

MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



ALLOCATION OF MAAA FUNDS POLICY AND PROCEDURE

MOP011

Amendments made to MOP011

Paragraph	Brief description of change	Change incorporated by
3. Definitions	Delete the definition of Land Bureau.	MAAA Secretary January 2015
4.2.3	Club Assistance Scheme	
5.2	Guidelines for Club assistance Scheme	
4.6.1 (deleted) 5.5 (deleted)	MOP013 specifically outlines the policy and procedure for Land Purchase. Consequential deletion. All sections relating to Land Purchase are now contained in MOP013.	
5.6.1 5.6.3	The Executive is responsible for approving short term loans up to \$20,000 Council is responsible for approving all loans over \$20,000	
7. (deleted)	All sections relating to Land purchase are now contained in MOP013.	
7	Addition of Procedure for support of major event.	MAAA Secretary January 2017

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This Policy and/or Procedure forms part of the MAAA Manual of Procedures. This entire document is for the use of all classes of members of the MAAA in the conduct of activities associated with the MAAA and is not to be used for any other purpose, in whole or in part, without the written approval of the MAAA Executive.

Table of Contents

- 1. INTRODUCTION 1
- 2. PURPOSE 1
- 3. DEFINITIONS 1
- 4. POLICY 2
 - 4.1 Financial Assistance – covered by specific MOP 2
 - 4.1.1 Australian Teams 2
 - 4.1.2 MAAA International Judges 2
 - 4.1.3 Overseas Visitors 2
 - 4.2 Financial Assistance – other 2
 - 4.2.1 Assistance to Affiliated Members 2
 - 4.2.2 Assistance to an Ordinary Member 2
 - 4.2.3 Club Assistance Scheme 2
 - 4.2.4 Support for Major Event 2
 - 4.3 Financial Assistance – Loans 2
 - 4.4 Services Provided by Affiliated Members 3
 - 4.5 MAAA Land Purchase 3
- 5. GUIDELINES 3
 - 5.1 Applications for Financial Assistance – Covered by Specific MOP 3
 - 5.2 Applications for Club Assistance 3
 - 5.3 Applications for Loans 4
 - 5.4 Terms for Loans 4
 - 5.4.1 Types and Limits of Loans 4
 - 5.4.2 Maximum Period for Pay Back of Loans 4
 - 5.4.3 Maximum Period for Extensions 4
 - 5.4.4 Interest 4
 - 5.6 Responsibility and Approval Levels 5
 - 5.6.1 Executive 5
 - 5.6.3 Council 5
 - 5.7 Maximum Amount of Loans 5
- 6. PROCEDURE FOR LOAN APPLICATIONS 5
 - 6.1 Application Process 5
 - 6.2 Required Documentation 5
 - 6.3 Initial review 5
 - 6.4 Final Approval 5
- 7. PROCEDURE FOR SUPPORT FOR MAJOR EVENT 6
 - 7.1 Application Process 6
 - 7.2 Policy Requirements 6

ALLOCATION OF MAAA FUNDS POLICY AND PROCEDURE

1. INTRODUCTION

The finances of the Model Aeronautical Association of Australia Inc (MAAA) are regulated by the Rules which are determined by Council. The Executive Committee is to manage the finances of the organisation following the intent of the budget as approved by Council at the Annual Council Meeting for each ensuing financial period. Reference should be made to Section 36 in the Statement of Rules.

2. PURPOSE

- 2.1 The purpose of this publication is to document the MAAA policy for the allocation of funds to Affiliated Members, Clubs and State Associations, including financial assistance, club assistance and loans.
- 2.2 This publication also outlines procedures which are intended to ensure that applications for Development Assistance and loans are submitted and processed in a clearly identifiable, traceable and transparent manner.

3. DEFINITIONS

- Affiliate Member** A person properly affiliated with a Club that is properly affiliated to an MAAA Ordinary Member.
- Club** A Club properly affiliated with an MAAA Ordinary Member.
- Club Assistance** Financial assistance to clubs tied to identified projects.
- Loan** An amount of money made available from MAAA funds for a period of time upon application.
- MAAA** Model Aeronautical Association of Australia Inc.
- MAAA Executive** The elected officials of the MAAA Inc.
- MAAA Ordinary Member** ... A State Association properly affiliated with MAAA Inc.
- MOP** The MAAA Manual of Procedures.
- Ordinary Member** See MAAA Ordinary Member.
- State Association** See MAAA Ordinary Member.

