

Victorian Racing Industry Fund

Program Guidelines

Office of Racing

Victorian Racing Industry Fund

Program Guidelines

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1. About the Victorian Racing Industry Fund (VRIF)

1.1 What is the Victorian Racing Industry Fund (VRIF)?

Racing is a major economic driver for Victoria, generating more than \$2 billion annually and employing more than 70,000 Victorians. More than two-thirds of all racing participants reside in regional Victoria and more than 55 per cent of all economic and employment impacts are also generated in regional Victoria. The three racing codes' breeding industries are significant employers particularly in regions outside of Melbourne.

The Victorian Racing Industry Fund (VRIF) provides funding support to the Victorian racing industry for improvements at racing and training venues and for selected programs designed to further stimulate industry growth and development.

VRIF funding will be provided over four years, commencing on 1 July 2011. The fund is administered by the Minister for Racing and managed through the Office of Racing, Department of Justice.

1.2 Where does the funding for the VRIF come from?

Funding for the VRIF accrues from two sources:

- unclaimed wagering (totalisator) dividends; and
- on-course wagering (totalisator) taxes.

1.3 What is the objective of the VRIF?

The overall objective of the VRIF is to support the long-term growth of the Victorian racing industry, thereby fostering stronger economic benefits and jobs across the state arising from racing and its associated breeding industries. One particular objective of VRIF is to develop new economic opportunities and jobs in regional Victoria. Included in this is providing greater incentive to breed, buy, own and race Victorian bred racehorses and greyhounds thereby encouraging greater investment in the local breeding sectors.

Unclaimed Wagering Dividends

Unclaimed wagering dividends will be returned to the racing industry over four years with the following objectives:

- improve the racing and training infrastructure at racetracks and training centres;
- drought proofing of racetracks;
- support the future of jumps racing;
- improve the standard of public facilities;
- provide support for the breeding industries across the three racing codes;
- assure the future of retired racehorses and greyhounds; and
- ensure that Victorian racing is a leader in the drug testing of racing animals.

On-course Wagering Taxes

On-course wagering taxes will be returned to the racing industry over four years with the objective of attracting patrons to race meetings particularly, though not exclusively, those outside of the major feature days, Country Cup meetings and the Spring Racing Carnival.

The Raceday Attraction Program will support projects and initiatives aimed at increasing on-course attendance at Victorian thoroughbred, harness and greyhound race meetings.

1.4 Where can I find the application forms?

VRIF application forms can be found on the Department of Justice website, at www.justice.vic.gov.au/racinggrants.

2. Applying for funding through the VRIF

2.1 Which stream of the VRIF should I apply through?

There are three VRIF funding streams that can be applied for by racing controlling bodies and racing clubs. These are detailed directly below.

VRIF – Racing Infrastructure

Support for racing infrastructure is essential for the ongoing operation and growth of the racing industry and its substantial economic benefits to Victoria.

The Racing Infrastructure fund assists all three Victorian racing codes and their race clubs to improve racing and training infrastructure, as well as patrons' facilities.

A minimum of \$30 million will be provided over four years for these purposes.

Eligible projects include racing and training infrastructure works that are aligned with industry strategic plans and support longer-term objectives of racing clubs and the industry.

Priority will be given to projects that have matching financial contributions (50/50 split) from the applicant. This can include in-kind contributions from the club and/or from other funding sources (e.g. local council, other venue users, club sponsors).

Recurrent expenditure, such as day-to-day operational costs, will not be considered. Funding will not be considered for expenditure that is considered part of an organisation's regular and ongoing budgetary expense.

For significant capital works projects, applications must be accompanied by a detailed project plan, including written quotes and where necessary, tender procedure.

Applicants seeking a VRIF – Infrastructure grant of \$1 million or more are required to submit a detailed business case with the application (refer section 3.4).

VRIF – Picnic Racing Clubs

Picnic Racing is an important element of Victoria's racing industry providing opportunities to many racing participants including those at an amateur level. It also caters for crowds in the many thousands and helps support regional economies.

