

GRANT REQUEST POLICY

MOTORCYCLING NSW GRANTS REQUEST POLICY

Title: Grants Request Policy

Creation Date: July 2024

Next Review Date: July 2026

Responsible Persons: Motorcycling NSW Board

Authority: This document is a policy made pursuant to the Motorcycling NSW Constitution. MNSW may unilaterally introduce, vary, remove or replace this policy at any time.

MOTORCYCLING NSW GRANT REQUEST POLICY

1. Introduction

Motorcycling NSW (MNSW) is dedicated to supporting its affiliated clubs in promoting the growth and development of motorcycling within New South Wales and the Australian Capital Territory. Through the provision of grants, MNSW aims to assist clubs in undertaking projects and initiatives that align with the organisation's values and strategic objectives.

This policy provides a guide for the MNSW Board to determine the appropriateness of grant requests submitted by affiliated clubs.

2. Objectives

The primary objectives of this policy are to:

- 2.1.** Ensure grant requests align with the strategic objectives and values of MNSW.
- 2.2.** Provide a transparent and consistent framework for evaluating grant requests.
- 2.3.** Maximise the impact of grant funds on the development of motorcycling in NSW and the ACT.
- 2.4.** Support projects that promote safety, inclusivity, and sustainability in motorcycling activities.

3. Eligibility Criteria

To be eligible for a grant, the requesting club must meet the following criteria:

- 3.1.** Be an affiliated club in good standing with MNSW.
- 3.2.** Demonstrate a clear need for the grant and provide a detailed plan for its use.
- 3.3.** The project or initiative should align with MNSW's current strategic plan and must align with the strategic objectives contained therein. This can include (among other things) promoting safely increasing participation, improving facilities and enhancing the overall experience of motorcycling sports.

Where applicable, the club must have complied with all previous loan and grant agreements and reporting requirements from MNSW.

4. Application Requirements

Grant requests must include the following documentation:



- 4.1. Completed Grant Application Form:** Detailing the project scope, objectives, and expected outcomes. The application form must be signed by the Club's President and Treasurer as the authorised representative of the club. .
- 4.2. Project Plan:** Including timelines, milestones, and key deliverables. This must outline the steps the club will take to complete the project, identifying any potential risks and how they will be mitigated.
- 4.3. Budget:** A detailed budget outlining all projected costs and any other funding sources. This should include a minimum of two quotes or estimates for major expenses (10,000 or greater) and specify if the club is contributing any funds or resources.
- 4.4. Impact Statement:** Describing how the project will benefit the club and the wider motorcycling community. This should include quantitative and qualitative benefits, such as increased membership, improved safety, and community engagement.
- 4.5. Compliance and Safety Plan:** Ensuring the project adheres to all relevant safety and regulatory standards. This should detail any necessary permits, safety measures, and risk management plans.
- 4.6. Letters of Support:** From stakeholders or community members, if applicable. These letters should endorse the project and highlight its importance to the community.

5. Evaluation Criteria

The MNSW Board will evaluate grant requests based on the following criteria:

- 5.1. Alignment with Strategic objectives:** The extent to which the project supports MNSW's current strategic plan. This can include (among other things) promoting safely increasing participation, improving facilities and enhancing the overall experience of motorcycling sports.
- 5.2. Feasibility:** The practicality and achievability of the project within the proposed timeline and budget. This includes an assessment of the club's capacity to successfully complete the project.
- 5.3. Impact:** The potential positive impact on the club, its members, and the broader motorcycling community. Projects that demonstrate significant, lasting benefits will be prioritised.
- 5.4. Sustainability:** The long-term benefits and sustainability of the project. This includes how the club plans to maintain the outcomes and whether the project can be scaled or replicated.
- 5.5. Safety and Compliance:** Adherence to safety standards and regulatory requirements. The club must demonstrate that it has taken all necessary steps to ensure the project will be conducted safely and will not cause additional safety or regulatory issues.
- 5.6. Financial Need:** Demonstrated need for financial assistance and evidence of other funding efforts. Clubs should show that they have sought or secured additional funding sources where possible.

6. Approval Process

- 6.1. Initial Review:** MNSW staff will conduct a preliminary review of all applications to ensure they are complete and meet the eligibility criteria. Incomplete applications will be returned to the club with a request for additional information.
- 6.2. Board Assessment:** The MNSW Board will evaluate eligible applications against the evaluation criteria. This assessment may involve consultation with external stakeholders as necessary.
- 6.3. Decision Making:** The Board will decide on the approval or rejection of the grant request. Decisions will be based on the merits of each application, the total amount of funds available, and the strategic priorities of MNSW.
- 6.4. Notification:** The requesting club will be informed of the Board's decision in writing, including any conditions or requirements associated with approved grants. Unsuccessful applicants will be provided with feedback and may be invited to reapply in the future.

7. Funding and Disbursement

- 7.1. Grant Amounts:** The Board will determine the grant amount based on the project's needs, merits, and available funds. There may be maximum and minimum grant limits established annually.
- 7.2. Disbursement:** Funds will be disbursed in accordance with the project's timeline and milestones. The club must submit progress reports and financial statements as required by the Board. Typically, funds will be released in stages, contingent upon the completion of specific project milestones.
- 7.3. Reporting:** Clubs receiving grants must provide regular updates on project progress and a final report upon project completion. Reports should include financial statements, a summary of activities undertaken, and an evaluation of the project's impact.

8. Monitoring and Compliance

- 8.1. Progress Monitoring:** MNSW staff will monitor the progress of funded projects to ensure compliance with the grant conditions. This may involve regular check-ins, progress reports, and review of submitted documentation.
- 8.2. Site Visits:** The MNSW Staff or their appointees may conduct site visits to verify project progress and adherence to safety and compliance standards. These visits will be scheduled in advance and aim to support the club in achieving project success.
- 8.3. Audit:** The Board reserves the right to audit the financial and operational aspects of funded projects to ensure proper use of funds. Clubs must retain all relevant documentation and be prepared to provide it upon request.



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