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Community Motorsport Program - Infrastructure Upgrades and Equipment

Assessment Criteria Response Guide

Sport and Recreation Victoria

July 2021

# Contents

[Contents 1](#_Toc57384273)

[How to use this document 2](#_Toc57384274)

[Stream 1 - Facility Equipment 3](#_Toc57384275)

[Stream 2 - Minor Infrastructure 5](#_Toc57384279)

[Stream 3 - Major Infrastructure 7](#_Toc57384285)

[Supporting Documentation 9](#_Toc57384291)

[How to Submit Your Supporting Documentation 10](#_Toc57384292)

# How to use this document

This Assessment Criteria Response Guide is to be used when applying under the Infrastructure Upgrades and Equipment Category within the *2021 Community Motorsport Program (CMP)*. The various areas to be addressed will assist applicants in demonstrating how their project aligns with the objectives and outcomes of the program as outlined in the *CMP* guidelines.

* The questions relate to the assessment criteria outlined in the CMP guidelines.
* Responses to each question should be between 200 and 500 words.
* Supporting documentation must be provided by applicants to evidence responses to the assessment criteria questions as outlined. These documents may be mandatory or desired (refer to Supporting Documentation requirements within the CMP guidelines).
* Points to consider focusing on within each question have been included to assist applicants in formulating responses.
* Applicants should complete the Supporting Documentation Checklist, ensuring that all documents have been provided to support the application.
* Guides and templates to assist with your application can be found on the Sport and Recreation Victoria (SRV) [website](https://sport.vic.gov.au/grants-and-funding/community-sports-infrastructure-loans-scheme).
* For further assistance, please contact SRV via email at motorsport@sport.vic.gov.au.

# Stream 1 - Facility Equipment

## *Responses to each question should be between 200 and 500 words.*

## Meeting Need (30%)

**CRITERIA QUESTION 1:**

**Explain in detail why the equipment is required?**

In your response consider:

* What is the current issue/s that the equipment is required to address?
* How does this issue impact participation opportunities?
* How will the equipment address the participation issue/s identified?

## Improving Safety and/or Participation (40%)

**CRITERIA QUESTION 2:**

**How will the new equipment be used to improve motorsport participation and/or safety? Detail any impact on future motorsport activities or programs.**

*Participation outcomes may be supported through the inclusion of letters of support from user groups.*

In your response consider:

* How will the equipment address the participation issue/s identified?
* How will the equipment impact participation opportunities for user groups?
* Detail any additional participation opportunities for participants from underrepresented and/or disadvantaged groups. For example, juniors, women, girls and under-represented groups with existing low levels of participation in sport and physical activity (i.e. people with a disability, women and girls, disengaged young people, Aboriginal people, culturally and linguistically diverse communities, LGBTIQ+ and older adults.
* Outline current motorsport participation activities and future activities offered by your club.
* Detail any safety impacts and how the equipment is used to improve this for participants.

**Maintaining and Using Equipment Safely (20%)**

**CRITERIA QUESTION 3:**

**How will you ensure the correct and safe use of this equipment?**

*Copies of any relevant club policies relating to the use of the equipment, OHS and/or safety standards can be provided to support this question.*

In your response consider:

* What OHS policies relating to the use of the equipment are currently or will be in place?
* What training, licenses or qualifications are required to use this equipment and how will these be obtained and kept on record?

**CRITERIA QUESTION 4:**

**How will the equipment be stored and maintained to ensure asset protection and longevity?**

In your response consider:

* How will the equipment be stored securely?
* How will it be maintained? Detail any maintenance register your club may have.

**Value for Money (10%)**

**CRITERIA QUESTION 5:**

**How does your proposal represent value for money?**

*A minimum of two quotes for equipment purchases with their application that have a clear, identifiable cost and comply with relevant safety standards will support this response.*

In your response consider:

* What process was undertaken to obtain costings for this equipment?
* Describe how your club came to the decision between one of the preferred providers.