The Picnic Racing Clubs fund is open to all Victorian thoroughbred picnic racing clubs. \$200,000 will be provided over four years and is subject to an annual funding round that is open from 1 July to 31 August.

Picnic clubs may apply for funding for capital works (including improvements to facilities for patrons) or for marketing and promotional purposes.

As the Picnic Racing Clubs funding stream is capped at \$50,000 per annum, picnic clubs undertaking larger infrastructure works are encouraged to discuss their application with the Office of Racing and apply for funding through the VRIF – Racing Infrastructure stream.

VRIF – Raceday Attraction Program

The Raceday Attraction Program (RAP) supports initiatives aimed at increasing on-course attendance and promotion of the three racing codes. By increasing attendance and interest in racing, the industry is better placed to continue growing into the future.

Priority will be given to submissions that include matching financial contributions (including in-kind contributions) and which demonstrate the innovative nature of the proposal, outline the expected customer experience and outline the level of support from the local community.

Recurrent expenditure, such as day-to-day operational costs and standard race day activities, will not be considered.

Other VRIF Funding Streams

In addition to the above three VRIF funding programs, there are five other funding streams available to specific racing industry participants.

The following initiatives do not have specific application forms, but applicants must include a detailed project plan and a copy of the current business plan of the organisation, as part of their submission.

Submissions should also clearly set out the timing of funding requirements for the project. Annual project reports will be required as part of the funding agreement.

VRIF - Breeding and Sales

Victoria is a great state in which to breed, own or race a horse or greyhound. The breeding industries of all three codes provide enormous economic benefits and jobs to the State, particularly in rural and regional areas.

The Government will provide \$10 million over four years to boost the already successful VOBIS, GOBIS and VicBred schemes. These schemes provide significant prize money incentives for the owners and breeders of horses and greyhounds bred

and/or sold in Victoria. These schemes also provide incentive to racehorses and greyhounds in Victoria.

VRIF - Greyhound Adoption Program

Animal welfare is a key aspect of any successful racing industry. The Government will provide \$1 million over four years to assist the Greyhound Adoption Program (GAP) to retrain and rehouse more dogs.

GAP plays a critical role in promoting the greyhound as a companion animal, providing a positive option for dogs at the conclusion of their racing careers and generally enhancing the image of greyhound racing.

VRIF - Jumps Racing

Jumps racing is an important element of Victoria's racing industry providing additional opportunities to horses, jockeys, trainer and owners. The Government will provide \$2 million funding over four years for programs aimed at improving safety measures and boosting prize money for jumps racing.

There is also a focus on growing Warrnambool Grand Annual May Racing Carnival, with the aim to increase both local and international support for the Carnival and the economic benefits arising from that growth.

VRIF - Living Legends

The Government will provide \$1 million over four years to support the further development of Living Legends and more effective promotion of its facilities as a significant tourism destination.

Stronger promotion of Living Legends and its champion retired racehorses has the capacity to stimulate a wider interest in Victorian racing and to promote the welfare of racehorses at the conclusion of their racing careers.

VRIF - Racing Analytical Services Limited

Victoria is renowned for its commitment to drug free racing. The Government will provide \$4 million to Racing Analytical Services Limited (RASL) to support additional research and to enable the organisation to grow its capacity to detect new and emerging drugs and substances that may be used to affect the performance of racing animals. This commitment will further enhance public confidence in the integrity of Victoria's drug testing program.

2.2 Who is eligible to apply for funding?

VRIF – Racing Infrastructure

Eligible Applicants:

Racing Victoria Limited, Country Racing Victoria, Greyhound Racing Victoria, Harness Racing Victoria, racing clubs licensed under section 24A of the *Racing Act 1958*, clubs

licensed by Racing Victoria Limited as a picnic racing club or, in the case of harness racing, a graduation club.

VRIF – Picnic Racing

Eligible Applicants:

Clubs licensed by Racing Victoria Limited as a picnic racing club.

