



## ***ADMINISTRATION POLICY AND GUIDELINES***

<b>SUBJECT</b>	<b>GUIDELINES FOR ASSESSMENT OF SPORTS PROMOTION APPLICATIONS</b>
<b>CHAPTER</b>	<b>7. PUBLIC INFORMATION</b>
<b>REFERENCE NO.</b>	
<b>RELEASE NO.</b>	<b>2004/08 (formerly Circular Number 7.3)</b>
<b>AUTHOR</b>	<b>CHIEF EXECUTIVE OFFICER</b>
	Approved by Corporate Management Group Date: 10 September 2004

### **Purpose**

The Norfolk Island Government recognises there is a need from time to time to provide financial assistance to promote sport within the Norfolk Island community.

The Government has therefore decided that if the annual budget of the Administration of Norfolk Island includes funds which will be made available in the form of grants and subsidies to sporting bodies and individual athletes, then these guidelines will apply to the fair and equitable allocation of those funds.

This policy is in addition to and separate from any policy which relates to applications for financial assistance from other community based projects, and bursaries and scholarships granted pursuant to Regulation 19 under the Education Act 1931.

### **Eligibility and Limit of Grant and Subsidy**

This policy entitles bona fide sporting organisations and individual athletes to make application for financial assistance for approved purposes.

Subsidies from the Norfolk Island Government will be to assist new sporting clubs in their day-to-day operations and for the general development of sport in Norfolk Island.

Grants will be to assist teams from sporting clubs and individual athletes to compete in sporting events either on or off-Island, to facilitate training in a particular sport either by bringing specialist coaches to the Island or participation in off-Island training camps or attending training institutions.

Subsidies will not normally be given to sporting clubs which have reached the point of being financially independent commercial enterprises.

Generally speaking, at least 50% of the cost of the project is expected to be met by the applicant club or individual.

Subsidies - limit of \$250.00 per applicant  
Grants - limit of \$1000.00 per applicant

Under normal circumstances this policy excludes those individuals who are the subject of benefits under the Social Services Act 1980 and those persons receiving exemptions or reductions under other statutes. The policy also excludes requests that have already been granted under another fund.

In regards to eligibility and financial limitations however, each application will be considered on its merits.

### **Applications**

A notice inviting applications for financial assistance from sporting clubs and individual athletes is to be placed in the Norfolk Island Government Gazette on an annual basis, budget permitting. Such notice is to give sufficient time for applicants to lodge a fully supported application.

Applications should be lodged with the Chief Executive Officer by the date specified in the notice published in the Gazette. The Chief Executive Officer will arrange for presentation of the applications to the Executive Members for consideration.

Applications providing insufficient information may result in requests for more information or rejection.

### **Method of Assessing Applications**

A Sports Promotion Advisory Committee is established to consider all applications for assistance.

The Committee comprises the Executive Members and Chief Executive Officer, or his nominee.

The Chief Executive Officer will appoint an administrative officer:

- to prepare agenda papers;
- to attend Sports Promotion Advisory Committee meetings to record Minutes; and
- to have responsibility for the carriage of any necessary follow-up (e.g. preparation of correspondence notifying successful/unsuccessful applicants).

When evaluating applications the Sports Promotion Advisory Committee will have regard to:

- Whether the proposal has merit in terms of benefits to the community.
- The history of the organisation - length of time established, membership etc.
- Success of previous sporting events (team and/or individual).
- Whether the organisation is incorporated. Associations and companies are more credible and this would facilitate assistance.
- Financial position -
  - (a) whether the sporting club is a non-profit organisation; and
  - (b) its capacity to earn/generate funds from other sources.
- Whether there are alternative methods of assistance other than direct financial assistance, such as provision of labour or donation of materials towards the sporting event.
- Any other information relevant to the application.

## **Type of Assistance**

Assistance to sporting clubs and individual athletes may be by:

- (a) direct grant
- (b) subsidy for new and developing sporting clubs
- (c) joint funding proposal
- (d) grant on a cost recovery basis
- (e) donation of materials
- (f) donation of labour
- (g) funds to attend training camps/institutions
- (h) funds to bring a specialist coach to Island for training
- (i) combination of two or more of the above
- (j) other

## **Approval of Application**

Approval of an application may be subject to conditions. The sporting club or individual athlete may need to account to the Sports Promotion Advisory Committee at the conclusion of the sporting event/training as to the success or otherwise of the event and the benefits received (community/individual).

