

Traralgon Bowls Club Inc.

Small Bowling Club Grants Fund

Preamble

Traralgon Bowls Club proudly sponsors a range of local sporting clubs, across both junior and senior ranks, promoting sports such as Football, Cricket, Soccer, Basketball, Croquet, Baseball and 8-ball. At the time of writing, this sponsorship amounted to more than \$35,000 per annum that is allocated to local community sporting organisations.

Underlying concepts for the Small Bowling Club Grants Fund

1. Access to funding shall be limited to affiliated bowling clubs within the Strzelecki North playing area.
2. Clubs with access to poker machine revenues (direct or indirect) will not be allowed to seek funding.
3. The Grants Fund shall be set at a capped value allocated by the Board of Management per annum, and will be replenished annually, on 1 July each year by the Traralgon Bowls Club Board (TBC Board).
4. Individual requests for funding will not exceed 25% of the total fund in any one year to ensure that at least four projects/purchases per annum can be funded by the Traralgon Bowls Club.
5. Applications for funding shall be forwarded to the Secretary-Manager, Traralgon Bowls Club for consideration by the TBC Board.
6. Under no circumstances will funding be provided for projects or purchases that have already been undertaken.
7. Small Bowling Clubs may submit more than one application per annum, for different projects or purchases.
8. The TBC Board may revise rules around the total annual value of the fund, and limits on individual requests, at any time, as the Board sees fit.

Use of grants by Small Bowling Clubs

9. The TBC Board will require grants to be used to improve playing conditions for bowlers, or to improve clubhouse conditions for bowlers.
10. Examples of activities that may gain support from the TBC Board include, but are not be limited to –
 - Purchase of new equipment such as jacks, mats, scoreboards etc;
 - Purchase of new shelters to protect from wind, rain or sun; and
 - Renovations or repairs to greens or clubhouses or surrounds.
11. Any grant provided by the Traralgon Bowls Club may be used to partly or fully fund any purchase, renovation or repair.
12. Any grant provided by the Traralgon Bowls Club can be added to funds sourced elsewhere by the applicant club.

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Submission of Requests for Grants

13. All requests for funding shall be completed by the applicant club on the template form provided by Traralgon Bowls Club.
14. Requests submitted by applicant clubs must be completed to a standard that allows the TBC Board to gain a good understanding of the nature of the project or purchase to be undertaken.
15. On receipt of applications, the Club's Secretary-Manager shall review applications for completeness and liaise with applicant clubs where details are not clear.
16. Applicant clubs may submit additional details with the template request form as required. Where possible, quotations or cost estimates should be provided to support any request for funding.

Approval of Grants

17. The TBC Board will consider requests for funding at monthly Board meetings.
18. TBC Board decisions will be final.
19. All requests for funding will be acknowledged in writing. This acknowledgement will include advice on whether the TBC Board has decided to fund the request, and the amount that will be funded.
20. TBC will not provide payment for approved submissions until the project has been completed, proof of purchase such as an invoice has been provided or the project has reached an approved stage to ensure that the funds are used as outlined in the submitted request.

Acquittal of Grants

21. It is a condition of the Small Bowling Club Grants Fund that all applicant clubs provide evidence that the funding provided by the TBC Board has been used to fund the requested project or purchase.
22. Evidence may take the form of a written letter or email, and include photos of the project or purchase, and should be forwarded to the Secretary-Manager to close out the funding process.
23. Evidence of recognition that Traralgon Bowls Club has provided the grant to the applicant in the form of signage, acknowledgement in a newsletter or a website post for example.

Address for all Correspondence

Secretary-Manager
Traralgon Bowls Club
PO Box 491
Traralgon, Vic 3844