



**PONY CLUB**  
QUEENSLAND

# ***Funding Guide***

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***Valid till 30<sup>th</sup> June 2021***

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# Funding Overview

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Pony Club Queensland currently receives funding from the State Government under the Active Industry Fund Program for the delivery of various programs for physical activity participation and capability improvement. To ensure this funding is acquitted as required PCQ has available various funding opportunities for Clubs, Zones, Regions and Areas to access. This funding can be sourced to assist in the conducting of state events, coaching programs/schools/clinics and other activities.

Independent of this funding, PCQ also provides its own funding for other items.

This guide provides a simple explanation of what funding is available, funding value, who can apply and the application process.

A copy of each of the claim forms are included in this document with relevant links or you can visit the PCQ website at

[www.ponyclubqld.com.au/resources/forms](http://www.ponyclubqld.com.au/resources/forms) to download the claim forms.

The results form which must be completed and returned to PCQ after each event/activity can also be located on the PCQ website; copy of this form can be located on the last page of this document.



# ZONES

# Grass Roots Subsidy

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This funding is to assist with expenses incurred for the conducting of Grass Roots programs each calendar year.

## **Funding Available:**

\$1500.00 maximum per calendar year – Multiple applications can be submitted up to the maximum value.

## **Who Can Apply:**

Zones – 1<sup>st</sup> round offer (closing date 31<sup>st</sup> March 2021)

*N.B. Funding not claimed by Zone by close of applications will be made available to other Zones to apply for within the Region.*

Region – 2<sup>nd</sup> round offer (closing date 16<sup>th</sup> April 2021)

*N.B. Funding not claimed by the Region by of 2<sup>nd</sup> round offer will be redistributed.*

**N.B. All funding to be acquitted by 30<sup>th</sup> June 2021**

## **Application Process:**

- Zone to complete the application (supporting documentation e.g. quotations to be submitted at time of application if funding is required up front) and forwarded to the relevant Regional Director of Coaching (RDC) for review and approval.
- RDC to forward approval to Zone, PCQ and State Chief Instructor
- PCQ to forward funding up front if supporting documentation provided and approved by RDC
- Zone to complete activity summary and forward to PCQ and RDC
- Zone to forward receipts to PCQ for reimbursement to the value of \$1,500 per annum with payment details

Link to following claim form:

<https://ponyclubqld.com.au/wp-content/uploads/2020/07/2020-Grass-Roots-Zone-Funding-Application-Process-Lodgement-Form-interactive-2020.07.02.pdf>



## ZONE GRASS ROOTS FUNDING APPLICATION FORM

### Section 1 – Zone Application

Zone Name:	
Date of activity:	
Location of activity:	
Activity Co-ordinator:	
Is funding required Up Front.	YES [ <input type="checkbox"/> ] If yes provide Supporting Documentation e.g. Quotations with application NO [ <input type="checkbox"/> ]

### FUNDING AVAILABLE TO THE VALUE OF \$1,500 per Zone per Annum (Reimbursement of Expenses)

DISCIPLINE/S COACHING		Inter Zone Exchange	
Discipline/s Coached:		Exchange Zone	
Coach/s Coaching Disciplines:		Support Letter of from Exchange Zone (attached)	YES [ <input type="checkbox"/> ]
Date/s Coaching:		Exchange activity	
		Date/s of Exchange	
Date of Management Committee Meeting Endorsing Activity:			
Application signed: Zone President and Zone Club Chief Instructor		_____ President:	_____ Club Chief Instructor

### Section 2 – Regional Director of Coaching

Regional Director of Coaching:	Review Date:	
Comments:	Application (mark box)	Approved [ <input type="checkbox"/> ] Declined [ <input type="checkbox"/> ]

### Section 3 – Regional Director of Coaching

Notification of Approval to	Date of Notification to:
	Applying Zone PCQ State Chief Instructor

### Section Five – Activity Summary (completed by Applying Zone)

Number of Riders in Attendance:
---------------------------------

Riders Ages		Males	Females
Under 12 years of age			
13 and Under 17 years			
18 years and Under 26 years			
Over 26 years			
Forward to PCQ:	Date	Forward to RDC:	Date

