



2018 KARTING AUSTRALIA SAFETY GRANTS

INFORMATION AND GUIDELINES FOR THE APPLICATION OF KARTING AUSTRALIA SAFETY GRANTS

OBJECTIVES

Karting Australia holds as a priority to constantly strive to improve safety in the sport of karting for the benefit of all competitors, officials, volunteers, spectators and pit crew at kart race meetings conducted in Australia.

The Karting Australia (“KA”) Safety Grants Program (“**Grants Program**”) is a program that is designed to assist Clubs that are affiliated with an Ordinary Member (“**State Association**”) of KA and Ordinary Members to improve or enhance the level of safety infrastructure at Race Circuits (“**Circuit**”) that are licensed by KA.

GUIDELINES

GENERAL

1. Allocation of funds under the Grants Program will be determined at the sole discretion of KA.
2. A maximum of \$120,000 will be made available by KA during 2018 under the Safety Grants Program.
3. The maximum amount of grant funding that will be made available to any single Club or State Association will be \$10,000 (excluding GST).
4. Grants will be provided on a “dollar for dollar” contribution basis – the body receiving the KA grant will be required to match the KA Grant value as a minimum either financially and/or in kind.
5. Funding under the Grants Program will only be made available to:
 - a. Clubs that are of good standing and that are in compliance with the National Club Affiliation Requirements – (See 2018 National Competition Rules - Administrative Procedure A16) and that have achieved KARM Level 2 status.
 - b. State Association’s (for transportable safety equipment that can be used at multiple Circuits within that State/Territory.)
6. Applications for the 2018 Safety Grants will be dealt with as follows:
 - a. **IDENTIFIED PRIORITY PROJECTS**
 - i. At any time at the sole discretion of KA, if, as a result of the Circuit inspection and assessment process a priority safety infrastructure enhancement at a Circuit that meets the acceptable project criteria is identified as being required; and otherwise,
 - b. **2 ROUNDS OF FUNDING**
 - i. In two (2) rounds:
 1. The first will open on 23 March 2018 and will close at 5.00pm (EST) on 27 April 2018.
 2. The second will open on 2 July 2018 and close at 5.00pm (EST) on 10 August 2018.
 - ii. If an application is unsuccessful in the first round it will be automatically held over for further consideration in the second round unless it fails to meet the eligibility for funding criteria established by KA.

STEPS IN THE FUNDING PROCESS

1. Clubs and State Associations must complete the Grant funding application form (“**Application**”) and submit it to KA by the closing date.
 - a. Application forms will be available on the KA web site at all times.
2. Clubs must email their fully completed Application to the Secretary of their State Association.

- a. The State Association is required to consider the Application and determine if it will support the Application.
3. If the State Association supports the Application, the State President or State Secretary will sign the Application and send it by email to KA.
 - a. If the State Association decides not to support the Application, they will return it to the Club and provide the Club with written reasons why the Application was not supported.
 - b. Incomplete Applications will be returned to the Club.
4. Late Applications will not be accepted and may be held over until a later round of funding.
5. Upon receipt of the completed Application, KA will acknowledge receipt to both the State Association and the Club.
6. Applications are assessed for eligibility and suitability by KA.
7. KA determines the successful Applicants at their absolute discretion.
8. About two (2) months after the closing date, KA will announce and advise the successful Applicants.
9. Note that as Grant funds are limited, not every Applicant can expect to be successful with their Application.
 - a. If a Grant Application is unsuccessful and if the requested items remain a priority, the Club is encouraged to submit a new Application when Grant Applications re-open the following year.

APPLICATIONS

1. Only fully completed Applications that have been made on the “Safety Grants Program Application Form” in accordance with the Grants Program Guidelines (“**Guidelines**”) will be considered for funding.
 - a. Applications must be supported with two (2) fully itemised quotations for supply of services and/or equipment to undertake the project.
 - b. Completed Applications must be submitted to KA through your State Association.
 - c. For a Club’s Application to be provided to KA, it must be supported by the State Association.
 - d. Eligible Applications must:
 - i. Specify the full details of the project;
 - ii. Demonstrate a benefit to karting safety; and
 - iii. Include a copy of the Club’s (legal entity’s) official bank statement detailing BSB/account number and name of bank account, current balance & at least 6 months history.
2. The Club must be of good standing and must have maintained continual affiliation with the State Association for a period of five (5) years and must agree to the terms and conditions.
3. The Club must be in compliance with the National Club Affiliation Requirements – (See 2018 National Competition Rules - Administrative Procedure A16) and that have achieved KARM Level 2 status.
4. Applications submitted must be for projects that are properly costed and quoted and that will be ready for “commencement” within three (3) months of approval of the Grant funding being given.
5. All work must be completed within six (6) months of approval of the Grant funding being given, otherwise the Grant may be voided.

