



## VHPA Funding Request Template – OPERATIONAL EXPENDITURE

This template is intended to help clubs in applying for funding, and the VHPA committee in deciding whether to grant the request. This template **should not** be used for PROJECT EXPENDITURE.

You should refer to VHPA Expenditure Guidelines, and VHPA Project Expenditure Policy, before continuing.

This template is for operational expenditure, such as:

- ⤴ Pilot development and training
- ⤴ Minor Maintenance of launch and landing sites, ramps and access roads
- ⤴ Purchase of weather boxes
- ⤴ Postage, telephone calls and travel-related expenses for VHPA business

Operational expenditure has a limit of \$2000.

1. **Club submitting the funding request:** \_\_\_\_\_ **Date:** \_\_\_\_\_
2. **Club Point of Contact:** \_\_\_\_\_
3. **Club President & contact details:** \_\_\_\_\_
4. **Reason for the funding request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. **Breakdown of proposed expenditure;**

ITEM	\$ Value
<b>Total amount requested</b>	<b>\$</b> _____

6. **Date funds are required by:** \_\_\_\_\_
7. **What additional funds are being contributed by the club?** \$ \_\_\_\_\_



8. **What additional funds are being contributed from other sources? (donations, grants etc)**

\$ \_\_\_\_\_

9. **Additional supporting information?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Please attach any supporting documentation such as quotes, estimates etc.*

**Decision Criteria** (requester to tick items which apply. VHPA committee will work through list to concur, or otherwise)

The funding request with relation to the VHPA Statement of purpose:

- 1. Does the funding request help promote or support safety standards and procedures, engineering standards and procedures, flying and proficiency standards and any other matters relating to the safety and protection of members, participants, spectators and property of the sport within Victoria?
- 2. Does the funding request further the development, progress and/or advancement of the sport within Victoria?
- 3. Does the funding request help promote or support the development or maintenance of launch or landing sites within Victoria?
- 4. Does the funding request help promote or support competitions, contests, tests and records for the sport within Victoria?
- 5. Does the funding request help promote or support training, coaching and instruction for the sport within Victoria?

The funding request with relation to the VHPA Expenditure Policy;

- 6. Is the funding request for 'closed' sites or facilities? That is; site/facilities is restricted to club members or specific pilots only, or not available on a continuous fee free basis to all, or the majority of pilots.

**Office use only**

The funding request with regard to the VHPA's fiscal responsibility:

- Are there adequate funds within the VHPA accounts to support the funding request, and meet future obligations;
- Is the request within the anticipated amount budgeted for such requests for the current financial year?
- Does the funding request comply with the VHPA Expenditure Policy?