

BENDIGO JUNIOR FOOTBALL LEAGUE (BJFL) Development Fund Program

Contents

1. What is the BJFL Development Fund (“the Fund”).....	2
2. How will the BJFL Development Fund Work.....	2
3. Maximum Grant Available and Matching Funds Principle	2
4. Who Can Apply.....	2
5. Ineligible Applicants.....	3
6. What May Be Funded	3
7. What Will Not Be Funded	3
8. What are the Funding Conditions	4
9. What is the Application Process	4
10. How are the grants applied for?	4
11. Information you will need to provide as part of your application	4
12. What are the other assessment criteria?	5
13. Conditions that apply to applications and funding.....	5
14. How will applications be assessed	6

1. What is the BJFL Development Fund (“the Fund”)

The **BJFL Development Fund** program is designed to assist BJFL affiliated Junior Sporting Clubs to grow participation and improve the sustainability of the league for the benefit of all clubs affiliated with the BJFL and the benefit of junior AFL football in the AFLCV region as a whole.

2. How will the BJFL Development Fund Work

The BJFL board will agree and approve an annual Development Fund distribution and transfer this amount to the Fund (to be held in a separate bank account) on or before the 31st December each year.

The annual transfer amount will be determined by the BJFL Board based on the level of surplus operating funds for the year (if any) less any allowance for future capital expenditure required by the BJFL Board for the benefit of junior AFL football in the BJFL region.

As a guide the BJFL Board will be looking to transfer to the Fund a minimum of 50% of any annual operating surplus funds.

Total annual grants available for distribution from the Fund is capped at 50%, of the total Development Fund balance, or at the discretion of the board. This limit is designed to ensure the Fund remains sustainable over many years.

3. Maximum Grant Available and Matching Funds Principle

The maximum grant available to any one recipient is capped at \$2,000.00.

The BJFL Board has the discretion to offer a larger grant should the project be of significant benefit for the BJFL league, or initiated by the Board.

Grants will be provided as “matching funds” payments; that is applicant clubs are to demonstrate that they will be contributing at least half the total required funds for a project. Matching Funds may be reduced or varied, if it’s of significant benefit to the BJFL, this will be at the boards discretion

4. Who Can Apply

Any junior football club affiliated with and competing in the BJFL competition.

A junior football club can only receive one grant from the Fund in a 24 month period (i.e. 2 calendar years).

5. Ineligible Applicants

The following criteria will cause an applicant/application to be ineligible:

- An application is received from an individual or a sporting club not affiliated and competing in the BJFL competition;
- A club who has failed to acquit a previous grant provided from the Fund;
- Projects that occur outside of the BJFL Region;
- Applications that are received after the closing date;
- Applications that are incomplete such as:
 - failure to indicate in the budget where grant monies will be used
 - not attaching copies of relevant quotes
 - leaving questions blank
- Applications that are submitted on the wrong form;

Clubs who have already received funding from the Fund within the last 2 calendar years will be ineligible for another grant in this period.

- Applications received from a club that has outstanding monies owed to the BJFL.

6. What May Be Funded

Projects that will provide a future benefit beyond a single football season.

Projects to be funded should have a wider benefit to junior football in the BJFL region and not only benefit the recipient club. The benefit should be able to be shared with all clubs affiliated with and competing in the BJFL competition.

Examples;

- For a club to host a Multi-cultural “come and try” day for new players
- Player, official or coach welfare / education
- New participation schemes that will grow and sustain the BJFL

6A. Representative football

Any club can apply for State/National player development assistance.

\$250 maximum for State Selection; \$500 maximum for National Selection.

7. What Will Not Be Funded

Normal operating expenses incurred within a football season (e.g. footballs, canteen purchases, rent, line marking, electricity and other utilities etc.)

- New electronic scoreboards
 - New Lighting
 - Club equipment
- Any project that cannot demonstrate a clear benefit to the sustainability and/or growth of the BJFL.

8. What are the Funding Conditions

The following conditions will apply to any club that receives a grant:

- The grant recipient must enter into a grant agreement with the BJFL which sets out the conditions and reporting requirements (if required).
- The grant recipients must adhere to the BJFL Code of Conduct.
- The project must be completed within 12 months of receipt of the grant funds. Any unspent funds must be returned to the BJFL or time extension sought and approved by the BJFL Board.
- Funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted to the BJFL for approval prior to implementation.
- Grant recipients without an Australian Business Number (ABN) must provide a completed Statement by a supplier form so that no tax is withheld from any grant payments.
- Grants to recipients not registered for GST will be made exclusive of GST.

9. What is the Application Process

Applications for a grant will be open from 1st October and will close 30th April each year.

Applications will be considered by the BJFL Board (or sub-committee thereof) and approved by the BJFL Board by 31st May each year.

10. How are the grants applied for?

A junior club wishing to apply for a grant through the Fund, must fill out the application form available from the BJFL website, and submit in accordance with the form's instructions by the closing date.

All documented evidence that may be required must also be submitted at this time. This includes any written quotes.

11. Information you will need to provide as part of your application

All applications must provide a total cost plan with quotes prepared within the past 12 months where applicable, any quote must include:

- Details of item type
- Number of items to be purchased or plan of works to be completed
- Individual and total cost of items to be purchased

Applications submitted without an adequately detailed quote, will not be eligible for funding.

The program will not fund projects that have already been purchased prior to the eligible commencement date for each funding round as outlined in these guidelines.

12. What are the other assessment criteria?

1. Why is this grant needed?

In your response, please describe:

- The need for the project to be completed or equipment to be purchased.
- What benefits will the grant provide? In your response, please describe:
 - how the grant will benefit the BJFL to grow participation and maintain a sustainable future for the league.
 - how the grant will benefit the recipient club (for example, what receiving the grant would mean to the club and its members)
 - how the grant will benefit other junior football clubs affiliated with the BJFL

2. What is the total cost of the project and what is the value of the applicant's contribution.

13. Conditions that apply to applications and funding

Funding agreements

Successful applicants must enter into a funding agreement with the BJFL.

Funding agreements establish the parties and their commitments and obligations to each other and set out the general terms and conditions of funding.

Payments

Payments will be made as long as:

- The funding agreement has been signed by all parties
- Grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- Other terms and conditions of funding continue to be met.

14. How will applications be assessed

Eligible applications will be assessed based on responses provided in the application form.

Eligibility does not guarantee success. It is expected that more applications will be received than can be funded.

Applicants will receive written notification of the outcome of the assessment process.

Preference will be given to:

- Applicant clubs that demonstrate values that adhere to and promote the values set out in the BJFL Code of Conduct to all players, parents, supporters and officials.
- Projects that demonstrate a tangible benefit to all junior clubs affiliated with the BJFL and assist to grow overall participation.

If required a sub-committee of the BJFL Board will be setup to initially vet the applications.

This sub-committee will provide a recommendation to the BJFL Board, where final approval will be given.

The BJFL Board's decision will be final and the Board reserves the right not to publish the reason for the rejection of an application or for failure to fully fund the application.