

OFFICE OF SPORT

# Surf Club Facility Program



**2020/2021**  
Guidelines

**Opens** 18 December 2020  
**Closes** 5pm, 3 March 2021





# Message from the Minister



**Surf Life Saving Clubs play a vital role in our community, keeping people safe in the water and providing opportunities for people to get fit and healthy.**

It gives me great pleasure to welcome applications for the fourth round of the Surf Club Facility Program, which will deliver a \$4 million injection into Surf Life Saving Clubs in NSW. This funding will not only benefit surf club users but communities across NSW, as demonstrated throughout the bushfire season of last Summer.

The Surf Club Facility Program projects, provides grant funding for the upgrade, restoration or construction of surf lifesaving facilities that benefits our 76,000-strong lifesaving volunteer force and the wider community.

The important work of our surf volunteers extends far beyond patrolling beaches and ensuring our swimmers can enjoy our beautiful coastline safely – they also form a vital part of our Australian identity.

The Program will assist eligible Surf Life Saving Clubs throughout NSW to develop facilities that will enable increased facility usage, improve safety and increase participation in Surf Life Saving.

Surf Clubs will have the opportunity to submit projects that enhance operations and increase capacity for use by members and the general public for years to come. Grants are available from \$30,000 to \$350,000 and I encourage everyone, whether you're an active member of your local Surf Life Saving Club or a supporter of the great work that they do, to spread the word about this wonderful opportunity.

Please take the time to read these guidelines notes and, if you believe your project is eligible, submit an application by 5pm 3 March 2021.

**The Hon. Geoff Lee, MP**

Acting Minister for Sport



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# Introduction

The Surf Club Facility Program Guidelines set out the funding rules for the Surf Club Facility 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 Surf Club Facility Program

The NSW Government recognises the critical role Surf Life Saving Clubs have in local communities delivering on-beach safety, training and education and keeping people active and connected.

The Surf Club Facility Program is part of the NSW Government's four-year commitment to support the upgrade of local Surf Life Saving Clubs (Surf Clubs) facilities across NSW. The Program is in its fourth year, and since round one (2017/2018) the NSW Government has invested over \$12 million in Surf Life Saving Clubs to create fit-for-purpose facilities in local communities to increase participation, access, and safety on our NSW beaches.

The 2020/2021 Program will continue to support the construction of new, upgraded and the expansion of safe and inclusive Surf Club facilities in NSW.

## Program aim, focus and key objectives

The Program aims to assist eligible Surf Life Saving Clubs throughout NSW to develop facilities that will enable increased facility usage, improve safety and increase participation in Surf Life Saving. The focus is on universally designed and functional Surf Club facilities that increase the capacity and type of use for the general

public and/or Surf Life Saving Club members. The focus of the Program includes removing barriers to access, incorporating environmentally sustainable design and enhancing operational sustainability.

Funding is prioritised in line with:

- the [Premier's Priorities](#);
- the [Office of Sport Strategic Plan](#) and priorities;
- [Surf Life Saving NSW Strategic Plan](#); and
- projects that address a community need and demonstrate inclusive design principles.

## Program Objectives

The key objectives of the Program are:

- **Participation:** Increase the usage and/or participant numbers in Surf Life Saving.
- **Access:** Increase the use of Surf Life Saving facilities by community groups and/or the public; and
- **Safety:** Improve safety at Surf Life Saving facilities.

## Funding availability

**Funding available for this Program is up to \$4,000,000**

The Surf Club Facility Program provides grants between \$30,000 and \$350,000 per project.

NB: Over the lifespan of the Program (from 2017/18) a funding cap of \$500,000 applies, an individual Surf Club will not be awarded more than \$500,000 in total.

If an applicant is unsure of the funding amount awarded to their Surf Club since 2017/18, please email [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au).

Applicants must contribute 25% or more co-contribution to the total cost of the project. This can include voluntary labour\* which should be substantiated with written quotes, donated material and/or equipment or resources.

Local Government Authorities are encouraged to contribute and these contributions can be counted towards the applicants 25% essential project co-contribution.

Administration costs are to be covered by the applicant and should not be included in the project budget.

**Type of Program**  
Facility Development

**Applications open**  
18 December 2020

**Applications close**  
5pm, 3 March 2021

\*Voluntary labour: Breakdown of 'Voluntary Labour' details should be uploaded in the quote upload section of the application. Hourly rates should be determined as follows: Un-skilled labour – no more than \$25 per hour Skilled Labour – trade hourly rate as determined by the award [List of Awards](#).

# Funding availability (continued)

All successful applicants must enter into a funding agreement with the Office of Sport. The funding agreement will include a milestone and reporting schedule, where payments will be made based on the requirements outlined in the milestone schedule being deemed as complete by the Office of Sport. Grant payments will not be made until an executed funding agreement is in place and the Office of Sport will not be responsible for any project expenditure until this time.

