



**International Competition
& Development Fund (ICDF) Policy &
Procedure**

Effective 1 July 2022

Funding Application Form

For Events, Project Organisers and Individuals

Event: _____

Submitted by: _____

Date: _____

Policy & Procedure for Application for Funding

Philosophy of the International Competition and Development Fund [ICDF]

The Fund supports projects and events that either fall into the “international competition” category or can be demonstrated to further the “development” of the sport in general or of a particular discipline. “Development” predominantly denotes workshops and seminars for the training of judges and officials, and other activities carried out for the development of competencies, including opportunities for skill practice (through competitions and events).

Basic Requirements

1. To be considered, funding must be linked to an event and be directed towards either:
 - a) **International level Competition**
 - Travel and/or accommodation cost for foreign technical officials (such as judges, technical delegates, course designers and stewards) at Australian FEI events, especially if they run clinics for the education of officials;
 - b) **Development of the Sport**
 - Workshops and seminars with FEI-level course directors, for the training of judges and other officials and other activities carried out for the development of competencies, including opportunities for skill practice (through competitions and events);
 - Limited start-up funding for new FEI-level events (no guaranteed (continued) event funding on a yearly basis).
2. Applications require **endorsement of the Chair of the respective Victorian Discipline Committee and CEO** before they are considered by the Equestrian Victoria Board.
3. Applications and supporting material **should be sent to:** ceo@equestrianvictoria.com.au **in electronic format** enabling efficient processing and response. NB: Postal applications will not be accepted.
4. DEADLINE for ICDF Application Submissions are due 5 December 2022 for Committee Approvals. The Equestrian Victoria board will be reviewing all of the committee approved applications in the December Board meeting.

Funding Commitments:

1. To receive an ICDF Grant, the following commitments must be made;

a) Media

- The Organising Committee (OC) must submit a formal application to Equestrian Victoria.
- The OC should liaise with EV to ensure all media/press needs are catered for in the lead up to and at the event.
- EV will be recognised as a partner of the event for the support including the provision of:
 - i. Press releases (if applicable)
 - ii. Acknowledgment on event online platforms
 - iii. Media guides (if applicable)
 - iv. Media accreditation (if applicable)

b) Marketing and Branding

- EV's logo is to be used and recognised as an event sponsor as part of all marketing collateral and should adhere to EV's brand guidelines.
- Any marketing collateral should be sent through to EV as a courtesy
- EV branding should form part of the event promotion including:
 - i. PA/MC recognition
 - ii. Logo recognition across all marketing collateral including event program, website, big screen, posters and other
 - iii. Program advertising (where applicable)
 - iv. Display of advertisement on big screen (if applicable)

c) Corporate Event Hospitality

- The OC will, as a minimum, invite the EV Chair and EV CEO to all special functions held as part of the event and, should they so wish, allows the EV representative to present an Award.

Application Procedure:

1. Applications for events/activities within the current financial year (1 July 2022 – 30 June 2023) will be assessed as received consistent with these guidelines;
3. Late and incomplete applications will not be accepted.
4. To be considered, all relevant sections of the application must be completely filled out.
5. The maximum level of funding available for one event is \$10,000 (excluding GST).

Terms & Conditions:

1. Payments will be made in two instalments:
 - a) For successful applications for the current financial year a valid tax invoice must be provided in advance of the event/activity with EV paying 60% prior to the event and the remaining 40% after the event following submission of an appropriate event report (template will be provided);
 - b) For successful application for the 2022-2023 financial year, a valid tax invoice must

be provided for the full amount [100%] of the funds and submitted to EV no later than **45 days before the competition**. On receipt of a valid tax invoice, 60% of the funds will be paid within 30 days.

- c) The remaining 40% will be paid within 30 days of receiving the post event report (template will be provided). Payments cannot be rolled over into the next financial year and no funding will be paid after **30 June 2023**.

2. The post event report is to be received within **two (2) months** of the event's completion and should include:

- a) No. of riders, horses and spectators
- b) Outline of social media platforms used, engagement and reach over the duration of the event
- c) Any local and/or national media received
- d) Proof of fund allocation to use case listed in application

3. If for any reason the event does not occur then EV must be reimbursed the full funding amount within **30 days** of EV being made aware of the event not occurring.

General Information:

Name of Event Activity:	
Planned Date of the Event Activity:	
Sport/Discipline:	
Venue/Location: Funding Amount requested: <i>(Up to maximum amount of \$10,000 excluding GST)</i>	
How exactly with the funds be used? <i>Detailed and thorough information will increase the likelihood of your application being approved</i>	
Are you applying for or are you receiving any funding from any other source? <i>(including EV High</i>	

<i>Performance Funding)</i> <i>If yes, please provide details.</i>	
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Please indicate if your event has applied for funding from ICDF in the last three years:

Year	Successful/Unsuccessful	Funding received

Contact Details:

Name:	
Contact number:	
Email:	
Position Held:	

Event Details:

Please summarise how your event or activity align to the ICDF Philosophy describe on page 1 of application.	
Why should EV support this application?	
What International competitions will be offered?	
Please provide details as to the Ground Jury and Officials including skill level and country of residence.	
Has this event been conducted in Australia before?	

Organising Committee: please list the OC members or attach copy of OC Structure for event	
Are any of the OC members paid? If yes, please provide details.	
What experience has your organisation or OC had in the management of major events?	

Event Attendance (for event applications only):

Please outline to the best of your ability the anticipated attendance at your event.

Please attach figures or audit details from your previous year's event.

ORIGIN	COMPETITORS		OFFICIALS		SPECTATORS	
AUSTRALIA	NUMBER	LENGTH OF STAY (nights)	NUMBER	LENGTH OF STAY (nights)	NUMBER	LENGTH OF STAY (nights)
QLD						
NSW						
VIC						
SA						
WA						
TAS						
NT						
ACT						
Australia Total						
INTERNATIONAL						
(list countries)						
International Total						
GRAND TOTAL						

Declaration:

I declare to the best of my knowledge that the information contained in this application is accurate and true.

If ICDF funding is provided, the Organising Committee will comply with the funding conditions. All events that receive funding will need to provide **Proof of how funding has been applied to support ICDF objective**, their **Organising Committee structure** and **submit a post event report** within **2 months** of the completion of the event.

Print Name:

Signature:

Date:

Please note: *The ICDF is not intended to replace funding through other sources. We expect that organisers make every effort to make the event self-funding through sponsorship, fees from participants and spectators, local Government funding etc.*

Email contacts for Equestrian Victoria Discipline Committee Chairs:

Dressage: Lizzy Schirmer - lizzyschirmer@equestrianvictoria.com.au

Eventing: Janet Houghton – janethoughton@equestrianvictoria.com.au

Jumping: Cindy Morrison – cindymorrison@equestrianvictoria.com.au

Show Horse: Fiona McIntyre – fionamcintyre@equestrianvictoria.com

Email contact for Equestrian Victoria CEO: Amy Slayter, CEO@equestrianvictoria.com.au

END