**Section 4 – Applying Zone**

Receipts attached:

Receipt Details (attached additional sheet if required)	TOTAL (\$)	GST (\$)

Signature:		Name:		Position:	
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**PAYMENT DETAILS:**

Account Name: (PRINT)

BSB							Account Number													

Date forwarded to PCQ		Date Received:	
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**Section 5 - PCQ**

Date Received		Date Processed		Date Paid	
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Date Filed:	
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Funding File Updated:	Date:	
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# Tetrathlon Activity Subsidy

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To encourage the development of Tetrathlon, PCQ will provide a small subsidy to assist with the conducting of Tetrathlon activities.

## **Funding Available:**

**\$500.00 maximum per annum**

## **Who Can Apply:**

**Zones – 1<sup>st</sup> round offer (closing date 31<sup>st</sup> March 2021)**

***N.B. Funding not claimed by Zone by close of applications will be made available to other Zones to apply for within the Region.***

**Region – 2<sup>nd</sup> round offer (closing date 16<sup>th</sup> April 2021)**

***N.B. Funding not claimed by the Region by end of 2<sup>nd</sup> round offer will be redistributed.***

**N.B. All funding to be acquitted by 30<sup>th</sup> June 2021**

## **Application Process:**

- Complete application and forward to PCQ to review
- Equipment loan form to be sent after receipt of application
- Forward copy of application to relevant RDC
- Complete and return to PCQ the Equipment Loan form
- Forward receipts to PCQ for reimbursement to the value of \$500
- Forward participation records for funding acquittal prior to payment

## **Link to following claim forms:**

<https://ponyclubqld.com.au/wp-content/uploads/2020/08/2020-Tetrathlon-Zone-Funding-Process-Application.pdf>

<https://ponyclubqld.com.au/wp-content/uploads/2020/09/PCQ-Tetrathlon-Equipment-Loan-Form-14092020-interactive.pdf>





## TETRATHLON ACTIVITY FUNDING APPLICATION FORM

<b>Section 1 – Zone Application</b>		
Zone Name:		
Date of activity X 2:	1 <sup>st</sup>	2 <sup>nd</sup>
Location of activity:		
Activity Co-ordinator:		
Is funding required Up Front.	YES [ <input type="checkbox"/> ] If yes provide Supporting Documentation e.g. Quotations with application NO [ <input type="checkbox"/> ]	
<b>FUNDING AVAILABLE TO THE VALUE OF \$500 per Zone per Annum (Reimbursement of Expenses)</b>		
<b>DISCIPLINES COACHING</b>		
Discipline/s Coached:		
Coach/s Coaching Disciplines:		
Date/s Coaching:		
Date of Management Committee Meeting Endorsing Activity:		
Application signed: Zone President and Zone Chief Instructor	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%; text-align: center;">           _____            President:         </div> <div style="width: 45%; text-align: center;">           _____            Zone Chief Instructor         </div> </div>	

<b>Section 2 – Activity Summary (completed by Applying Zone)</b>		
Number of Participants in Attendance:		
Participants' Ages	Males	Females
Under 12 years of age		
13 and Under 17 years		
18 years and Under 26 years		
Over 26 years		

Coaches			
Volunteers			
Officials			
Forward to PCQ:		Forward to RDC:	

<b>Section 3 – Applying Zone</b>					
Receipts attached:					
			TOTAL (\$)	GST (\$)	
Signature:		Name:		Position:	
PAYMENT DETAILS:					
Account Name: (PRINT)					
BSB:			Account Number:		
Date forwarded to PCQ			Date Received:		

<b>Section 4 - PCQ</b>					
Date		Date			
Funding File Updated:					



# Tetrathlon Equipment Lending Form

## Tetrathlon Equipment (2 sets per case)

## Condition of Equipment Upon: Receiving                      Return

Number of Sets	Type of Equipment i.e. training/competition	PCQ to complete	PCQ to complete

### Borrower Information

Contact: First Name:	Last Name:
Contact Number:	Email:
Pony Club:	Address:
Club Secretary: Contact Number:	Club President: Contact Number:

