Event Funding Guidelines

Event Funding Introduction

The Victorian Tasmanian Parachute Council (VTPC) exists to support skydiving and strengthen the community across Victoria and Tasmania. We provide funding for events with the primary purpose of making participation more accessible to members by helping reduce event registration costs. This funding is intended to encourage participation, skill development, and retention in skydiving.

Event Funding Model

The VTPC Event Funding Model offers the following support:

- **Coaching Contribution:** Up to $300 for coaching per day
- **Participant Contribution:** Up to $15 per eligible participant (VTPC member) per day
- **Total VTPC Funding Contribution:** Up to $525 total funding per day

Refer to Appendix A for Event Funding examples covering different event sizes.

Event Funding Application and Approval

All events are eligible for VTPC funding consideration. However, application timelines and approvals will depend on the event details and if they adhere to the funding model presented above. Applications are to be submitted by emailing a completed VTPC Event Funding Application Form and a spreadsheet showing anticipated event income and expenditure to vtpc_committee@outlook.com.

A. Applications that meet the funding model (up to $525/day) and are for events up to 2 days:
   - Can be approved by the VTPC Area Coach
   - Must be submitted a minimum of 3 weeks prior to the event
   - Will receive a funding decision within 1 week after application is received

B. Applications that exceed the funding model (more than $525/day) and/or are for events longer than 2 days:
   - Require approval by the full VTPC Committee
   - Must be submitted a minimum of 5 weeks prior to the event to allow sufficient time for review

Event Funding Eligibility Requirements

To be eligible for VTPC funding, the following requirements apply:

- Applications must be submitted by the applicable deadline stated above (3 or 5 weeks prior to the event)
- Events must have a minimum of 3 eligible participants (exceptions require full VTPC committee approval)
- Eligible participants are defined as members that reside within the VTPC area as recorded by the APF
- Event income (from participant registration or other income) must not significantly exceed event costs
- Events must be advertised publicly at least two weeks prior (e.g. Facebook event), listed on the VTPC website, and be open to all members (subject to DZ rules, APF Op Regs, and required skill level)

Event Funding Payments

Event funding will be paid after the event, upon receipt and review of the following:

- A completed VTPC Event Review Form including a confirmed list of eligible participants who attended
- A single event invoice

The final payment amount may differ from the approved funding amount in the following cases:

- **Event cancellation:** Events cancelled prior to the event date will not receive any funding
- **Partial event completion:** Events that do not run as per submitted funding plan (e.g. duration), may not receive the full approved funding amount
- **Weather days:** If poor weather prevents jumping on an event day, funding will only be paid if sufficient alternative skill-building activities (e.g. seminars, workshops) are held and evidence of this provided
- **Participant non-attendance:** Participant funding contribution will only be paid for eligible participants that attend the event (event organiser may keep any non-refundable registration fees if applicable)

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Considerations for Event Organisers

- Organisers are encouraged to seek additional funding support from drop zones or APF (when available)
- Participant registration costs should be determined after funding and sponsorship are confirmed, with the aim of reducing VTPC member event registration costs
- The VTPC aims to support events in a consistent, fair and transparent manner; if additional funding is required by the event organiser (extra coaches, higher paid coaches, physical items, etc.) this should be covered through registration fees payable by participants

Exceptional Circumstances

The VTPC Committee may consider exceptions to the guidelines on a case-by-case basis, subject to majority vote. These are intended for unique or unforeseen circumstances and should not be expected as standard practice.

Event Funding Application Process and Timeline

Funding Process	A. Within $525/day and up to 2 days	B. Exceeds $525/day and/or longer than 2 days	Notes
1. Submit VTPC Event Funding Application Form and attachments	**At least 3 weeks before event**	**At least 5 weeks before event**	It is recommended to submit the application as early as possible to secure funding
2. Receive VTPC Funding Decision	**Within 1 week after application is received** (Area Coach approval)	**Within 2-3 weeks after application is received** (Full Committee approval)	
3. Advertise Event Publicly (e.g. Facebook event, VTPC website)	**Minimum of 2 weeks before event**		If event is advertised before funding is confirmed, registration costs can be stated as "TBC pending funding"
4. Run Event	**Event day(s)**		Eligible event participants (VTPC members) must be documented each event day
5. Submit VTPC Event Review Form and Event Invoice	**Within 2 weeks after event**		A single event invoice must be provided
6. Receive VTPC Funding Payment	**Within 2 weeks after review form and funding invoice are received**		