

# Community Sport Recovery Package 2021



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## **Minister for Sport, Multiculturalism, Seniors and Veterans**

Community sport and recreation is the lifeblood of local communities.

I know the recent restrictions have been tough for the sector, with the Winter season competitions cut short and a delayed start to Summer competitions.

That is why the NSW Government is making up to \$20.3 million available through the Community Sport Recovery Package 2021.

This package will see grants of up to \$1,000 for eligible clubs and association provided through their State Sporting Organisations and State Sporting Organisations for People with Disability.

Funding will also be provided to these key sector organisations and other identified organisations to help recommence programs and activities as restrictions ease.

I encourage organisations to access these grants, which will help organisations get back on their feet as communities return to sport.

A stylized, handwritten signature in black ink.

**The Hon. Natalie Ward MLC**

# About the Community Sport Recovery Package 2021

In October 2021, the NSW Government announced the Sport and Recreation Recovery and Community Rebuild package - an allocation of \$25 million to support the sport and recreation sector and provide new opportunities for participation, particularly in Regional NSW and local government areas heavily impacted by COVID-19 restrictions.

Up to \$20.3 million of this funding has been allocated to the Community Sport Recovery Package 2021, helping ensure sport and recreation organisations recommence operations and NSW residents can resume the activities they love.

## The following components make up the Community Sport Recovery Package 2021:

|                                 |                       |
|---------------------------------|-----------------------|
| <b>Grassroots Sport Fund</b>    | Up to \$12.45 million |
| <b>Sport Recreation Support</b> | Up to \$7.8 million   |
| <b>Cross Border Sport Fund</b>  | Up to \$50,000        |

Other initiatives supporting the sport and active recreation sector under the Sport and Recreation Recovery and Community Rebuild package will be administered by the Office of Sport in addition to the Community Sport Recovery Package 2021.

## Grassroots Sport Fund

The Grassroots Sport Fund will provide a one-off grant of up to \$1,000 to around 12,500 eligible local clubs and associations across the State to assist them with recovery from the impacts of COVID-19 and the recommencement of community sport.

The Grassroots Sport Fund will support eligible sporting clubs and associations affiliated to State Sporting Organisations (SSOs) and State Sporting Organisations for People with Disability (SSODs) recognised by the Office of Sport.

The Grassroots Sport Fund will assist organisations with fixed costs, irrecoverable costs due to cancellation of events that were incurred as a result of COVID-19 stay at home orders or for activities associated with a return to sport.

## Sport and Recreation Support

The Office of Sport formally recognised 94 SSOs and SSODs in NSW as at 26 June 2021. The Sport and Recreation Support program includes funding for SSOs and SSODs.

The program also includes funding for PCYC, Surf Life Saving NSW and YMCA NSW, which are not recognised as SSOs but provide sport programs.

The program is designed to assist these organisations to address the financial impacts of the COVID-19 restrictions and to assist the sport sector as a whole with the return of community sport, with organisational support such as ensuring business continuity and communications strategies.

## Key objectives

The key objectives of the Community Sport Recovery Package 2021 is to provide financial support to the sport sector of NSW to assist in their recovery from the impacts of COVID-19 and in recommencing community sport activities.

The objectives of the Cross Border Sport Fund are detailed in the separate guidelines for that program.

## Fund Administration

The Community Sport Recovery Package 2021 will be administered in three streams.

The Sport and Recreation Support stream will be administered by the Office of Sport through the SmartyGrants system for eligible SSOs, SSODs, PCYC NSW, YMCA NSW and Surf Lifesaving NSW.

The Grassroots Sport Fund stream will be administered by the recognised SSOs and SSODs supported by the Office of Sport. SSOs and SSODs will be provided funding from Office of Sport through the SmartyGrants system for provision to their affiliated clubs and associations. SSOs and SSODs will be responsible for making payments to eligible clubs and associations.

The Cross Border Sport Fund stream will be administered by the Office of Sport through the Smartygrants system for eligible organisations. Information about the Sport and Recreation Support and Grassroots Sport Fund streams are detailed separately within these guidelines. The requirements for the Cross Border Sport Fund are detailed in a separate guidelines document.



# Grassroots Sport Fund

## Important dates

The following dates are indicative and apply only to this round.