Where will the equipment be used?     At Club     Other:

Delivery Method:     Collection                       Courier

Delivery Address: \_\_\_\_\_

Loan Date: From \_\_\_\_\_ to \_\_\_\_\_

Return on: Day: \_\_\_\_\_ Date: \_\_\_\_\_

**Conditions of Use:** *A program must be submitted for approval with this form.*

- A **deposit of \$250** is required upon acknowledgement of availability of equipment from PCQ office.  
**EFT Details: BSB: 064-186    Acc No: 1064 0329    Acc Name: Pony Club Assn of Qld**
- The borrower is responsible for any costs incurred for the repair and/or replacement of the equipment borrowed from Pony Club Queensland.
- All Equipment must be **Returned in its Entirety**, and in the **Same Condition and Working Order** as when it was borrowed and once this is confirmed a refund of the deposit will be forwarded.
- All Equipment Must be Returned on the specified Return date or a request for an extension to be submitted.

By signing this form, I acknowledge that I have read and agreed to the conditions of the tetrathlon equipment loan and use.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
**Name (please print)                                      Signature                                      Dated**

# Zone Annual Subsidy

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PCQ will provide a subsidy each year to assist with the costs of conducting Instructor Refreshers, Assessments, Officiating or Technical Delegate Clinics in all disciplines.

## **Funding Available:**

\$1500.00 maximum per annum

## **Who Can Apply:**

Zones – 1<sup>st</sup> round offer (closing date 31<sup>st</sup> March 2021)

*N.B. Funding not claimed by Zone by close of applications will be made available to other Zones to apply for within the Region.*

Region – 2<sup>nd</sup> round offer (closing date 16<sup>th</sup> April 2021)

*N.B. Funding not claimed by the Region by close of 2<sup>nd</sup> round offer will be redistributed.*

**N.B. All funding to be acquitted by 30<sup>th</sup> June 2021**

## **Application Process:**

- Prior to submitting a claim, the “Registration for Schools, Refresher Clinics & Assessments” form MUST have already been submitted to PCQ.
- Complete the “Zone Claim – PCQ Annual Subsidy for Coaching & Educational Clinics” form
- This claim can be authorised by the relevant RDC
- Forward claim to [accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au) for processing

Link to following claim forms:

<https://ponyclubqld.com.au/wp-content/uploads/2020/07/Registration-for-Schools-Refresher-Clinics-v1-2020.07.pdf>

<https://ponyclubqld.com.au/wp-content/uploads/2020/07/2020-Annual-Zone-Subsidy-Claim-Form-Jan20-interactive.pdf>



# Registration for Schools, Refreshers/Clinics & Assessments

PO Box 293, Northgate Qld. 4013  
Email: [admin@ponyclubqld.com.au](mailto:admin@ponyclubqld.com.au)

Please complete and return this form to register schools and refreshers for the following:

ZONE: \_\_\_\_\_

Course	Level	Proposed Venue	Proposed Date	Alternative Date
Coach Refresher Clinic				
Coach Assessment				
Showjumping Judge School & Accreditation				
Course Design School & Accreditation				
Dressage Judges School & Accreditation				
Jumping Equitation Judges School & Accreditation				

Signed: \_\_\_\_\_  
Zone Secretary Name

\_\_\_\_\_  
Zone Secretary Signature

Telephone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

**PCQ Office Use Only:**

Uploaded on PCQ Website

Initials: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Zone Claim Form – PCQ Annual Subsidy  
for Coaching & Educational Clinics**

Email: [accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au)

PCQ will subsidise each Zone up to a total of \$1500 to help meet the costs of running Instructor Refresher, Officiating or Technical Delegate Clinics in all disciplines. After the school is finished, complete the details below and post/email this claim form to PCQ. **All claims must be made within 60 days of completion of clinic.**

**To access this funding the Registration for Schools, Refresher Clinics & Assessments Form MUST already have been submitted to PCQ. Attendance sheets to be submitted within 30 days of completion of clinic. Failure to provide this information may result in future subsidies being suspended.**

**Conducted by Zone:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **ABN:** \_\_\_\_\_ **GST Registered:** Yes / No

