

Centre of Excellence Fund

2021/2022 Eligibility Checklist

Please use this checklist before submitting your Centre of Excellence Fund application. You must ensure your project is eligible for funding and that all mandatory requirements are met for your application to be assessed.

Please review the current [Centre of Excellence Fund Guidelines](#), [Fact Sheet](#) and [FAQs](#) before preparing your application.

REQUIREMENT	ADVICE	YES	NO
My project is to be developed in one of NSW's 128 Local Government Authorities, the Unincorporated Far West or on Lord Howe Island.	Check the list of eligible locations on the Centre of Excellence Fund web page . If your project location is outside of the specified areas, it is not eligible for funding. Refer to Centre of Excellence Fund Guidelines and eligible locations for further information.	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> My organisation is: NSW Office of Sport recognised State Sporting Organisations and State Sporting Organisations for People with Disability (including National Sporting Organisations where the state body is part of a unitary governance model) National Sporting Organisations and National Sporting Organisations for People with Disability NSW Institute of Sport, Australian Sports Commission (incorporating the Australian Institute of Sport) and NSW Regional Academies of Sport Australian Universities with NSW campuses NSW Department of Education operated specialist sports high schools NSW based professional sporting organisations competing in a national or state competition NSW based sporting clubs and associations, with the approval of their state or national body NSW Local Government Authorities, the Unincorporated Far West Region and the Lord Howe Island Board Private enterprises (for-profit organisations). 	If your organisation is not one of those listed, you are not eligible to apply for funding. Project applications involving partnerships between groups are encouraged (e.g. a council may apply in partnership with a state sporting organisation).	<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 and/or Incorporation number and/or Indigenous Incorporation Number.		<input type="checkbox"/>	<input type="checkbox"/>
My project grant request is a minimum of \$5 million and cannot exceed \$15 million.	If your grant request is for less than \$5 million or more than \$15 million, you are not eligible to apply for funding.	<input type="checkbox"/>	<input type="checkbox"/>

REQUIREMENT	ADVICE	YES	NO
Evidence of a minimum 50 percent financial co-contribution of the estimated total project cost has been provided (e.g. if an applicant's estimated total project cost is \$30 million, they must demonstrate a \$15 million (minimum) co-contribution).	Evidence of the committed 50 percent financial contribution is provided. Projects with greater financial co-contribution will be considered favourably. A Hardship Form will be available to applicants that cannot meet this requirement.	<input type="checkbox"/>	<input type="checkbox"/>
I have provided evidence of funding contributions from other funding partners.	Attach copies of other funding contributions (e.g. letters of approval, bank statements, other grants, council resolutions committing the funds).	<input type="checkbox"/>	<input type="checkbox"/>
Eligible projects must be on land within NSW and applicants must provide a signed letter of consent from any landowners for the project on the land on which the facility is to be developed.	Landowner consent is provided. Evidence of tenure and lease arrangements (existing and proposed) should also be provided where available. Projects that cannot provide evidence of landowner consent are not eligible to apply for funding.	<input type="checkbox"/>	<input type="checkbox"/>
My project scope is eligible and does not include any ineligible project components.	Refer to Centre of Excellence Fund guidelines for eligible and ineligible projects.	<input type="checkbox"/>	<input type="checkbox"/>
Projects must have a statement of support from a relevant State Sporting Organisation, State Sporting Organisation for People with Disability, National Sporting Organisation, National Sporting Organisation for People with Disability, or the National Sporting Organisation where the state body is part of a unitary governance model. Other statements of support can also be provided where available.	NSW State Sporting Organisation, State Sporting Organisation for People with Disability, National Sporting Organisation, National Sporting Organisation for People with Disability details can be found on the Office of Sport and Sport Australia websites.	<input type="checkbox"/>	<input type="checkbox"/>
My organisation has completed a NSW Government compliant business case and has strong claims/evidence for each of the assessment criteria. Descriptions of the assessment criteria are provided in the fact sheet. Descriptions of the assessment criteria are provided in the fact sheet.	All applicants require a completed NSW Government compliant business case as part of their funding application. Business cases should include a case for change, cost benefit analysis, financial analysis, commercial analysis and management analysis. The complexity and the size of the business case should be proportional to the scope, value and complexity of the project.	<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"/>
Project governance and planning activities must commence within six months of the execution date of the funding agreement.	Provide evidence in the business case of when project governance (e.g. project control group) is to be established and planning activities (e.g. activities associated with obtaining planning approval including submitting a Development Application) are to commence.	<input type="checkbox"/>	<input type="checkbox"/>

REQUIREMENT	ADVICE	YES	NO
Project construction will commence by March 2023, and project construction is expected to be completed within two years of commencing.	<ul style="list-style-type: none"> Provide evidence of deliverability in the business case supported by a robust project management plan/framework. 	<input type="checkbox"/>	<input type="checkbox"/>
I have provided a robust and accurate project cost estimate that is appropriate to the stage of project development.	<p>Robust and accurate project cost advice has been prepared to support the business case. The project estimate has the correct attributes corresponding to the stage of project development. The advice contained within the cost estimate considers and integrates technical advice, project objectives, attributes, and constraints along with a risk profile.</p> <p>The estimate contains key attributes within industry best practice cost estimating.</p> <ul style="list-style-type: none"> Project Definition – The study limits are clearly defined and aligned with the project objectives. Estimate Structure – A ‘project appropriate’ work breakdown is to be established with clear delineation between direct, indirect, client, contingency, and escalation costs. Risk – consideration should be given to the quantification and assessment of estimating project risks. Delivery Strategy – assumed or defined delivery strategy and schedule to be considered. Assumptions & Qualifications – comprehensive and realistic. Exclusions – items not considered by the estimate but may be relevant to the project should be listed. <p>Where quotes are provided, they must contain the supplier’s business details.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Examples of Additional Supporting Documents (if weblinks are available for supporting documents please list instead of uploading documents)

- Funding Agreements for funding contributions from project partners
- Council resolutions for funding contributions from councils
- Project plans and aerial maps
- 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 the project delivery timeline.