

# Centre of Excellence Fund

## Program Guidelines

**2021/2022**

**Opens** Monday 1 November 2021

**Closes** 1pm, Friday 11 February 2022



# Contents

---

Message from the Minister.....	3
About the Fund.....	4
Key objectives.....	4
Aim and focus.....	5
Important dates.....	6
Funding availability.....	6
Eligible applicants.....	7
Ineligible applicants.....	7
Eligible projects.....	8
Ineligible projects and project components.....	8
Application process.....	9
Assessment process.....	10
Eligibility screening.....	10
Merit assessment criteria.....	10
Supporting documents.....	12
Further information.....	13



## Minister for Sport, Multiculturalism, Seniors and Veterans

---

The Centre of Excellence Fund is a key sporting initiative of the NSW Government's 2021/2022 Budget. The \$150 million Fund is aimed at improving talent pathways and community engagement for sporting codes through the development of integrated high-performance training, administration and community facilities.

Training environments that are fit for purpose, adaptable and offer holistic support should be accessible to every athlete on a sporting pathway and support their progression to success. Centres of Excellence provide sporting codes the opportunity to improve their talent and development pathways and at the same time expand their community reach and interaction. These Centres deliver inclusive public spaces and places for the community to come together, interact socially and contribute to social capital.

The Centre of Excellence Fund will see up to \$75 million in funding allocated per annum over two-years, to support the development of new and/or enhancement of existing Centres of Excellence.

The NSW Government's investment in Centres of Excellence will establish world-leading high-performance sporting infrastructure across the state and provide athletes and community groups with the best opportunity for success. The investment will also support the Office of Sport's Future Champions Strategy and the Her Sport Her Way Strategy.

The Fund's primary focus is on creating functional, flexible and future proof facilities that meet the needs of all user groups.

The construction of facilities supported by the Fund will give the construction industry and the wider economy a boost as we continue to recover from the COVID-19 pandemic.

I look forward to seeing these exciting projects come to life.

A handwritten signature in black ink, appearing to read 'Natalie Ward'.

**The Hon. Natalie Ward MLC**

# About the Centre of Excellence Fund

---

The NSW Government has committed \$150 million to support the development of integrated high-performance sporting facilities as part of the 2021-2022 State Budget. The Centre of Excellence Fund (the Fund) is a key sporting initiative of the Budget, aimed at improving talent pathways and community engagement for all sporting codes.

Centres of Excellence will feature multi-purpose facilities, enabling sports to bridge the gap between elite sport and the general community and expand their community programs and outcomes. The Fund will assist eligible organisations to develop integrated facilities that include high-performance training and administration areas to assist talent identification and development opportunities. The Fund focuses on infrastructure that delivers the best outcomes for the community and ensures that the best possible value for money is achieved.

## Key objectives

---

The primary objectives of the Fund are to:

- Provide elite performance sport infrastructure
- Support talent identification and development pathways (i.e. athletes moving from pre-elite to elite)
- Support the enhancement of dedicated female programs and facilities to improve pathways for women and girls, in line with the NSW Government's women in sport strategy [Her Sport Her Way](#).
- Improve the level of community engagement e.g. an increase in the number of community health and wellbeing education workshops held at a Centre of Excellence.

Secondary objectives of the Fund are to:

- Create multi-purpose and multi-use facility components
- Create inclusive facilities that meet the needs of females, people with disability, First Nations peoples and people from culturally and linguistically diverse communities
- Establish a diversified funding model

- Improve operational sustainability
- Promote and incorporate environmental sustainability and climate resiliency into design, construction and operation
- Promote innovation in sports science, sports medicine and technology
- Promote partnerships that maximise outcomes.

Centres of Excellence support athlete performance and wellbeing and typically include the following facility components:

- High performance training environments - indoor (e.g. strength and conditioning gymnasium and hard courts) and/or outdoor (e.g. natural turf playing fields).

