



**TRACK  
DEVELOPMENT FUND**

***Guidelines  
And  
Application Form***

**APPLICATIONS ARE  
OPEN YEAR ROUND**



## **GUIDELINES AND GENERAL INFORMATION**

- 1.1. Purpose of the Fund
- 1.2. Objectives of the Fund
- 1.3. Structure of the Fund
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## **APPLICATION FORM**



# TRACK DEVELOPMENT FUND Guidelines

## 1.1. PURPOSE OF THE FUND

The Track Development Fund has been established to provide funding assistance to Australian Karting Association Ltd.'s ("**Karting Australia**") Member States ("**States**"); and through them to the affiliated Clubs ("**Clubs**"); assisting them to partner with local stakeholders to improve karting facilities and facilitate increased participation in the sport of karting in Australia.

## 1.2. OBJECTIVES OF THE FUND

The objectives of the Track Development Fund are:

- To assist States and Clubs to develop quality, sustainable karting facilities.
- To ensure a strong community base for karting at all levels.
- To create quality and safe environments that increase karting participation.
- To assist States and Clubs in securing or leveraging a financial commitment and support from the various levels of government, other sport user groups, sponsors, local community and business organisations, and/or other strategic partners to contribute towards funding the development or upgrade of karting facilities.
- To reduce State and Club application costs/efforts by providing an application form that will generally satisfy the submission requirements of other funding bodies including Governments at various levels.

## 1.3. STRUCTURE OF THE FUND

The Trust Deed establishes:

- Karting Australia is the Trustee of the Track Development Fund;
- As Trustee, Karting Australia is bound by the terms and conditions of the Trust Deed;
- The beneficiaries are the States;
- The capital and income of the Track Development Fund is held on trust for the beneficiaries.

## 1.4. PROCESS OVERVIEW

Karting Australia will assess applications from State's and Club's (together with their affiliated State as required under the Trust Deed conditions) for funding under this program and will notify the applicant(s) of the outcome.

Karting Australia will assess the merit of each application based on the assessment criteria within these guidelines.

## 1.5. FUND RULES & ELIGIBILITY CRITERIA

### a) *Who Can Apply?*

Applications can be made by Affiliated State Association's and/or Affiliated Clubs (with the support of their State Association) provided that:

- The applicants do not have any overdue amounts, levies or debts owed to Karting Australia and/or the State Association; and
- The applicants are in compliance with Karting Australia's Rules, Affiliation Requirements, Regulations, Policies and Procedures; and
- The applicants must have achieved Level 2 KARM status; and
- The applicants are considered by Karting Australia to be of good standing within the sport.

### **b) Eligible and Ineligible Projects**

Karting Australia, as Trustee of the fund will be focused on supporting projects that are aligned to the purpose and objectives of the fund.

#### **Eligible Projects**

Eligible projects include, but are not limited to:

- Circuit safety improvements (not maintenance) for example (but not limited to) replacement of wood chips with gravel catch traps;
- Development of new karting tracks where appropriate;
- Amenities including toilets, change rooms, showers, clubrooms and parking facilities;
- Viewing facilities, fencing, audio and visual technology;
- Grid structures, scrutineering and technical facilities;
- Track re-surfacing and upgrades;
- Shade structures;
- Flood lighting installations or upgrades.

#### **Ineligible Projects**

Ineligible projects include, but are not limited to:

- General maintenance;
- Projects that require ongoing funding assistance;
- Requests for ongoing assistance with operational cost;
- Related to routine or cyclical maintenance works;
- Purchase and/or lease of tools;
- Equipment finance.

*Note: Due to the terms and conditions of the Deed, Clubs will need to discuss their proposals with their State Association and obtain their support.*

### **c) Levels of Funding Assistance**

As the fund has been established to assist States and Clubs to improve karting facilities, it is expected that additional financial contributions to the project will be provided outside of the Track Development Fund by either the Club, State or other third parties.

As a guiding principle, the fund may support applications up to a maximum of 80% of the project costs. The normal maximum level of funding provided to a Club through the Track Development Fund will generally be capped at \$140,000.00.

### **d) Timelines**

Applications for funding are open year-round.

Provided applications are received in the fully completed form and substance outlined within these guidelines, Karting Australia will endeavor to assess applications within 8 weeks.

### **e) Conditions of Funding**

- Funding requests are NOT to be retrospective – i.e. that means the project must not have been undertaken prior to the Club/State submitting the loan application to the Trust.

- Track Development Funds are to be applied to the project.
- Track Development Funds may be released progressively in installments and/or may be paid direct to contractors. Such arrangements to be agreed.
- Funding requests are to be of a capital expenditure nature only
- Applicants must not have any overdue amounts, levies or debts owed to Karting Australia.
- Successful applicants will be required to enter into a Loan Agreement supplied by KA that will detail all the obligations and conditions of funding for the applicants.
- The applicants will enter into a Loan Agreement with KA using the standard Deed Of Loan supplied by KA.
- A senior representative of the State or Club must be designated as the Project Manager responsible for liaising with Karting Australia.
- Upon completion of the project, the applicant's senior representative is to provide a certificate of completion to Karting Australia confirming that all works have been completed.

