

## Equipment Maintenance Grant Application

### Policy and Instructions for Completion (see form below)

The GBOCA Grant has been established to assist outrigger paddling Club's keep their canoes and facilities in good repair.

#### Eligibility Criteria:

1. This grant can cover:
  1. Repairs to club-owned canoes.
  2. Repairs to clubhouses, docks and facilities that are own or leased by the Club's
  3. Maintenance to canoe trailers.
  4. Only Clubs in good standing and with Club Affiliation paid for both the previous and current seasons are eligible. (new affiliations will be considered)
  5. The grant must be for the betterment of the Club , GBOCA and the sport as a whole. You will be required to justify this with your statement-of-use.
2. This grant does not apply to the purchase, partially or whole, for new/used canoes.
3. The maximum grant amount is £300 per Club every 2nd year. Clubs that are successful in a given year are ineligible the next year unless there are excess funds (i.e. unused budget monies).
4. The budget for this year has been set and when that budget is exhausted no further grants will be considered.

#### Procedure for Applying for GBOCA EM Grant:

1. Complete and submit application form below.
2. Grants will be vetted by the GBOCA Executive for approval. The submission of a grant application is not a guarantee of acceptance.
3. Applicants will be notified of approval within 4 weeks of application submission.
4. For grant payment (eligible only upon approval by the GBOCA Executive on the success of the original application):
  1. Scanned copies of RECEIPTS (not invoices) must be submitted by October 31, or by special arrangement with the GBOCA Executive. Receipts submitted after that deadline will not be accepted and the grant application will be null and void. Scanned receipts are to be submitted to the email address below (see link).
  2. Payments will be made payable ONLY to Federations, not individuals.

Submit receipts to this email address: [grants@gboa.org](mailto:grants@gboa.org)

GBOCA grant 01/01/2019

## Equipment Maintenance Grant Application

Please review carefully the instructions above, then fully complete and submit this form. Be sure to email the pertinent receipt(s) and documents using the email link above.

\*Required

**Application Date: \***

**Applicant Federation Name \***

**Contact Person First Name \***

**Contact Person Last Name \***

**Contact Person Email Address \***

**(Names as will appear on Bank Account) \***

**Mailing Address \***

**City \***

**Country\***

**Postal Code \***

**Contact Person Phone \***

**Justification (Statement of Use) \***

Please provide some details on the goods and services this money is to be used for and how it will be for the betterment of your club and the sport of outrigger canoeing.



GREAT BRITAIN  
OUTRIGGER CANOE ASSOCIATION  
[gboca.org](http://gboca.org)

**Estimate of Expenses \***

Please provide some initial details of what the cost will be for the above goods and services.



GREAT BRITAIN  
OUTRIGGER CANOE ASSOCIATION  
gboca.org

### **Receipts and Pertinent Documents**

*You are required to email scanned copies of all receipts and pertinent documents to "grants@gboca.org". Please include the letters "EMG", plus the date, club name, and contact last name in the Subject Line of the email sent.*

*Description of Receipts and other pertinent documents that will be emailed*

*Describe each item briefly, each on a separate line below. We will match this list to the documents submitted.*

### **Electronic Signature \***

By clicking on this box, you are providing your signature.