# Stream 2 - Minor Infrastructure

## *Responses to each question should be between 200 and 500 words.*

## Meeting Need (30%)

**CRITERIA QUESTION 1:**

**Explain in detail why the project is required and how it impacts motorsport participation.**

In your response consider:

* What is the current issue?
* How does this issue impact user groups and participation opportunities?
* What programming or activities are limited due to this issue?

**CRITERIA QUESTION 2:**

**Detail the project scope and how it will address the motorsport participation issue/s identified.**

*Participation outcomes may be supported through the inclusion of letters of support from user groups and the Schedule of Use document.*

In your response consider:

* Outline a clear scope of works proposed to be completed as part of this project.
* How does the project scope address the participation issues identified?

## Improving Participation (40%)

**CRITERIA QUESTION 3:**

**Detail the future motorsport participation, programming and events that will benefit from this project. This should include new opportunities to improve inclusion and diversity by under-represented groups outlined in Active Victoria.**

*Participation outcomes may be evidenced through a Schedule of Use, Letters of Support, Facility Management Plan (relevant projects).*

In your response consider:

* Outline the current motorsport membership and participation activities offered by your club.
* How will the project complement or create additional participation opportunities for user groups?
* What future participation activities, programming and events will be offered by your club.
* Detail any additional participation opportunities for participants from underrepresented and/or disadvantaged groups. For example, juniors, women, girls and under-represented groups with existing low levels of participation in sport and physical activity (i.e. people with a disability, women and girls, disengaged young people, Aboriginal people, culturally and linguistically diverse communities, LGBTIQ+ and older adults.
* How does the project develop new opportunities to improve inclusion and diversity?
* If it’s a new facility, who will be the target audience or user group beneficiaries?
* How do you plan to attract new participants?

##

## Stakeholder Engagement (10%)

**CRITERIA QUESTION 4:**

**Detail the consultation process undertaken with the community and project stakeholders and its outcomes to demonstrate support for the project and proposed outcomes.**

*Stakeholder and community support may be evidenced through the provision of Landowner support and approval letter, Letters of Support, Evidence of confirmed financial co-contributions and Feasibility Studies.*

In your response consider:

* Identify the key stakeholders and their role within the project?
* Detail the consultation process undertaken with stakeholders such as landowner, clubs, local government authority and user groups.
* What were the outcomes of this consultation?
* Have you consulted with your local government authority?
* What were the outcomes of discussion with your local government authority?

## Project Readiness (20%)

**CRITERIA QUESTION 5:**

**Outline the planning undertaken so far to demonstrate project readiness. Including the development of plans, sourcing of project costs and planning approvals (e.g. permits).**

*Project readiness may be evidenced by a Schematic Plans and Detailed costings, Project Management Plan, Planning Permits and Aboriginal Heritage Planning Tool.*

In your response consider:

* How did you obtain your designs and cost estimates?
* What stage of the design process are you at?
* What Australian or Governing Body minimum tracks and facilities standards will the project take into consideration. For example, track safety guidelines and standards.
* What Universal Design Principles and Environmentally Sustainable Design considerations will be implemented?
* Detail the process undertaken to source the best price for your project?
* Are planning permits required?
* Outline any consultation undertaken with your local government authority regarding planning permits.

# Stream 3 - Major Infrastructure

## *Responses to each question should be between 200 and 500 words.*

## Meeting Need (30%)

**CRITERIA QUESTION 1:**

**Explain in detail why the project is required and how it impacts motorsport participation.**

In your response consider:

* What is the current issue?
* How does this issue impact participation opportunities?
* What programming or activities are limited due to this issue?

**CRITERIA QUESTION 2:**

**Detail the project scope and how it will address the motorsport participation issue/s identified.**

*Participation outcomes may be supported through the inclusion of letters of support from user groups and the Schedule of Use document.*

In your response consider:

* Outline a clear scope of works proposed to be completed as part of this project.
* How does the project scope address the participation issues identified?