**Ph:** \_\_\_\_\_ **Mob:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Date of School	Venue	Presenter	Officiating & Instructors Training	Claim \$
			<b>Total Claim</b>	<b>\$</b>

\_\_\_\_\_  
**Secretary (Please Print Name)**                      **Signature**                      **Dated**

**Authorised by (Zone/Region/PCQ):**

\_\_\_\_\_  
**Print Name**                      **Position**                      **Signature**                      **Dated**

<b>Payment will be made by EFT: Please complete below details.</b>	<b>Details on File (tick if applicable)</b>
<b>Account Name:</b> _____ ( please print)	
<b>BSB:</b> _____ -- _____	<b>A/C No:</b> _____

**PCQ OFFICE USE ONLY:**

<b>Clinic/School Registered:</b> Yes / No	<b>Date:</b> ____ / ____ / ____	<b>Checked by:</b> _____ (initial)
<b>A/C Code:</b> _____	<b>GST:</b> _____	<b>Amount Paid: \$</b> _____
<b>Approved by:</b> _____	<b>Dated:</b> _____	

# REGIONS

# Regional Subsidy

(inclusive of Remote Funding for  
Central, Northern, Western/Far West, North West and Far North)

This funding is to assist with the conducting of Seminars/Clinics each year. In addition to this funding, PCQ will subsidise 3 airfares or equivalent in mileage on presentation of invoices/receipts.

**Funding Available:**  
As per below table.

## Who Can Apply:

Regions – 1<sup>st</sup> Round Offer (closing date 31<sup>st</sup> March 2021)

*N.B. Funding not claimed by Regions by close of applications will be made available to other Regions to apply.*

**N.B. All funding to be acquitted by 30<sup>th</sup> June 2021**

## Application Process:

At the conclusion of the activity/event the claimant to complete the “Regional Funding Subsidy claim form and forward to [accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au) for approval and processing. All relevant receipts etc must be forwarded with the claim form along with the **Attendance – Results – Report** form.

Should funds be required prior to the activity/event for the purpose of payment to coaches, this is at the request of the organiser of the activity/event. This request to be made to PCQ office no later than 21 days prior to the activity/event taking place.

Regional Seminar Subsidy as follows

Region	Frequency / Purpose	PCQ Subsidy	Fare Costing or Equivalent in Travel / Accommodation	Total Funding
Far North	Coach / Official /Rider Development	\$ 5,000.00	\$ 3,900.00	\$ 8,900.00
North West	Coach / Official /Rider Development	\$ 5,000.00	\$ 3,900.00	\$ 8,900.00
Far West	Coach / Official /Rider Development	\$ 3,500.00	\$ 3,250.00	\$ 6,750.00
Southern Border	Coach / Official /Rider Development	\$ 2,000.00	\$ 1,950.00	\$ 3,950.00
Burnett	Coach / Official /Rider Development	\$ 2,000.00	\$ 1,950.00	\$ 3,950.00
Northern	Coach / Official /Rider Development	\$ 5,000.00	\$ 3,900.00	\$ 8,900.00
South East	Coach / Official /Rider Development	\$ 2,000.00	\$ 1,950.00	\$ 3,950.00
Central	Coach / Official /Rider Development	\$ 3,500.00	\$ 3,250.00	\$ 6,750.00
Capricornia	Coach / Official /Rider Development	\$ 3,500.00	\$ 3,250.00	\$ 6,750.00
Western	Coach / Official /Rider Development	\$ 3,500.00	\$ 3,250.00	\$ 6,750.00

**Link to following claim form:**

<https://ponyclubqld.com.au/wp-content/uploads/2020/09/Interactive-Zone-Annual-Subsidy-Claim-form-results-18.09.2020.pdf>





**CLUBS**

# Cross Country Subsidy

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This subsidy is available to assist with the maintenance and upgrading of courses only.