**f) Lodgment of Applications**

Applications are to be submitted to CEO Karting Australia via Email: [admin@karting.net.au](mailto:admin@karting.net.au)

**1.6. ASSESSMENT CRITERIA**

Applications will be assessed against the following criteria:

**a) What will the project achieve?**

Demonstrate the extent to which the project improves the karting facility and will lead to increases in participation in karting at the Club.

**b) Why is the project required?**

Demonstrate the extent to which the project:

- Responds to identified needs and issues of the State/Club.
- Is supported strategically by the Club business plan.
- Is supported by government (if at all.)

**c) Who will be involved in the project?**

Demonstrate the extent to which the State/Club:

- Have consulted and collaborated with a variety of stakeholders (may include the local council, other clubs, community groups, local businesses) as appropriate.
- Will be managed by an appropriate team.

**d) How will the project be achieved?**

Demonstrate the extent to which the State/Club clearly identifies the project scope, cash flow and timelines.

**1.7. FURTHER INFORMATION**

For further information in relation to the Track Development Fund and/or the process for applying for a loan, please contact Karting Australia CEO at [admin@karting.net.au](mailto:admin@karting.net.au)



## APPLICATION FORM

Organisations seeking funding are required to use the application and to provide all the information required.

The level of detail provided should be appropriate to the level of funding sought.

### Part A: Applicant Organisation Details

#### Applicant 1 (State)

Name of Applicant: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Town / suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_ State: \_\_\_\_\_

#### Authorised Person

(This is the person who is authorised by the State to make the application on their behalf.)

Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

#### Applicant 2 (Club)

#### Applicant Organisation Details

Name of Applicant: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Town / Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_ State: \_\_\_\_\_

#### Authorised person

(This is the person who is authorised by the Club to make the application on their behalf.)

Title: \_\_\_\_\_ First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## Part B: Project Details

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### **Project Name**

Name the facility and describe the project to be undertaken.

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### **What are you going to do and what is it meant to achieve?**

Describe the project in one to two sentences. Particularly describe what you have now and what you are going to achieve as a result of the project.

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### **When will your project take place?**

Proposed project start date:

Proposed project completion date:

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### **Location of the project**

Please provide the full address (including land title details) of where the planned activity will take place.

**Address:**

**Local Government Are:**

**Land Title Details:**

**Who owns the land where the project is to be located? (i.e. Council, Crown, Private)**

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Describe your organisation's tenure over the land and the length of that tenure if appropriate. (e.g. owns, leases, licensed. Provide a copy of the legally binding land use agreement over the land.)

## Part C – Project Details That Address the Assessment Criteria

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Please indicate how your project addresses the following assessment criteria. Note that you will need to respond to each specific category criteria as listed in section 1.6 of the funding guidelines.

**Attach additional pages as required.**

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**1. What will the project achieve?**

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**2. Why is the project required?**

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**3. Who will be involved with the project?**

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**4. How will the project be achieved?**



## Part D – Project Budget

Please provide details of the budget (required income and proposed expenditure) for your project (excluding GST.) **Note that the total income to the project must equal the total expenditure.**

You are required to submit your budget using the categories provided. If the space provided is insufficient for you to provide all the required details in this section, please provide a summary here and the details on a separate sheets(s) using the same categories.

Applications that provide details of how the applicant’s money shall be raised and can confirm the commitments from key funding partners will be looked upon favorably. Clubs are required to consult with their State Association with respect to the levels of funding sought and to discuss other funding sources that may be available and/or required to finalise the funding strategy.

INCOME		EXPENDITURE	
State Government Funding	\$	Project Construction	\$
Local Government Funding	\$	Professional Fees	\$
Federal Government Funding	\$	Project Coordination	\$
		Contingencies and Escalation Allowances	\$
Club funding (cash)	\$		
Club funding (loan)	\$		
Third Party funding	\$		
TDF funding requested	\$		
Other (please specify)	\$	Other (please specify)	\$
<b>TOTAL INCOME</b>		<b>TOTAL EXPENDITURE</b>	

**Signature (Authorised Person Applicant 2 - Club):** \_\_\_\_\_

### Project Documentation Checklist

Please submit the following documents (where applicable) with your application:

- Evidence of confirmation of funding sources;
- Current quotes, cost estimates or Quantity Surveyor estimates to undertake the project;
- Detailed plans and drawings;
- Legally binding land-use agreement with the land owner;
- Letters of support from other stakeholders including other user groups;
- State and Club most recent 2-year audited financial reports;
- Evidence of the Club and State’s capacity to repay the loan.