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1. Policy Intent

1.1 The Archery Victoria Small Club Grant is designed to support smaller affiliated clubs in building capacity, safety, and compliance through financial assistance for essential training and resources. The program aims to strengthen the foundation of grassroots archery across Victoria.

1.2 Through this Policy, Archery Victoria seeks to maintain its core values, good reputation, integrity, and ensure positive behaviours and attitudes are upheld.

1.3 This Policy applies to Archery Victoria affiliated clubs with a membership below 60 financial members.

1.4 This Policy, enters into force and applies as of 30 November 2025. It will be reviewed on or before 30 November 2027. Unless required by changes to legislation, changes to the Rules Archery Victoria or Archery Australia policies, or as determined necessary by the Archery Victoria Board.

1.5 Copies of all documents can be obtained from the Archery Victoria website. Additional information is available from the Secretary, Archery Victoria.

1.6 Archery Victoria may amend this Policy from time to time and make the new version available on its website as soon as possible, including the date on which any amendments take effect.

2. Overview

2.1 Each year, Archery Victoria will make available funding for small club development grants. Individual qualifying clubs may apply for grants each financial year. The total amount allocated for grants and the amount allocated to individual grants will be at the absolute discretion of the Board, in line with budgetary considerations.

3. Eligibility

3.1 To be eligible, the applicant Club must:

- Be a current Archery Victoria affiliated club in good standing.
- Be classified as a small club (as determined by membership size or resource base at the discretion of the Archery Victoria Board).
- Have no outstanding debts to Archery Victoria.
- Have not received a Small Club Grant from Archery Victoria in the same financial year.

4. Eligible Expenditure

4.1 Funding must be used for initiatives that improve safety, capability, or compliance within the club.

4.2 Eligible uses include (but are not limited to):

- First aid training or equipment
- Coach education and accreditation courses
- Compliance or governance training, such as child protection or club management courses
- Safety or risk management improvements (e.g., signage, PPE, safety audits)

5. Ineligible Expenditure

5.1 Grants will not be provided for:

- Team entries or individual athlete costs
- Uniforms or apparel
- Travel or accommodation for events
- Attendance at national or international competitions
- Routine operating costs or retrospective purchases

6. Application Process

6.1 Applications must be submitted on the Archery Victoria Small Club Grant Application Form.

- Clubs must provide:
 - A brief description of the project or activity
 - A clear budget or quote for proposed expenditure
 - Details of expected outcomes and benefits to the club

6.2 Applications will be accepted until annual funds are exhausted.

6.3 The Archery Victoria Board (or delegated subcommittee) will review and approve applications.

7. Funding Conditions

7.1 Successful applicants must use the funds for the approved purpose only and must provide receipts or invoices within 60 days of expenditure.

7.2 Archery Victoria reserves the right to request repayment of funds if used outside approved purposes with any unspent funds being returned to Archery Victoria.

8. Assessment Criteria

8.1 Applications will be assessed based on:

- Demonstrated need and alignment with the program's objectives
- Potential benefit to club safety, compliance, or sustainability
- Value for money
- Club's prior engagement with Archery Victoria development initiatives

9. Reporting and Acknowledgment

9.1 Successful clubs must submit a short completion report summarising the activity and outcomes. Clubs are encouraged to acknowledge Archery Victoria's support in newsletters, websites, or social media.