**Note** – *high performance training environments should comply with relevant national and international infrastructure standards/guidelines and support talent identification testing (e.g. indoor training environments being able to conduct physiological tests such as shuttle runs or 40 metre sprints) and performance analysis (e.g. multi-view and adaptable camera systems) among other capabilities.*

- Aquatic and non-aquatic recovery facilities
- Athlete lounge and nutrition spaces, learning and wellness areas
- Education theatres and other meeting and multipurpose spaces
- Science laboratory and testing areas and medical facilities
- Athlete change and preparation areas
- Property and storage areas
- Administration and associated amenity areas.

Community engagement includes community participation and other supported activities that increase the use of the facility by community members. Examples of community engagement may include but are not limited to:

- Community outreach programs and workshops
- Development of new community partnerships
- Use of the facility for social participation programs
- Grassroots sporting workshops and camps
- Primary, secondary and tertiary educational workshops.

# Aim and focus

---

The Fund aims to improve talent identification and development pathways, especially for female athletes and community engagement for sporting codes through the provision of integrated high-performance training, administration and community facilities.

The Fund's focus is on creating functional, flexible and future proof facilities that are inclusive and meet the needs of all user groups including women and girls, people with disability, First Nations peoples and people from culturally and linguistically diverse communities.

The Fund seeks to establish innovative high-performance infrastructure that creates new and/or enhances existing partnerships that maximise utilisation and achieve sustainable operating outcomes.

Applications should focus on the highest standard of design that considers (where appropriate) the following:

- Connecting with Country and Designing with Country
- Best practice guides for sustainable development and climate change resilience
- Legislative requirements (e.g. Building Code of Australia and Disability Discrimination Act 1992)
- Best practice design principles (e.g. universal design, designing for dignity and accessible design)
- Crime prevention through environmental design (CPTED)
- Child safety standards
- Alignment to the infrastructure strategy(ies) or plan(s) of the NSW Government, relevant council, State Sporting Organisation, State Sporting Organisation for People with Disability, National Sporting Organisation and National Sporting Organisation for People with Disability
- Benchmark comparable projects and facilities.



# Important dates

The following indicative dates apply to this funding round.

Monday 1 November 2021

**Applications open**

1.00pm, Friday 11 February 2022

**Applications close**

March 2022 onwards

**Outcomes advised**

March 2022 onwards

**Funding agreements executed for successful projects**

**Project construction is to commence by March 2023, and project construction is expected to be completed within two years of commencing.**

Office of Sport reserves the right to amend any of these dates during the Fund, at its absolute discretion.

## Funding availability

\$150 million has been allocated to the Centre of Excellence Fund.

### **The NSW Government is allocating up to \$75 million in 2021/2022 (Round 1).**

Centre of Excellence Fund grants are for the capital cost of the project only. Applicants are responsible for project administration costs, non-fixed or movable equipment and the ongoing operation of the facility.

The grant amount requested by an applicant must be a minimum of \$5 million and cannot exceed \$15 million. All applications are required to provide a minimum 50% financial co-contribution of the estimated total project cost (e.g. if an applicant's estimated total project cost is \$30 million, they must demonstrate at least a \$15 million co-contribution). A [Hardship Form](#) will be available to applicants that cannot meet this requirement.

All successful applicants must enter into a funding agreement with 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. The [standard funding agreement](#) terms and conditions are published on the Office of Sport website and no amendments will be considered unless essential to the delivery of a funded project.

Project governance (e.g. establishment and operation of a project control group to oversee the delivery of the project) and planning activities (e.g. activities associated with obtaining planning approval including submitting a Development Application) must commence within three months of the execution date of the funding agreement.

Project construction is to commence by March 2023, and project construction is expected to be completed within two years of commencing. Funding approval may include certain conditions that have been determined throughout the assessment process.

Applications should identify the risk of a project not proceeding should the full grant amount requested not be approved. The Office of Sport reserves the right to recommend grant amounts that may differ from the amount requested in the application. Any such details will be specified in a written offer as well as the funding agreement.

