



**PONY CLUB**  
QUEENSLAND

# ***Funding Guide***

# **\$\$\$\$**

***Valid 1<sup>st</sup> July 2021 – 30<sup>th</sup> June 2022***



*Pony Club Queensland acknowledges and appreciates the financial support provided by the Queensland Government through the Active Industry Fund to enable Queenslanders to participate in sport and recreation activities.*

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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. PCQ has available various funding opportunities for Zones, Regions and State to access. This funding can be sourced to assist in the conducting of state events, coaching programs/schools/clinics and other activities.

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

As a result of funding and acquittal requirements, PCQ has streamlined the system by paying funding upfront on the completion of an agreements to utilise the funding appropriately and provide an acquittal in a timely manner after the activity and within the funding period.

Funding is available in 2 x 6 monthly allocations and funding **must** be acquitted within the funding period.



# 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 1<sup>st</sup> Jul'21 to 30<sup>th</sup> Jun'22

## **Who Can Apply:**

Zones

## **Application Process:**

Complete Funding Agreement Form and return to PCQ Office.

# 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 per Zone 1<sup>st</sup> Jul'21 to 30<sup>th</sup> Jun'22

## **Who Can Apply:**

Zones

## **Application Process:**

Complete Funding Agreement Form and return to PCQ Office.



# Tetrathlon Equipment Booking Form

**Borrower Information**      **Equipment Type (tick relevant box):**  Competition    Training

<b>Contact: First Name:</b>	<b>Last Name:</b>
<b>Contact Number:</b>	<b>Email:</b>
<b>Pony Club:</b>	<b>Address:</b>
<b>Club Secretary:</b>	<b>Club President:</b>
<b>Contact Number:</b>	<b>Contact Number:</b>

Where will the equipment be used?  At Club    Other: \_\_\_\_\_

Delivery Method:    Collection                       Courier

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

Delivery Instructions: \_\_\_\_\_

Loan Date: From \_\_\_\_\_ To: \_\_\_\_\_

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

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

- A **bond of \$250** is required upon acknowledgement of availability of equipment from PCQ office.  
***Preferred Payment Method: Credit Card (pre-authorized) or***  
***EFT: BSB: 064-186   Acc No: 1064 0329   Acc Name: Pony Club Association of Qld***
- 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.
- All Equipment must only be used under the supervision of an adult.
- Laser pistol **MUST NOT** be directed on any person to avoid risk of eye damage.

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

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

**PCQ Office Use Only:**

Deposit Received: \_\_\_\_\_ Equipment Returned & Checked: \_\_\_\_\_ Deposit Refunded: \_\_\_\_\_

# Zone Annual Subsidy

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PCQ provide a subsidy each year to assist with the costs of conducting Coach and Official Development, Updating and Accreditation.

## **Funding Available:**

\$1500 maximum per annum 1<sup>st</sup> Jul'21 to 30<sup>th</sup> Jun'22

## **Who Can Apply:**

Zones

## **Application Process:**

Complete Funding Agreement Form and return to PCQ Office.

## **Acquittal Process:**

At the conclusion of the Seminar/Clinics the recipient to complete Zone Acquittal Form and forwarded to [accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au) for processing.

All relevant proof of payments to be itemised within the acquittal and forwarded to PCQ for achieving or retained for auditing (as required by State Government under the Active Industry Fund Program) within 30 days of conclusion of the Seminar.



# 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.

## Funding Available:

As per below table.

## Who Can Apply:

Regions 1<sup>st</sup> Jul'21 to 30<sup>th</sup> Jun'22

## Application Process:

Complete Funding Agreement Form and return to PCQ Office.

## Regional Seminar Subsidy as follows

Region	Frequency / Purpose	1 <sup>st</sup> Jul – 31 <sup>st</sup> Dec'21	1 <sup>st</sup> Jan – 30 <sup>th</sup> Jun'22
Far North	Coach / Official /Rider Development	\$ 3,375	\$ 3,375
North West	Coach / Official /Rider Development	\$ 3,375	\$ 3,375
Far West	Coach / Official /Rider Development	\$ 3,375	\$ 3,375
Southern Border	Coach / Official /Rider Development	\$1,375 (Claimed \$2000)	\$ 3,375
Burnett	Coach / Official /Rider Development	\$ 3,375	\$ 3,375
Northern	Coach / Official /Rider Development	\$ 3,375	\$ 3,375
South East	Coach / Official /Rider Development	\$ 3,375	\$ 3,375
Central	Coach / Official /Rider Development	\$ 3,375	\$ 3,375
Capricornia	Coach / Official /Rider Development	\$ 3,375	\$ 3,375
Western	Coach / Official /Rider Development	\$ 3,375	\$ 3,375

## Acquittal Process:

At the conclusion of the Seminar/Clinics the recipient to complete Region Acquittal and forward to [accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au) for processing.

All relevant proof of payments to be itemised within the acquittal and forwarded to PCQ for achieving or retained for auditing (as required by State Government under the Active Industry Fund Program) within 30 days of conclusion of the Seminar.

