

Dancesport Victoria

Regional Competition Grants Policy - Version 2.0 Approved 18 July 2013

Purpose

The purpose of this policy is to provide a basis for Dancesport Victoria to allocate funds in an equitable and effective manner to those dancesport competitor organisers who organise competitions in the regional areas of Victoria.

Dancesport Victoria acknowledges that the provision of grants is an important role for regional competitions, and is an essential way in which Dancesport Victoria can directly support its regional studios, coaches and competitors.

The Regional Competition Grants program is developed with a philosophy of partnership whereby Dancesport Victoria recognises the vital role that individuals, groups and organisations play in contributing to the creation of dancesport opportunities in the regional areas of Victoria.

Dancesport Victoria will apply appropriate management practices to ensure that there is a balance between responsibly administering funds, and supporting these regional areas in a practical and effective manner.

Strategic Framework

The Regional Competition Grants policy is strongly related to Dancesport Victoria's vision and mission statements. The policy also relates to Dancesport Australia's "Project 5000" and Dancesport Australia's Strategic Plan.

It operates in the context of the following related Dancesport Victoria policies, plans and activities:

- DSV Lecture Subsidy Policy
- DSV Subsidised Membership to Dancesport Australia Policy
- DSV Regional Youth Development Program

Funding Categories

Dancesport Victoria has the following grants available:

Quick Response Grants

This grant aims to support individuals or groups for amounts of up to \$150 for one-off activities or projects that benefit the Dancesport community or a local resident. Funds may be awarded to assist an individual to attend a competition, conference, community gathering, or event, or as a small contribution to a community activity. Teams applying on behalf of several individuals can apply for up to \$300 (equivalent to two individuals).

Applications can be submitted at any time, and are made via a the application form. Quick Response Grants are assessed for eligibility and merit by the Chairman and Executive Officer of Dancesport Victoria, and shortlisted applications are submitted to the Dancesport Victoria board for final selection and approval.

There are no formal acquittal requirements. However, successful applicants are encouraged to acknowledge Dancesport Victoria's contribution.

Applications can be made at any time throughout the year and grants are awarded until budget allocation is spent. There is a limit of one application per individual or group per year with consideration given to an additional application if merited.

Regional Competition Grants

This grant aims to support groups for amounts of up to \$1,500 for one-off activities or projects that benefit the Dancesport community.

These may include (but are not limited to) events, community projects or purchasing of equipment for community groups.

Applications can be submitted at any time, and are made via a the application form. Quick Response Grants are assessed for eligibility and merit by the Chairman and Executive Officer of Dancesport Victoria, and shortlisted applications are submitted to the Dancesport Victoria board for final selection and approval.

Shortlisted applications are submitted to Dancesport Victoria for final approval. Recipients of Community Support Grants are required to sign a funding agreement prior to receiving grant monies, and are to complete an acquittal form at the end of the grant period.

This category is awarded with funding provided for projects or events occurring in the following 6 to 12 months.

Partnership Grants

This grant aims to invest in the development of the Dancesport community by offering amounts of up to \$5,000 as a one-off payment, or as recurrent funding (up to \$5,000 p.a. over a maximum of 3 years) for projects or activities that benefit the Dancesport community.

The Partnership Grants supports projects that align closely with Dancesport Victoria's identified plans and endorsed activities, and have the potential to build dancesport involvement in the designated regional area.

It is preferred, but not compulsory, that applicants in this category be incorporated bodies, or groups with an auspicing agent, and must be based in Dancesport.

The application process includes a face to face meeting with the Executive Officer of Dancesport Victoria, a written expression of interest, and a formal application.

Formal applications are made the application form. Applications are assessed by a grants panel consisting of two (2) Dancesport Board members, two (2) independent representatives with expertise in the field, the Regional Competition Grants Officer and relevant Dancesport Victoria Officers as required.

Recommended applications are submitted to Dancesport Victoria for final approval. Recipients of Partnership Grants are required to sign a funding agreement prior to receiving grant monies, and are to complete an acquittal form at the end of the grant period.

This category is awarded annually for the current or recurrent financial years.

In-kind support / Sponsorship

Dancesport Victoria offers the provision of in-kind assistance to community groups which are engaged in the provision of a special event which is open to participation by the general community. There is not a formal application process for this support, and assistance will be given at the discretion of the Dancesport Victoria Board dependent upon the availability of resources. Groups receiving in-kind support are encouraged to acknowledge Dancesport Victoria's contribution.

General Eligibility Criteria

Dancesport Victoria will only provide a grant if it is satisfied that the grant will be used for a purpose that is in the interest of the Dancesport community and the grant recipient satisfies the following grant and eligibility criteria.

- Not for profit organisations (NPO) and individuals are eligible to apply for a grant under Dancesport Victoria's relevant grant categories.
- An individual applying for a grant must be a member of Dancesport.
- An NPO applying for a grant must operate within Victoria and be able to demonstrate that the competition will benefit the dancesport community of the regional.

NPOs must:

- (if incorporated) have appropriate insurance and work place health and safety policies
- have met all conditions of previous Dancesport Victoria grants and have no debt to Dancesport Victoria
- be financially viable

If an NPO is not incorporated it can apply for a grant. However it is preferred that its application is auspiced and administered by an incorporated entity.

An auspicating entity may auspicate one or more unincorporated NPOs. Auspicating entities must accept responsibility for the management of advanced funds and acquittal requirements as well as all insurance risk of the funded project.

Limitations

The recipient of a Regional Competition Grant, must not be involved in activities that:

- bring itself or Dancesport Victoria in controversial issues or expose the organisation to adverse criticism, must be avoided. The following sponsorships are regarded as being inappropriate
- denigrate, exclude, or offend minority community groups;
- may present a hazard to the community
- do not reflect community standards

Reporting

All sponsorship proposals / activity is to be reported to the DSV Executive Officer prior to sourcing potential sponsorships and on entering a sponsorship agreement:

- To avoid situations of conflict
- To allow registering and tracking of all sponsorship activity

Implementation Procedures and Review

The Regional Competition Grants Program Procedures are in place in order to carry out the intent of this policy, and to assist Dancesport Victoria in designing, managing and implementing the grants program in the best possible manner. The procedures are to ensure that the Regional Competition Grants program remains effective, transparent, sustainable, equitable and ethical at all times.

The policy, guidelines and procedures are to be reviewed at least every 5 years.

Funding of Grants

The funding amounts for each grant category are reviewed yearly in conjunction with the adoption of Dancesport Victoria's Annual Plan.