

# Surf Club Facility Program

ADDITIONAL INFORMATION



# **FREQUENTLY ASKED QUESTIONS**

## **How do I prepare and submit an application?**

All applications and supporting documentation must be submitted using the Office of Sport's [Grants Online - Surf Club Facility Program](#) system.

## **When do applications need to be lodged by?**

Applications must be lodged by **5pm on 3 March 2021**, via the Office of Sport's [Grants Online - Surf Club Facility Program](#) system. Incomplete applications, or applications and/or supporting documents submitted after the closing time and date may not be considered eligible.

## **What criteria apply to the assessment of applications?**

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.

Applications will be assessed against how the application, including the supporting documentation has demonstrated the project meets the following criteria:

- Program Focus and Objectives
- Project Need
- Organisation Capacity
- Project Budget
- Project Readiness.

Assessment criteria is detailed in the [Surf Club Facility Program 2020/2021 Guidelines](#) and includes how the criteria has been weighted.

## **What is Universal Design?**

“Universal Design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability.” Refer to the [Centre for Excellence in Universal Design](#) for more information.

## Will all applications receive funding?

No. The application process is competitive. It is anticipated there will be multiple applications competing for the funding available. Successful applications will be those that best meet the objectives, focus, and aim of the program and the assessment criteria.

## How do I load supporting documents in the document upload section of grants online?

List as an attachment and scan all the letters into one PDF document and upload that document.

## Can funding be used to buy back private equity in an existing facility or used to purchase land for the project?

No. The Program aims to support the capital construction costs of a project.

## Can the financial co-contribution be a different grant from another NSW Government agency?

Grant funding from another NSW State Government agency is not permitted as a co-contribution for the same component of a project. **However**, co-contributions made from Local and Federal funding sources are permitted to be used for this purpose. Other NSW State Government grant funding must be used for a different component of the project.

## Can the co-contribution be in kind, such as discounts or labour contributions?

Discounts are not permitted as in-kind support. 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.

\*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](#).

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

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

### **If our project cost is \$30,000 and the applicant contributes \$7,500, making the funding amount \$22,500, are we still eligible?**

No. The Guidelines state that the minimum grant amount is \$30,000 and applicants must contribute 25%. Therefore, the project cost must be at least \$40,000.

### **Do you need to have current Development Application approval prior to submitting the application?**

Yes. Where a Development Application would be required by a Council, it must be evidenced as part of the required supporting documentation for the project. A Development Application demonstrates the *Project Readiness*. If a DA is not required, you should upload supporting documentation stating why a DA is not required.

### **What is the definition of 'Project Readiness'?**

Projects need to be able to proceed to procurement stage within the required timeframes and to ensure physical construction works can commence within six months of an executed funding agreement.

If a current Development Application cannot be provided (or evidence provided to support that the DA is not required), the Office of Sport reserves the right to recommend to the Grant Assessment Panel to set the application aside from further consideration at its absolute discretion.

### **Do organisations require land-owner consent for projects that will be built on land owned by a public authority or third party?**

Yes. A letter from the landowner giving consent for the project must be provided as part of the supporting documentation for the project. If landowner's consent is not required, you should upload supporting documentation stating it is not required.

### **Can you put in more than one application so long as they are for different projects?**

Yes. 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 over this timeframe. 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).

The 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.



## **Is regular maintenance an eligible project?**

Routine or cyclical maintenance projects are not eligible projects. New and/or upgraded project elements that demonstrate sustainable solutions are eligible, including:

- energy efficiencies (e.g., LED lighting upgrade);
- environmental sustainability (solar/battery installation, water harvesting); and
- building facilities/surfaces for increased longevity and use are part of an eligible project scope.

## **Can detailed designs be included as part of the project scope?**

Yes. Detailed designs can be considered as part of the project and budget; however, the project needs to be able to ensure it can progress to physical project works within six months of signing the funding agreement.

## **When will successful projects need to be delivered by?**

Projects must commence during 2021. Physical construction works are expected to commence within six months of signing the funding agreement. Projects are expected to be completed within two years of the signing of a funding agreement.

## **Will consideration be given to small Clubs with less resources?**

The assessment process will consider project scale and relative size. Consideration will be given for **all** projects based on:

- Program Focus and Objectives
- Project Need
- Organisation Capacity
- Project Budget
- Project Readiness.

## **How will I know if I my club is successful?**

All successful applicants will be advised in writing and asked to enter into a funding agreement and complete a facility use schedule. Funding agreements for successful projects are expected to be executed from May 2021. 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.

## **How do successful applicants acknowledge the funding when projects are underway or complete?**

All successful applicants must ensure that any media opportunities, speaking engagements and signage relating to the grant or program are discussed with, and approved in advance by the Office of Sport.

Successful applicants must acknowledge the NSW Government's support through the provision of funding. Further details about acknowledgment of NSW Government funding for infrastructure projects can be found in the [Funding Acknowledgement Guidelines - For recipients of NSW Government infrastructure grants](#).



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