Projects that are not the focus of the Centre of Excellence Fund will be encouraged to consider an application under other grant programs (e.g. Multi-Sport Community Facility Fund and Local Sport Grant Program).

# Eligible applicants

---

To be considered eligible, the project must be submitted through the Office of Sport SmartyGrants website: [sport.smartygrants.com.au/COEF-2021-22](http://sport.smartygrants.com.au/COEF-2021-22)

Eligible applicants are:

- 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).

Applications that adopt a partnership approach will be considered favourably. Applicants are encouraged to engage with all levels of government (i.e. federal, state and local), other State and National Sporting Organisations and Sporting Organisations for People with Disability, NSW based professional sporting organisations, and relevant peak sporting bodies in the development of their project.

# Ineligible applicants

---

Ineligible applicants are any organisation types not listed in the 'Eligible Applicants' section, and include (but are not limited to):

- Individuals
- Schools (other than NSW Department of Education operated specialist sports high schools) and TAFEs
- Parent and Citizens (P&C's) Associations
- Other community based or religious groups that do not have a primary purpose of sport and/or recreation
- Progress associations.

Organisations named by the National Redress Scheme for Institutional Child Sexual Abuse on its list of Institutions that have not joined or signified their intent to join the Scheme are not eligible for funding under this program.



## Eligible projects

---

To be considered eligible, the project must be submitted through the Office of Sport [SmartyGrants website](#).

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.

Additional information also sought includes evidence of applicant's tenure and lease arrangements.

Applications should be limited to constructing new or enhancing existing Centres of Excellence that maximise community engagement and demonstrate enhanced inclusion of dedicated female programs and facilities to improve pathways for women and girls.

## Ineligible projects and project components

---

The Centre of Excellence Fund will not support the following projects or project components:

- Facilities classified as Tier 1 under the NSW Stadia Strategy 2012
- The purchase or lease of land
- Projects without landowner consent (unless owned by applicant organisation)
- Facilities where little or no public access is available (i.e. community engagement outcomes cannot be supported)
- Ongoing facility management expenses
- Non-fixed or movable equipment (excl. rehabilitation and recovery facilities) that is not integral to the operation of a centre of excellence
- Uniforms
- That do not meet relevant Australian Standards
- Temporary relocation costs
- Rent or other occupancy payments
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans

- Costs associated with preparing and submitting the Centre of Excellence Fund funding application
- Administrative or running costs that are normally the responsibility of businesses, state or territory agencies, or local councils
- Projects requiring ongoing funding from the NSW Government or Commonwealth Government
- Development application fees
- Community consultation costs
- Car parking
- Project management and/or design delivered by the organisation's staff
- Retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement, or which would proceed without any NSW Government financial assistance
- Projects that have already been funded by the NSW Government unless where:
  - Project delivery has been adversely affected by the COVID-19 pandemic, and/or
  - Significant new and additional scope is identified to be delivered
- Arts, music, craft and recreation facilities that provide experiences that do not meet the Office of Sport's definition of sport and active recreation
- General maintenance or replacement costs as a result of normal wear and tear (e.g. painting, running costs and minor repairs to existing facilities)
- Playgrounds and playspaces, including aquatic playspaces
- Repair of facilities where the damage can be covered by insurance
- Upgrading or redeveloping kitchen or public toilet facilities, except as part of a larger project that meets the objectives and focus of the Fund
- For the building or upgrade of licensed areas and gaming areas
- Projects located outside eligible local government areas.

# Application process

## How to apply

Follow the steps below to submit your applications. To be considered eligible, the application must be submitted through the [Office of Sport SmartyGrants website](#).



