

AHAA Grant Program

About the Program

The AHAA National Committee has established a grant program to support the continued growth of the sport by supporting branches and states in establishment, ongoing fit out, and the capacity to host competitions at all levels.

Grants can be applied for:

1. Equipment to assist in the establishment or expansion of a branch
2. Equipment or one off costs incurred in hosting an AHAA supported competition
3. A 'matched' contribution towards items or facilities e.g. a contribution towards a local or State based grant to improve leased facilities.

Generally, a grant application can only be made by the Branch Manager and must be supported by the relevant State Representative on the Management Committee.

Program objectives

The overall objectives of the Program are to:

- Promote the growth of the sport by ensuring all Branches have access to the equipment they need to host regular rally days and explore different disciplines.
- Improve the overall competition quality and numbers across Australia

Funding Maximums.

The maximum amounts available are:

- Branch equipment grants - \$500
- Competition grants - \$1,000
- Matching contributions - \$1,000

It is expected that funding requests will be for lesser amounts in consideration of the AHAA's overall financial position,

Only one grant of each type can be applied for in each financial year, with the exception of a State that is seeking competition grants for national or international level competitions. The amount requested should be reflective of the type of competition being hosted.

Branches or States are encouraged to contribute financially by way of local sponsorship or fundraising activities to assist with covering the costs of the proposed activities. Contributions will be handled in accordance with the AHAA accounting policies.

Eligibility

- Any Branch that has 4 or more full, adult riding members and has been in existence for more than 1 year
- Any State or Territory with the exception of the ACT, which is considered to be combined with NSW.

Acceptable Uses for Grants

Branch Equipment Grants

Equipment grants for branches are intended to support the following types of equipment purchases;

- Targets or target foam
- Target feet
- Non-standard targets e.g. targets for Polish track
- Target mounting equipment e.g. pieces for a Hun target
- Rope
- Track posts e.g. pig tail tread in posts
- Measuring equipment
- Timing equipment

The above list is not exhaustive. Applications for equipment grants should have regard to the size of the branch, existing equipment, and particular requirements for specific grounds e.g. arrow nets etc.

Competition Grants

Competition grants for branches or states are intended to support the follow types of purchases;

- Non standard equipment requirements (e.g. timing gates)
- Higher than normal costs for ground or facility hire to accommodate the scale of the event
- Costs specific to a particular completion e.g. a Welcome Ceremony for an international completion etc.

The above list is not exhaustive. Applications for competition grants should have regard to the size and type of competition being held. A branch or state proposing to host a competition is expected to be in a reasonable position to do so without grant assistance.

Matched Contribution Grants

Matched contribution grants are intended to obtain additional funds from local, state or commercial entity programs that may require partial financial contributions for the recipient.

Any matched contribution grant applications must have a primary purpose in keeping with the AHAA Objectives.

All applications should clearly articulate what the Grant is to be used for and how it will help achieve one of the primary aims of the AHAA.

Grant Funds Must Not Be Used For

The following are items that grant funding is not to be used for. Funding for some of these items may be available from the AHAA through other means.

- Payments to individuals for any reason
- Food and/or catering
- Insurance (public liability, general liability, etc.)
- Costs that have already been incurred at the time of application
- Costs that would normally be borne by an individual e.g. Horse hire fees
- Travel or accommodation costs

Application Process

Applications for branch equipment grants are to be made by the relevant branch manager and must be supported by the relevant State Representative on the Management Committee.

Applications for Competition Grants can be made by the event organiser and must be supported by the relevant State Representative on the Management Committee.

Matched contribution grants may be made by a branch manager and must be supported by the State Representative on the Management Committee.

Applications are to be made using the attached form.

Applications that are supported through financial contributions or contributions in kind from the applicant group will be highly favoured, so long as the application supports the AHAA primary objectives.

Applications for Grants must be able to be completed prior to the next Annual General Meeting.. Applications that run into future years cannot be considered, except for certain competition grants e.g. International Competitions.

Decision Process

The decision to award a grant application is determined by the Committee with regards to the rules listed above and the AHAA primary objectives as listed in Section 3 of the AHAA Constitution. A simple majority of the Management Committee is required to support a grant, however the supporting committee member who is proposing the grant must not vote.

Any grant applications must adhere to the Accounting Rules and any other relevant sections of the Constitution.

The Committee must consider the overall financial position of the organisation prior to approval of any grant application.

A Grant application decision may be reversed or deferred if required by majority vote of the Committee, with consideration to the impact of any such deferral or reversal and any costs that may be incurred as a result e.g. loss of deposits.

Payment of Grants

Once a grant application is approved, payment is to be made by the Treasurer in accordance with the Accounting rules and Constitution.

Payments should be made directly by the Treasurer for invoices where possible.

For payments that cannot be made in this fashion, payment can be made by any AHAA member and a claim for re-imbusement submitted to the treasurer. Any such claims must be accompanied by valid tax receipts.

Grants are approved for a specific purpose. If a grant has been issued on the basis of an estimate which turns out to be too high, the grant is considered to be reduced to the actual payment amount. Remaining grant funds must not be spent on any other purpose without approval from the Committee.

If an estimate proves to be too low, approval should be sought from the Committee for any shortfall before payment is made. Depending on the variance in estimate, the grant application approval may need to be reconsidered.

Grants must be fully reconciled before the end of the AHAA Financial Year.

Record Keeping and Accounting of Grants

The Treasurer must record any funds spent on grants as expenditure in the account records.

For the period between a grant application approval and any payments being made, the Treasurer must record the grant approval funds as potential expenditure.

Once completed, the Secretary must keep the original grant application and the relevant receipt records in the Associations files.