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 2 – Official and Volunteer Training (Stream 2).*** The guide includes details about the questions asked in a Stream 2 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 2: Volunteer and Official Training

**About**

* To build club capacity through the purchase of professional development initiatives to improve the skills of club volunteers and officials including instructors, safety officials, administration staff and management committee members
* Grants of up to $2,000 for individual clubs.
* Grants of up to $5,000 for clubs/regions/districts/associations that collaborate to deliver training for a broad range of motorsport participants.

**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 the professional development:
  + Training course is a requirement of our club’s governing body
  + The committee is newly formed and members require specific skills/knowledge to perform their new role and meeting legal and/or committee requirements
  + No one within our club currently has any expertise in this field.
* Why funding from Sport and Recreation Victoria is required to complete this training:
  + Insurance and/or governing body fees prohibit the club from subsidising the cost of the training course for our officials
  + Our officials come from communities with high levels of socio-economic disadvantage and are not able to fund the training themselves.

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 professional development:
  + State how many members from within the club will benefit from the training. If collaborating with other organisations, include overall benefit information
  + State how many individual club members, volunteers or officials will receive the training directly and indirectly (e.g. trained officials go on to train others within the club).
* How the club will benefit:
  + Following the training, the club will implement initiatives that demonstrate it is an inclusive and diverse club. This in turn will attract more members to the club and drive up membership numbers
  + Following the training, our club can offer its fire marshals to other clubs on a fee-for-service basis, thus generating an additional income stream, strengthening our chances of survival in the longer term.

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

For example, responses might include:

* It reduces our club’s overall expenditure to allow member fees to be kept affordable for participants and priority groups.
* This training will demonstrate that our club takes safety of motorsport participants seriously which in turn attracts new members from the community to join our club.
* The training will empower our club to expand current offerings, create new and modified or social programs for a broader spectrum of community participants.

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

For example, responses might include:

* A number of our club’s core administrative functions can be brought in-house rather than having to outsource services at a great cost to the club.
* When conducting large scale race meetings, our senior officials will be more effective in managing the broader volunteer network, resulting in a smoother event.

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 management committee undertook a review of all race officials to determine which courses should be sought and who would benefit most. We then liaised with management committees from surrounding regions to determine if a larger scale workshop delivery could reduce overall cost to the club. Once a collaboration was agreed upon, our clubs engaged Motorcycling Victoria to provide a quote to facilitate the required training.

1. **Describing the benefits**

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

**Other Information Required**

**Quote(s) for training course or workshop**

**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.

All quotes must include:

* Details of the course facilitator.
* Details of the training course or workshop to be undertaken.
* Number of participants.
* Individual and total cost of training course or workshop.
* Details of cost for venue hire if necessary.
* Tax payable, if applicable.
* Course facilitator’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 2: Volunteer and Official Training **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**

This is **only a requirement** under Stream 2: Volunteer and Official Training **if**:

* The training course or workshop is being delivered to persons under the age of 18, **and**
* The training course or workshop is completed over multiple planned sessions.

**If your proposed training course or workshop meets the above conditions, your club’s application must include** written advice or a certificate of insurance from your insurance provider. It must detail the premium and excess (or deductible) that covers your organisation against child abuse.

For more information on insurance against child abuse proceedings, refer to the factsheet called *Victorian Government funding requirements for delivery of services to children* 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>.

# 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.