Motorsport UK Development Fund, Guidance

Contents

Introduction

This document is designed to help you with your application for funding from the Motorsport UK Development Fund.

If you need support with your application, please contact the Sport Promotion Team at Motorsport UK on 01753 765000 or via club-development@motorsportuk.org

When completing your application, please complete the form as fully as possible with as much detail and supporting information as you can, including quotes. If you are applying online, progress cannot be saved and we strongly suggest you have all of the information available at the time of submission. If you are submitting the form via email, please send it to club-development@motorsportuk.org. Postal applications may be sent to Motorsport UK Development Fund, Motorsport UK House, Riverside Park, Colnbrook, SL3 0HG.

Motorsport UK Development Fund; What is it for?

The Motorsport UK Development Fund (known as the MSA Motorsport Development Fund until November 2018) exists to help support Motorsport UK affiliated clubs and organisations. Funding is available to help grow motorsport and to improve the quality of delivery and experiences for new and existing participants. There are different funding streams available and different levels of grants available depending on the funding stream. Any funding must also be matched by the club/organisation applying for funding.

The British Motor Sports Training Trust (BMSTT) provides support towards venue improvement projects and safety-related projects, please do not apply to the Motorsport UK Development Fund for applications for these funding streams. Guidance and an application form to apply directly to the BMSTT are available at http://www.bmstt.org/grants.html

Summary of the application process

Read the guidance document
- The information in this document will help you through the application process. Additional support is available from Motorsport UK (see page 1).

Complete the application form
- Submit your application in plenty of time before your project is due to start/the funding is required. We would recommend you submit this at least three months in advance where possible. The form can be completed online, submitted via email or sent via the post.

We review and assess your application
- Once we've received your application, we will review it and check everything we need is included as well as confimring receipt of your application. If there is any information we require or that is missing, we will contact you. We will then forward your application to a review panel for a decision. If we need to contact you for any additional information during this process, we will do so.

We'll let you know our decision
- Once your application has been reviewed, we will be in touch to let you know the panel's decision. If you have been successful we will confirm the amount offered and request payment details.

Start your project
- You can start your project once you have received the offer.

Finishing your project
- Once we have made an offer for your project, you have 12 months from the date of the offer letter to complete your project. We will ask you for an end of project report to let us know how the funding has been spent and how the project has gone. This may be used for articles in publications including but not limited to the Motorsport UK newsletter and Motorsport UK magazine. Please ensure you keep all invoices and receipts etc relating to your project as we will ask you for a copy of these when you submit your claim.

Themes for Funding Applications

Volunteer recruitment / development

For projects or initiatives aimed to support the recruitment and / or development of volunteers in motorsport.

Examples of what can be funded; stands such as the volunteer recruitment stand at both motorsport and non-motorsport events, "try it" evenings (to try different volunteering opportunities in motorsport), volunteer development event for existing club volunteers (which could be tied in with a club night).

Funded up to: £500.

Promoting your club(s)/organisation

To support events that aim to bring new people into the club environment and motorsport.

Examples of what can be funded; supporting the development of promotional material e.g. printing assistance/leaflet creation and design, flags and banners (branding materials), website design and creation, club promotional events e.g. a stand at a motorsport event, in a town centre or at a country show targeted at all potential new participants.

Funded up to: £500.

Developing Coaching in Motorsport

To support the development of active qualified coaches in the sport. Funding for coaching bursaries to support coaches looking to complete the Motorsport UK Level 2 coaching award.

Example of what can be funded;
- Club coaches – 50% of coaching course costs (maximum of two coaches trained per club in a calendar year)
- Teams, championships and instructors – 30% of coaching course costs (maximum of two coaches trained per team/championship etc per calendar year)

To support the development of new coaching activities in motorsport clubs. Linked to the coaching bursaries above, once coaches are qualified we will encourage the development of structured coaching activities in clubs.

Examples of what can be funded; start-up costs for coaching events or activities such as venue hire and promotional assets. Equipment and any specific kit that may be required (which falls outside of normal event equipment).

Funded up to: £500, unless otherwise detailed above.

Development and delivery of motorsport events and activities

Support for the development and delivery of **new** National B and below permitted events to engage new and existing participants and volunteers.

Examples of what can be funded; Venue hire for new taster events, support of up to 50% to a maximum of £150. Equipment; to cover items such as cones and stopwatches to support clubs in running new events. Other equipment - to include items such as gazebos, trailer HQs etc. Applications will be looked at favourably where equipment is shared between clubs and events.

Funded up to: £1000 or 50% of the total project cost.

Education links

For projects or initiatives to develop club links with schools, colleges and universities with the aim of bringing new participants and volunteers into motorsport.

Examples of what can be funded; taking motorsport to the education venue e.g. taster events, taking the education venue to events e.g. students marshalling and minibus hire, STEM events, " try it" evenings (where you can try different volunteering opportunities in motorsport). The differentiation from the previous funding theme examples is this theme would be applied for when motorsport is being linked with an education establishment. Future collaboration between the education establishment and a local motor club and their regional association would need to be demonstrated for this themed funding.