### Step 1 Check your eligibility

- Before you apply please read the guidelines and related materials including the 2021/2022 application checklist to make sure you understand all relevant requirements.
- You can find the relevant information at [sport.nsw.gov.au/grants/centre-of-excellence-fund](https://sport.nsw.gov.au/grants/centre-of-excellence-fund)



### Step 2 Prepare your application

- Applying for the Centre of Excellence Fund is a simple process using the [SmartyGrants platform](#).
- Eligible applicants must prepare a detailed business case in line with [NSW Government Business Case Guidelines](#) that includes 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. A business case template is available at [sport.nsw.gov.au/centre-of-excellence-fund](https://sport.nsw.gov.au/centre-of-excellence-fund). Applicants are permitted to use their own format given it follows the same structure as the business case template.
- Eligible applicants must complete the online

application form via the [Office of Sport SmartyGrants](#) page by 1pm, 11 February 2022.

- The Office for Sport suggests that it's good practice to complete the application in SmartyGrants prior to the closing time. The applicant is responsible for ensuring they have adequate technical capability, including sufficient bandwidth, to complete the application in SmartyGrants.



### Step 3 Submit your application

- Visit [sport.smartygrants.com.au/COEF-2021-22](https://sport.smartygrants.com.au/COEF-2021-22)
- Complete the application by filling in each of the sections (including completing a business case and providing supporting documentation).
- Submit the application by the closing date/time of 1pm, Friday 11 February 2022.
- If it is clear that for some unforeseen reason you are not able to lodge your application on time, you must contact the Office of Sport at the earliest possible time and within one hour of the closing date/time.
- 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 supported by a probity advisor.

## How to claim your grant

Successful applicants will be required to accept the Fund'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 and any other required evidence to support the milestone payment.
- If your organisation does not have an ABN, you must upload a signed [ATO Statement by Supplier form \(https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346\\_5\\_2012.pdf\)](https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf).

# Assessment process

---

The Centre of Excellence Fund is administered by the Office of Sport. The Office of Sport will undertake an eligibility check on all grant applications and make recommendations to the Grant Assessment Panel on ineligible projects. A Grant Assessment Panel, appointed by the Minister for Sport will assess all eligible applications against the Fund criteria. An independent probity advisor will oversee the grant process and attend all Grant Assessment Panel meetings. The Grant Assessment Panel will review applications against the Fund objectives, focus and aim and eligibility criteria and assessment criteria outlined in this document.

Where the Grant Assessment Panel believes an independent professional confirmation of their assessment of an application is required, an Independent Viability Assessment may be undertaken. The Independent Viability Assessment will be undertaken by an appropriately qualified external consultant engaged by the Office of Sport and the findings of the Independent Viability Assessment will be included in the assessment. All information provided by applicants may be subject to an Independent Viability Assessment.

The Minister for Sport'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.

## Eligibility screening

---

The Office of Sport conducts a preliminary assessment of all applications ensuring that the:

- Applicant organisation is an Eligible Applicant
- Project is a Centre of Excellence (i.e. an Eligible Project)
- Project is in an eligible location and landowner consent for the project has been provided
- Applicant has provided an ABN/ACN and/or Incorporation number and/or Indigenous Incorporation Number
- Grant request is a minimum of \$5 million and does not exceed \$15 million

- Applicant has provided evidence of a minimum 50 per cent financial co-contribution of the estimated total project cost or submitted a Hardship Form
- Applicant has provided a letter and/or funding agreement outlining the funding contribution(s) from project partner(s)
- Applicant has provided a letter of support from the relevant National/ State Sporting Organisation or State Sporting Organisation for People with Disability.
- Applicant has completed a NSW Government compliant business case.

The Office of Sport will undertake an eligibility check on all grant applications and make recommendations to the Grant Assessment Panel on ineligible projects. The Grant Assessment Panel has final determination on eligible projects. Where an application is identified as ineligible then the Grant Assessment Panel may consider or set the application aside from further consideration, at its absolute discretion.

## Merit assessment

---

The Grant Assessment Panel will consider the extent to which the applicant has addressed the assessment criteria and provided evidence.