VRIF – Raceday Attraction Program

Eligible Applicants:

Racing Victoria Limited, Country Racing Victoria, Greyhound Racing Victoria, Harness Racing Victoria, racing clubs licensed under section 24A of the *Racing Act 1958*, clubs licensed by Racing Victoria Limited as a picnic racing club or, in the case of harness racing, a graduation club.

VRIF – Breeding and Sales

Eligible Applicants:

Racing Victoria Limited, Greyhound Racing Victoria and Harness Racing Victoria

(in consultation with Thoroughbred Breeders Victoria, Thoroughbred Racehorse Owners Association, Harness Breeders Victoria, Victorian Harness Racing Sports Club and the Greyhound Owners, Trainers and Breeders Association)

VRIF – Greyhound Adoption Program

Eligible Applicant:

Greyhound Racing Victoria

VRIF – Jumps Racing

Eligible Applicants:

Jumps Racing Committee (Membership: Racing Victoria Limited, Country Racing Victoria, Warrnambool Racing Club, Melbourne Racing Club and the Australian Jumping Racing Association)

VRIF – Living Legends

Eligible Applicant:

Living Legends

(in consultation with Racing Victoria Limited and Harness Racing Victoria)

VRIF – Racing Analytical Services Limited

Eligible Applicant:

Racing Analytical Services Limited
(in consultation with Racing Victoria Limited, Greyhound Racing Victoria and Harness Racing Victoria)

In addition to the specified eligible VRIF applicants, the Minister for Racing may also consider projects or programs that have the potential to stimulate industry growth and development.

2.3 When can I apply for funding?

VRIF – Racing Infrastructure

You can apply for funding through the VRIF – Racing Infrastructure at any time of the year.

VRIF – Picnic Racing Clubs

Applications for funding through the VRIF – Picnic Racing Clubs stream are open each year from 1 July to 31 August.

Picnic racing clubs will receive a letter advising when the funding program has opened for the year.

VRIF – Raceday Attraction Program

You can apply for funding through the VRIF – Raceday Attraction Program at any time of year.

Applications for RAP funding should be submitted at least 16 weeks before the commencement of the event.

As RAP events usually require significant promotion and advertising, this timeframe allows sufficient time for assessment by the Office of Racing, consideration by the Minister for Racing and the promotion of the event by the racing club.

Applications submitted outside this 16-week timeframe will only be considered in exceptional circumstances. In such cases, you should contact the Office of Racing to discuss your proposal prior to submitting your application.

2.4 What type of projects will be funded?

VRIF – Racing Infrastructure

VRIF – Racing Infrastructure funding will be considered for projects that include racing and training infrastructure works that are aligned with industry strategic plans and support longer-term objectives of racing clubs and the industry. Examples of potential projects include:

- perimeter and racecourse fencing;
- fixed roof betting ring;
- mounting yard and horse stall upgrades; and
- improvements to public amenities.

VRIF – Picnic Racing Clubs

VRIF – Picnic Racing Clubs funding will be considered for capital works (including improvements to facilities for patrons) or for marketing and promotional purposes. Examples of potential projects include:

- refurbishment of administration buildings for raceday and non-race day use;
- public facility upgrades (e.g. hospitality areas, seating and toilets); and
- racecourse promotional signage.

VRIF – Raceday Attraction Program

VRIF – Raceday Attraction Program funding will be considered for projects that aim to increase on-course attendance at races and promote the racing codes. Applications must demonstrate the innovative nature of the proposal and outline the expected customer experience from the funded initiatives.

Consideration will be given to proposals that have a business and marketing plan and strategic advertising and public relation campaigns. Applications must also clearly demonstrate how the raceday will engage the local community.

Examples of potential projects include:

- on-course activities, including initiatives focused on bringing families to the race day. (e.g. live entertainment, face painting, mini golf, jumping castles games and rides);
- initiatives focused towards increasing participation from targeted groups (e.g. a 'Girls Night Out Event' that may include beauty products, nail bars and fashion displays);
- transport and entry/racebook packages; and
- 2 for 1 ticket offers and on-course giveaways.

