



## New Club Grant Policy

### Introduction

1. It is acknowledged that setting up a new croquet club is both a long and expensive process. It is also acknowledged that new clubs should receive some support from Croquet Australia.
2. This policy outlines the process of applying for and the awarding of new club grants.

### General.

3. Each year, as part of its budget process, Croquet Australia will include an amount for New Club Grants in its budget, based on information received from State Associations regarding newly established clubs.
4. It is important that the Croquet Australia is assured that any club applying for the grant is viable and it, or its immediate predecessor, has not previously received a New Club Grant.
5. To access a Croquet Australia New Club Grant, a club must meet the following requirements:
  - 5.1. have a minimum of 10 members who are affiliated/registered with their State Association.
  - 5.2. be incorporated either in its own right or part of an incorporated association or legal entity.
  - 5.3. have been affiliated with a State Association for **at least 12 months** prior to making the application.
  - 5.4. make the application within 3 years of first becoming affiliated with a State Association.
6. The application needs to be endorsed by the appropriate State Association and a letter from the State Association supporting the application is also required.
7. Once received the Croquet Australia Secretary and Executive Officer will ensure that the application is placed on the agenda of the next Board meeting for consideration.

- Annexes:**
- A. Check List for New Club Grant Application
  - B. New Club Grant Application Form



## Check List for New Club Grant Application

Check List for State Associations and Clubs wishing to apply for a New Club Grant.

The basic requirements are:

1. The Club making the grant application must have a minimum of 10 members who are affiliated/registered with their State Association.
2. The Club is required to have been affiliated with a State Association for **at least 12 months** prior to making the application.
3. The application must be made within 3 years of first becoming affiliated with a State Association.
4. The Club is required to be incorporated either in its own right or part of an incorporated association or legal entity.
5. The application needs to be endorsed by a State Association and a letter from the State Association supporting the application is also required.

It is important that the Australian Croquet Association (ACA) is assured that any Club applying for the grant is viable and it, or its immediate predecessor, has not previously received a new Club grant.

Please complete the details and provide all information requested on the following pages to assist Croquet Australia to assess the application.



## Application for New Club Grant

1. Name of Club:
2. Street address of Club:
3. Postal address of Club:
4. Is the Club incorporated in its own right or part of an incorporated association or legal entity?
5. Is the Club currently affiliated with a State Association and if so please indicate which State Association?
6. If yes, how long has the Club been affiliated?
7. How long has the Club been established?
8. Is the Club (or are any of its members) connected in any way to a previously affiliated Club in the area?
9. Total number of Club members:
10. Total number of players who are affiliated with this Club:
11. Are there any aspects of the history of the membership of the Club that are relevant to this application? (Please attach a separate sheet if necessary to answer question 11)
12. Personnel Contact Details:
  - (a) Name, phone number and email address of Club President:
  - (b) Name, phone number and email address of Club Secretary:
  - (c) Name, phone number and email address of Club Treasurer:
13. Are the courts shared with another Club (e.g. a bowling club)? If so, what proportion of the time can croquet players use the courts?
14. Who is responsible for the maintenance of the courts?
15. Does the Club have a clubhouse for its own use or is it shared?
16. Are there any other matters you consider Croquet Australia should be made aware of in deciding whether or not a grant should be made? (Please attach a separate sheet if necessary to answer question 16).
17. What is the Club's ABN?

18. Is the Club registered for GST

19. Please provide the Club's bank details so that if the grant is successful it can be paid by EFT.

Account Name

BSB

Account Number

**Signed by an Officer of the Club making the application:**

Name:

Position held:

Signature:

Date

**Signed by an officer of the State Association supporting the application:**

Name:

Position held:

State Association:

Signature:

Date:

**Please make a copy of the completed form for your records, scan and email to [admin@croquet-australia.com.au](mailto:admin@croquet-australia.com.au)**

**or post to:**

Executive Officer  
Australian Croquet Association  
2/65 Tennant St  
**FYSHWICK ACT 2609**