

Regional Sport Facility Fund

2020/2021 Application Eligibility Checklist

Before submitting your application to the Regional Sport Facility Fund (RSFF), please use this checklist. You need to make sure your project is eligible for funding and you've included everything required for your project's assessment.

Please review the current RSFF Guidelines, Fact Sheet and FAQs before preparing your project plan or business case application.

Requirement	Advice	Yes	No
My project is in an eligible NSW area: <ul style="list-style-type: none"> Local Government Authorities in Regional NSW, Lord Howe Island and the Unincorporated Far West. 	Check the list of eligible locations on the RSFF web page. If the project is located outside these areas, it is not eligible for RSFF funding. Refer to Regional Sport Facility Fund Guidelines and eligible locations.	<input type="checkbox"/>	<input type="checkbox"/>
My organisation is: <ul style="list-style-type: none"> a local government authority in Regional NSW, Lord Howe Island and the Unincorporated Far West a State Sporting Organisation, State Sporting Organisation for People with Disability or the National Sporting Organisation where the state body is part of a unitary governance model an incorporated, community-based, not-for-profit sporting organisation (clubs and associations whose primary purpose is to organise sporting activities/ deliver sport programs) and organisations providing sport and recreation programs that benefit the community, such as PCYCs, YMCA and YWCA an organisation that owns and administer public parklands a private enterprise (for-profit organisation). 	If your organisation is not one of those listed, you are not eligible to apply for RSFF funding. Project applications involving partnerships between groups are encouraged. For example, a council may submit an application on behalf of a sporting club or association.	<input type="checkbox"/>	<input type="checkbox"/>
My organisation is registered for GST and is compliant with all Office of Fair Trading or Australian Securities and Investments Commission requirements and has an ABN/ACN.		<input type="checkbox"/>	<input type="checkbox"/>
My project grant request is between \$100,000 and \$1 million.	If your grant request is for less than \$100,000 or more than \$1 million, you are not eligible to apply for RSFF funding.	<input type="checkbox"/>	<input type="checkbox"/>

Requirement	Advice	Yes	No
For projects with a total project cost greater than \$1 million, evidence of a minimum 25 percent financial co-contribution of the grant amount requested has been provided.	Evidence of the committed 25 percent financial contribution is provided. Projects with greater financial co-contribution will be considered favourably.	<input type="checkbox"/>	<input type="checkbox"/>
I have provided evidence of financial support from other funding partners and information on any other funding sources for the project.	Attach copies of letters of approval, bank statements, other grants, council resolutions committing the funds. Projects with greater financial co-contribution will be considered favourably.	<input type="checkbox"/>	<input type="checkbox"/>
The land on which the facility is to be developed is one of the following: <ul style="list-style-type: none"> • Crown reserve land • land owned by a public authority (for example, municipal property) • land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public • land vested in NSW Aboriginal Land Councils under the NSW Aboriginal Land Rights Act 1983 • private land that benefits the community's interests in sport and recreation. 	Provide evidence such as proof of land ownership and tenure, lease arrangements.	<input type="checkbox"/>	<input type="checkbox"/>
My organisation has provided a signed letter of consent from the landowners for the project on the land on which the facility/infrastructure will be built.	Evidence of permission from the landowner for the project on the land in which the project will be developed. Applicant has provided evidence of tenure and lease arrangements. For projects located on public school land, a letter of support must be provided from School infrastructure NSW.	<input type="checkbox"/>	<input type="checkbox"/>
My project scope is eligible and does not include any ineligible project components.	Refer to Guidelines for eligible and ineligible project components and project types.	<input type="checkbox"/>	<input type="checkbox"/>
An approved Development Application or demonstrate that a Development Application is not required has been provided.	Attached copy of approved DA or evidence that a DA is not required.	<input type="checkbox"/>	<input type="checkbox"/>
I have attached letters of support from key stakeholders. These can include councils and the relevant state/national sporting organisation(s). Projects costing \$5 million or more must have a statement of support from a state sporting organisation, state sporting organisation for people with disability or the national sporting organisation where the state body is part of a unitary governance model.	NSW State Sporting Organisation details can be found on the Office of Sport and Sport Australia website.	<input type="checkbox"/>	<input type="checkbox"/>
My organisation has completed the project plan or business case template.	A project plan for projects with a total cost under \$5 million and a business case for projects with a total cost of \$5 million or more.	<input type="checkbox"/>	<input type="checkbox"/>
The project demonstrates opportunity to increase sport participation.	Competitive applications will clearly articulate how the project will increase the number and type of sporting facilities, improve the standard of existing sporting facilities and/or increase participation in sport. Provide existing and projected participation data. Attach Facility Usage Schedule.	<input type="checkbox"/>	<input type="checkbox"/>

Requirement	Advice	Yes	No
The application has strong claims/evidence for each of the four assessment criteria: strategic justification, project scope and inclusive design, project affordability and project deliverability. Descriptions of the four criteria are provided in the fact sheet.	Competitive applications will have strong claims against each of the criteria, supported with evidence. Attach relevant support materials	<input type="checkbox"/>	<input type="checkbox"/>
My project is a joint application and a letter of support from the project partner is attached. Additionally, I have demonstrated how the partnership model (including asset management) would be administered to deliver the project.	If the project is a joint application, this must be a 'yes' to apply.	<input type="checkbox"/>	<input type="checkbox"/>
The project can commence within six months of executing the funding agreement.	Evidence has been provided that the application has the capacity, budget, procurement timetable and relevant organisation approvals to commence the project.	<input type="checkbox"/>	<input type="checkbox"/>
The projects can be completed within two years of the execution of the funding agreement.	Provide evidence of deliverability in the project plan/business case in the milestone reporting. Attach project management plan/framework.	<input type="checkbox"/>	<input type="checkbox"/>
I have provided a detailed budget and can substantiate the costings.	Budgets should include clear descriptions of all the costs associated with the project and ongoing operation of the project, and itemise what the RSFF funding will cover. Predicting future costs requires some assumptions, which should be clearly explained to provide the assessment panel with an understanding of how budget figures have been calculated. Where quotes are provided, they must contain the supplier's business details.	<input type="checkbox"/>	<input type="checkbox"/>

Examples of additional supporting documents (if weblinks are available for supporting documents please list instead of uploading documents)

Joint use agreement – School Infrastructure NSW
Funding agreements for funding contributions from project partners
Council resolutions
Project schematic/detailed design plans/aerial maps
Facility usage schedule
Stakeholder consultation plans/surveys/support
Facility management plan including content scheduling
Masterplans/precinct plans
QS reports/quotes/tender price or independent qualified expert report
Project management framework – detailed project plan with timelines demonstrating how the project can move from schematic designs to construction within 6 months.