All proposals for CAQI financial needs or requirements, to be submitted on this template via Executive Council members a month before the last Council meeting of the year, in order for funding to be considered in the subsequent year.

Please attach all relevant information for the proposal, including any quotes/costs if applicable and provide as much detail as possible. Do not feel limited to one page.

If submitting more than one proposal, please use separate forms.

Return all forms to the secretary at [secretary@caqi.com.au](mailto:secretary@caqi.com.au)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Funding Proposal** | | | | | | |
| **Submission Date** | | **Person/s responsible for proposal initiative** | | | **Contact details** | |
| **Objectives/outcomes of the proposal** | | | | | | |
| **Background** *– circumstances triggering the need for funding* | | | | | | |
| **Who will benefit from the proposal, and in what way?** | | | | | | |
| **Details of the proposal**  *Include all elements of the proposal: How will the project be executed? Who will be involved in executing the project? Timetable for the phases. Costing for each phase if known.* | | | | | | |
| **Phase** | **Actions** | | **Who** | **Time frame** | | **Cost $** |
|  |  | |  |  | |  |
| **What CAQI funding (if any) has already been allocated for this project?** | | | | | | **$** |
| **Total amount needed from CAQI** | | | | | | **$** |

Criteria

**Allocation of CAQI Funding**

CAQI funding is allocated on the necessary needs within our State Calisthenics Association and for the benefit of all financial members. The distribution of funds can go towards projects that improve the sport, including but not limited to:

* enhancing participant, coach, adjudicator, or volunteer ability
* increasing the number of members, coaches or adjudicators
* improving a process or inherent component of the sport.

It could also include funding for:

* equipment
* operational matters
* projects maintaining the status quo.

The CAQI Committee of Management will provide allocations based on the following criteria.

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| How measurable are the outcomes |  |
| The importance of the need |  |
| Short term vs long term outcomes |  |
| Aligned with objectives, strategic plan and constitution |  |
| Extend to national benefits |  |
| Applies to Duty of Care - OHS |  |
| Value for money   * Benefits * Resale value |  |
| Ease of implementation   * Project management ability * Number of volunteer hours to be successful * Length of time to implement |  |