Consideration may also be given for projects to develop strategic marketing plans and to undertake research to improve raceday attendances.

2.5 What will not be funded?

Funding for recurrent expenditure, such as day-to-day operational costs and normal race day expenditure (such as regular advertising, staffing and security) will not be considered.

Ineligible projects include, but are not limited to:

- routine or cyclical building and track maintenance; and
- standard equipment purchases for administration or infrastructure purposes.

2.6 Can I apply for funding for more than one project?

Yes.

There is no limit on the number of projects for which you can apply for VRIF funding.

Please note that a separate application form will need to be submitted for each funding proposal.

2.7 Can I claim GST as part of the funding?

VRIF grants are *exclusive* of GST.

It is important that project costs outlined in your application should not include GST.

However, applicants that are GST registered are able to claim the GST in addition to the approved grant amount.

If your grant funding request receives approval, payments that are made to GST-registered organisations will have GST added to the grant amount.

Organisations that are not registered for GST are still eligible to receive VRIF funding. However, payments made to these organisations will be made exclusive of GST.

3. Conditions that apply to applications

3.1 What procurement guidelines do I need to follow?

Projects funded through the VRIF must adhere to Victorian government procurement policies and guidelines.

The '*Public Sector Procurement: Turnings Principles into Practice*' guide was developed to assist Victorian public sector agencies with their procurement activities.

It is recommended that applicants refer to the information in this document prior to any application for project grants from the VRIF. The public sector procurement guide can be obtained from the following website:

download.audit.vic.gov.au/files/Procurement_BPG.pdf.

When purchasing goods and services, the implementation of funded projects should be guided by the Victorian Government Purchasing Board policies and processes, which are available at www.procurement.vic.gov.au.

Victorian Government Purchasing Board policy does not apply to construction and related matters that are governed by a Ministerial direction (refer below). Further information about procurement for construction projects is available at <http://www.dpcd.vic.gov.au/planning/buildingpolicy/publicconstruction/ministerialdirections>.

3.2 How many quotes should I include with my application?

The number of quotes required to be submitted with a VRIF funding application will depend on the estimated project cost.

In accordance with Ministerial Direction No. 1: *Tendering Provisions for Public Construction*, it is strongly recommended that the following process be undertaken for all projects:

When entering into any contract to undertake building and construction works:

Estimated project cost	Minimum requirement
Up to \$2,500	One written or verbal quote
Between \$2,500 and \$25,000	One written quote
Between \$25,000 and \$200,000	At least three written quotes
More than \$200,000	Tenders sought from at least three pre-qualified contractors, or tenders sought by public advertisement

When purchasing goods and services, the following thresholds apply:

Estimated purchase value	Minimum requirement
Up to \$2,500	One written or verbal quote
Between \$2,500 and \$25,000	One written quote
Between \$25,000 and \$150,000	At least three written quotes
More than \$150,000	Tenders sought from at least three pre-qualified contractors, or tenders sought by public advertisement

The above requirements apply in all circumstances unless the Minister for Racing certifies in writing that special circumstances apply.

If you believe the above requirements are not appropriate for your project, specific approval must be sought in writing from the Minister for Racing as part of the application process.

For example, in thoroughbred racing the supply of plastic running rails are made from one supplier as they are the only manufacturer that meets the required industry standards. This also provides a consistent presentation of infrastructure for participants at Victorian racetracks.

It is recommended you contact the Office of Racing to discuss the circumstances of your project prior to submitting an application for consideration of special circumstances.

3.3 Do I need to disclose potential conflicts of interest?

As Victorian Government purchasing guidelines are based on principles that include transparency and accountability, the OOR must ensure that all conflicts of interest are identified, disclosed and managed rigorously. As such, the VRIF – Racing Infrastructure application form requires applicants to declare that conflicts of interest have been appropriately disclosed and managed.

