.00
Income \$320.00
 -\$215.00

We are applying for a grant of \$110 towards this activity.