4. POLICY

4.1 Financial Assistance – covered by specific MOP

4.1.1 Australian Teams

Financial assistance is available to members of selected Australian teams for model aircraft World and Oceania Continental Championships as documented in the MAAA Manual of Procedures (MOP024).

4.1.2 MAAA International Judges

Financial assistance is available to International Judges when invited to officiate at World and Oceania Continental Championships as documented in the MAAA Manual of Procedures (MOP024).

4.1.3 Overseas Visitors

The Council of the MAAA is prepared to assist organisations and individuals who wish to host an overseas visitor with funding through a process documented in the Manual of Procedures (MOP003).

4.2 Financial Assistance – other

4.2.1 Assistance to Affiliated Members

The Council of the MAAA is able to approve an amount of financial assistance to an Affiliate Member on application to the Annual Council Meeting. The intent of this assistance is that the basic objectives of the MAAA have been promoted through the allocation of funds to the Affiliate Member.

4.2.2 Assistance to an Ordinary Member

The Council of the MAAA is able to approve an amount of financial assistance to an Ordinary Member on application to the Annual Council Meeting. The intent of this assistance is so that national or international benefits will be generated.

4.2.3 Club Assistance Scheme

Through the Club Assistance Scheme, funds are provided each year up to an amount approved by Council. Allocation of the funds is at the discretion of the Executive. The intent of this assistance is to provide money for direct assistance to clubs for the purpose of improving club facilities.

4.2.4 Support for Major Event

The MAAA will provide sponsorship annually for one major event in each State. The major event being nominated by the ordinary Member of each State and a supporting Business Case be provided to the Executive. The amount of MAAA financial support will be determined by the MAAA Council at their May Conference.

4.3 Financial Assistance – Loans

4.3.1 The MAAA has long recognised that the future of aeromodelling within Australia rests in the ability of clubs and State Associations to obtain and maintain flying sites. To facilitate this process, the MAAA has an active policy to assist its members in developing and improving miniature aircraft flying sites throughout Australia.

4.3.2 Short Term Loans

A loan for a period no greater than 2 years (varied circumstances will be reviewed on application) shall be deemed a "short term loan".

4.3.3 The MAAA Executive is able to approve an amount up to \$20,000 as a short term loan to an Ordinary Member or Incorporated Club on application.

4.3.4 The Council of the MAAA is able to approve larger loans to the Ordinary Member for improvements or capital works.

4.3.5 The ongoing success of the MAAA Loans Policy depends on the 100% repayment of loans. If any club or State Association were to fail in its obligations then another would miss out or be delayed in obtaining a loan.

4.4 Services Provided by Affiliated Members

4.4.1 The Executive of the MAAA is able to enter into a financial agreement to pay reasonable remuneration for services actually rendered or goods actually supplied.

4.5 MAAA Land Purchase

4.5.1 The policy and procedure for Land Purchase is contained in MOP013.

5. GUIDELINES

5.1 Applications for Financial Assistance – Covered by Specific MOP

5.1.1 Applications for financial assistance under conditions set out in the Manual of Procedures are made according to the procedure outlined in the relevant MOP.

5.2 Applications for Club Assistance

5.2.1 To be eligible for Club Assistance, the club must be affiliated with the MAAA, all members of the club must be affiliated with the MAAA and the club must undertake to remain a member of the MAAA for an agreed period of time.

5.2.2 These funds are tied to approved club projects and money allocated is paid directly to the contractor on receipt of invoices.

5.2.1 In February each year the MAAA Executive will advise the amount of money available and call for the submission of applications and business cases. Applications close the 1st of April.

5.2.2 Applications for Club Assistance must use the current form and be submitted through the Ordinary Member with whom the club is affiliated. More details regarding submission are available on the application form.

5.2.3 Applications are reviewed by the Executive and recommendations made to the MAAA Council Conference in May.

5.2.4 For the relative merits of applications to be considered, the MAAA Executive and members of Council need to be provided with sufficient information to make judgements.

- 5.2.5 Successful applicants will be announced in July.
- 5.2.6 Clubs which have been previously successful in obtaining a club assistance package will not be eligible for applying for further assistance for a period of three years.
- 5.2.7 Successful clubs must submit a detailed report, including photographs, to the MAAA Secretary in February following the receipt of the grant.

5.3 Applications for Loans

- 5.3.1 Ordinary Members and Incorporated Clubs affiliated with the MAAA may make applications for loans. Incorporated Clubs make the application through the Ordinary Member.
- 5.3.2 Application for funding must clearly identify the purpose of the loan. For example:
 - Application from a State Association and/or Club for a loan for improvements or capital works to a flying field.

