

RACING SAFETY DEVELOPMENT FUND

Application Form

OFFICE USE ONLY:

Applicant:

Application reference: **Date received:**

APPLICATION GUIDELINES

Objective of Fund:

The objective of the Fund is to support projects which enhance safety in the racing industry and raise the quality of facilities at racecourses.

Nature of assistance:

Funding will be administered by the Department of Internal Affairs.

Priority will be given to capital works projects that improve safety at racecourses. Projects that are ongoing and, therefore, could require continued annual funding will not be considered.

Applications for projects that have been completed will not be considered. However, applications for projects that have started and are in progress will be considered.

An application can be for either one project, or more than one project if the projects are related. Otherwise a separate application is needed. Each project must meet the minimum/maximum grant requirements below.

Level of assistance:

The Fund generally has \$1 million (GST exclusive) available for allocation over two funding rounds each year.

Grants per project will be for a minimum of \$7,500, a maximum of \$50,000, and will generally be on a dollar-for-dollar basis, matching contributions from applicants. Therefore, to be considered for a grant, the total cost of a project must be at least \$15,000. These amounts do not include GST, which will be added if it is payable.

Grants will be one-off and based on actual project costs. The financial commitment from the applicant will be a factor in the final grant amount.

Eligibility to apply:

The following organisations are eligible to apply for funding:

- All thoroughbred, harness and greyhound racing clubs. One club can make a joint application on behalf of several clubs if they all share the same racecourse facilities.
- Incorporated regional groups of racing clubs ('clusters') on behalf of their constituent clubs.
- New Zealand racing code bodies on behalf of their constituent clubs to support nationwide projects.

Racing clubs must be registered with the relevant New Zealand racing code body (New Zealand Thoroughbred Racing, Harness Racing New Zealand, or the New Zealand Greyhound Racing Association). Evidence of registration must be attached.

All applicants must be incorporated and GST registered.

Application timeline:

<i>Action</i>	<i>Funding Round 1</i>	<i>Funding Round 2</i>
Opening date for applications	1 August	1 February
Closing date for applications	30 September	31 March
Working group considers applications	By 30 November	By 31 May
Decisions made and successful applicants notified and announced	By 31 January	By 31 July
Funding agreements finalised and funding allocation agreed	By 31 March	By 30 September

Applications should be sent to (and further information can be obtained from):

Racing Safety Development Fund Department of Internal Affairs PO Box 805 WELLINGTON 6140	or:	46 Waring Taylor St WELLINGTON 6011	Telephone: (04) 494 0672 Fax: (04) 495 7222 E-mail: rsdf@dia.govt.nz Website: www.dia.govt.nz
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Completed applications should be received by 5.00pm on the closing date. Late applications may not be considered. Please do not fax or e-mail applications.

Assessment of applications:

A two-stage process will be used to assess applications. In the first stage, the Department of Internal Affairs will check that applications meet the eligibility criteria and are complete. If they do not, they will not proceed to the second stage. In the second stage, a five-person working group, made up of one representative from each of the New Zealand Racing Board and the three racing code bodies, and an independent chairperson appointed by the Minister for Racing, will make decisions based on assessment criteria. The decisions of the working group will be final. The eligibility and assessment criteria are listed below.

Stage 1 – Eligibility criteria to be used by the Department of Internal Affairs. Applications must:

- a) meet the objective of the Fund (see page 1);
- b) be submitted by eligible organisations (see page 1);
- c) include evidence that the applicant has appropriate governance and management systems;
- d) reflect the viability of the applicant;
- e) include details of the project, specifically its nature, scope and the estimated timeframe;
- f) include at least two competitive quotes for the cost of the project, and identify the total amount of the funding sought from the Fund (not exceeding 50% of the total estimated cost);
- g) include evidence that the applicant can contribute at least 50% of the project cost;
- h) explain how the project would complement wider industry strategies for the development of on-course infrastructure;
- i) identify whether other sources of funding are available and/or have been sought for the project; and
- j) include a commitment to co-operate with any audit or assurance activity that might be required by the Department of Internal Affairs in relation to the funding provided.