ACCEPTABLE AND UNACCEPTABLE PROJECTS

1. Funding under the Grants Program is only available for approved Circuit safety upgrade work or safety infrastructure.
 - a. The following items are eligible for consideration for funding:
 - i. Clubs can apply for any item that will improve safety at their Circuit, except those that are listed as ineligible items. Examples may include but are not limited to:
 1. Tyre barriers and buffers
 2. Catch traps
 3. Line of first protection
 4. Line of second protection
 5. Safety lights and starting lights
 6. Fire extinguishers
 7. Competition flags

8. Flag points
 9. Verge levelling or improvement works
 10. Out-grid sun protection
- b. The following items are ineligible for funding:
- i. Track maintenance work
 - ii. Grant writer fees
 - iii. Miscellaneous items
 - iv. Contingency costs
 - v. Repayment of debts and loans
 - vi. Travel costs
 - vii. Project management fees
 - viii. Gifts
 - ix. Items purchased before the Club or State Association is notified of the outcome of a Grant Application unless with prior agreement from KA, and then only in exceptional circumstances
 - x. Administration expenses such as stationery, postage, office supplies
 - xi. Rent and lease costs
 - xii. Consumable items including but not limited to bolts, screws, rope, paint
 - xiii. Catering
 - xiv. Purchase of equipment/service for an individual
 - xv. Funding for a staff or member social event
 - xvi. Allocation of the cost attribution for volunteer club labour

FUNDING

1. **Funding will be provided on a minimum dollar for dollar basis** - i.e. KA will match the financial contribution of the Club or the State Association up to the maximum \$10,000 funding limit from KA.

For example, only

Total Project Cost	\$30,000
KA Safety Grant Funding	\$10,000
Balance payable by the Club	\$20,000

2. Clubs Are encouraged to inquire of your State Association about the possibility of procuring a small TDF Loan (wherein the interest is forgiven at the completion of the loan period) to complement a Safety Grant to enable significant safety improvements to be undertaken by a Club with repayments over a term of up to five years.

For example, only:

<u>Total Project Cost</u>	<u>\$50,000</u>
<u>KA Safety Grant Funding</u>	<u>\$10,000</u>
<u>Readily Available Club Funding</u>	<u>\$10,000</u>
<u>Balance of Funding Required</u>	<u>\$30,000</u>
<u>Small TDF Loan (over say a five-year term)</u>	<u>\$30,000</u>
<u>Annual TDF Loan Repayments</u>	<u>\$6,000 pa</u>

COLLECTIVE PURCHASING RIGHTS

If it is apparent to KA through the consideration for approval of Grants process, that a number of applications are for the same or similar equipment, KA reserves the right to undertake discussions and negotiations with suppliers of such equipment so as to endeavor to achieve improved pricing for such equipment.

In these circumstances, the payment processes detailed in “*If You Are Successful – Point 4*” will not apply as KA will initiate the purchase of equipment and invoice the Club/State Association accordingly.

IF YOU ARE SUCCESSFUL

1. If successful for funding a letter will be forwarded to the Club and the State Association from KA.
2. The letter will provide the Club and the State Association with details of the approval.
 - a. Read the approval letter carefully.
 - b. Not all items requested for funding may have been approved.
3. KA will provide the Club with a Safety Grant Agreement that must be completed and signed by both parties prior to provision of Grant funding.
4. The recipient of a Grant must:
 - a. Take financial responsibility for the project;
 - b. Commence the project as soon as possible and complete the project within six (6) months of Grant approval;
 - c. Ensure that all local, State/Territory and Commonwealth laws and regulations are followed;
 - d. Keep a copy of all approvals and documents.
5. At the time that the project is due for payment, the recipient of the Grant must provide to KA a:
 - a. Summary of the full costs to be incurred in completing the project; and
 - b. Valid Tax Invoice(s) to the Club from the supplier/contractor(s) showing the full share of the project/equipment costs being borne by the Club; and
 - c. Valid Tax Invoice for KA from the Club showing the amount of Grant funding approved for the project (including GST) to enable payment to the Club.
 - d. If KA has agreed with the Club to pay the supplier/contractor(s) directly, Valid Tax Invoice for KA from the supplier/contractor(s) for the approved Grant amount.
6. A Club that has been the beneficiary of the Grant Program will not be permitted to submit a further Grant Application for a period of at least two (2) years from the date of the Grant Approval notification letter.
7. All funding provided under the Grants Program must be properly accounted for by the Club.
8. No later than 2 months after the completion of the project the Club must provide to KA a final report ("**Report**") that details:
 - a. The work undertaken and/or the equipment purchased under the Grants Program;
 - b. The full cost of the project;
 - c. All of the sources of funding for the project (both cash and in-kind);
 - d. Photographs of the completed project that can be used in future publicity of the Grants Program;
 - e. The Report must be signed by your President and Treasurer.
 - f. Grant recipients with overdue Reports are not eligible to apply for further Grants.

All enquiries in writing to:

Admin@karting.net.au

Note: Information is correct at the time of publication but is subject to change at the discretion of Karting Australia.

Significant changes to the 2017 Information and Guidelines are underscored.