**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.

## Acquittal Process:

At the conclusion of the State Event/s the recipient to complete State Event Acquittal to be forwarded to [accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au) for processing.

All relevant proof of payments to be itemised within the acquittal and forwarded to PCQ for achieving or retained for auditing (as required by State Government under the Active Industry Fund Program) within 30 days of conclusion of the State Event/s.



# State Seminar Subsidy

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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:**

\$6,450 Jan'22

## **Who Can Apply:**

Southport Pony Club (host)

## **Acquittal Process:**

At the conclusion of the Seminar the recipient to complete State Seminar Acquittal to be forwarded to [accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au) for processing.

All relevant proof of payments to be itemised within the acquittal and forwarded to PCQ for achieving or retained for auditing (as required by State Government under the Active Industry Fund Program) within 60 days of conclusion of the Seminar.

# FUNDING AGREEMENT FORM







**PCQ Region Funding Agreement Form**  
 Email: [accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au)

PCQ is pleased to offer funding to Regions for the 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022.

To access this funding please complete the below for and return to PCQ Office  
[accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au) for processing and approval.

Please complete the below agreement.

Please tick [  ] funding applying for:

**Region**

Activity	Region	Selection	1 <sup>st</sup> Jul – 31 <sup>st</sup> Dec'21	Proposed Date/s for Activity	Selection	1 <sup>st</sup> Jan – 30 <sup>th</sup> Jun'22	Proposed Date/s for Activity
Coach / Official /Rider Development	Far North		\$ 3,375			\$3,375	
	North West		\$ 3,375			\$ 3,375	
	Far West		\$ 3,375			\$ 3,375	
	Southern Border		Claimed			\$ 1,975	
	Burnett		\$ 3,375			\$ 3,375	
	Northern		\$ 3,375			\$ 3,375	
	South East		\$ 3,375			\$ 3,375	
	Central		\$ 3,375			\$ 3,375	
	Capricornia		\$ 3,375			\$ 3,375	
	Western		\$ 3,375			\$ 3,375	

Regional Director of Coaching

\_\_\_\_\_

Name

Signature

Date

Payment will be made by EFT: Please complete below details. I

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

BSB:     -

Account No:

**PCQ OFFICE USE ONLY:**

A/C Code: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Approved by: \_\_\_\_\_ Dated: \_\_\_\_\_

**Forward copy to Regional Director of Coaching**



## PCQ State Seminar Funding Agreement Form

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

PCQ is pleased to offer funding for State Seminar for the 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022.

To access this funding please complete the below for and return to PCQ Office [accounts@ponyclubqld.com.au](mailto:accounts@ponyclubqld.com.au) for processing and approval.

Please complete the below agreement.

Please tick [  ] funding applying for:

### State Seminar

Selection	Funding Activity	Funding Period	Funding Value	Proposed Date/s for Activity
	State Seminar	1 <sup>st</sup> Jan'21 – 30 <sup>th</sup> Jun'22	\$6,450	

State Seminar  
Facilitator

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Payment will be made by EFT: Please complete below details.

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

BSB: 

				-			
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Account No: 

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### PCQ OFFICE USE ONLY:

A/C Code: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Approved by: \_\_\_\_\_ Dated: \_\_\_\_\_

**ACQUITTAL**



# Zone Funding Acquittal

## The Pony Club Association of Queensland Inc

**1st July 2021 - 30th June 2022**

Activity	Date Conducted	Activity/Initiative Details Delivered	Locations	Participants (if applicable)	Coaches (if applicable)	Officials (if applicable)	Volunteers (if applicable)	Comments (please detail any positive stories, achievements or key issues experienced regarding the activity, if available) Event Schedule	Expenses (Provide evidence of expense or retain evidence of expense for auditing as required)	Attached high Resolution photos as evidence of activity
Grass Roots	29 <sup>th</sup> Aug'21	Zone # Camp	XYZ Club	63	7	NA	23	Sessions delivered on <ul style="list-style-type: none"> <li>• Stockman's Pattern,</li> <li>• Campdraft</li> <li>• Mounted Games, Flat Riding,</li> <li>• Jump Riding,</li> <li>• Gymkhana Events,</li> <li>• State Chief Instructor Medal – Copper/Bronze               <ul style="list-style-type: none"> <li>• Ground Handling,</li> <li>• Horse Management</li> <li>• Under Saddle</li> </ul> </li> </ul>	Presenters: <ul style="list-style-type: none"> <li>• Stockman's – Di Elder \$300</li> <li>• Campdraft – Raymond Stacey \$200</li> <li>• Mounted Games – Megan Wray \$200</li> <li>• Jumping – Mike Carlson \$150</li> <li>• Flat Riding – Sarah Standen \$200</li> <li>• Gymkhana Events – Sue Bondfield \$150</li> <li>• Ground Handling – Rachel Lornie \$200</li> <li>• Horse Management – Jan Morland \$100</li> </ul>	10 photos

SAMPLE FORM