## Improving Participation (40%)

**CRITERIA QUESTION 3:**

**Detail the future motorsport participation, programming and events that will benefit from this project. This should include new opportunities to improve inclusion and diversity by under-represented groups outlined in Active Victoria.**

*Participation outcomes may be evidenced through a Schedule of Use, Letters of Support, Facility Management Plan (relevant projects).*

In your response consider:

* Outline the current motorsport membership and participation activities offered by your club.
* How will the project create additional participation opportunities for user groups?
* What future participation activities, programming and events will be offered by your club.
* Detail any additional participation opportunities for participants from underrepresented and/or disadvantaged groups. For example, juniors, women, girls and under-represented groups with existing low levels of participation in sport and physical activity (i.e. people with a disability, women and girls, disengaged young people, Aboriginal people, culturally and linguistically diverse communities, LGBTIQ+ and older adults.
* How does the project develop new opportunities to improve inclusion and diversity?
* If it’s a new facility, who will be the target audience or user group beneficiaries?
* How do you plan to attract new participants?

## Stakeholder Engagement (10%)

**CRITERIA QUESTION 4:**

**Detail the consultation process undertaken with the community and project stakeholders and its outcomes to demonstrate support for the project and proposed outcomes.**

*Stakeholder and community support may be evidenced through the provision of Landowner support and approval letter, Letters of Support, Evidence of confirmed financial co-contributions and Feasibility Studies.*

In your response consider:

* Identify the key stakeholders and their role within the project?
* Detail the consultation process undertaken with stakeholders such as landowner, clubs, local government authority and user groups.
* What were the outcomes of this consultation?
* Have you consulted with your local government authority?
* What were the outcomes of discussion with your local government authority?

## Project Readiness (20%)

**CRITERIA QUESTION 5:**

**Outline the planning undertaken so far to demonstrate project readiness. Including the development of plans, sourcing of project costs and planning permits.**

*Project readiness may be evidenced by a Schematic Plans and Detailed costings, Project Management Plan, Planning Permits and Aboriginal Heritage Planning Tool.*

In your response consider:

* How did you obtain your designs and cost estimates?
* What stage of the design process are you at?
* What Australian or Governing Body minimum tracks and facilities standards will the project take into consideration. For example, track safety guidelines and standards.
* What Universal Design Principles and Environmentally Sustainable Design considerations will be implemented?
* Detail the process undertaken to source the best price for your project?
* Are planning permits required?
* Outline any consultation undertaken with your local government authority regarding planning permits.

**CRITERIA QUESTION 6:**

**What planning will be put in place ensure sound project management?**

*Project readiness may be evidenced by a Project Management Plan.*

In your response consider:

* How will your club delivery the project?
* Identify the key stakeholders and their role within the development of the project?
* What mechanisms will be put in place to monitor the project?

