

OFFICE OF SPORT



SURF CLUB FACILITY PROGRAM 2020/2021

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ABOUT THE SURF CLUB FACILITY PROGRAM

- Since 2017/18 the NSW Government has committed \$12 million to the Surf Club Facility Program (Program).
- Up to \$4 million is available for the 2020/21 Program to assist eligible organisations to develop quality Surf Life Saving infrastructure that will meet the current and future needs of their community.
- This year the Program focus is universally designed and functional Surf Club facilities, removing barriers to access and sustainability.
- Grants are available from \$30,000 - \$350,000.
- Applications can be submitted **until 5pm, 3 March 2021.**

PROGRAM OBJECTIVES

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.

Key Objectives include:

- **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.
- **Safety:** Improve safety at Surf Life Saving facilities.





ELIGIBLE APPLICANTS

Eligible applicants are:

- Surf Life Saving Clubs in NSW
- Surf Life Saving NSW Branches
 - Branches can 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 to confirm the funding awarded to the Surf Club since 2017/18.

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

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.

Projects should be completed within 24 months of the execution of the funding agreement.



INELIGIBLE PROJECT COSTS



Further detail regarding eligibility and ineligibility can be found in the Program Guidelines, and by contacting the Office of Sport at grantsunit@sport.nsw.gov.au



KEY CONSIDERATIONS IN YOUR APPLICATION AND PROJECT

- For all projects, applicants must contribute 25% to the total cost of the project. This can include voluntary labour (see guidelines for breakdown).
- A supplier discount is not considered as a contribution.
- Local Government Authorities are encouraged to contribute, and these contributions can be counted towards the applicants 25% essential project co-contribution.
- Projects must commence in 2021 and be completed within the timeframe specified in the Funding Agreement. Projects should be complete within two-years of signing the Funding Agreement.



REQUIRED DOCUMENTATION

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

- Landowner'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.

APPLICATION PROCESS

How to make an application under the Program:

- Check your eligibility by reading the Program Guidelines and related materials at sport.nsw.gov.au/clubs/grants/SCFP.
- If you are unsure if your Club has reached the \$500,000 Funding Cap, email grantsunit@sport.nsw.gov.au

How to prepare and submit your application:

- Register or search for your organisation through the [Office of Sport's grants online system](#)
- Complete the application by filling in each of the sections
- Submit the application and any supporting documents by **5pm, Friday 3 March 2021**.





