



**Sporting Shooters
Association of Australia
South Australia**

CLUB DEVELOPMENT GRANT APPLICATION

1. Applicant Details

Club Name _____

Postal Address _____

Club Contact _____

Phone _____ Email _____

2. Incorporation

Is your Club currently incorporated? Yes No Date Incorporated _____

3. Does your Club have an Australian Business Number (ABN)? Yes No

If yes please advise ABN Number _____

4. Has the Club adopted SSAA SA Inc Standard Club Constitution? Yes No

6. Did a delegate from your Club attend the last State Council and AGM? Yes No

7. Does the Club have any outstanding loans from any other source? Yes No

If yes to whom and how much _____

8. Please forward an audited current financial report with your application.

9. Number of current financial members _____

10. Provide proof of land tenure and Term i.e. Copy of lease of the property with your application.

11. Provide a copy of the Club Range Certificate.

12. Describe the project in detail _____

13. Costing for project \$ _____

(Quotes and plans to be included with application)

14. Project Commencement Date _____ Completion Date _____

15. Financial assistance applied for \$ _____ (50% of total cost to be from Club funds)

16. Volunteer Labour involved @ \$20 per hour \$ _____ (if any)

17. Are you applying for any other Grants? Yes No

18. If yes please give details _____

19. Authorisation

This application should be signed by the President of the incorporated club and certified by another executive officer.

I certify that the information given in this document is true and accurate and if the club receives a grant the conditions set out in the guidelines for this program will be complied with.

Name (please print) _____

Position in Club _____

Phone _____ Email _____

Date _____ Signature _____

Name (please print) _____

Position in Club _____

Phone _____ Email _____

Date _____ Signature _____

Forward applications to

**The SSAA SA Executive
Grant Application
GPO Box 1605
Adelaide SA 5001**

grants@ssaasa.org.au

For Executive Use Only

Date received _____

I have checked to ensure that all of the required current correct documentation accompanies this application for a SSAA SA Club Development Grant.

Signed State Secretary

Dated

SSAA SA INC

CLUB DEVELOPMENT GRANT GUIDELINES

All questions on the SSAA SA Inc Club Development Grant Application must be addressed.

DOCUMENTS TO BE INCLUDED WITH YOUR APPLICATION

1. Copy of Incorporation Certificate.
2. Copy of the current SSAA SA Club Constitution to be supplied – **front page only**.
3. Copy of current Financial Statements (eg audited financial report for the year just ended).
4. Copy of latest Bank Statement.
5. Copy of Current Range Certificate and registration.
6. Proof of Land Tenure. (Lease/Occupancy Agreement etc. signed by BOTH parties full copy of lease).
7. Proof of firing rights or restrictions if applicable.
8. Two or more quotes for each component of the project.
If not possible to obtain two quotes a note to this affect should be attached.
9. Project must meet local council planning and approval process where required.
10. Applications must be legible.

GRANT PROGRAM

- The object of the program is to assist Clubs to develop their sport by making available funding to assist with infrastructure development or as seed funding to enable Clubs to pursue grants which require capital input from the proponent. In all cases, at least 50% of the total must come from Club funds or labour justification.
- Completed applications may not necessarily receive funding if the Club has received a SSAA SA Club Development Grant in the previous two years. Priority may be given to Clubs who have not previously received a SSAA SA Club Development Grant.
- The total levels of grant assistance funding to be made available to the Clubs will be decided by the State Executive on a yearly basis.
- The program will be administered by the Executive of SSAA SA Inc.
- The Executive will apply the following criteria when assessing grant priorities -
 - * Level 1 –A resolving threats to range tenure - if a Club is closed or threatened with closure and needs capital works upgrades or
B new capital works-eg mounds, buildings, roads and ablutions etc.
 - * Level 2- Desired upgrades of existing capital works.
 - * Level 3- A Non capital works projects.
- Be aware that your project must comply with any relevant local, State or Commonwealth laws.
- Grant assistance will only be given to SSAA SA Clubs for projects on their range.

- In accepting a grant under his scheme the Club agrees to use the money only for the specific purpose/s applied for in the Club grant application, or as varied by the SSAA Grant Approval Committee or the SSAA SA State Executive. Should a Club wish to change the manner in which the grant money is used after awarding they must apply in writing to the Secretary SSAA SA Inc providing full details and the reason for the request. Written approval from the Secretary SSAA SA must be obtained prior to grant monies being used for any purpose other than for which they were originally granted.

ACQUITTAL

This part of the process is as important as the application.

As most Clubs are not registered for GST and are unable to claim the of GST back from the ATO as an input tax credit, arrangements should be made for large payments to be made directly to suppliers and contractors by the State Treasurer. Please ensure that this is coordinated with the State Treasurer before contracts are entered into.

All funds dispersed must be properly accounted for. Proof of **all** project expenditure will be required. This will include copies of receipts, a statement of accounts for the project and photographic evidence of the project's completion. SSAA SA should be involved in all processes, including direct payment to suppliers where possible.

SSAA State Treasurer should receive a completed Acquittal following the project's completion, to be received by the due date at the end of the financial year.

SSAA SA Inc
CLUB DEVELOPMENT GRANT ACQUITTAL

Club Name _____

Name (please print) _____

Position in Club _____

Phone _____ Email _____

Original Grant Amount Approved \$ _____ Total Spent \$ _____

Balance \$ _____

Volunteer labour amount \$ _____ Details of volunteer labour _____

Description of works _____

List of attached receipts _____

Date _____ Signature _____

Forward acquittal to

The SSAA SA Executive
Grant Acquittal
GPO Box 1605
Adelaide SA 5001

grants@ssaasa.org.au

For Executive Use Only

Date received _____

I have checked to ensure that all of the required documentation accompanies this Club Grant Acquittal.

Signed State Secretary

Dated