## **Funding Available:**

**\$3000.00 maximum**

## **Who Can Apply:**

**PCQ Clubs that have an approved cross-country course**

**Zone – if applying must provide copies of invoices paid re: maintenance of grounds**

## **Application Process:**

- **Complete the “Annual Cross-Country Subsidy Application for Clubs Official Horse Trials” form.**
- **Forward form to [accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au) for approval and processing.**
- **PCQ office will check that an event was held the previous year.**

**Link to following claim form:**

<https://ponyclubqld.com.au/wp-content/uploads/2020/01/2020-Annual-Cross-Country-Subsidy-Application.pdf>



**Annual Cross-Country Subsidy Application  
For Clubs Official Horse Trials**

Email: [accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au)

**Annual subsidy of \$3000 is for the maintenance and upgrading of courses only.**

Club / Zone: \_\_\_\_\_ Date of Application: \_\_\_\_\_

***If a Zone is applying for the subsidy, it must provide copies of invoices paid re: maintenance of grounds***

Please complete table below: **This excludes Hunter Trials**

Date Held	Horse Trials Conducted in Current Year	Date to be Held	Horse Trials Scheduled for Following Year

**Declaration:**

I confirm that the subsidy provided to \_\_\_\_\_ Pony Club will be utilised for the maintenance and/or upgrade of the \_\_\_\_\_ Pony Club / Grounds (*delete which ever not applicable*) course only, once an official ODE/Horse Trial has been completed.

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Position \_\_\_\_\_ Dated: \_\_\_\_\_

**Authorisation (PCQ):**

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Position \_\_\_\_\_ Dated: \_\_\_\_\_

**Payment will be made by EFT: Please complete below details.     Details on file (tick if applicable)**

**Account Name:** \_\_\_\_\_ (please print)

**BSB:** \_\_\_\_\_ -- \_\_\_\_\_    **A/C No:** \_\_\_\_\_

**PCQ OFFICE USE ONLY:**

Event conducted: Yes / No    Date: \_\_\_\_/\_\_\_\_/\_\_\_\_    Checked by: \_\_\_\_\_ (initial)

A/C Code	Description	\$	GST	N-T	FRE
<b>TOTAL PAYMENT</b>				<b>GST</b>	

Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_    Approved by: \_\_\_\_\_    Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

**STATE**

# State Championship Events

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## Funding Available:

State Jumping Equitation & Showjumping	\$ 2,500
State Dressage & Combined Training	\$ 2,500
State Horse Trials	\$ 3,000
State FG, Sporting, Campdrafting, SC, MG	\$ 2,500

*The full state event subsidy to be paid on the approval of the event program and officials and the receipt of names of the members of the organising committee. 50% of the subsidy will be withheld until the judges list is approved.*

## Who Can Apply:

The appointed host club or zone

## Application Process:

Download the “State Event Subsidy” Claim Form from the PCQ Website, complete and return to [accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au) for approval and processing.

Link to following claim form:

<https://ponyclubqld.com.au/wp-content/uploads/2020/08/State-Event-Subsidy-Claim-form-Interactive.pdf>



# State Seminar Subsidy

---

This funding is to assist with the conducting of the State Seminar each year. In addition to this funding, PCQ will subsidise 3 airfares or equivalent in mileage on presentation of invoices/receipts.

**Funding Available:**  
**\$4500**

**Who Can Apply:**  
**Southport Pony Club**

**Application Process:**

At the conclusion of the Seminar the recipient to complete the “Funding Subsidy Claim Form for State Seminar claim form and forward to [accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au) for approval and processing. All relevant receipts etc must be forwarded with the claim form. In addition, the **Attendance – Result – Report** form also to be forwarded within 60 days of conclusion of the Seminar.

Should funds be required prior to the State Seminar for the purpose of payment to coaches, this is at the request of the organiser of the event. This request to be made to PCQ office no later than 21 days prior to the activity/event taking place.

Frequency / Purpose	PCQ Subsidy	Fare Costing or Equivalent in Travel / Accommodation	Total Funding
Coach / Official / Rider Development	\$4,500.00	\$ 1,950.00	\$ 6,450.00

**Link to following claim form:**

<https://ponyclubqld.com.au/wp-content/uploads/2020/09/Interactive-State-Seminar-Funding-Subsidy-Claim-form-results-18.09.2020.pdf>





**ACQUITTAL**

