

Club Project Fund Guidelines & Application

The Club Project Fund (CPF) is available to assist clubs in their development and ability to improve their self-sustainability. The CPF was developed by Melbourne University Sport (MUS) and the Melbourne University Sports Association (MUSA) to assist with seed funding for projects and activities that fall outside of a club's regular operations.

Projects should align with each club's development and planning strategies.

Clubs should note that a maximum of 50% of the total funding requested will usually be approved for a CPF application. And clubs must be able to demonstrate that they can match the CPF contribution dollar for dollar, prior to commencing the Project.

Club Project Fund applications for will be evaluated by a sub-committee (comprising the MUS Director, the MUSA President, the MUS Sport Development Manager and the MUS Clubs' Coordinator) based on the following criteria:

- Is the Project innovative – what is new or challenging to the status quo?
- Is the Project strategic – if it works out, how will it help your club to 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 the Project likely to meet its aims?
- Is the Project timeframe clear and realistic?
- Is the funding request reasonable?
- Has the club demonstrated the long-term viability of the Project by showing how the club can financially support the new initiative into the future (if required)?
- Is it likely that other resources required (usually volunteer time, but sometimes co-operation or services from other groups) will be forthcoming?
- Does the Project involve the collaboration of and provide benefit to multiple clubs?
- Is there a commitment to report and/or present back to MUS and MUSA?

Examples of successful Projects in the past have included:

- Melbourne University Touch Club – purchase of portable touch field line-marking system to aid in club-managed commercial competition
- Melbourne University Surfriders Club – purchase of new surfboards and wetsuits to reduce hire costs for club beginner camps; and to generate revenue from the hire of equipment to members
- Melbourne University Water Polo Club – funding to assist the casual employment of a qualified and experienced coach for the Club's promotion to Water Polo Victoria's State League 1 competition

CPF funding is limited to a pre-determined and budgeted amount each year. Funding remains available throughout the year, or until the total funding allocation has been exhausted.

All CPF applications should be submitted using the attached CPF Application form.

Further information on the Club Project Fund should be directed to Melbourne University Sport Clubs' Coordinator Rechelle Martinez via rechelle@unimelb.edu.au or 8344 3992.

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Please complete this application form by typing in relevant responses. The completed application should be forwarded by the Club President to the Melbourne University Sport Club's Coordinator via email: rechelle@unimleeb.edu.au.

Club Name:	
Contact Person:	Club Position:
Email:	Mobile:
Club Project Fund Title:	
Club Project Fund Description (please include how this Project will assist your Club's future operations):	
Project Cost (please attach a more detailed cost breakdown if necessary):	
Club Contribution (usually 50%):	
Other (please include any additional information that may support this application):	