



FUNDING SUPPORT PROGRAM

last amended 23 April 2017



1. DEFINITIONS

Unless otherwise indicated, the definitions in clause 1.b. of the ACF Constitution together with the following apply throughout this by law and related documents:

1. 1. "FSP" means the ACF Funding Support Program that is the subject of this by-law;
1. 2. "funding support" means a grant or a commitment to provide a grant of money subject to conditions described herein;
1. 3. "application" means a request for funding support in respect of the organisation of a chess activity;
1. 4. "applicant" means a person or organisation on whose behalf an application has been submitted;
1. 5. "Council" means the Council of the Australian Chess Federation Inc or a person or group authorised by the Council to act on its behalf;
1. 6. "approved" means approved by a resolution of the Council;
1. 7. "State association" means an ACF-affiliated State or Territory chess association that the ACF recognises as the governing body for chess in an Australian State or Territory;
1. 8. "activity budget" means a document listing items of income and expenditure that an applicant considers likely to be received and incurred as a result of the activity and the most likely amount that the applicant expects will be received or spent in respect of each such item;
1. 9. "Pre-report payment" means a conditional payment made before approval of a required report.
1. 10. "clause" and "sub-clause" refer to clauses and sub-clauses as numbered in this by-law.

2. COUNCIL CONDITIONS

2. 1. Funding support is conditional upon approval by the Council of:
 2. 1. 1. arrangements specified in the application form;
 2. 1. 2. the extent to which the activity is consistent with the objectives of the ACF;
 2. 1. 3. the manner in which the activity is organised; and,
 2. 1. 4. a report on the activity by or on behalf of the applicant.
2. 2. Applications must be endorsed by the relevant State association.
2. 3. Approval of an application in respect of an activity to take place at a specified time in a given year does not entitle the applicant to funding support for that activity at any other time in that year or for the same activity in another year.
2. 4. The Council is not obliged to justify declining to approve an application.
2. 5. The Council may grant conditional approval of an application if satisfied that:
 2. 5. 1. the applicant has taken reasonable steps to incorporate the required information in or with the application form;
 2. 5. 2. the applicant will provide the required information at a time the Executive considers likely to be acceptable to the Council; and,
 2. 5. 3. the required information is likely to be acceptable to the Council.
2. 6. The granting of conditional approval of an application does not entitle the applicant to any level of funding support.
2. 7. Where conditional approval of an application has been granted:
 2. 7. 1. the subsequent acceptance by or on behalf of the Council of all the required information shall render the application subject to the same rules that apply to approved applications;
 2. 7. 2. the failure of an applicant to provide the required information by a time or in a manner or format acceptable to the Executive shall terminate the conditional approval of the application.

3. APPLICATION

3. 1. A complete application must be sent via the addresses on an ACF FSP application form, so as to be received on or before the closing date shown thereon.
3. 2. **Required Content**
 3. 2. 1. The complete application must comprise:
 3. 2. 1. 1. a completed ACF FSP application form;
 3. 2. 1. 2. a budget categorising each item and group of items expected to amount to a significant level of income or expenditure attributable to the activity;
 3. 2. 1. 3. a written statement on behalf of the endorsing association confirming the association's endorsement of the application; and,
 3. 2. 1. 4. such other related information as the Council may reasonably require.

- 3. 2. 2. The Council may require that the components of a budget item be shown as separate items with separate associated amounts.
- 3. 2. 3. The Council may require identification of persons or organisations most likely:
- 3. 2. 3. 1. to receive payment for goods and/or services provided in connection with the activity and the amounts most likely to be received by each;
- 3. 2. 3. 2. to contribute funds in connection with the activity, and the amounts contributed or most likely to be contributed by each; and,
- 3. 2. 3. 3. to contribute goods, services, prizes or other benefits in connection with the activity and the form of any consequent benefit that each such contributor has received or is likely to receive.

