



Sporting Clays Western Australian Inc.

FUNDING POLICY

Version	Date Adopted by Board	Amendments	Next Review Date
01	April 2018	New document	2019
02	10/12/2019	Updated name change to Sporting Clays WA and new logo	2020
03	31/10/2020	Review document	2021
04	09/11/2022	Updated document to remove all restrictions (\$4k loan amount maximum), add section on coaching and to change funding amount from \$12k to \$24k	2023



FUNDING POLICY

The Sporting Clays Western Australia Inc. ("SCWA") has made available funding by way of a loans and grants, for clubs requiring financial assistance for club related expenses.

The following guidelines have been established for clubs applying for funding.

1. All funding provided to Clubs is conditional on funds being available from SCWA, as determined by the SCWA BOARD.
2. SCWA shall approve one application per club in the Association, per year.
3. Applications for grants and loans shall can be submitted to the SCWA Board anytime during the year.
4. All Funding Applications shall be in writing on the SCWA funding Application Form and addressed to the SCWA Board and sent to the State Secretary email address secretary@sportingclayswa.org . The application will be discussed and reviewed by the Board, then it shall be formally voted on by the SCWA Board.
5. **The term of the loan shall not exceed 2 years unless by the approval of the Board, or Club formally in writing to apply to the Board for an extension.**
6. Loans may be used for fixed assets and equipment with a guarantee from the Club.
7. Repayment of loans shall be made by quarterly or annual payments.
8. Grants may be used for fixed assets and equipment.
9. The total of funding from SCWA shall not exceed a total of \$24,000. Extraordinary circumstances may be considered.
10. Evidence that attempts have been made for funding elsewhere, may be required.
11. Copy of the Club's current Bank Statement must accompany the Application.
12. A copy of the Club's previous AGM Financial Report must accompany the Application.
13. Upon approval of a Loan Application, the Club shall transfer their contribution into the SCWA Loan Account and the SCWA Treasurer shall pay the supplier directly and in full and update the Loan Register.
14. Repayments shall be made quarterly or annually by electronic transfer into the SCWA nominated loan account with proof of EFT or deposit to be emailed to treasurer.

15. It is the responsibility of the Club to ensure that all repayments are made on time to SCWA.
16. It is the responsibility of the SCWA Treasurer to track the repayments and update the Loan Register.
17. The State Secretary shall inform all clubs that loans/grants are available.
18. The Loan Application must be approved by the SCWA BOARD prior to the Treasurer releasing the funds.
19. If the loan is to be utilised to purchase equipment, the equipment shall remain the property of SCWA until the final payment is made to the Association.
20. Any equipment purchased with SCWA funding, will be fully insured by the Club for the full purchase price of the equipment, for the duration of the loan term. The Club shall provide the Association with a copy of the Certificate of Currency as proof of insurance.
21. All Loan Applications and supporting documentation shall be sent to the State Secretary via email secretary@sportingclayswa.org who shall forward onto the State Board to discuss and vote on the application.

22. Funding for Equipment purchase

If the funding shall be used to purchase equipment, the equipment must meet SCA standards. Applicants to supply the following information:

- (a) Funding for Equipment purchase:
 - Purpose of funding
 - Contribution by Club
 - Quote(s) from supplier(s)
 - Make / Model of equipment
 - Condition (new / used)
 - Term of Loan (maximum 2 years) if applicable
 - Quarterly or Annual repayments
 - Evidence of attempts for other sources of funding
 - Current Club bank statement
 - Financial report from previous year
 - Proof of insurance on equipment if the Application is successful

Applicants must provide all of the above information, otherwise the Application may be refused.

23. Funding for Fixed Assets (concrete, contractors, groundwork etc);

Should the loan be used for fixed assets, the club must submit a detailed scope of works to accompany the below. Please advise the following information:

- (a) **Fixed Assets:**
- Purpose of funding / Scope of work (i.e electrical work, plumbing etc)
 - Total price
 - Quote(s) from supplier(s)
 - Contribution by Club
 - Term of Loan (maximum 2 years)
 - Quarterly or Annual repayments
 - Guarantee to SCWA should the Club default on repayments, to the equal value of loan (i.e trap to the value of \$4,000)
 - Serial numbers of the guarantee
 - Evidence of attempts for other sources of funding
 - Current Club bank statement
 - Financial AGM report from previous year
- (b) A guarantee by the Club, should the club default on repayments. (i.e. An agreement from the Club to give ownership of club owned traps to SCWA which equals the total funding amount outstanding). **Should a Club be unable to provide a guarantee, the funding Application will be refused by the Association.** This is non-negotiable.

24. Funding for training or coaching

(It is intended that this be a grant not a loan as approved by Board.

Should the funding be used for training or coaching, the club must submit a detailed scope of works to accompany the below. Please advise the following information:

- (c) Funding for coaching / training:
- Purpose of funding / Scope of work (i.e coaching day at club X)
 - Total price
 - Proposed Contribution by Club
 - Communication plan to show how information will be broadcast to all members
 - Coaching / training to be available to all SCWA members.
 - Evidence of attempts for other sources of funding
 - Current Club bank statement
 - Financial report from previous year
- (d) It is intended that this be a grant not a loan and each application will be individually assessed as approved by Board.
- (e) There will be no funding allocated to send members to coaching programs in other states, this funding is for local coaching or for a coach to be flown into WA from another area (to ensure maximum member coverage)

Payment Default

25. In the event that a Club defaults on one repayment, they must provide within 48 hours a written explanation to the SCWA BOARD on when the repayment will be transferred.
26. In the event that a Club defaults on a second repayment, SCWA BOARD reserves the right to obtain the equipment purchased or guaranteed to pertain to the loan.
27. Should a Club default on any payment without notification to the State Association, SCWA BOARD reserve the right to secure the goods purchased or guaranteed against the loan immediately.

repayment calculations:

Quarterly repayments: (4 per year)

(Example on \$4,000)	1-year term (4 repayments)	2-year term (8 repayments)
\$4,000	\$1,000 every 3 months	\$500 every 3 months
\$3,500	\$875 every 3 months	\$437.50 every 3 months
\$3,000	\$750 every 3 months	\$375 every 3 months
\$2,500	\$625 every 3 months	\$312.50 every 3 months
\$2,000	\$500 every 3 months	\$250 every 3 months

Annual repayments (1 per year)

(Example on \$4,000)	1-year term (1 repayment)	2-year term (2 repayments)
\$4,000	1 x repayment of \$4,000	2 x repayments of \$2,000
\$3,500	1 x repayment of \$3,500	2 x repayments of \$1,750
\$3,000	1 x repayment of \$3,000	2 x repayments of \$1,500
\$2,500	1 x repayment of \$2,500	2 x repayments of \$1,250
\$2,000	1 x repayment of \$2,000	2 x repayments of \$1,000