Projects must commence in 2021 and be completed within the timeframe specified in the funding agreement. It is expected that projects will be completed within 24 months of the execution of the funding agreement. Funding approval may have specific conditions that have been determined throughout the assessment process and these will be included in the funding agreement.

Applications should identify whether the project may not proceed if the full grant amount requested is not approved. The Office of Sport reserves the right to recommend grant amounts that may differ from the amount requested in the application, including if the amount requested would exceed the total funding allowance of \$500,000 across this program. Any such details will be specified in a written offer as well as the funding agreement. Any extension to the funding agreement must be requested in writing and approved by the Office of Sport.

## Important dates

The Program timeline can take between 3 to 6 months depending on the number of applications. The Office of Sport reserves the right to amend any of these dates during the Program, at its absolute discretion.

<b>Applications open</b>	18 December 2020
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<b>Applications close</b>	5pm, 3 March 2021
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<b>Assessment process</b>	March 2021
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<b>Outcomes advised</b>	April 2021 onwards
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<b>Funding agreements executed for successful projects</b>	May 2021
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# Eligible applicants

To be eligible for the Program, the project must be located in NSW and applicants must be a:

- Surf Life Saving Club in NSW; or a
- Surf Life Saving NSW Branch. Branches are able to apply for surf club related works e.g., storage sheds for emergency equipment. However, they will only be considered if all applications from Surf Life Saving Clubs in the round receive funding.
- Surf Life Saving Clubs that have not reached the program funding cap of \$500,000 (since 2017/18 to date). Applicants are encouraged to email [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) to confirm the funding awarded to the Surf Club since 2017/18.

Applications must have the landowner's consent for the project.

# Ineligible applicants

Applicants not affiliated with Surf Life Saving NSW are not eligible. Individual applications are not eligible. Applications must be made by a person authorised to submit the application on behalf of the Surf Life Saving Club.

# Eligible project costs

Examples of eligible project types and costs include:

- construction of new Surf Life Saving Club facilities; and
- capital enhancement of existing Surf Life Saving Club facilities.

Priority will be given to Surf Club facilities identified as:

- being in poor or unserviceable condition;
- addressing a demonstrated need for the community; and
- high urgency to address facility building compliance requirements.

# Ineligible project costs

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

- have little or no public benefit; that are not used primarily for surf lifesaving activities;
- have commenced or completed at the time of application;
- involve the development of private or commercial ventures;
- are not projected to be completed within 24 months of executing the funding agreement;
- have already been funded by the NSW Government unless significant new and additional scope is identified;
- seek to repair of facilities where the damage can be covered by insurance;
- include purchase of land;
- include general annual maintenance e.g. painting;
- seek to purchase equipment including computers, printers, office machinery, surf boards, stop watches, sails on boats, flagpoles, etc;
- request grants of more than \$350,000 or less than \$30,000;
- request more than 75% of the total project cost;
- have not verified that all other funds are available for the project;
- preparation planning - feasibility studies, design or development stages for a project; and
- are in the planning phase and do not have a current development consent from Council (i.e. if a Development Application (DA) is required, a copy of the approved council determination must be provided at the time the grant application is submitted).

# Required documentation

All applicants must upload the following essential documentation for all projects as part of the application:

- owner's consent to undertake the project;
- copy of current Council approved DA determination if a development approval is required OR a letter from Council to confirm that a DA is not required. If a DA is required and can not be identified as current the application may not be considered;
- for supply of goods or services between \$10,000 and \$150,000, a minimum of three (3) quotes must be obtained for the work. For amounts under \$10,000, at least one (1) quote is required. Any quotes provided must be on company letterhead from the organisation that supplies the goods or services;
- evidence of the project's co-contribution; and
- letter of support from Surf Life Saving NSW outlining if the club is in poor or unserviceable condition or is addressing a community need.



# What is the application process?

## How to Apply

Follow the steps below to submit your applications.



### 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 the relevant information at [sport.nsw.gov.au/clubs/grants/SCFP](https://sport.nsw.gov.au/clubs/grants/SCFP).



### 2 Prepare your application

- Applying for the Surf Club Facility Program is a one-step process. Surf Clubs that are unsure of if they have reached the \$500,000 funding cap for this program should email [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) to confirm if they can apply under this round of the Program.
- Eligible applicants must submit an application and supporting documents via the Office of Sport online grants system by 5pm, 3 March 2021.
- The application must address the Program's criteria and include a realistic budget and identify other funding partners, where relevant. The application should identify if the project may not proceed if the full grant amount requested is not received.
- For projects that require a DA, a copy of a current approved DA must be uploaded.
- Applications are assessed against the Program aims, focus, objectives and assessment criteria outlines in the Surf Club Facility Program Guidelines.



