

# **Guidelines for the distribution of Travel Grants**

## **Aim**

The aim of this document is to provide guidance to the Western Australia Laser Association (WALA) Executive Committee (hereafter referred to as 'the Committee') in the distribution of Travel Grants.

## **Introduction**

Funds may be available to selected sailors at the discretion of the Committee to subsidise the travel costs associated with interstate and/or international Laser sailing events. Sailors will be selected on their individual merits, and their support and participation in WALA activities.

The concept for awarding Travel grants is to promote PARTICIPATION; performance is of secondary consideration. To facilitate this aim, all successful applicants will receive the same amount of financial support, regardless of the results attained during the event.

Money will not be made available for every event. The Committee will sanction the events for which sailors may apply for financial support. Briefly, the events that will be considered are World Championships, Regional Championships and Australian National Championships. No funding will be made available for events held in Western Australia, except under extraordinary circumstances.

## **Application Process**

Applications must be lodged in writing with the Committee before travel to the WALA sanctioned event is commenced.

Applications received by the Committee after the commencement of the event for which financial assistance is sought will NOT be processed.

All applications received will be considered at the first meeting of the Committee after the commencement of the event for which funding is sought. Meetings are held at least monthly.

Sailors will be informed if their application is successful, or not, at the next available opportunity after the Committee decision has been made, by the most practicable means.

Sailors requesting funds be paid before undertaking travel must first make their submission in writing, then in person to the Committee, providing proof that participating in the event will cause undue financial strain and this burden will be eased by receiving WALA financial support. If this application is successful, at the discretion of the Committee, funds may be available immediately.

## **Applicant Criteria**

Sailors receiving funding support are expected to have contributed to the Western Australian Laser sailing activities and will be expected to continue contributing on their return from the event for which they are receiving funds. Contribution includes:

- Past regular participation in WALA events and regattas is considered MANDATORY for applicants;
- Undertaking administrative functions within WALA; such as appointment to the Executive Committee;
- Attending WALA events and regattas in a support role, such as umpire, starter or rescue boat crew, and

- Conduct of coaching clinics or support of coaching clinics.

Applicants MUST be current financial members of WALA.

### **Successful Applicants**

Monies will normally be issued by cheque to the successful applicants on their return from the event.

Successful applicants will be required to make submissions to forums as directed by the Committee describing:

- Their participation and performance throughout the event;
- The organisation of the event including highlights, and lowlights with recommendations, and
- Lessons learnt

Applicants may also be required to make their presentation in person at a WALA endorsed and/or sponsored coaching clinic, or other appropriate event.

### **Unsuccessful Applicants**

Sailors who are unsuccessful in their application to retrieve WALA Travel Grant funds must first make a written submission to the WALA President stating their intend to appeal. The applicant must then make their appeal in person at the next Committee meeting.

The Committee will make a decision based on the appeal. This decision will be final. No further appeals will be considered.

### **Sanctioned Events**

The Committee will decide for which events sailors may make applications for financial assistance. The events to be considered will include:

- All World Championship events;
- Regional Championships, specifically the Asia/Pacific Championships, and
- Australian Laser Association National Championships.

No funds will be made available for events taking place in Western Australia, except under extraordinary circumstances with those circumstances to be decided by the Committee.

Events for which funds will be made available will be advertised.

### **Distribution**

The Committee will decide on the funding to be made available for each event, depending on the financial health of the WALA at the time. Sailors will apply for an equal share of the available funds, however the amount received will not exceed the guidelines below:

- For World Championships events, A\$600 per applicant;
- For Regional Championships, A\$500 per applicant; and
- For National Championships, A\$300 per applicant.

For example:

If A\$2000 was made available for a World Championship event and 5 sailors had made successful applications, each sailor would receive A\$400. If only 2 sailors made successful applications each would receive A\$600.

Any undistributed funds would be retained by WALA for allocation and/or investment as required.

### **Extraordinary Application for Special Funding**

Sailors requesting WALA financial support for extraordinary causes, such as Olympic campaigns may make written applications to the Committee for consideration. If the Committee decides to support the application, contributions will be sought from WALA members through all practicable means.