

Draft – Small Grant Guide

1. Introduction

Judo Victoria Inc. (JVI) may award a Small Grant to member(s) or affiliated club member(s) to assist in development in the sport of Judo. The value of the Grant will be decided on a case-by-case basis in accordance with the total budget established from time to time

1. Read the information below and the guidance document to decide if you are eligible for the grant.
2. Application Form – send in application form 2 months before due start of the project.
3. We check your application and supporting documents
4. We contact you for further information, if required, and allow 10 working days for you to get the information to us.
5. Assessment of application may take up to 10 weeks
6. After the assessment is complete we will inform you of our decision in writing. If you are successful you will receive an award offer letter which will explain the terms of the grant and include forms for you to return to accept the terms and for us to arrange payment.
7. You have 10 working days to return these forms. If you are unsuccessful we will write to you to explain why.

2. Before you start

Before you consider applying for a grant, you need to be sure that you or your organisation and your project are suitable for Small Grant funding.

Who can apply – Individuals or clubs affiliated with JVI. JVI will not fund an individual, sole trader or partnership or organisations established to make a profit

3. What we want to fund

Projects – JVI's strategic outcomes

Our mission is to get more growth in judo in the following areas:

- a. Growth in sport development in players*
- b. Growth in female participations*
- c. Growth in participation by people with disabilities*
- d. Growth in refereeing and coaching accreditations*

We want applicants to tell us how they help deliver these outcomes.

What we don't fund –

The following are examples that JVI does not fund:

- a. Cost of replacing or upgrading equipment*
- b. Running costs of organisation*
- c. Sponsorship, or loan repayments*
- d. Projects that do not address JVI's strategic outcomes*

4. Preparing your application

When you have decided to apply, please take the following steps:

You must use the official application form which we hope will be useful to you

Check and make sure the following:

- You or your club is eligible for a grant
- Project is well-planned and has a detailed budget
- Demonstrate that there is a need /demand for your project
- The project is measurable by the results for its success

Application can be sent by post or electronically.

5. Assessment Process:

We begin our assessment process when we have received all essential documents. Where appropriate, please submit the following:

- a. Eligibility – Financial membership to State body
- b. A detailed budget
- c. Project delivery plan
- d. If your costs are eligible

Completion of Project

You have a maximum of 12 months from the start date of the project to complete your project.

You will be asked to complete a report telling us how you have spent the grant and what it has achieved. We may ask some projects to provide evidence of how the grant is spent. It is important to keep original receipts and invoices.

Small Grants Program for Players:

The purpose of JVI's annual small grants program is to assist the participation of players in national titles through subsidising transport cost.

If you are in receipt of JFA grant for a transport/accommodation subsidy, you will not be eligible for JVI's small grant.

Application form		
Applicant information		
Name:	Age	Postcode
Gender	Self-identified cultural background:	
Player history		
75% attendance at centralised training in the last 12 months: Yes__ No__		
Frequency of participation in state and national competitions in the last 3 years		
Number of competition placements in the last 3 years		
In 500 words or less, please outline your need for the grant		
Condition of grant: Should you be granted a transport subsidy, on your return, you will be required to submit at least two photos and a report (500 words) on your experience of the competition.		

Please add any further comments and documents:

Small Grants Program for Coaches & Referees:

The purpose of JVI's annual small grants program is to assist the participation of coaches and referees in national and state workshops and/or seminars.

If you are in receipt of JFA grant for a transport/accommodation subsidy, you will not be eligible for JVI's small grant.

Application form		
Applicant information		
Name:	Age	Postcode
Gender	Self-identified cultural background:	
Coaching and refereeing history		
History of mentoring:		
Duration of coaching and/or refereeing experience:		
Frequency of coaching and/or refereeing in the last 3 years:		
Number of coaching and/or refereeing seminars/workshops conducted in the last 3 years:		
Outline in 500 words or less, your need for a small grant:		
How will you share your knowledge and skills with JVI on your return?		
Condition of grant: Should you be granted a transport and/or accommodation subsidy, on your return, you will be required to submit a report on the training given.		

Please add any further comments and documents: