

OFFICE OF SPORT

HER
SPORT
HER WAY

Grant Program

2020/2021

Guidelines

Opens 5 March 2021

Closes 5pm 12 April 2021



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Message from the Minister for Sport



I am pleased to announce the opening of the second round of the Her Sport Her Way Grant Program - a key initiative of the Her Sport Her Way strategy.

The program will provide more than \$2.5 million over four years in funding, resources, and tools to assist State Sporting Organisations to grow their sports for women and girls, reduce barriers to participation, improve leadership opportunities and promote safe and inclusive sport experiences.

The program provides a platform to drive powerful change and explore and test new ideas and ways of doing things. In 2019-20 \$635,000 was awarded to 23 State Sporting Organisations for programs that are breaking down participation barriers, promoting role models and fostering inclusivity, and I am confident that this round will also have a real impact and deliver long term benefits for women's and girls' sport.

State Sporting Organisations will be supported with project planning and evaluation.

Grants from \$10,000 - \$50,000 are available, so please take the time to read these guidelines and use the project planning resources when preparing your application.

I encourage all eligible State Sporting Organisations to submit an application by 5pm Monday, 12 April 2021.

A handwritten signature in white ink that reads "Geoff Lee". The signature is fluid and cursive.

The Hon. Geoff Lee, MP
Minister for Sport



Introduction

The Her Sport Her Way Grant Program Guidelines set out the funding rules for the Her Sport Her Way Grant Program (the Program) for applicants, including eligibility and the process for assessing and allocating funding to the successful grant applicants.

Applicants must read this document before filling out an application.

About the Her Sport Her Way grant program

Her Sport Her Way (2019-2023) is a four-year strategy that aims to build a stronger NSW sport sector where women and girls are valued, recognised, and have equal choices and opportunities to lead and participate.

It provides a clear role for the NSW Government to work with the sector and new partners in innovative ways to shape the future of women’s sport.

The Program is a key initiative under this strategy and supports the [Year Two Action Plan](#), sports participation

plans and [Office of Sport Strategic Plan 2020-2024](#).

It also provides support to [NSW State Sporting Organisations](#) (Organisations) to develop and deliver new initiatives to increase participation of women and girls in sport, on and off the field, with a focus on diversity and inclusion.

Program objectives

The key objectives of the Program are:

- Increase the number of women and girls playing sport and improve the retention of adolescent girls
- Increase the number of women in leadership positions both on and off the field
- Improve gender inclusive sporting cultures and environments

Funding category and description	Examples include:
<p>Participation</p> <p>Projects that aim to reduce barriers to participation for women and girls and create innovative, inclusive sport experiences that reflect what women and girls want.</p>	<ul style="list-style-type: none"> • Projects designed to attract new female participants and/or address adolescent drop off • Programs that engage key influencers to facilitate girls' participation in sport, such as parents, coaches, and teachers • Community activation events, forums and education sessions focused on sharing experiences and successful engagement strategies for women and girls in sport
<p>Leadership</p> <p>Projects that aim to attract, develop, and retain female coaches, officials, and leaders, and projects that recognise and celebrate their achievements.</p>	<ul style="list-style-type: none"> • Projects that lead to improved pathways and the visibility of female coaches and officials eg. mentoring and scholarship programs • Projects designed to encourage and support young women to advance their careers in sport and aspire to leadership positions, with a youth engagement approach • Initiatives that recognise and increase visibility of role models to inspire participation for women and girls eg. case studies and digital storytelling
<p>Capability</p> <p>Projects that aim to build the capability of Organisations to increase the participation of women and girls both on and off the field, and projects that build gender inclusive sporting cultures and environments.</p>	<ul style="list-style-type: none"> • Projects that increase the effectiveness of boards and management in relation to female participation including improvements to policies, processes, performance, stakeholder relationships, strategic planning and whole of sport communication • Projects that build a positive, gender inclusive culture across the organisation • Research projects that contribute to the information/evidence base about female participants to assist Organisations to make decisions about operations, planning and future delivery options (eg. facility audit; data collection; consumer insights)



Funding available

- **Grants from \$10,000 - \$50,000**
- **Applicants may apply for more than one project, or multiple locations however the maximum available to any one organisation is \$50,000 p.a.**

The amount requested should reflect the scale and reach of the project and the Organisations contribution to the project.

Organisations must contribute to the project, this can be financial, staff contribution or through use of voluntary labour, donated products or services, or other resources directly related to the project. The Organisation is also responsible for all project administration costs.

Applicants should identify whether their project may not proceed if the full grant amount requested is not approved. The Office of Sport reserves the right to recommend part-funding of projects where there is insufficient funding available for the whole project or where only a component of the project is approved for funding. This includes the removal of ineligible project costs from the budget.

Should a lesser amount be approved, adjustments to the project scope may be negotiated during the contract phase. Successful applicants must enter into a funding agreement with the Office of Sport. The funding agreement will include reporting requirements.

Project planning

To assist with project planning, Organisations are encouraged to use the [Her Sport Her Way Participation Planning Tool](#) and attend the [Think Tank](#) where the latest research and insights will be explored and practical case studies that reduce barriers and increase participation will be showcased.

Evaluation and reporting

Successful organisations will be required to report against the Her Sport Her Way Grant Program Evaluation Framework and any conditions outlined in the Funding Agreement.

Successful applicants will be required to:

- Attend an evaluation workshop that will address the evaluation framework requirements
- Provide progress reports against key milestones
- Develop a case study and/or digital story to share and promote successful approaches and/or strategies
- Complete projects by Dec 2022

Up to \$650,000 of funding is available in the 2020/21 round

Important dates

The following dates apply to this funding round.

Applications open	5 March 2021
Online information session	11.30am 12 March 2021
Think Tank	23 March 2021
Applications close	5.00pm 12 April 2021
Outcomes advised	May 2021
Evaluation workshop 1	3 June 2021
Evaluation workshop 2	10 June 2021
Funding agreements executed for successful projects	From May 2021 onwards
Projects to be completed within 18 months of signing the funding agreements.	

Office of Sport reserves the right to amend any of these dates during the Program, at its absolute discretion.

Eligible applicants

NSW State Sporting Organisations and State Sporting Organisations for people with Disability. Check your eligibility against [Recognised State Sporting Organisations in NSW](#).

Eligible Organisations are encouraged to partner with other Organisations, including those with specific experience working with women and girls and underrepresented communities.

Ineligible project costs

The Program will not fund the following projects or project components:

- have commenced or completed at the time of application

- have already been funded by the NSW Government unless significant new and additional scope is identified
- are not projected to be completed within 18 months of executing the funding agreement
- staff wages and administration costs
- appearance fees, prize money, trophies, and presentation functions
- events that are organised for the primary purpose of fundraising
- purchase of land, rental of premises or associated occupancy payments
- general running costs including capital equipment or office equipment
- insurance (public liability, general liability, etc.)
- infrastructure projects (eg. construction/upgrade, maintenance, and repairs)



What is the application process?

How to apply

Follow the steps below to submit your applications.

You can find information at <https://www.sport.nsw.gov.au/clubs/grants/her-sport-her-way>



1 Check your eligibility

- Before you apply, please read the guidelines and related materials to make sure you understand all relevant requirements. You can find this information at <https://www.sport.nsw.gov.au/clubs/grants/her-sport-her-way>



2 Plan your project

- Review the [Her Sport Her Way Strategy](#) and [Year Two Action Plan](#)
- Register and participate in the online information session and the [Think Tank](#) to review the latest research and insights and explore practical solutions to assist in identifying and planning priority projects for your grant applications
- Gather your evidence
 - Complete the [Her Sport Her Way Participation Planning Tool](#)
 - Check your project's alignment with Her Sport Her Way, State/National sports plans, [Office of Sport Strategic Plan and priorities](#)
 - Establish partnerships with relevant stakeholders



3 Prepare your application

- Check you are an [eligible applicant](#)
- Register or search for your organisation through the Office of Sport's grants online system (only register if not already in the online system) – always use generic organisation email address where possible
- Register your project
- Complete the application by filling in each of the sections including uploading any supporting documentation
- Submit the application by the closing date/time of **5pm, Monday 12 April 2021**
- Incomplete applications, or applications and/or supporting documents submitted after the closing time and date may not be considered eligible. A late application will only be considered where its acceptance would not compromise the integrity and competitiveness of the process. The final determination on whether a late application will be accepted will be made by the Grant Assessment Panel

How to claim your grant

Successful applicants will be required to accept the Program's Terms and Conditions including:

- Executing a funding agreement with the Office of Sport
- Providing an invoice (plus GST if registered for GST) made out to the Office of Sport
- If your organisation does not have an ABN, you must upload a [signed ATO Statement by Supplier form](#)

Assessment process

The Her Sport Her Way Grant Program is administered by the Office of Sport. The Office of Sport will undertake an initial eligibility assessment to determine that:

- The applicant organisation is eligible to apply and has Public Liability Insurance with a minimum \$5 million cover
- The application is complete, submitted by the closing date, project aligns with funding category selected, includes any supporting documentation, meets Program requirements in regard to project commencement in 2021 and completion dates December 2022, and the amount of funds requested

The Office of Sport will undertake an eligibility check on all grant applications and make recommendations to the Grant Assessment Panel on ineligible projects for approval.

The Office of Sport, if requested by the Grant Assessment Panel may request additional information or clarification from applicants to assist in the assessment process.

The Grant Assessment Panel will include representatives from Office of Sport and an independent person with the appropriate knowledge. The Grant Assessment Panel will assess all eligible applications against the Program aims, focus, objectives, and assessment criteria. The Grant Assessment Panel in determining the final recommendations, may also consider geographic and sport spread, distribution across funding categories.

The Minister's role is to consider the recommendations of the Grant Assessment Panel and make decisions relating to the approval of funding. The Minister for Sport has the discretion to accept or vary the recommendations of the Grant Assessment Panel.

Assessment criteria

In preparing the applications, prospective applicants will be asked to address each of the following assessment criteria:

Criteria	Detail
Program focus and objectives	<p>Strategic Justification</p> <p>Applicants should demonstrate how the project meets at least one of the objectives of the program within the nominated funding category.</p> <p>Applicants should demonstrate how the project aligns with Her Sport Her Way strategy and Year Two Action Plan, sports participation plans, or other relevant strategies including Office of Sport Strategic Plan 2020-2024 and its focus on underrepresented populations</p>
Project scope and need	<p>Demonstrated need</p> <p>Applicants should provide a project description including the evidence for the project need. This should include:</p> <ul style="list-style-type: none"> • what will be delivered • how and where the project will be delivered (i.e. specific/multiple locations or state-wide) • evidence/data to support the project need • key milestones • target audience and benefits
Organisation capacity to deliver project	<p>Applicant's capacity to deliver the project within 18 months</p> <p>Applicant should demonstrate their capacity to deliver the project and how the project will be managed:</p> <ul style="list-style-type: none"> • proven experience in delivering similar projects and personnel with appropriate experience • the application identifies why funding is important and strategies for ongoing sustainability of the initiative • if relevant, provide evidence of an established partnership and their contribution

Criteria	Detail
Project readiness	<p>The project is ready to commence in 2021</p> <p>Applicant demonstrates a detailed plan which includes a clear approach and realistic timeframes</p> <p>The applicant:</p> <ul style="list-style-type: none"> • has the capacity to start the project in 2021 and deliver the project within 18 months of executing the funding agreement • milestone schedule is complete and provides information about deliverables against key timelines
Project budget	<p>The budget is clear and detailed</p> <p>The budget should be reasonable, based on valid cost estimates and realistic funding model including:</p> <ul style="list-style-type: none"> • the budget clearly outlines the project components that will be funded by the grant and the components to be funded by the applicant • the budget represents value for investment or return on investment, including the leveraging of partnerships to enhance project outcomes



Further information

Notification of outcomes

Applicants will receive a system generated email containing a PDF copy of the application when submitted successfully. If you believe you have submitted your application but do not receive a confirmation email, check your junk mail. If not received, please email grantsunit@sport.nsw.gov.au to verify. Applications not submitted cannot be assessed.

Once the recommendations have been made, all applicants will be notified in writing and details of successful projects will be published on the Office of Sport [website](#).

The Office of Sport will contact the successful applicants to finalise the project milestones and establish a funding agreement.

Governance

Conflicts of interest

Any conflict of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Office's staff, any member of a committee or advisor and/or any of the applicant's personnel:

- has a professional, commercial, or personal relationship with a party who is able, or may be perceived, to influence the application selection process, such as a NSW Government officer;
- has a relationship with, or an interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

Applicants will be asked to declare, as part of their application, any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no conflict of interest.