A conflict of interest is a situation in which someone in a position of trust or influence has competing professional or personal interests.

For example, in the context of VRIF-funded projects, a conflict of interest may arise where a committee member or employee of a club has a personal interest, owns shares in or controls a business that is selected by the club to supply goods or services for one or more project components. A conflict may also exist where a committee member or employee's spouse or family member has any of these interests.

An applicant must advise the OOR of any real or perceived conflict of interest relating to a project for which it has applied for VRIF funding. The applicant must also provide information as to how the conflict has been managed and demonstrate how the proposed project costs represent value for money. This may include obtaining additional quotes (in excess of the requirements of procurement guidelines) to confirm that quotes provided by conflicted businesses represent value and have been obtained in open and fair competition.

Should the applicant be unable to satisfy the OOR that a conflict has been appropriately managed, the OOR will require the applicant to choose another supplier or withdraw its application.

3.4 Do I need to submit a business case to support my application?

Applicants seeking VRIF – Infrastructure funding of \$1 million or more are required to submit a detailed business case in support of the application. The business case should be sufficiently detailed to demonstrate the need for the project, its economic viability and the benefits to the applicant, the Victorian racing industry and the Victorian community.

The business case must include, as a minimum:

- the specific purpose of the project;
- background information, including details of the business need for the project;
- the objectives and scope of the project;
- a detailed cost-benefit analysis;
- a risk assessment (including Strengths, Weaknesses, Opportunities and Threats analysis);
- applicant experience at managing and delivering similar projects;
- accountabilities for project management and project deliverables;
- key deliverables and important dates timeline;
- details of VRIF funding sought;
- written confirmation of all funding sources;
- demonstrated compliance with Victorian Government procurement policies and guidelines, as detailed in section 3.2; and
- details of community support for the project.

3.5 What job creation information do I need to provide?

The OOR requires all successful recipients of VRIF – Racing Infrastructure grants to include information about the number of:

- jobs created during the construction phase of a project; and
- ongoing jobs sustained during the operational phase of the completed development.

In circumstances where funding from the Victorian Government exceeds specified amounts, the Victorian Industry Participation Policy (VIPP) will also apply to VRIF – Racing Infrastructure projects.

The VIPP aims to boost employment and business growth in Victoria by encouraging companies to consider engaging local sub-contractors as part of the tender for major projects. VIPP requirements will apply where VRIF – Racing Infrastructure grants:

- exceed \$3 million in metropolitan Melbourne
- exceed \$1 million in regional Victoria

Where VIPP applies, successful tenderers must follow the procedures as required by the Department of Business and Innovation.

Further information on VIPP can be obtained via the Department of Business and Innovation website:

<http://www.dbi.vic.gov.au/projects-and-initiatives/victorian-industry-participation-policy>.

3.6 How should I formally recognise the Government's contribution to the project?

In accordance with the *Victorian Government Branding Guidelines*, a community information billboard must be erected for all new capital works projects over \$250,000.

Billboards must be erected at the front of the site three weeks before works commence and removed no later than three weeks after the project is completed.

4. Information required as part of the application

4.1 What supporting documents should I attach to the application?

The following documents should be attached to assist in the assessment of your application:

Quotation documents

The number of quotes included with your application should be in accordance with the information provided at section 5.2 of the guidelines.

In the case of applications for infrastructure works, it is expected that verbal or written quotes be sourced for all project costs. Copies of all written quotes should be attached to the application and information regarding verbal quotes should be attached where applicable.

These quotes should be used to complete the tables under section 6 (*Project Budget*) and section 7 (*Key Tasks and Milestones*) of the application form.

All costs detailed in the application must be exclusive of GST.

In the case of Raceday Attraction Program applications, it is acknowledged that costs can be subject to variation. Quotes should be sourced, where possible, such as in the case of raceday activities, prize giveaways, entertainment, marquee hire, etc.

Tender documents

When a project is required to go to tender, applicants must provide details of the proposed tender process, including timeframes and assessment process to award the tender.