3. 3. **Reapplication**

If offered for reconsideration, an application previously considered but not approved shall be subject to the same requirements and deadlines as an application not previously considered.

4. REPORT

- 4. 1. A complete report must be sent via the addresses on an ACF FSP report form, so as to be received within 90 days after the scheduled conclusion of the activity.

4. 2. **Required Content**

- 4. 2. 1. The complete report must comprise:
 - 4. 2. 1. 1. a completed ACF FSP report form;
 - 4. 2. 1. 2. a financial statement categorising each item and group of items as categorised and grouped in the budget approved by the Council so as to enable reliable comparison of budgeted and actual amounts;
 - 4. 2. 1. 3. a written statement on behalf of the endorsing association confirming the accuracy of the report; and,
 - 4. 2. 1. 4. such other related information as the Council may reasonably require.
- 4. 2. 2. Significant amounts for which provision was not made in the activity budget must be shown in the financial statement as separate, additional items.
- 4. 2. 3. The Council may require that the components of a financial statement item be shown as separate items with separate associated amounts of actual income and expenditure.
- 4. 2. 4. The Council may require a report on the cause, nature and extent of any variation in the organisation of the activity that differed significantly from the intended arrangements indicated in the application when approved.

5. PAYMENTS

5. 1. **Via State Associations**

- 5. 1. 1. All payments made by the ACF as part of the program shall be paid to the endorsing State association.
- 5. 1. 2. Except as provided hereunder, no payment relating to an application shall be made before the report described in clause 4. has been accepted by the Council.

5. 2. **Pre-report Payments**

- 5. 2. 1. Subject to the conditions set out in sub-clause 5.2.2., the Executive may agree to pay before Council approval of the report referred to in clause 4. part or all of an amount payable in respect of a Council-approved application.
- 5. 2. 2. The conditions necessary to enable a Pre-report payment referred to in sub-clause 5.2.1. are:
 - 5. 2. 2. 1. the Executive must be satisfied that the need to vary from a requirement in clause 4. is caused by exceptional circumstances that could not reasonably have been foreseen by the applicant; and,
 - 5. 2. 2. 2. the applicant has submitted a written statement requesting the Pre-report payment in which the following information has been provided and found acceptable by the Executive:
 - 5. 2. 2. 2. 1. the reason that advance payment is sought;
 - 5. 2. 2. 2. 2. the amount of the advance payment sought;
 - 5. 2. 2. 2. 3. the date on or before which a report on the activity that meets all requirements of this by-law and any additional requirement of the Council will be submitted to the Federation;
 - 5. 2. 2. 2. 4. such other information as the Executive committee may require.
- 5. 2. 3. Where a Pre-report payment has been made and no contrary action taken by the ACF Council, the Executive may require that full or partial refund of that payment be made at any time.
- 5. 2. 4. In the case of a dispute concerning responsibility for the refund of a Pre-report or other payment made as a result of an approved application, the amount in question shall be held by or refunded in full to the Federation until the matter is resolved to the satisfaction of the Federation.

6. **CHANGES TO APPROVED ARRANGEMENTS**

6. 1. Changes to arrangements upon which acceptance of an application has been based cannot be made by the applicant unless:
 6. 1. 1. consent of the ACF Council has been obtained; or,
 6. 1. 2. the ACF Executive is satisfied that the ACF Council would be likely to consent thereto.
6. 2. Any such changes intentionally made or announced by or on behalf of the applicant, or which the applicant is unwilling to endeavour to cancel, shall nullify the Federation's approval of the application, whereupon:
 6. 2. 1. all moneys otherwise payable by the Federation shall cease to be payable; and,
 6. 2. 2. all moneys paid by the Federation as a Pre-report payment shall be refundable to the Federation at a time determined by the Executive.

7. **ACKNOWLEDGEMENTS**

An applicant whose application has been approved by the Council shall endeavour to ensure that published information relating to the activity includes a clearly visible reference to the activity as "ACF-supported".