During the assessment process, the Office of Sport and the Grant Assessment Panel may apply a minimum scoring requirement to one or more of the criteria. Where an application does not meet any minimum scoring requirement adopted during the assessment process, the Grant Assessment Panel/Office of Sport reserves the right to not consider the application further at its absolute discretion.



<p><b>Criterion 1: Talent and development pathways</b></p>	<ul style="list-style-type: none"> <li>• Describe how the project will improve existing or deliver new talent pathway outcomes (i.e. assisting in athlete progression from pre-elite to elite and supporting the holistic development of the pre-elite athlete and their effective case management).</li> <li>• Describe how the project will enhance or deliver new talent pathway outcomes for women and girls (i.e. dedicated female pathway programs improved through facility enhancements, welcoming environments and programs).</li> <li>• Describe how the proposal will improve and/or support athlete welfare opportunities throughout talent and development pathways.</li> <li>• Describe how the project will create new and/or foster existing strategic partnership(s) to deliver talent and development pathway outcomes.</li> <li>• Describe how this project fits into your (and partner(s)) organisation's strategic plan and supports growth.</li> <li>• Describe how this project aligns to the aims, focus and objectives of this Fund and broader Office of Sport strategies.</li> </ul>
<p><b>Criterion 2: Community engagement</b></p>	<ul style="list-style-type: none"> <li>• Describe how the proposed Centre of Excellence will meet the needs of and be accessible to community users in the facility's catchment area. Provide detail of community profile, demonstrated need, key user groups and project beneficiaries.</li> <li>• Outline how the increase in community engagement will be enhanced as part of this project.</li> <li>• Attach a Facility Use Schedule that illustrates access opportunities.</li> <li>• Describe how the project will create new and/or foster existing strategic partnership(s) to deliver community engagement outcomes.</li> </ul>
<p><b>Criterion 3: Exemplary facilities that are inclusive</b></p>	<ul style="list-style-type: none"> <li>• Outline the proposed scope of works. Include supporting documentation including a facility brief and concept, schematic or detailed design plans.</li> <li>• Describe how the elements of the facility design and physical environment will specifically cater to female users (pathway athletes and/or community users) and how these changes were informed through consultation or evidence.</li> <li>• Explain how the project will lead to additional participation and program content/scheduling for a range of user groups including women and girls, people with disability, First Nations peoples and people from culturally and linguistically diverse communities (if applicable).</li> <li>• Describe how the project delivers a functional, flexible, and future proof facility (i.e. multi-purpose and multi-use facility components).</li> <li>• Outline how the project has incorporated the design principles identified in the Fund guidelines (e.g. universal design principles and design for dignity).</li> <li>• Describe how the project will include environmentally sustainable and climate resilient materials, technologies and practices.</li> <li>• Explain how the project will include the Premier's Priority - Greening our city and Greener public spaces.</li> <li>• Explain any placed-based planning showing the location of the project, if it is accessible, convenient, and connected (Connecting with Country and Designing with Country for priority user groups).</li> </ul>

