

Community Motorsport Program – Infrastructure Upgrades and Equipment

2021 Frequently Asked Questions

Sport and Recreation Victoria

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## What is the Community Motorsport Program?

The Community Motorsport Program helps support motorsport and motorcycling clubs in Victoria address gaps in infrastructure and equipment, support young motorsport participants, encourage more women and girls to get involved and provide grants to support clubs host events and activities.

## ****How do I know if my specific motorsport or motorcycling discipline is eligible?****

Eligible clubs and organisations must be affiliated with Motorsport Australia or Motorcycling Victoria. This includes clubs and organisations affiliated with a delegated body of Motorsport Australia such as Karting Victoria or the Australian National Drag Racing Association.

## ****Why is my Governing Body not appearing under the affiliation list?****

Only clubs and organisations affiliated with Motorsport Australia, Motorcycling Victoria, Karting Victoria, or the Australian National Drag Racing Association are eligible for funding.

## ****Can I apply for funding under both the Infrastructure Upgrades and Equipment Category and the Motorsport Club Assistance Category?****

Yes, applicants may apply under both categories for funding.

## What is the difference between Equipment under the Infrastructure Upgrades and Equipment Category and the Motorsport Club Assistance Category?

Equipment under the Infrastructure Upgrades and Equipment Category is defined as essential facility equipment to maintain the facility that is predominately portable and/or mobile in nature. As an example, facility equipment could include watering equipment for dust suppression.

Equipment under the Motorsport Club Assistance stream is defined as equipment essential for participation, safety, or first aid for people participating in motorsport.

## What is the difference between the streams within the Infrastructure Upgrades and Equipment Category?

Equipment is defined as necessary items that are predominantly portable and/or mobile in nature and Infrastructure is defined as permanent / fixed infrastructure to enhance club facilities and amenities.

## ****How many applications can I submit under the Infrastructure Upgrades and Equipment Category?****

Applicants may only submit **one** application under **one** funding stream.

## ****What funding amounts are available under the Infrastructure Upgrades and Equipment?****

Three funding streams are available for applicants to apply:

* Stream 1: Facility Equipment (up to $50,000)
* Stream 2: Minor Infrastructure (up to $100,000)
* Stream 3: Major Infrastructure (up to $500,000)

## ****Can I apply for multiple projects under one application through a minor infrastructure or major infrastructure stream?****

Applicants may submit multiple projects within one application as a larger facility development, provided the projects address the program objectives and criteria. An example of this may include, re-surfacing the track and upgrades to the change facilities.

## ****How many rounds of funding will be available under the Infrastructure Upgrades and Equipment Category?****

An additional round of funding will be dependent on the demand for funding and number of meritorious applications received in round one.

## ****What are the significant dates for the Program?****

|  |  |
| --- | --- |
| **Program opens** | 30 July 2021 |
| **Applications closing date** | 10 November 2021 |
| **Funding Announcements and Notification of Outcomes** | February 2022 onwards |

## What are the project construction timeline requirements?

It is a requirement that projects funded under the minor and major infrastructures streams must complete their project/s within 18 months of receipt of grant funding.

## ****What is a mandatory co-contribution?****

This is a contribution amount required by the applicant to meet the criteria of the relevant funding stream.

## ****Does my club need to make a mandatory co-contribution to a specific funding stream?****

Only applications made under the minor and major Infrastructure streams are required to meet the mandatory co-contribution.

## ****What percentage is required for the mandatory co-contribution?****

Applications require the following mandatory minimum co-contribution:

* Minor Infrastructure stream – 10 per cent of the requested grant amount.
* Major Infrastructure stream – 20 per cent of the requested grant amount.

## ****What is an example of co-contribution?****

As an example, a project requesting a grant of $100,000 requires a $10,000 (**exclusive of GST**) co-contribution from applicants.

## ****Can I claim in-kind expenses as part of the mandatory co-contribution?****

Applicants may claim in-kind expenses up to a maximum of 50 percent of the mandatory co-contribution. As an example, a project with a mandatory co-contribution of $10,000 could be made up of $5,000 of in-kind works and $5,000 cash.

## Should our budget be inclusive or exclusive of GST?

All application budgets must provide the GST exclusive cost of the project.

