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 4 – Events and Activities (Stream 4).*** The guide includes details about the questions asked in a Stream 4 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 4: Events and Activities

**About**

* Funding towards general operational costs associated with hosting motorsport events and activities.
* Grants of up to $10,000 for individual clubs.
* Grants of up to $20,000 for clubs that collaborate with other eligible organisations to host events. A lead eligible organisation will need to apply for and be responsible for the grant.

**Application Questions**

1. **Why is there a need for this event / activity and why is funding from Sport and Recreation Victoria required to fund the event / activity?**

For example, responses might include:

* The ‘need’ for the event:
  + This event is one of five rounds of the annual state championship
  + Recent data collected from previous race meetings indicates an increase in the number of on track incidents and subsequent injuries. Our club has joined with others from our region to run advanced driver / rider training. Our hope is that we can reduce the number of on track incidents by producing better drivers / riders
  + Currently there is no event tailored toward this age group and our club feels that it is necessary in order to address low levels of participation.
* Why funding from Sport and Recreation Victoria is required to fund this event / activity:
  + The club has lost income as a result of bushfire, theft or another significant community event
  + The club wishes to subsidise the cost of participation for this event as it is viewed as a platform to attract new cohorts to our club
  + The project cannot be funded out of existing income because of already low levels of membership.

1. **Who will benefit from this event / activity and how will it benefit the club? Please also include any expected community benefit in your response.**

For example, responses might include:

* Who will benefit from the project:
  + State details of which individuals from within the club will benefit
  + State any other organisations that might benefit from your initiative, for example the relevant state sporting association or your local government authority.
* How the club and community will benefit:
  + The new event will generate additional income through registration fees, canteen revenue and event sponsorship
  + This series of events will bring the community together and contribute to the recovery of our small town following devastating bushfires.

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 event will showcase our club’s ability to host large scale activities which we believe will encourage new participation streams and memberships.
* Funds saved by receiving this grant will be put toward longer term strategic priorities which will ultimately keep the club sustainable for years to come.

1. **Describe how the event / activity will help to build capacity within motorsport?**

For example, responses might include:

* This event is a stepping stone for our club to host large-scale events. By starting small, we aim to incrementally expose our club members to higher level of event administration over coming months with the ultimate goal of hosting international events in years to come.

1. **Outline the planning that has been undertaken for this event / activity. Your response should include details of other groups you have consulted with, marketing of the event, insurance and any economic evaluations undertaken?**

For example, responses might include:

* Quotes have been obtained for event permit, traffic management and security operations. A draft event plan and budget has been formulated and initial discussions have commenced with our local council with a view of combining our event with existing community celebrations.

1. **Describing the benefits**

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

**Other Information Required**

**Quote(s) for any initiative-related expenses**

Quotes are not mandatory under Stream 4: Events and Activities but are encouraged to strengthen applications.

**Letter(s) of support**

If the application proposes to utilise the 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 4: Events and Activities **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 4: Events and Activities **if**:

* The event / activity is being delivered to persons under the age of 18, **and**
* The event / activity is completed over multiple planned sessions.

**If your proposed event or activity 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>.

**Event plan and budget**

An event plan is mandatory for all applications made under Stream 4: Events and Activities.

An event budget is also mandatory for all applications made under Stream 4: Events and Activities. Draft budgets will be accepted.

# 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.