<p><b>Criterion 4: Value for money</b></p>	<ul style="list-style-type: none"> <li>• Provide a detailed budget including project costs and funding sources. The budget should clearly explain the project components that will be funded by the grant and the components to be funded by the applicant.</li> <li>• Provide details of the applicant’s capacity to fund and manage ongoing operations including routine and lifecycle maintenance costs. Provide evidence of approval for committed funding contribution(s). All applications are required to provide a minimum 50% financial co-contribution of the estimated total project cost.</li> <li>• Provide evidence of robust itemised cost planning.</li> </ul>
<p><b>Criterion 5: Project deliverability and applicant capability</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate the capacity to deliver the project through robust strategies for procurement, project management and risk management.</li> <li>• Outline any partnership model(s) (including asset management) that would be established or continued to deliver the project (e.g. joint use agreements).</li> <li>• Provide evidence of the ability to commence project governance (e.g. establishment and operation of a project control group to oversee the delivery of the project) and planning activities (e.g. activities associated with submitting a Development Application) within three months of the execution date of the funding agreement.</li> <li>• Provide a detailed project plan that illustrates key project tasks and milestones and forecast delivery timeline. Demonstrate proven experience in delivering similar size projects. This should consider the applicant’s proposed project management resources and any specialist external resources to be engaged to deliver the project.</li> <li>• List any assumptions, constraints, risks and dependencies in delivering the project.</li> <li>• Provide details on how the project will contribute to economic employment opportunities (estimated number of direct and indirect FTE and PTE positions) <ul style="list-style-type: none"> <li>o Job creation during design and construction (e.g. design team, project managers, contractors and supply chain opportunities including materials and maintenance), and</li> <li>o Job creation during operation (e.g. facility managers and other economic benefits such as hosting future events that provide a visitor economy benefit).</li> </ul> </li> </ul>

## Supporting documents

Documents available on the [Centre of Excellence Fund web page](#) to assist your application include:

- [Program Guidelines](#)
- [Fact Sheet](#)
- [Frequently Asked Questions](#)
- [Eligibility Checklist](#)
- [State/National Sporting Organisation Statement of Support Form](#)
- [Facility Usage Schedule](#)
- [Hardship Form](#)
- [Business case template](#)
- [Funding Agreement template](#)

You can contact the Office of Sport at [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au) or on 13 13 02 for assistance.

# 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 [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@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](#). General feedback for unsuccessful applicants will be available on the fund web page after the announcement of successful projects.

The Office of Sport will contact the successful applicants to finalise the project milestones and establish a funding agreement.

## 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 Fund.

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 applicants approved for funding will be required to enter into a funding agreement that covers their obligations. Project construction is to commence by March 2023, and project construction is expected to be completed within two years of commencing.

The standard funding agreement terms and conditions are published on the Office of Sport website and no amendments will be considered unless essential to the delivery of a funded project.

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 periodic project updates, project evaluation, and return progress reports on the agreed milestones of the project. This may also include facility use schedules.
- 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.
- 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, the Office of Sport must be informed in writing as soon as possible.
- 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.
- 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.
- 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 agreement 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

[infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au)

Organisations that do not have an ABN must provide a signed ATO Statement by Supplier 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)

Office of Sport reserves the right to undertake an audit of grant funding to successful organisations within seven years of funding payment.

## Insurances

Organisations applying for funding via this Program are required to have a minimum Public Liability Insurance cover of \$20 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

Recipients must ensure that any media opportunities, speaking engagements and signage relating to the Fund or project 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, or where the Office of Sport has requested clarification or additional information to be provided, 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.