Stage 2 – Assessment criteria to be used by the working group:

- a) the priorities of the Fund as identified by the Minister from time to time;
- b) the benefit to safety in the racing industry and to raising the quality of racecourse facilities;
- c) any additional benefits, for example, improving the use of racecourse facilities as community assets;
- d) whether the project complements industry strategies for the development of on-course infrastructure;
- e) the cost effectiveness of the project;
- f) the viability of the project;
- g) the relative geographical benefits and proximity to other applications;
- h) the nature and progress of any prior consents or consultations required for the project to proceed; and
- i) any additional criteria determined, from time to time, by the working group.

SECTION A: THE APPLICANT

A1. Applicant details

Applicant

Racing club, incorporated regional grouping of racing clubs (please name the member clubs), or NZ racing code body

Physical address

Suburb

Town/City and Postcode

Postal address

if different from above

Suburb

Town/City and Postcode

Contact person

Last name

All first names

Position

with applicant

Daytime phone

(

)

Mobile (

)

Fax

(

)

E-mail

What is your preferred contact method?

Daytime phone

Mobile

Fax

E-mail

SECTION B: THE PROJECT

B1. Provide a brief description of the project.

a) Its nature and scope.

b) Its estimated timeframe.

Start date: _____ / _____ / _____ Finish date: _____ / _____ / _____

Please attach the following documents:

- site plan of project; and
- sketch, diagram or plans of proposed work, showing location.

B2. Provide two quotes for cost of the project.

i) Tenderer(s): _____ Amount: \$ _____
ii) Tenderer(s): _____ Amount: \$ _____

B3. Project cost, amount of grant sought, tenderer(s) and other sources of funding.

a) Amount of financial contribution from the applicant: \$ _____
b) Amount of grant sought from the Fund: \$ _____
c) Total estimated cost of the project: \$ _____
d) Name of preferred tenderer(s): _____
e) Have you obtained any other source(s) of funding for the project? Yes No

If Yes, please identify the other source(s) of funding and attach a copy of the funding agreement.

NB The sum of the amounts for a) and b) must equal the amount for c). The amount of the grant will match the amount of the financial contribution from the applicant, from a minimum of \$7,500 to a maximum of \$50,000. All amounts are to be GST exclusive.

Please attach the following documents:

- the budget for the project (e.g. plans, construction, labour, and other costs);
- copies of two competitive quotes for the cost of the project; and
- evidence that the applicant can contribute at least 50% of the project's cost.

B4. Explain briefly how the project would meet the objective of the Fund.

SECTION C: DECLARATION BY TWO OFFICERS OF THE APPLICANT

C1. Declaration

We declare that the information in this application form is true and correct to the best of our knowledge. We have the authority to commit the applicant to this application to the Racing Safety Development Fund.

Full name: _____

Position: _____

Signature: _____ Date: ____ / ____ / ____

Full name: _____

Position: _____

Signature: _____ Date: ____ / ____ / ____

SECTION D: ATTACHMENT CHECKLIST

Please attach the following documents:



- Evidence of registration with the relevant New Zealand racing code body
- A copy of the applicant's certificate of incorporation
- Evidence of GST registration
- A bank deposit slip pre-printed with the name of your organisation
- Evidence that the applicant has appropriate governance and management systems
- A copy of the applicant's most recent annual report, including audited financial statements
- The minutes from the applicant's most recent annual general meeting
- A project plan and timeframe
- Site plan and diagrams/sketch of proposed work
- The budget for the project (e.g. plans, construction, labour, and other costs)
- Preferred tenderer(s) identified for the project
- At least two competitive quotes for the cost of the project
- Evidence that the applicant can contribute at least 50% of the project's cost.

Please attach the following documents if applicable:



- A copy of the applicant's most recent business plan
- Identification of other sources of funding obtained for the project
- Copies of any consent applications or consultation documents
- Any evidence that supports the project meeting the objective of the Fund.

NOTE

The closing dates for applications each year are:

- **30 September for Funding Round 1; and**
- **31 March for Funding Round 2.**

Completed applications should be received by 5.00pm on the closing date. Late applications may not be considered. Please do not fax or e-mail applications.

Privacy Act 1993: The information in this form which relates to individuals is personal information under the Privacy Act 1993. This information is required so that the Department of Internal Affairs can consider the application. The information will be held by the Department of Internal Affairs. Any person about whom the information is collected has the right of access to, and correction of, that information.

Official Information Act 1982: The information in this form is also subject to the Official Information Act 1982. In line with the policy of that Act, the Department of Internal Affairs may be required to release this information unless there is good reason in terms of the Act to withhold it.