

MEMORANDUM

DATE: 2 October 2007

TO: Affiliated MUSA Clubs

FROM: Mark Lockie
Director, Sport and Physical Recreation

SUBJECT: 2008 CLUB FUNDING PROGRAM

With significantly reduced funding to Melbourne University Sport in 2007, we unfortunately had to reduce the funding to clubs in turn, which has meant that all clubs have had to rely more on their own fundraising capacity to ensure they had sufficient resources to operate.

The amount of 2008 funding for MUS has yet to be finalized, so we are unable to advise the total amount of funding that is available for the 2008 Club Funding Program, but it is not expected there will be any increase over the 2007 levels.

However, we need to commence the process of collecting information from clubs which will be used to determine funding allocations in 2008. The information is also vital in determining the impacts that the reduced funding has caused.

It has previously been agreed with the Sports Association Executive that the following approach will be used to allocate club funding. There are 2 funding streams under which clubs can apply for funding:-

- 1) Operational Funding
- 2) Innovation Funding

All clubs who have access to MUS facilities for training, competition and/or storage also receive the benefit of access to those facilities at no charge.

Note that MUS is still not able to fund the costs of any external venue hire directly. Clubs that need to use external venues will be responsible for paying the costs themselves. MUS will take into account the costs that clubs will need to incur for venue hire in determining funding and Clubs that receive operational funding can use this funding to pay for venue hire if they wish.

1) Operational Funding

Operational Funding Support will only be provided to clubs for the purposes of advancing regular seasonal competitive opportunities at all levels for club members who are UM students and others in the University community. This includes funding to support clubs to hire facilities for competitions, provision of equipment, training and instruction for the purposes of improving competitive performance. Allocations to individual clubs will be determined based on an analysis against the attached criteria for funding and the club's financial circumstances.

2) Innovation Funding

All clubs can apply for funding from the Innovation Funding pool. The aim of the Innovation Fund is to assist clubs in implementing projects that will enable them to improve their sustainability. Guidelines for the allocation of these funds are attached. The first round of applications will be accepted in early 2008, and a second round of applications can be made in mid-2008.

Capital Funding

Note that an additional pool of funds is available to assist clubs with purchases of major capital assets. Major assets are items that are individually valued at greater than \$10,000. MUS will work directly with those clubs for which there is a relevant requirement.

Venue Requirements

Enclosed are booking requests for on-campus venues for 2008. Please read the attached memo for further information on venue bookings. It should be noted that we will continue to provide MUS venues without charge to clubs for **agreed** training and competition purposes, but as in 2007, some charges may apply for other uses. This will be finalised with the relevant clubs once the requests have been submitted.

Membership fees and membership info

Details of your club's membership fee schedule must be provided in the attached form.

Every club will still be required to submit membership forms for each of its members as has been the practice in previous years.

Club information

All Clubs, whether eligible for Operational Funding or not, must submit the information in the attached form. No funding allocations, or venue allocations will be considered until the information is submitted. As well as determining the funding allocations, the information is critical for MUS and the Sports Association to monitor the health of the clubs.

Incomplete submissions will be returned to the club for completion. The budget information should be accurate and realistic and linked with the Club's Operational Plan.

The closing date for the submission of club information is **FRIDAY 2ND NOVEMBER 2007**, but clubs should try to make their submissions as early as possible so that funding allocations (where relevant) can be determined.

If you have any queries, or require assistance to complete the documentation please contact Rechelle Martinez via email: rechelle@unimelb.edu.au or phone 8344 3992. If you need assistance, please ensure you contact Rechelle well in advance of the deadline to ensure your application is lodged on time.

In the past a number of clubs, especially those with new office bearers have had difficulties in completing the information. Please do not hesitate to seek assistance from MUS if you are having any difficulties – we will be pleased to provide assistance.

Mark Lockie

Director, Sport and Physical Recreation

2008 Club Funding Assessment Criteria

The following criteria will be used to assess funding allocations, and are in no particular order of importance:

1. **Club Profile/Club history** – how is the club viewed in the community/state/national sporting environment? Does the University of Melbourne derive recognition and profile from the club's participation and/or successes? How long has the club been operating?
2. **Activity Cost Structure** – how much does it cost to participate in the like activities in the community?
3. **Level of Competition** – does the club provide regular opportunities for its members to compete in local, regional, state, national and/or international events?
4. **Level of Membership** – for how many active members does the club currently provide regular competitive activities?
5. **Membership Ratio** – what is the percentage of students/alumni/other members within the club?
6. **Facility Requirements** – what MUS and/or external facilities does the club require to operate?
7. **Adherence to MUS & MUSA Administrative Requests** – does the club attend MUSA Council Meetings, provide membership forms within a reasonable timeframe, return club inventory checklists as requested?
8. **Current Financial Position** – what is the club's financial position according to its Balance Sheet? If COSFP is not provided, would the club be viable?
9. **Future Membership Fee Structure** – how will the club generate future revenues via memberships? Will the club charge appropriate fees commensurate with its activities for individuals previously considered as ENS members?
10. **Rolling Strategic Plan** – how does the club plan to operate over the forthcoming three year period? What level of competition does the club aspire to be competing at? What impacts will operations have on membership and program fees?

2008 Innovation Funding - Guidelines

Innovation Funding is available to assist clubs improve their sustainability.

Innovation Projects should align with your Club Development and Planning strategies. Please note that MUS will only contribute a maximum of 50% of the total cost of the innovation project. Clubs must be able to demonstrate that they can match MUS' contribution dollar for dollar, prior to commencing the Innovation Project.

Applications for innovation project funding will be evaluated by a sub-committee based on the following guidelines:-

- Is the idea innovative – what is new or challenging to the status quo?
- Is it strategic – if it works out, how will it help your club, or MUS, get to where it wants to be?
- What are the aims of the project? A once-off event or a new service, new product, increased knowledge?
- Is it likely to work?
- Is the timeframe clear and realistic?
- Is the funding request reasonable?
- Has the club demonstrated the long-term viability of the Innovation Project by showing how the club can financially support the new initiative into the future?
- Is it likely that other resources required (usually volunteer time, but sometimes co-operation or services from other groups) will be forthcoming?
- Does it involve the collaboration of and provide benefit to multiple clubs?
- Is there a commitment to a report or present back to MUS?

The first round of applications will be accepted in early 2008, and a second round of applications can be made in mid-2008.