## Contact information

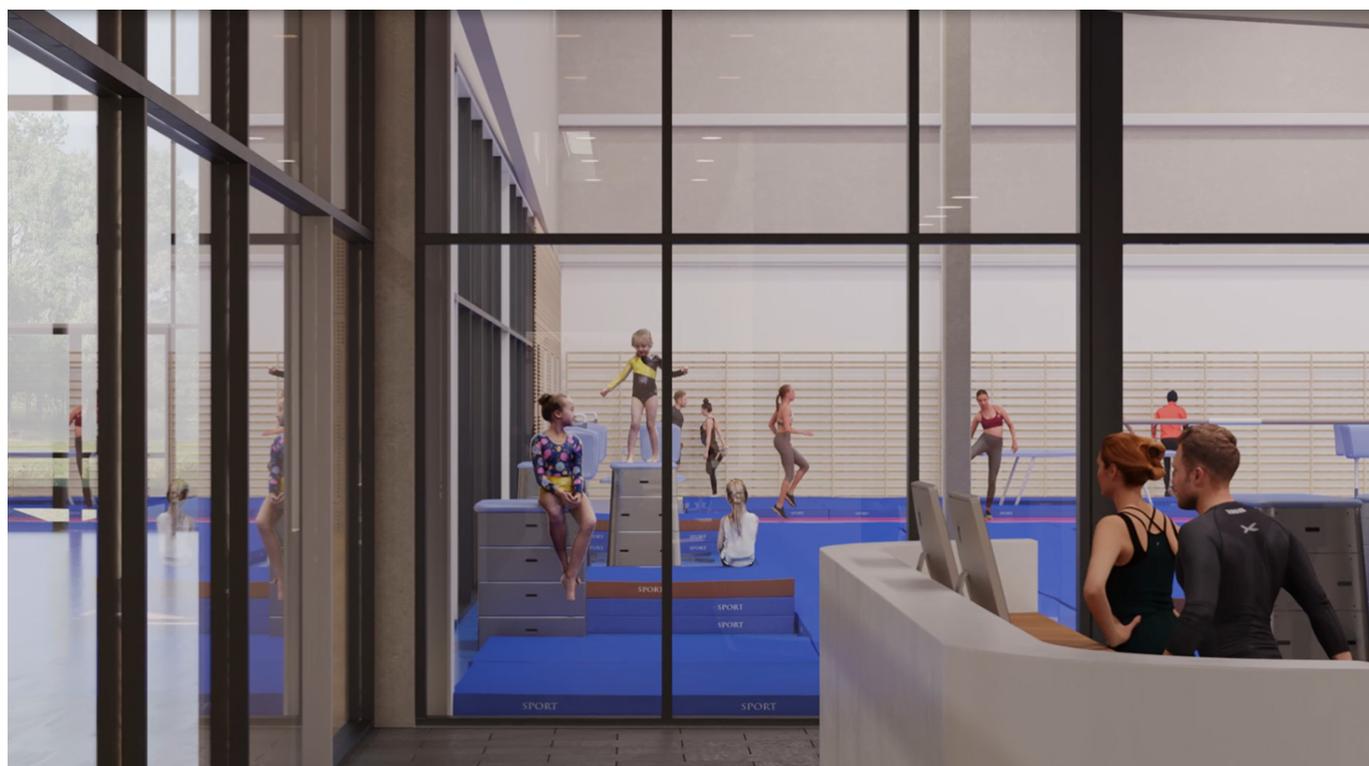
Office of Sport staff are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. They can also provide advice relating to the online application process. Please direct enquiries to [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au).

## Probity

Office of Sport has appointed Centium Probity as independent Probity Advisors for this Fund. Should you have any concerns regarding the probity or integrity of this program please direct enquiries to the Office of Sport in the first instance [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au). Sensitive issue can be raised directly with Centium Probity by email [nswsport-probity@centium.com.au](mailto:nswsport-probity@centium.com.au) or via telephone on **1300 237 810**.

## Definitions

The Office of Sport grant programs have published definitions, these are available at <https://www.sport.nsw.gov.au/>.





## OFFICE OF SPORT

 6B Figtree Drive,  
Sydney Olympic Park  
NSW 2127

 Locked Bag 1422,  
Silverwater NSW 2128

 13 13 02 (Mon to Fri 9am to 5pm)

 [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au)

 [sport.nsw.gov.au](http://sport.nsw.gov.au)

### DISCLAIMER

While every reasonable effort has been made to ensure that the facts contained within this document are correct at time of printing, the state of NSW, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance or upon the whole or any part of this document.

### COPYRIGHT NOTICE

In keeping with the NSW Government's commitment to encourage the availability of information, you are welcome to reproduce the material that appears in this document for personal, in-house or non-commercial use without formal permission or charge. All other rights reserved. If you wish to reproduce, alter, store or transmit material appearing in this document for any other purpose, request for formal permission should be directed to the Office of Sport, 6B Figtree Drive, Sydney Olympic Park. You are required to acknowledge that the material is provided by this document or the owner of the copyright.

©State of NSW 2021

