

APPLICATION FOR AIVC DEVELOPMENT GRANT

IVC (Name of Club)	
Name (Contact)	
Phone	
E-Mail (if applicable)	
Amount requested	
Cheque payable to	
Purpose of grant	

Please apply in writing (preferably via E-Mail) to the appropriate Regional Development Co-ordinator (RDC) who will approve and forward to the National Development Officer. (See AIVC Website for up-to-date list of RDCs). Where the RDC is not in post please apply via the National Development Officer at 'development@ivc.org.uk'.

Grant applications will be discussed at the next AIVC Committee meeting.

1. Grants are available for Club development on the following basis but are always subject to approval by the AIVC Committee.
2. Clubs who suffer from a rapid decline in membership can apply to AIVC for assistance. Clubs with fewer than 100 members may apply to the AIVC Committee for a Publicity Grant in order to fund a 'Publicity Campaign'.
3. A Club will not be eligible for a publicity grant if that Club's funds have not fallen below £1000 in the 12 months prior to the application.
4. The application must be supported by estimates of the costs involved.
5. The campaign should be for a fixed time period (e.g. 3 or 6 months).
6. The maximum grant, to be paid in arrears, shall be £150.00 or half the value of invoices submitted to the committee, whichever is less. At its discretion the Committee may award a lower grant than that applied for by the Club.
7. A Club in receipt of a publicity grant should present a (written) report for inclusion in Newslines at the end of the campaign. The report should include
 - i) copies of publicity material used during the campaign,
 - ii) plans made by the Club to deal with new enquiries,
 - iii) changes made to the Club programme (if any), e.g. number and type of events organised to make the Club attractive to those enquiring,

- iv) the Club membership number at the start of the campaign,
- v) the number of new enquiries received during the campaign,
- vi) the number of new members gained (excluding lapsed members who rejoin) during the campaign,
- vii) the nature of ongoing publicity following the end of the campaign,
- viii) an assessment of the effectiveness of the campaign, highlighting forms of advertising or activities that were particularly successful or otherwise so that other Clubs may benefit from the experience gained as a result of the campaign.

8. New Clubs who are currently non-members of the Association can apply for a grant of £100 + 50% of development costs over and above £100 up to a maximum additional allowance of £150. This type of grant is therefore worth between £100 and £250 to a new Club. The additional allowance can only be paid upon production of valid receipts for all development expenditure. This type of grant can only be paid once and will not be available to the same Club at any time in the future.

AIVC (Committee use only)

Date received	
Date Committee meeting discussed	
Agreed? (Yes/no)	
Reason not agreed (if applicable)	
Date decision communicated to applicant	