This application guide has been developed to assist clubs that wish to apply for a grant from the Motorsport Club Assistance Category of the [Community Motorsport Program](https://sport.vic.gov.au/grants-and-funding/our-grants/community-motorsport-program) <https://sport.vic.gov.au/grants-and-funding/our-grants/community-motorsport-program>.

To assist prospective applicants, this guide provides advice and examples for applications which are to be submitted under ***Stream 1 – Safety and Operational Equipment (Stream 1).*** The guide includes details about the questions asked in a Stream 1 as well as supplementary information about the mandatory items that needs to be included when submitting an application.

If you have further questions regarding the application requirements for this stream, please contact Sport and Recreation Victoria at motorsport@sport.vic.gov.au.

# About the Motorsport Club Assistance Category

Within the overarching [Community Motorsport Program](https://sport.vic.gov.au/grants-and-funding/our-grants/community-motorsport-program) <https://sport.vic.gov.au/grants-and-funding/our-grants/community-motorsport-program> the Motorsport Club Assistance Category focuses on developing club capacity, increasing engagement and building participation opportunities within motorsport clubs through four streams of funding.

These four streams include:

* Stream 1: Safety and Operational Equipment
* Stream 2: Volunteer and Official Training
* Stream 3: Women and Girls Participation, and
* Stream 4: Events and Activities.

Clubs may submit applications for multiple streams but can only receive a maximum combined grant amount of $20,000.

# Applications that will be prioritised for funding

Under the Motorsport Club Assistance Category, priority will be given to applications that:

* Are submitted under *Stream 3: Women and Girls Participation.*
* Propose to increase, promote or sustain any participation or training in communities or population groups with existing low levels of participation in motorsport (e.g. people with a disability, women and girls, Aboriginal people, culturally and linguistically diverse communities, LGBTIQ+ and older adults).
* Are submitted by organisations located in areas identified with high levels of socio-economic disadvantage supported by 2016 Australian Bureau of Statistics census data or by clubs that can demonstrate circumstances of disadvantage.
* Show alignment with Sport and Recreation Victoria’s strategic framework, *Active Victoria.*
* Support training courses that provide certified accreditation.
* Propose to maximise the benefit of the grant by providing opportunities for multiple members to develop skills and participate in training courses.
* Involve collaboration between multiple community organisations.
* Are submitted by organisations that have not previously received funding under the Motorsport Club Assistance Category.

# Stream 1: Safety and Operational Equipment

**About**

* For purchase of equipment that is essential to participation, safety or first aid for people participating in motorsport.
* Grants of up to $10,000.

**Application Questions**

1. **Why is there a need for this project in your organisation and why is funding from Sport and Recreation Victoria required to fund the project?**

For example, responses might include:

* The ‘need’ for new equipment:
  + Current equipment is inadequate, outdated or damaged
  + The club cannot conduct motorsport events without the equipment
  + The club is newly founded and needs to develop equipment inventory
  + The equipment is a mandatory item in accordance with our governing body’s regulations
  + Upgrading equipment is required because the minimum safety standards have changed and this is outside of the club’s control
  + The equipment will enable the club to run a new or modified, social or alternate form of motorsport discipline to attract new members.
* Why funding from Sport and Recreation Victoria is required to purchase the equipment:
  + The club has lost income as a result of bushfire, theft or another significant community event
  + The club is not able to increase membership fees due to the majority of our members living in a community with existing high levels of socio-economic disadvantage
  + The equipment cannot be funded out of existing income because of already low levels of membership.

1. **Who will benefit from this project and how will the project benefit the club?**

For example, responses might include:

* Who will benefit from the new equipment:
  + New personal safety equipment will be retained by the club and be used by socio-economic disadvantaged members
  + Fire marshals will benefit from having access to the latest fire-fighting equipment, which in turn benefits all participants in the event of an emergency.
* How will the project benefit the club:
  + Demonstrating higher safety standards will make our club more attractive to prospective members, leading to higher membership rates
  + The club can use additional equipment to expand current discipline offerings and therefore provide further motorsport participation opportunities.

1. **What longer term impacts will result from receiving the grant?**

For example, responses might include:

* The grant will reduce club expenditure which allows us to keep members’ fees to a minimum
* The grant means the club can attract new members from the community by creating a new or modified motorsport offerings for specific groups.

