

# Victorian Soaring Association

## Project / Program Outline – Funding Request Form

The VSA only provides up to 50% of the total cost of the project and is subject to funds being available and generally paid after the project is satisfactorily completed and outcomes reached.

Fields marked (\*) are mandatory

### Section 1 – Club & Project Name

<b>* Name of Club:</b>			
<b>* Name of Project/Program:</b>			
<b>* Project Funding Themes</b> Please indicate up to 3 priority areas this project will cover in order of relevance - 1 being the highest relevance etc.		Governance and Leadership	Youth
		Safety and Integrity	Competition
		Club Development	Airworthiness
		Diversity and Inclusion	Instructing
		System Improvement and Innovation	Coaching
		Women and Girls Development	
		People with a Disability (AAA)	
<b>* Is the project/program new?</b>	<input type="checkbox"/> Yes - brand new <input type="checkbox"/> Yes – but there has been a successful pilot that preceded it <input type="checkbox"/> No – it's an extension of scope on an existing project/program		

### Section 2 – Project Overview

<b>* 1. Project Objectives</b> <ul style="list-style-type: none"> <li>Provide a short overview of your proposed initiative.</li> <li>What is the need you are trying to address? Provide evidence where available.</li> <li>What are the objectives and expected outcomes?</li> </ul>

## 2. What Region/Location will benefit most from your proposed initiative?

Specific Victorian regions or state-wide.

## 3. When will your proposed initiative take place?

\* Anticipated start date:

\* Anticipated completion date:

## \* 4. Alignment with Strategic Directions

How does the proposed initiative:

- Align with the Victorian Soaring Association's key priority areas identified in the VSA Strategy Plan?
- Align with key priorities in your club's strategic plan and complement other work your club is doing?

## \* 5. Implementation

Please provide a project plan that outlines items such as:

- Project Scope
- Key deliverables
- Costs, risks, milestones and time frames
- Detail the key personnel that will be responsible for managing and running the project/program

## \* 6. Program Reach

Is this project addressing participation? If so please provide:

- Estimate the total number of individual participants that will engage in the program
- If known, please break down your participation targets by age, gender, diversity, disability etc.

N/A if not a participation project.

## \* 7. Marketing

- Describe your strategy to market your event, both internally and externally.

## \* 8 Commitment and Sustainability

- What sustainable outcomes will be achieved at the end of the project?
- Will the project result in an ongoing program or activity?

## Section 3 – Indicative Project Budget

Please provide details of the anticipated income and expenditure for your project, **excluding GST**.

Expenditure I.e. Administrative Overheads, Project Expenses, Marketing and Promotion, Resources and Publication, Travel Expenses etc.

Income		Expenditure	
Amount requested for this Initiative	\$	Please Specify	\$
Contributions - Your organisation	\$	Please Specify	\$
Contributions - Other (please specify)	\$	Please Specify	\$
		Please Specify	\$
		Please Specify	\$
		Please Specify	\$
		Please Specify	\$
<b>Total Income</b>	<b>\$</b>	<b>Total Expenditure</b>	<b>\$</b>

Note that the total income must equal total expenditure.

## Section 4 – Checklist

	Yes (✓)
<b>Required:</b> All questions have been answered	
Copy of budget for the project	
Copy Of Club's Fair Play Code Of Conduct*	
<b>If applicable:</b>	
For Junior Pilots competing, copy of Child Safety Statement of Attainment*	
Additional supporting information as required:	
<i>*Available on VSA website</i>	

## Section 5 - Statement of Support

I.e. I acknowledge our club is committed to this proposed initiative and this is supported by our club's Strategic directions.

* <b>Signature:</b>	* <b>Date:</b>
* <b>Print name:</b>	* <b>Position:</b>
(This must be signed by the Club President)	