# Supporting Documentation

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting Documentation** | **Facility Equipment** | **Minor Infrastructure** | **Major Infrastructure** |
| Clubs must submit a minimum of **two quotes** for equipment purchases with their application that have a clear, identifiable cost and comply with relevant safety standards. | Mandatory | N/A | N/A |
| Completed Fair Play Code Form for Tenants from all clubs and/or associations that are tenants of the facility (formerly Victorian Code of Conduct for Community Sport) <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code> | Mandatory | Mandatory | Mandatory |
| Evidence of project cost (ex GST): * Total Project Cost under $1 million (ex GST): Quote, quantity survey report or an independent qualified expert report are acceptable.
* Total Project Cost over $1 million (ex GST): Quantity survey or independent qualified expert report are acceptable
 | N/A | Mandatory | Mandatory |
| Evidence of confirmed financial co-contributions (this includes bank statements demonstrating financial capacity for the co-contribution and a letter/ letters from an authorised representative confirming the co-contribution)Note: Organisations not registered for GST will need to be able to evidence ability to pay GST costs in addition to the minimum co-contribution required for Minor and Major Infrastructure requests. | Mandatory If applicable | Mandatory | Mandatory |
| Concept plans which include a scale and identify the proposed project location on site | N/A | Mandatory | N/A |
| Site specific schematic plans developed with stakeholder input. Plans should include a scale, clear dimensions and measurements and identify the proposed project location on site | N/A | N/A | Mandatory |
| Letters of support from clubs/organisations that indicate the project scope, funding contribution and how the group either supports or benefits from the project. Note: letters of support from State Sporting Associations are not required | Desired | Mandatory | Mandatory |
| Landowner support and approval letter for the proposed project works | N/A | Mandatory | Mandatory |
| Evidence of tenure over the site * Where you own the land, copy of land title or rates notice
* Where you lease the land, copy of lease agreement. Note: sufficient tenure over land is a requirement.
 | N/A | Mandatory | Mandatory |
| \*Audited Financial Reports for the last three financial years. This should be the ‘final accounts’ with Directors’ Report and Declaration and should include:* Profit and Loss Statement
* Balance Sheet
* Cash Flows
* Notes to the accounts.
 | N/A | Mandatory | Mandatory |
| Attach evidence that an Aboriginal Heritage Planning Tool *(Aboriginal Heritage Act 2006)* has been completed <https://www.aboriginalvictoria.vic.gov.au/cultural-heritage-management-plans>  | N/A | Mandatory | Mandatory |
| Project Management Framework ([template provided](https://sport.vic.gov.au/__data/assets/word_doc/0024/56463/template-project20management20framework2028doc2c2024kb29.docx)) | N/A | N/A | Mandatory |

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting Documentation** | **Facility Equipment** | **Minor Infrastructure** | **Major Infrastructure** |
| Completed in-kind and voluntary labour support form ([template provided](https://sport.vic.gov.au/resources/documents/fact-sheet-kind-labour-and-voluntary-support))  | N/A | MandatoryIf applicable | MandatoryIf applicable |
| Copies of any relevant planning / building permits related to the project  | N/A | MandatoryIf applicable | MandatoryIf applicable |
| Detailed area schedule for prefabricated / modular construction projects | N/A | MandatoryIf applicable | MandatoryIf applicable |
| Lighting Plans (including lux charts that are site specific - for lighting infrastructure projects) | N/A | MandatoryIf applicable | MandatoryIf applicable |
| Copies of any relevant club policies relating to the use of the equipment, OHS and/or safety standards | Desired | N/A | N/A |
| Project Governance Framework ([template provided](https://sport.vic.gov.au/resources/files/srv-project-governance-framework-templatedocx))  | N/A | Desired | Desired |
| Detailed Schedule of Use ([template provided](https://sport.vic.gov.au/resources/documents/schedule-use-template)) | N/A | Desired | Desired |
| Site investigation reports (where available) | N/A | Desired | Desired |
| Business or Feasibility Planning Documents | N/A | Desired | Desired |

# How to Submit Your Supporting Documentation

Applicants are required to provide evidence and supporting documentation for every application. The below table details the mandatory and desired documents required for each stream of the Infrastructure Upgrades and Equipment Category.

Desired documents are not a requirement but providing them demonstrates that further planning has been undertaken and that the project is in a state of readiness. Given the high-level of demand for competitive grants, providing desired documents can increase the chances of projects being considered ready for funding.

When preparing your documentation for submission, please ensure all files/documents are clearly named and labelled (e.g.: Project Name - Plans, Project Name - Costs, etc.).

When you are ready to submit your documentation, please zip all files/documents into one compressed folder and email to motorsport@sport.vic.gov.au quoting your club name and project name in the subject line of your email.

The size limit of attachments that can sent via email is between 20mb to 30mb. If your files combined exceed this, you will need to split the documents into parts and email them separately (e.g.: Part 1 – Project Name, Part 2 – Project Name, etc.).

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