Funded up to: £500.

Other

For projects which do not fit the above funding streams, please contact the Sport Promotion Team at Motorsport UK on 01753 765000 or via club-development@motorsportuk.org Please be advised that any offers made are exclusive of VAT.

Preparing your application

When it comes to preparing your application, please ensure your project has been clearly planned out; your chances of success will be greater. Please ensure you complete the form as fully as possible with as much information as possible and that all quotes are included.

If your project is for the purchase of an equipment or service, we will ask to see three quotes from different suppliers submitted with your applications. Please be advised that any offers made are exclusive of VAT and quotes will need to separate VAT where applicable.

Motorsport UK House
Riverside Park
Colnbrook, SL3 0HG

T: +44 (0) 1753 765 000
E: hello@motorsportuk.org
W: motorsportuk.org

The Royal Automobile Club Motor Sports Association Limited
Registered Office: See main address
Registered Number: 1344829 England

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Chances of success

The Motorsport UK Development Fund is not an unlimited resource and applications will be treated on a first come first served basis. If you are successful, you will receive a funding offer letter where we will confirm the amount offered and request payment information. Claims must be received within two months of the date of the offer letter, otherwise monies offered will be returned to the Motorsport UK Development Fund.

We understand that unsuccessful applicants will be disappointed. This guidance is created to help ensure applications are successful where possible. We will provide information in writing on why your application has been unsuccessful to assist your club/organisation for future applications.

Submitting your application

When completing your application, please complete the form as fully as possible with as much detail and supporting information as you can.

If you are applying online, progress cannot be saved and we strongly suggest you have all of the information available at the time of submission.

The guidance below covers the questions as asked on the form:

Where did you hear about the fund?

> Please select an answer from the drop-down menu.

Applicant's Details

> Please tell us who is applying for the funding, this person will be our primary point of contact. The applicant club/organisation must be affiliated with Motorsport UK.
>
> Please tell us how long your club/organisation has existed.
>
> Where possible, we would like to see the support of regional associations for funding applications. If a regional association is aware of and supporting your application, please include their details here.

Details of your proposed project

> Please select the funding stream most appropriate to your application. Details of the funding streams available are detailed earlier in this document.
>
> Please give your project a title or summarise your project in a few words so we have an overview of what your project is about.
>
> The following questions cover the "what, why, where, who, when?" of your proposed project. Whilst there are several questions, these will help us to assess your application and review it thoroughly. The questions include:

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- Asking for a more detailed summary of your project (information which will not be answered in the following questions).
- Who benefits from your project? (Club members, community, competitors on your event).
- Where/what is the impact of your project? (Does it help to engage your club with the local community or another local organisation? Does it help your club promote itself? Does it allow you to put on an event that would not otherwise be possible?).
- Why is this project needed? (Why is this specific application and funding needed?).
- When is this project needed? (Is this something that is needed now or for an event in six months' time?).
- What is the longevity of this project? (Is this a one-off project? Will it need to be repeated in six months or six years?).
- What other stakeholders are involved in delivering your project? (Who else has an interest in your project? Is it for the benefit of several motor clubs? Does this project allow something to be shared through a regional association?).
- What other groups/organisations may benefit from your project? (Does your project provide a benefit to another organisation such as a school? Will it benefit another motor club?).
- How many club members do you currently have? (If applicable for your project funding application).
- How many new people can this project potentially reach? (If you're having a stand at a promotional event, what is the predicted footfall? If you're planning a new taster event, how many entries are expected?).
- Has work started on this project? Yes/No.
- What is your timeline for implementation? (Please include all details and dates for your plans).

Financing your project

In this section, please detail all financial aspects of your application.

How much money are you requesting from the fund? What funds are you as a club or organisation contributing to the project? Have you made any claims from any other organisations or schemes for funding? If you have, please include the details of your funding applications. Are there any other non-cash contributions being donated to the project such as voluntary labour? If the answer is yes, please include all details. Applications must be match funded by the applying club/organisation.

Please include the total funding required for the project; this includes the amount you are applying for from the Motorsport UK Development Fund, details of any other funding applied for and any funds your club/organisation is contributing to the project. Please be advised any quotes submitted and finances should be submitted exclusive of VAT.

Previous Grant(s)

If you have previously applied for grants from the Motorsport UK Development Fund (known as the Club Development Fund until April 2017), please include details of the application(s) here.

Project Implementation

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In this section, please attach/include all relevant quotes, diagrams and any other relevant information for your project. If your project is for the purchase of equipment or a service, please include three quotes from different suppliers submitted with your applications. Please also include information about your preferred supplier and any information on why this supplier is preferred.

Sports Opportunity

In this section, please include details if your club/organisation restricts access/membership on any grounds, and if your club/organisation does not allow participation for both sexes.

Other information

In this section, please include any additional information that you feel is relevant for us to review your application that has not been covered through the previous questions.

Applicant's statement

In this section, please read the statement and if in agreement, complete this section.

Thank you for your application.