Applicants will be required to provide a report on the assessment of tenders and include a copy of the successful tender documents.

Detailed project financial budget

A detailed financial budget must include a breakdown of project costs and specific expenditure for each component of the project.

The budget must clearly specify what components of the project will be funded through the VRIF and what will be funded by the applicant and its funding partners (e.g. controlling body, sponsors, council/community groups etc.). This information should be completed in the second table at section 6 (*Project Budget*) of the application form.

All costs should be consistent with any quotes included with your application.

If you have more detailed information regarding project costs, you are encouraged to include this as a separate attachment.

Detailed project plans

In the case of infrastructure works, it is strongly recommended that you include project plans and/or diagrams of proposed construction or renovation works.

This may include photographs of existing infrastructure related to your application.

Planning/building permits

Where applicable, you should include any planning or building permits that have been granted to undertake the works proposed in your application or outline the process to be undertaken to obtain the necessary permits.

Project reports

Where applicable, you should include project reports relating to the proposed works to be undertaken.

These may include reports on engineering, electrical, plumbing or occupational health and safety (OH&S) matters.

Letters of support

Letters of support for the project from the controlling body, local council, key stakeholders or community users/groups should be included with your application, when possible.

In the case of infrastructure works, it is strongly recommended that you consult with the controlling body prior to submitting the application and that a letter of support from the controlling body be included with your application.

5. The application process

5.1 Where do I submit my completed application?

Completed applications can be mailed to:

Victorian Racing Industry Fund
Office of Liquor, Gaming and Racing
PO Box 18055
Collins Street East
MELBOURNE VIC 8003

Applications can also be emailed to the following addresses:

VRIF – Raceday Attraction Program	vrif_rap@justice.vic.gov.au
VRIF – Raceday Infrastructure	vrif_infrastructure@justice.vic.gov.au
VRIF – Picnic Race Club	vrif_picnic@justice.vic.gov.au

It is recommended that you keep a copy of the application for your records.

5.2 What happens to my application once it is submitted?

Once your application is submitted it will be assessed by the Office of Racing and checked to ensure that all of the required information has been submitted with your application.

Applicants will be contacted by the Office of Racing if further information is required or, where required, to arrange a site visit to further assess the proposed project.

In the case of Raceday Attraction Program applications, your application will be considered by the RAP Advisory Committee, which is comprised of representatives from Racing Victoria Limited, Country Racing Victoria, Harness Racing Victoria, Greyhound Racing Victoria and the Office of Racing.

The Committee will assess the application and may request further information or amendments to the application.

5.3 How will my application be assessed?

Your application will be assessed by the Office of Racing that will provide a brief to the Minister for Racing requesting his consideration of the project.

Approval of funding grants is made at the sole discretion of the Minister for Racing.

Assessment by the Office of Racing will be made against the following criteria:

- demonstrated need for the project (in the case of infrastructure works);
- demonstrated broader benefit of project (i.e. local community and support groups);
- provision of detailed project information;
- provision of accurate and consistent funding figures; and
- provision of required supporting documents.

It is best to provide as much detail as possible in your initial application. If there is insufficient information for the Office of Racing to make a proper assessment you will be contacted requesting further information. This will delay the assessment of your application.

5.4 How long will it take to find out if my application was successful?

The Office of Racing will endeavour to process your application as quickly as possible. However, delays may occur if applications are incomplete or lack sufficient detail to enable thorough assessment.

5.5 What will I have to do if my application is successful?

If your application is successful, you will receive a letter from the Minister for Racing advising of his approval of funding for the project.

Following this, you will receive a letter from the Office of Racing enclosing two copies of the Funding Agreement for the project.

Funding is offered subject to your acceptance of the Funding Agreement. The Funding Agreement contains a Project Schedule outlining the expected start and completion dates for your project, which are based on the information you have provided in your application and any subsequent discussions you have with the Office of Racing.