### 3 Prepare your application

- 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 the supporting documentation.
- Submit the application by the closing date/time of **5pm, Wednesday 3 March 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) according to the agreed milestone payment schedule 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 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, includes all the required supporting documentation, meets program requirements in regard to project commencement and completion dates, including the amount of funds requested.

The Office of Sport will make eligibility recommendations to the Grant Assessment Panel for approval.

The Grant Assessment Panel will include representatives from Office of Sport, Surf Life Saving NSW and an independent person with appropriate knowledge. The Grant Assessment Panel will assess all eligible applications against the program aims, focus, objectives and assessment criteria.

Prior to recommendations being made to the Minister for Sport, the completed assessment reports will be reviewed by an Evaluation Committee to ensure the funding applications satisfy the assessment criteria and the assessment was based on transparency, accountability, and probity. 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 may accept or vary the recommendations of the Grant Assessment Panel, at their discretion.

## Assessment Criteria

The Grant Assessment Panel will assess each eligible application on merit and scored against the following criteria:

Criteria	Detail	Weighting (if applicable)
<b>Program Focus and Objectives</b>	<p><b>Alignment with priorities</b> Applicants should demonstrate how the project addresses the Program objectives: Participation, Access or Safety.</p> <p>Demonstrate how the project aligns to one or more of the following:</p> <ul style="list-style-type: none"><li>• Premiers' Priorities.</li><li>• Office of Sport Strategic Plan and priorities.</li><li>• Surf Life Saving NSW Strategic Plan.</li></ul> <p>Outline how the project has incorporated one or more of the design principles identified in the program guidelines such as:</p> <ul style="list-style-type: none"><li>• inclusive and universal design principles;</li><li>• functional design;</li><li>• environmentally sustainable design; and</li><li>• operational sustainability.</li></ul>	20%
<b>Project Need</b>	<p><b>Demonstrated need (the project addresses a clear need)</b> Applicants should demonstrate the:</p> <ul style="list-style-type: none"><li>• project's capacity to impact on increased utilisation.</li><li>• projects capacity to provide increased participation for women and girls, people with disability or underrepresented groups, through fit-for-purpose, accessible and safe facilities, and usage opportunities.</li><li>• projects capacity to provide quality social infrastructure, including safe places that support the community.</li><li>• urgency to address safety, poor quality facilities and compliance needs of the facility.</li></ul> <p>Applications should include evidence to support the project need.</p>	25%



Criteria	Detail	Weighting (if applicable)
<b>Organisation Capacity</b>	<p><b>Applicants capacity to deliver the project within 24 months of executing the funding agreement? How will the project be managed?</b></p> <p>The application demonstrates the extent to which the organisation:</p> <ul style="list-style-type: none"> <li>• has the capacity to start the project in 2021 and deliver the project within 24 months of executing the funding agreement. Evidence of project timelines.</li> <li>• has proven experience in delivering similar projects and personnel with appropriate experience, and or capacity to manage the project.</li> <li>• if relevant, demonstrates there is a collaborative approach with a range of partners and indicates how they will contribute to the project.</li> </ul>	25%
<b>Project Budget</b>	<p><b>Does the project deliver a return on government investment?</b></p> <p>The applicant provides a detailed budget including project costs and funding sources. The budget should be reasonable, robust and cost effective. The budget should clearly explain the project components that will be funded by the grant and the components to be funded by the applicant.</p> <p>A co-contribution of at least 25% has been outlined, with supporting evidence. Details of any other grant funding the Surf Club may have received for this or similar projects, under previous facility funding or other related grant programs.</p>	15%
<b>Project Readiness</b>	<p><b>Is the project ready to commence upon receipt of funding and be completed within 24 months?</b></p> <p>The application demonstrates the extent to which the project is, supported by a clear approach and realistic timeframes?</p> <ul style="list-style-type: none"> <li>• Provides supporting documentation that is required by the Office of Sport (see page 6).</li> <li>• Provide evidence of the ability to commence construction within six (6) months of executing a funding agreement through the provision of concept/detailed design plans and current cost plans.</li> <li>• Provide evidence of Development Application approval (if required).</li> </ul>	15%



# 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](mailto: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 24 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. This may also include facility use schedules.
- 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 and at the end of each financial year as outlined in the funding agreement. 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.
- Photos of the completed 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](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 grant or program 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 e.g. 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

**Community Sport Infrastructure Resource Library** This Office of Sport resource aims to assist in the planning, design and construction of innovative, sustainable and fit for purpose community sporting infrastructure. It is designed for government and non-government sporting facility planners, designers and builders, professionals in allied fields (e.g. landscape architects), managers of existing facilities, public and private sector practitioners.

## 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 on-line application process. Please direct enquiries to [grantsunit@sport.nsw.gov.au](mailto: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>.



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