5.4 Terms for Loans

5.4.1 Types and Limits of Loans

- a. An Incorporated Club applies for financial assistance to develop a club owned site. Funding is up to \$100,000
- b. An Incorporated Club applies for financial assistance to develop a leased site. The MAAA prefers that sites are club owned or with long term leases, (min 5 years varied circumstances will be reviewed on application) the MAAA will assist with up to \$100,000.
- c. Short term loans approved by the MAAA Executive up to \$20,000.

5.4.2 Maximum Period for Pay Back of Loans

- 5.4.2.1 The MAAA will allow loans for club owned flying fields up to a fifteen-year term.
- 5.4.2.2 In the case of long term leased sites, the maximum length of a loan is up to a ten-year term. The length of loan on a leased site cannot exceed the remaining term of the lease.

5.4.3 Maximum Period for Extensions

- 5.4.3.1 The maximum period for extension to the term of a loan is 5 years.
- 5.4.3.2 Applications for an extension to a loan should be formally submitted through the Federal Secretary for consideration by the Executive.

5.4.4 Interest

- 5.4.4.1 Interest on loans is expected to be paid at half Reserve Bank rate plus 1%, or other such rate as determined by Council.
- 5.4.4.2 Applications for an "interest only" period should be formally submitted through the Federal Secretary for consideration by the Executive.

5.6 Responsibility and Approval Levels

5.6.1 Executive

The Executive is responsible for approval short term loans up to \$20,000.

5.6.3 Council

5.6.3.1 Council is responsible for approving all loans over \$20,000 and for deciding on loan applications rejected by the Executive.

5.7 Maximum Amount of Loans

5.7.1 The maximum amount of loans to be in operation at any one time is a Standing Item at the Annual Council meeting.

6. PROCEDURE FOR LOAN APPLICATIONS

6.1 Application Process

6.1.1 All applications for loans together with supporting documentation should be forwarded by the Ordinary Member to the Federal Secretary. Applications will be included in the appropriate agenda. Applications for inclusion in the Agenda of the Annual Council Meeting (more than \$20,000) must be received by the advertised due date. Contact the Federal Secretary for details.

6.2 Required Documentation

6.1.2 Details to include but not necessarily be restricted to:

- Name and contact details of the applicant including AUS number of the contact person
- Purpose of the application and the amount required
- If submitted by an affiliate member, a letter from the State Association in support of the application
- Justification for the loan, including the spend budget
- Last two years audited financial statements
- The period of loan required and
- Projected budget for repayment

6.3 Initial review

6.3.1 It is the responsibility of the Federal Secretary to check the application and ensure that it meets the requirements prior to forwarding it to the Executive or including it in the Agenda for the Annual Council Meeting.

6.4 Final Approval

6.4.1 A decision on the application is made by the Executive, in the case of short term loans, or Council.

6.4.2 The Federal Secretary advises the applicant of the decision. If the application is accepted, the Federal Secretary, in conjunction with the Federal Treasurer, processes the loan.

6.4.4 Successful applicants for loans will be required to sign a loan agreement stating the period of the loan, interest if applicable and method and dates of repayment.

7. PROCEDURE FOR SUPPORT FOR MAJOR EVENT

7.1 Application Process

- 7.1.1 The club/organisation staging the event must submit a business case to the State Association for approval and support. The State Association will forward the business case to the MAAA Executive. The business case must detail why the event should be supported and why it is of significant importance. It must also contain a description as to how the MAAA money will be distributed and include a budget for the event which includes anticipated income and expenses.

7.2 Policy Requirements

7.2.1 The following policy for the advancement of the money should apply.

- There shall only be one event per state per year
- The major event must have approval of state association.
- The event must be a public event.
- The event needs to be advertised nationally.
- The event needs to have interstate and where possible overseas participation.
- It is desirable to have other sponsors involved.
- The MAAA Marketing personnel will advise in respect to the level of marketing required.
- The MAAA logo must be included on all advertising material along with other sponsors.
- The money provided must be used for promotion of the event and to ensure the event is successful.
- The majority of money must be utilised for marketing and promotional purposes to ensure success.
- A portion of the money can be used for hire of equipment, improvement of field for staging of the event, hiring of toilets and awards.
- Provision must be included for MAAA promotional stand for use by the State Association and MAAA.