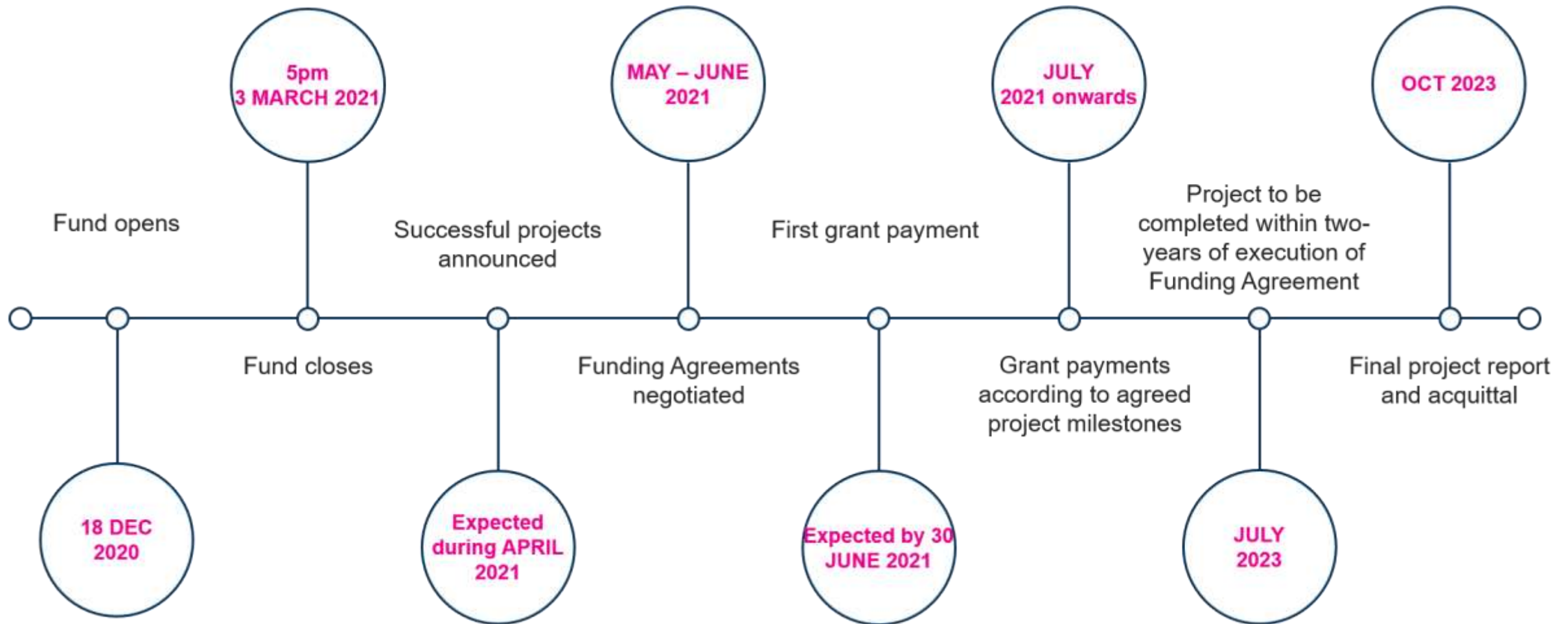
ASSESSMENT CRITERIA AND PROCESS

All applications should address the programs criteria. Please take time to think about your application so you can demonstrate:

- Focus - Alignment with the priorities.
- Need - Demonstrated need.
- Capacity – Organisation’s capacity to deliver the project within 24 months of executing the funding agreement? How will the project be managed?
- Budget - Does the project deliver a return on government investment?
- Readiness - Is the project ready to commence upon receipt of funding and be completed within 24 months?

The eligibility and assessment criteria are detailed in the [Program Guidelines](#), which is available on the Office of Sport web page.

TIMELINE



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.



QUESTIONS

Are Clubs eligible if-

- **They still have a live unacquitted grant (less than 2 years old and under the \$500K limit total)?**
- **They have an unacquitted grant older than 2 years, e.g. 4 years old and an unfinished project (but still under the \$500k threshold)?**

Yes. Applicants are expected to meet the requirements of their Funding Agreement. Eligible applications will be assessed against the program aims, focus, objectives and assessment criteria and may consider acquittals.

Any Clubs with outstanding financial acquittal and project reports should contact Surf Life Saving NSW and the Office of Sport grants unit.



QUESTIONS

Solar Projects – RESINC are a Solar install company and have a sponsorship with some SLSNSW Branches. As part of their corporate social responsibility plan, they provide clubs with a heavy discount on the supply and installation of solar. Can this discount form part of the Clubs co-contribution?

No. Organisations must contribute 25% or more to the project, this can include voluntary labour.

Supplier discounts should not be included in the budget as an applicant contribution.

Can the LGA contribution count towards the applicant's 25% contribution?

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



QUESTIONS

Can the Office of Sport review my draft application?

Office of Sport staff can provide information to potential applicants on interpretation of the Guidelines including types of projects eligible for funding. They can also provide advice relating to the online application process.

Please phone 13 13 02, or contact grantsunit@sport.nsw.gov.au

Information can be found on the Office of Sport website including the Program [Guidelines](#), FAQs and link to the [grants online system](#).

When do I need to provide a letter of support regarding the Club's condition?

A letter of support from Surf Life Saving NSW outlining if the club is in poor or unserviceable condition or is addressing a community need must be submitted with your application by the closing date of **5pm, Wednesday 3 March 2021**.

Remember - incomplete applications, or applications and/or supporting documents submitted after the closing time and date may not be considered eligible.

QUESTIONS

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.

What if I am successful in getting a 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.



QUESTIONS

Do I need to complete a facility use schedule as part of my application?

No, only successful applicants will be required to complete one.

Why? The facility use schedule provides key information on current and projected use of the facility including a return on the Government's investment and information on facility usage by males and females.

CONTACT INFORMATION

For assistance with your application, please phone 13 13 02 or email grantsunit@sport.nsw.gov.au

- Further information can be found on the Office of Sport website including the Program [Guidelines](#), FAQs and link to the [grants online system](#).





THANK YOU

Enquiries

grantsunit@sport.nsw.gov.au

13 13 02