If applicants later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, they must inform the Office of Sport in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

Funding obligations

The successful applicant approved for funding will be required to enter into a funding agreement that covers their obligations. The project must be completed within 18 months of the date of accepting the funding Terms and Conditions unless an extension for the project's delivery is agreed to by the Office of Sport.

The following reflects the intent of some key provisions

that will be included in the funding agreement with successful applicants:

- Successful applicants will be required to complete and return progress reports on the agreed milestones of the project.
- Any variation to the project as detailed in the application form must be agreed to in writing by the Office of Sport.
- If, for whatever reason, an organisation is unable to proceed with a project, Office of Sport must be informed in writing as soon as possible.
- Office of Sport reserves the right to reduce proportionally the amount of the grant if the total cost of the project is less than the amount stated in the application.
- A financial acquittal and project report will be required within three months of completion of the project. The project report will report against the outputs and outcomes information provided by the applicant in the submitted application.
- Applicants that do not provide a financial acquittal and project report by the required date(s) may be ineligible for future Office of Sport grants until this is provided.
- Recognition of funding as per the NSW Government Funding Acknowledgement Guidelines and supporting evidence.
- Case study and or digital story of the project must be provided.

If a successful applicant breaches any of the terms and conditions of the funding agreement, the Office of Sport reserves the right to reclaim the grant in part or in whole at its discretion.

Payment of grants

In line with the funding agreements and agreed milestones, payment of the grant can only be made to the successful applicant issuing a milestone report for review and approval accompanied by a tax invoice to:

Office of Sport

Locked Bag 1422
Silverwater NSW 2128

Organisations that do not have an ABN must provide a signed ATO Statement by Supplier form that can be downloaded from: https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf

Insurances

Organisations applying for funding via this Program are required to have a minimum Public Liability Insurance cover of \$5 million. It is recommended, but not a condition of funding, that applicant organisations have Personal Accident, Professional Indemnity and Directors and Officers insurance. Organisations that employ staff must comply with the Workplace Injury Management and Workers Compensation Act 1998 (NSW).



Publicity

Ensuring that any media opportunities, speaking engagements and signage relating to the Program or project are discussed with, and approved in advance by, Office of Sport.

Successful applicants must acknowledge the [NSW Government's support through the provision of funding](#).

Disclaimer

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant.

Government Information (Public Access) Act 2009

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of the Office of Sport are subject to the provisions of the Government Information (Public Access) Act 2009. Under some circumstances a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.

Privacy policy

The Office of Sport will collect and store the information you voluntarily provide to enable processing of this grant application. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected. The Office of Sport is required to comply with the Privacy and Personal Information Protection Act 1998. The Office of Sport collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application. Applicants must ensure that people whose personal details are supplied with applications are aware that the Office of Sport is being supplied with this information and how this information will be used.

Disclosure of project information

Should your application be successful, the Office of Sport will provide certain information to the media and Members of Parliament for promotional purposes.

This information may include applicant name, project name, project description, location and amount funded. The contact details supplied by the person submitting the application may also be provided to Members of Parliament for promotional purposes.

Declaration by applicant

The declaration section of the application should be approved by a person who has delegated authority to sign on behalf of the organisation eg. CEO, General Manager, or authorised member of the Board of Management.

Important notes

Office of Sport's capacity to efficiently assess your application is conditional upon you submitting a completed, accurate application. Applications may be deemed ineligible if all information is not provided. Apart from organisation and applicant contact details, information provided in applications cannot be changed after the closing date. An applicant may commence their project after the advertised closing date for applications. This is on the understanding that if unsuccessful the applicant is responsible for the full cost of the project.

Useful resources

The Office of Sport has a number of resource libraries to assist in running your organisation including [Her Sport Her Way Participation Planning Tool and Resources](#), [Events Resources](#), [Community Sport Infrastructure Resource Library](#).

Contact Information

Office of Sport staff are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. They can also provide advice relating to the online application process. Please direct enquiries to grantsunit@sport.nsw.gov.au

Definitions

The Office of Sport grant programs have published definitions, these are available at <https://www.sport.nsw.gov.au/clubs/grants/faqs>.



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