



Australian Cave Rescue Commission

A Commission within the Australian Speleological Federation Inc

Guidelines for Rescue Equipment or Training Grant Applications

ABN 15 169 919 964

Grant description

The Australian Speleological Federation Inc understands the importance of promoting caving safety to its Corporate Member clubs and their club members. Grants are available to Australian Speleological Federation Corporate Member clubs to assist with self-help training, rescue training events and the purchase of rescue equipment.

Who provides the grant?

Grants are available from the ASF through the Australian Cave Rescue Commission (ACRC) of the Australian Speleological Federation.

What does the Australian Cave Rescue Commission fund?

Purposes of ACRC grant include:

- travel assistance for trainer/s, or participants in remote areas who can only access training outside their region
- purchase of equipment such as stretchers, caving hardware etc, all for purpose/s of training and rescue
- offset of costs associated with presenting rescue training, such as purchase of manuals and provision of training materials.

Grants are specified on a 50:50 matched funding basis, where the ACRC grants 50% whilst the State Speleological Council/Corporate Member club/s matches the remaining 50%.

A capped maximum of \$2000 can be applied for by each state every two years.

Grant evaluation and payment process

1. The ACRC Commissioner will endeavour to assist the Member/ club/s with the application before submission.
2. Complete the application form on pages 2 and 3.
3. Email to the ACRC Commissioner at asf.cave.rescue.commission@gmail.com.
4. The ACRC Commissioner will acknowledge receipt of your application via email or text message.
5. The Application process should take no more than 4 weeks for evaluation by the Commission members. If the application is delayed, the applicant will be contacted as to the nature of this delay within the timeframe.
6. The ACRC Commission will determine the amount of any successful grant and the applicant notified of such amount and any stipulations of the successful grant.
7. To receive payment of a successful grant:
 - Email the ASF Claim Form for reimbursement of Grant Expenses to the ACRC Commissioner, with a copy of all receipt/s for proof of payments.
 - All expenses must be dated after the grant application was submitted, however reimbursement of expenses incurred prior to grant approval are not guaranteed.
 - Claims for expenses will be approved by the ACRC Commissioner, who will then forward to the ASF Treasurer.
 - Payment from the ASF should be made directly to your nominated bank account within one week by the Treasurer of receiving receipts from the ACRC Commissioner.

Application requirements

- Grant applicants must be Corporate Member clubs of the Australian Speleological Federation.
- Applications must be made to the ACRC Commission.
- Joint club applications are encouraged and will be more likely to be successful.
- From each club applying, two authorized club representatives are to sign the application form.
- Equipment purchases need to be of strategic benefit to Federation members.
- Any item/s purchased with the assistance of an ACRC grant must be for the purpose of rescue and safety within the ASF.
- Any grant for training is to be used solely for the benefit of Australian Speleological Federation members.
- ACRC grant funding of any item/s is made under the condition that the item/s purchased may be used by any club within Australia.
- Receipts showing proof of purchase/s and amount for each item must be provided before a grant is paid.
- Successful grant items are solely for use in cave safety and rescue training or genuine cave rescues.
- The applicant/s will provide a report about the event or equipment purchase to the ACRC and an article to *Caves Australia* magazine.
- The ASF logo and the words 'Proudly supported by the Australian Speleological Federation and the Australian Cave Rescue Commission' shall appear in any report, story, promotional material or labelling relating to the grant.

The ACRC requests that applications be made electronically as we must circulate your application to commission representatives in several states. **Email Address lodgement details are at the bottom of each application page.**



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Rescue Equipment Grant Application

What are the item/s you wish to claim for?	1 2 3 4 5 6
How will ASF members benefit from this grant?	
What is the Grant amount applied for?	Total \$
Provide evidence of the costings/quotes and a breakdown of how the money is to be spent. (If necessary attach copies of quotes/price indications.)	
What are the details of how the matched funding is to be achieved?	
Applications for equipment by multiple Corporate Member clubs within a region or state should detail how the equipment is to be used and how the allocation of access is to be managed.	
Have you checked that your application meets all requirements listed in the ACRC grant application guidelines?	

ASF Corporate Member/s making application and authorization

<u>ASF Corporate Member Club 1:</u> a) Authorised by: Club position: Email: Mobile Phone: Date: Signed:	<u>ASF Corporate Member Club 2:</u> a) Authorised by: Club position: Email: Mobile Phone: Date: Signed:
b) Authorised by: Club position: Email: Mobile Phone: Date: Signed:	b) Authorised by: Club position: Email: Mobile Phone: Date: Signed:

Email your application to: asf.cave.rescue.commission@gmail.com



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Rescue Training/Event Grant Application

What is the event/training? (Eg: cave rescue exercise, specific training, trainer funding etc)	
What is/are the goal/ objectives of the activity for which the grant application is being made?	
How will ASF members benefit?	
If the funding is for an activity, are all ASF members in the region welcome to participate in, and aware of, the planned activity?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick box)
Provide evidence of the costings/quotes and a breakdown of how the money is to be spent? (If necessary attach copies of quotes/price indications.)	
What is the amount applied for?	Total \$
Have you checked that your application meets all requirements listed in the ACRC grant application guidelines?	

ASF Corporate Member/s making application and authorization

<u>ASF Corporate Member Club 1:</u> a) Authorised by: Club position: Email: Mobile Phone: Date: Signed:	<u>ASF Corporate Member Club 2:</u> a) Authorised by: Club position: Email: Mobile Phone: Date: Signed:
b) Authorised by: Club position: Email: Mobile Phone: Date: Signed:	b) Authorised by: Club position: Email: Mobile Phone: Date: Signed:

Email your application to: asf.cave.rescue.commission@gmail.com

ACRC use only:
Application received:

Date: _____

Application received by: _____

Grant application number: _____

Application acknowledged by email or text on this date: _____

Circulated to:	Comments	Approval:
1		
2		
3		
4		

Does the application meet requirements? Y/N

Application approved by ACRC: Y/N Date _____

Successful or Unsuccessful Notification to applicants: Y/N Date _____

Amount approved: _____

Application sent to ASF Treasurer for financial authorisation after ACRC approval: Y/N Date _____

Discharge of funds:

Evidence of matching expenditure by applicants received: Y/N Date _____

Funds made available: Y/N Date _____

Any further tasks to be undertaken:



ASF Claim Form for reimbursement of Grant Expenses

<u>NAME:</u>	
<u>ADDRESS:</u>	
<u>Nature of expense:</u> (please circle)	
<u>Explanation of nature of Expense:</u>	General Grants Cave Rescue Grant Legacy Grant Karst Conservation Fund Grant
<u>Receipts attached: YES or NO</u>	Please attach receipts to this form and summarise in table one on P2
<u>Date Expense Incurred:</u>	

Direct Deposit Details

Name of Financial Institution of claimant:

Account Name:

BSB: Account Number:

I confirm that the above expenses were incurred by me in furthering the objectives of the Australian Speleological Federation Inc & Associated Entities.

Signed by Claimant:		<u>Date:</u>	
Approved by Commissioner Or ASF Treasurer	Signature: Name:	<u>Date:</u>	
Treasurer USE ONLY			
Cheque number or IMB EFT receipt number			