1. **Describe how the project will build capacity within motorsport.**

For example, responses might include:

* The purchase of this new safety equipment means our club’s track officials have access to, and are proficient in the use of, the latest safety technology. This will result in those officials taking their skills and knowledge and sharing with other clubs’ officials whenever they participate in other clubs’ events and activities.
* New operational equipment means one person can now perform several roles that would normally take three or four marshals to complete. This gives our club additional human resources to fill other roles at a rally meeting that normally would overlooked or ‘rushed’. This results in a better overall motorsport experience which ensures participants return in future years and, hopefully, bring along other prospective members to join our club.
* Purchasing this new equipment brings our club in line with the minimum standard across motorsport activity in Victoria/Australia. This enhances the capacity of safety officials individually as well as motorsport more broadly because it means that officials can be ‘borrowed’ from other clubs at short notice. This can now be done safe in the knowledge that all officials, no matter which club they belong to, possess a consistent capability when it comes to the operation of safety equipment.

1. **What planning has been undertaken to successfully implement this project and will the club be collaborating with other partners?**

For example, responses might include:

* Our club committee have liaised with our state sporting association to determine which under-represented communities would benefit from a new motorcycling pilot program. From there we identified several items which should be purchased in order to make the pilot program a reality. Quotes have been sought from several reputable suppliers and the club has nominated who the preferred supplier should be.
* We are collaborating with our neighbouring clubs to purchase barcode scanners in bulk and having them installed at all entries of our respective motorsport facilities. Purchasing in bulk reduces the three clubs’ overall expenditure and means our volunteers can operate at each others’ events without the need for specialised training in a different IT system.

1. **Describing the benefits**

Refer to the [Describing the benefits](#_Describing_the_Benefits) section of this application guide.

**Other Information Required**

**Quote(s) for equipment**

**All applications for must provide a quote** prepared within the past 12 months. **Applications without an acceptable quote will not be recommended for funding.** Types of quotes accepted include:

* Formal quote on suppliers’ letterhead.
* Email quote, from a supplier addressed to the applicant club.
* Website quote (e.g. a screen shot of an online shopping cart) provided the date is captured.

All quotes must include:

* Details of the item(s) to be purchased.
* Number of items to be purchased.
* **Individual and total cost** of items to be purchased.
* Tax payable, if applicable.
* Supplier’s details such as their ABN, contact details and/or website information.

**Letter(s) of support**

If the application proposes to utilise the club’s relevant governing body’s (e.g. Motorsport Australia, Motorcycling Victoria, Karting Victoria or Australian National Drag Racing Association) services or assistance, **a letter of support from that governing body must be submitted** with the application.

An example letter of support is available for download from the [Community Motorsport Program page on the Sport and Recreation Victoria website](https://sport.vic.gov.au/grants-and-funding/our-grants/community-motorsport-program) <https://sport.vic.gov.au/grants-and-funding/our-grants/community-motorsport-program>.

**Declaration Letter if using a third-party grant writer**

If the application is submitted by a third-party grant writer on behalf of a club, **a declaration letter from the club acknowledging they have reviewed and accept the content of the application must be submitted**.

This declaration letter must be on club letterhead and signed by an authorised representative of the club.

An example declaration letter is available for download from the [Community Motorsport Program page on the Sport and Recreation Victoria website](https://sport.vic.gov.au/grants-and-funding/our-grants/community-motorsport-program) <https://sport.vic.gov.au/grants-and-funding/our-grants/community-motorsport-program>.

**Fair Play Code Form for Clubs**

All applications made under Stream 1: Safety and Operational Equipment **must include a completed Fair Play Code Form for Clubs**. This form is available for download from the [Community Motorsport Program page on the Sport and Recreation Victoria website](https://sport.vic.gov.au/grants-and-funding/our-grants/community-motorsport-program) <https://sport.vic.gov.au/grants-and-funding/our-grants/community-motorsport-program>.

**Insurance against child abuse proceedings – not required**

Not required for any application made under Stream 1: Safety and Operational Equipment.

# Describing the Benefits

The application forms across all four streams of the Motorsport Club Assistance Category ask applicants to provide a breakdown of the relevant groups that will benefit from receiving the grant.

Whilst these are not mandatory responses, we encourage clubs to provide this data as it strengthens applications and enables Sport and Recreation Victoria to determine which population groups may be under-represented. More specific data means that future policy and funding programs can also be strengthened to address specific needs within the motorsport community.

Below is a breakdown of the beneficiary data sought across all streams of the Motorsport Club Assistance Category:

* Age:
  + Children (0 – 14 years of age)
  + Young People (15 – 24)
  + Adults (25 – 54)
  + Seniors (54+)
* Gender (identifying as):
  + Female
  + Male
  + Other
* Diversity:
  + People with disabilities (includes physical and intellectual disabilities)
  + People who are Indigenous (Aboriginal and/or Torres Strait Islander)
  + People from culturally and linguistically diverse backgrounds
  + People who are refugees
  + People who are socio-economically disadvantaged
* Volunteers:
  + Committee members
  + Other.