## ****Should I include a contingency within the project costs?****

Yes, a minimum of 10 per cent contingency should be included in your project costings to allow for any increased costs.

## What happens if my project cost increases after my applicant has been submitted?

The applicant will be responsible for financing any cost escalation after an application has been lodged.

## Do I need to submit quotes or costings under the facility equipment stream?

Applicants must submit a minimum of two quotes for equipment purchases.

## ****What are concept plans?****

Concept plans provide a scaled floor plan of a project but do not have to detail all fixtures associated with the project. As an example, a concept design for a building will detail the size of the rooms, locations of the doors and windows but not the placement of all permanent fixtures of the building.

## ****What is site specific schematic plans?****

Site specific schematic plans should include a scale clear dimensions and measurements of a project that detail the specifics of project. As an example, a schematic of a building will detail fixtures such as showers, toilets, benches to give a greater indication of the components included in each room. For projects with large project costs, it’s imperative that schematic plans are established to provide an accurate project costing.

## ****Who should I consult with about my application?****

**Councils:** All Applicants submitting applications to the minor infrastructure stream or major infrastructure stream to consult with your local government authority. Applicants providing a letter of support from their local government authority for the proposed development, demonstrates appropriate consultation with their local planning authority.

**Governing bodies:** Applicants should undertake consultation with their respective motorsport governing body to discuss their project and ensure proposed projects align with equipment and infrastructure standards and requirements.

**Clubs:** Applicants should undertake consultation with other user groups affected by the development seeking their support for the project. Support from other user groups should be evidenced by a letter of support that can be provided as part of the supporting document.

Should you have questions regarding your application you may contact Sport and Recreation Victoria via motorsport@sport.vic.gov.au.

## ****My project is located on private land, do I need to consult with my council?****

While land approval for the development is not be required for clubs located on private land, consultation with their local government authority is strongly advised to understand any planning permit requirements and alignment to local government planning and strategies.

## ****What do I need to provide if I don’t own the land where my project is proposed?****

In cases where the applicant is not the landowner, applicants must discuss their project with the landowner and obtain a letter of approval for the proposed development.

## ****Am I required to submit desired supporting documentation?****

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.

## ****If I submit the desired supporting documentation, will this increase the chances of my application being considered?****

Providing desired documents can increase the chances for projects being considered ready for funding.

## ****How do I submit my supporting documentation as part of my application?****

When preparing your supporting 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 supporting 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. Please see instructions below if you are unsure on the process of zipping files into compressed folders.

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.).

## ****How do I zip my supporting documentation files?****

Once you have collated all your files/documents in one location, select all files using your mouse. Then right click the mouse, select Send to and then select Compressed (zipped) folder. This will prompt a Save window allowing you to save all selected files into a compressed folder.

If you require assistance with applying online, please call Sport and Recreation Victoria on 1800 325 206 between 9.00am and 5.00pm, Monday to Friday or email motorsport@sport.vic.gov.au.

## What is the assessment process undertaken in the Program?

* Sport and Recreation Victoria will assess and rank applications in line with the Assessment Criteria to ensure the applicant has met the eligibility and provided all Supporting Documentation before making recommendations to the Moderation Panel to endorse.
* Applicants will be notified of outcomes, and announcements will be made by the Minister for Community Sport.
* Successful applicants will be required to sign a Funding Agreement with the Department of Jobs, Precincts and Regions that sets out project expectations and will outline the terms and conditions along with other obligations, including project milestones and timely delivery.

## Our club is not registered for GST, do we need to be registered for GST to receive funding?

All organisations with an annual turnover that is greater than $150,000 (non-profit organisations), are required by the Australian Tax Office to be registered for the GST.

## ****Do I need to create an account to commence my online application?****

Yes, to commence the online application process, all applicants must register through the system.

## ****Can I save my online application and return later to complete?****

Yes, the Grant Portal has the functionality to save your application and return when convenient to complete.

## ****Do I need to provide any recognition of Victorian Government support?****

Successful applicants need to acknowledge the Victorian Government’s support through the provision of a grant from the *Community Motorsport Program*. Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material; and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

Details of requirements for funded projects are available in the *Sport and Recreation Victoria: Infrastructure Grants Acknowledgement and Publicity Guidelines*, available at <https://sport.vic.gov.au/>

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