The Sports Promotion Advisory Committee will make recommendations to the Executive Member with responsibility for sport in relation to each application.

Unsuccessful sporting clubs and individual athletes may re-apply in a subsequent year, but such an application will be treated as a fresh approach and must contain all required and current information (i.e. reference may not be made to a previous application).

## **Attached**

Appendix One – Application for Financial Assistance for Promotion of Sport

**Reviewed :** September 2004



**APPLICATION FOR FINANCIAL ASSISTANCE  
FOR PROMOTION OF SPORT**

Please read the attached Administration Policy and Guideline 2004/08 to assist you in completing your Application.

**DETAILS OF SPORTING CLUB/INDIVIDUAL**

Name of Club/Individual: \_\_\_\_\_

\_\_\_\_\_

Registered Office/Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Nos: BH \_\_\_\_\_ AH \_\_\_\_\_

Name and position of Office bearers:

(1) \_\_\_\_\_

Telephone Nos: BH \_\_\_\_\_ AH \_\_\_\_\_

(2) \_\_\_\_\_

Telephone Nos: BH \_\_\_\_\_ AH \_\_\_\_\_

(3) \_\_\_\_\_

Telephone Nos: BH \_\_\_\_\_ AH \_\_\_\_\_

**Representatives must be prepared to be interviewed.**

**TYPE OF ASSISTANCE:**

**Please**

**tick**

- |  |     |
|--|-----|
| (a) Direct grant;  | [ ] |
| (b) Subsidy for new and developing sporting clubs            | [ ] |
| (c) Joint funding proposal                                   | [ ] |
| (d) Grant on a cost recovery basis                           | [ ] |
| (e) Donation of materials                                    | [ ] |
| (f) Donation of labour                                       | [ ] |
| (g) Funds to attend training camps/institutions              | [ ] |
| (h) Funds to bring a specialist coach to Island for training | [ ] |
| (i) Combination of two or more of the above (please specify) | [ ] |
| (j) Other (please specify)                                   | [ ] |

Please indicate the type of assistance and provide details as to the extent of assistance sought (total \$ amount or equivalent)

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Purpose of Application:

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Details of Sporting Event:  
Please describe

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Dates and details as to when the sporting event begins and ends or relevant timeframe.

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Details of employment opportunities, if any.

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Details of how the sporting event will benefit the community, particularly youth.

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Have you or your organisation applied for or received a previous Grant and/or other Government assistance:

**YES / NO**

If Yes, please provide details:

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**FINANCIAL DETAILS**

Total costs of the event: \_\_\_\_\_

Sources of funding: \_\_\_\_\_

- Government \_\_\_\_\_

- Community \_\_\_\_\_

Club or personal contribution: \_\_\_\_\_

Other clubs: \_\_\_\_\_

Other means of funding: \_\_\_\_\_

Attach copies of the club's most recent financial statements, as audited, together with current balance sheet.

Please detail any other information relevant to, or in support, of this application.

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It is the responsibility of the applicant to provide a full and detailed application. Applications providing insufficient information may be rejected.

If necessary, the Sports Promotion Advisory Committee may seek additional information to clarify any areas of uncertainty to ensure a detailed consideration of this application.

Recommendations as to eligibility for a grant and/or subsidy will be made by the Sports Promotion Advisory Committee to the Executive Member with responsibility for sport.

.....  
Signature of Applicant or Club Representative

.....  
Date

**OFFICE USE ONLY**

Approval has been GRANTED / REFUSED for assistance to

\_\_\_\_\_

(name of organisation or individual)

in the form of \_\_\_\_\_

(specify type and amount of assistance)

**CONDITIONS OF APPROVAL**

Approval is granted subject to the following conditions (if any)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of approval: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chairman  
SPORTS PROMOTION ADVISORY COMMITTEE