



ACDS NSW Branch **Financial Assistance Grants criteria**

General Information:

These criteria are intended to establish consistent guidelines for grant applications, ensure that grant requests are considered on an equal basis, and to ensure that the Branch meets its fiduciary responsibilities with respect to allocation of member's funds.

Requests for financial assistance from ACDS Clubs and Organising Committees in NSW will be considered on an individual basis on their own merits, however as a general guide, grants which go towards the following types of activities may be considered more favourably:

Activities which;

- raise the profile of the ACDS on a broader scale;
- target potential new members or are aimed at increasing membership;
- assist growth of the organisation into new population or geographical areas;
- are aimed at developing the skills and abilities of drivers and officials.
- are Championship level events.

Mandatory Requirements:

To be eligible for State Branch assistance, the following minimum requirements apply:

- The Club or Organising Committee must be affiliated with the ACDS NSW Branch.
- The Activity must be open to all ACDS Members to enter (subject to relevant Conditions of Entry).

Submission Requirements:

The following requirements apply to any application for State Branch financial assistance:

- | | <i>Checklist</i> |
|--|--------------------------|
| ▪ The requested amount is to be clearly specified in the application. | <input type="checkbox"/> |
| ▪ An appropriately detailed budget for the Activity must be submitted with the application, which outlines anticipated income and expenditure. | <input type="checkbox"/> |
| ▪ The specific purpose for the requested funds must be identified in the application – <i>e.g. judges travel expenses.</i> | <input type="checkbox"/> |
| ▪ Requests are to be submitted to the State Branch Secretary in writing by a member of the Club Executive or member of the Organising Committee as applicable. | <input type="checkbox"/> |

Clubs and Organising Committees are strongly encouraged to submit applications for funding by 31st August, for activities in the following 12 month period – this will allow the State Branch to adequately budget for grant expenditure.

Approval Process:

Applications for financial assistance will be reviewed by the State Branch Executive and a decision made on whether to support the grant request. Where the timeframe permits, the grant request shall go before a State Branch General Meeting for approval, however in certain circumstances the Executive may approve the grant with follow up notification to the next Branch meeting.

Grant requests which exceed \$300 require the approval of a General Meeting.

Grant approval is not determined by precedent – *i.e. simply because a grant was previously approved for a particular event, does not mean that it will be automatically approved for similar events in the future.*

The payment of grants is subject to the financial status of the Branch at the particular time and availability of grant funds is not automatic.

Special Grants:

In normal circumstances, individual grants shall not exceed \$500, however requests for larger amounts may be considered for special events.

Such requests will require more detailed financial information to be provided and if approved, an increased level of oversight by the Branch of the particular activity. These requirements will be agreed by the Executive and the body requesting the funds at the time of application.

Repayment of Grants:

A grant must be repaid to the Branch in the following circumstances:

- The Activity is cancelled, or is postponed for more than 12 months.

Open-book Policy:

The payment of grant funds is conditional on the Club or Organising Committee agreeing to an open-book policy in terms of financial records relating to the Activity. The State Branch Executive may request additional financial information and records (such as Auditor's Reports) from the Club or Organising Committee in order to satisfy itself that the grant monies have been allocated to their intended purpose.

Confidentiality will be maintained where this does not conflict with the Member's right to information about expenditure of Branch funds.

Close-out Reporting

Within 30 days of completion of the Activity, the Club or Organising Committee is requested to provide a short report to the State Branch Secretary on the outcomes of the Activity and the financial status.

Failure to provide this information may preclude the Club or Organising Committee from obtaining future grants.