The Funding Agreement will also outline reporting requirements and payment timeframes for the project (refer to section 5.3 for further information regarding reporting requirements).

You will be required to sign both copies of the Funding Agreement and return them to the Office of Racing. You will receive a fully executed copy of the Funding Agreement in due course.

5.6 Can I request a review if my application is not successful?

If your application is not successful, you will be contacted by the Office of Racing to inform you that your application has been unsuccessful. You will also be formally notified by letter.

As approval of funding through the VRIF is at the discretion of the Minister for Racing, there is no recourse for review. However, the Office of Racing will provide feedback and advice for any future applications you may choose to submit.

6. Claiming the grant funding and reporting requirements

6.1 How and when will grant money be paid?

Payment timeframes for grant funding will be outlined in the Funding Agreement and Project Schedule you enter into, as outlined in section 5.5.

In the case of VRIF – Racing Infrastructure grants, an amount equivalent of up to 40 per cent of the approved grant may be made available to you upon execution of the funding agreement. This is in recognition that capital works projects may require up-front funding to commence the project.

Progress payments of up to 50 per cent of the approved funding amount will be made available during the course of the project, with a final payment of 10 per cent made upon satisfactory completion of the project and compliance with the terms and conditions of the Funding Agreement.

Payments for progress claims will require the following information:

- a Tax Invoice (to the Department of Justice);
- a report on the progress of the project, including compliance with time frames and budget; and
- copies of all invoices (paid to date) for the project as evidence of the project cost.

VRIF – Picnic Racing Clubs and Raceday Attraction Program grants will be paid upon satisfactory completion of the project.

All final grant claims must be accompanied by proof of expenditure, as outlined in the Funding Agreement. The Office of Racing will request the following information for payment of the grant:

- a Tax Invoice (to the Department of Justice);
- a report on the final outcome of the project;
- copies of the club's acknowledgement of the Government's contribution to the project (as stated in your application);
- copies of all invoices for the project as evidence of the project cost; and
- a completed Statutory Declaration attesting to the total cost of the project.

6.2 Will I need to report on the progress of the project?

Yes.

Reporting requirements will be outlined in the Funding Agreement you enter into when your application is approved.

In cases of infrastructure grants, you will be asked to provide progress reports on the status of the project, as well as a final report once works are complete.

For Raceday Attraction Program grants, you will be asked to provide a final report after the conclusion of the race day, including information on attendance figures, on-course turnover, customer experience and an overview of the success or otherwise of the event. Specific requirements will be detailed in the Funding Agreement.

7. Checklist

Please refer to the checklist below to ensure all the required information is included with your application:

- Each section of the application form has been answered in detail.
(Note: if there is insufficient space, additional pages may be attached)
- The funding tables in Section 6 and Section 7 of the application form have been completed.
- Total project costs given in tables under Sections 6 and 7 are consistent.

The following required supporting documentation has been included/attached:

- Quotations/tender documents (as per section 3.2)
- Business case (as per section 3.4)
- Detailed project financial budget
- Detailed project plans
- Letters of support
- Controlling body
- Local council
- Key stakeholders
- Community support (e.g. venue user groups)
- Other (please specify)

For applications for funding for VRIF Racing Infrastructure or Picnic Racing Clubs:

- Planning/building permits (*if applicable*)
- Project reports (*if applicable - e.g. engineering, electrical, plumbing, OH&S reports*).

For applications for funding from the Raceday Attraction Program:

- The application is submitted to the Office of Racing *at least* 16 weeks prior to the commencement of the project; or
- Application discussed with Office of Racing (_____) on ____ / ____ / ____
(insert name)
- The proposed date/s and name of the event are included.

8. Further Information

For more information about the Victorian Racing Industry Fund, or to discuss any specific queries you may have, please contact the Office of Racing.

Phone: (03) 8684 1903

Fax: (03) 8684 1900

Email: LiquorGamingandRacingEnquiries@justice.vic.gov.au

Website: www.justice.vic.gov.au/racinggrants