The application process for the Grassroots Sport Fund will be administered by the respective SSO/SSOD for each sport supported by the Office of Sport.

|   |  |
|---|--|
| <b>SSO/SSOD's provide list of Clubs and Associations</b>                            | From Wednesday 10 November 2021<br>but no later than Friday 26 November 2021 |
| <b>Payment of funding to SSOs/SSOD's for distribution to Clubs and Associations</b> | From 13 December 2021  |
| <b>Applications from clubs/associations to SSO/SSOD's close</b>                     | 1:00pm, Monday 28 February 2022  |

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



## Eligible recipients

The following are core eligibility criteria:

- the local club, association or organisation must be affiliated prior to 23 October 2021 with a recognised SSO or SSOD outlined in Appendix A;
- the local club, association or organisation must be a legal entity whose primary purpose is to organise sporting activities / deliver sport programs;
- the local club, association or organisation must be registered or have a registered business address in NSW;
- the local club, association or organisation must have registered members and participants;
- if the local club or association is a school it must offer programs to the public; and
- the local club, association or organisation must use the payment for an approved purpose

The following are examples of organisations which may not be eligible:

- local clubs, associations or organisations which are not affiliated with a recognised SSO or SSOD;
- local clubs, associations or organisations which are not based in NSW;
- local clubs, associations or organisations which applied and received funding from the Grassroots Sport Fund through another SSO/SSOD;
- local club or association that are schools that don't provide programs to the public; and
- Organisations named by the National Redress Scheme for Institutional Child Sexual Abuse on its [Institutions that have not joined or signified their intent to join the Scheme](#)

## Eligible items for funding

The Grassroots Sport Fund can be used for the following purposes:

1. to mitigate fixed costs that may have been incurred by clubs and associations during the period where they were not able to operate normally as a result of COVID-19 stay at home restrictions; and/or
2. to compensate for irrecoverable costs arising directly from the cancellation or postponement of events from 26 June 2021; and/or

3. to assist with costs associated with a return to sport.

Eligible clubs and associations that receive this funding will not be required to provide documentary proof of these impacts but will be required to maintain records which show how the funds were used and provide those records, if requested by the Office of Sport as part of its audit process.

***Costs / Items applied for under the Local Sport Grant Program will be ineligible under the Fund.***

Examples of these eligible items include:

### 1. Fixed costs

- insurances
- power
- telephone and internet
- fixed vehicle or equipment costs (lease, registration)
- other base operating costs including affiliation fees, EFTPOS and banking fees and IT support arrangements

### 2. Irrecoverable costs

- the loss of perishable goods (e.g. food) that were not able to be used
- cancellation fees and charges (e.g. facility/coach/officials) that were not refunded
- booking cancellations that were not refunded
- other costs and losses incurred that could not be reasonably avoided and were not recovered
- 2020/21 registration fees that are not refunded from the relevant SSO for senior players (this does not apply to juniors who have used the Active Kids vouchers)
- uniforms purchased for the 2020/21 season that are unable to be used for future seasons

### 3. Return to Sport costs

- marketing and communication expenses for the current or upcoming season
- essential equipment (including sport equipment and equipment required to implement COVID-19 Safety Plans)
- uniforms for the current or upcoming season
- subsidised registration fees for senior players (this does not apply to juniors who are able to access the Active Kids vouchers).



## Application process

The application process for the Grassroots Sport Fund will be administered by the respective SSO/SSOD for each sport and supported by the Office of Sport where required.

An SSO/SSOD will communicate the application process to its affiliated clubs and associations.

## Assessment and payment process

SSOs and SSODs will be responsible for conducting an eligibility assessment of submitted applications and making payments to eligible clubs and association affiliated with their organisation.

SSOs/SSODs are required to make payment within 60 days of the submission of each application or 31 March 2022, whichever is earlier.

Clubs and associations may be required to provide an invoice to the SSO/SSOD to enable payment.

## Grassroots Sport Fund enquiries

Questions relating to the application process should be directed to your SSO/SSOD in the first instance.

General enquiries relating to the Community Sport Recovery Package 2021 should be directed to [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au).



# Sport and Recreation Support

## Important dates

The following dates are indicative and apply only to this round

|                                    |                                 |
|------------------------------------|---------------------------------|
| <b>Applications Open</b>           | Wednesday 10 November 2021      |
| <b>Applications Close</b>          | 1.00pm, Friday 26 November 2021 |
| <b>Assessment stage</b>            | Within 30 days of submission    |
| <b>Outcomes advised</b>            | Within 60 days of submission    |
| <b>Funding agreements executed</b> | Within 60 days of submission    |

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

## Funding available

Up to \$7.8 million is available to eligible organisations through the Sport and Recreation Support stream.

**Eligible organisations will be advised of the amount they can apply for under the Fund.**

## Eligible applicants

The following criteria must be satisfied to be eligible for the Sport and Recreation Support stream. The organisation:

- must be a SSO or SSOD that is recognised by the Office of Sport before 26 June 2021 and is registered in NSW or has a registered business address in NSW; or
- must be PCYC NSW, YMCA NSW or Surf Life Saving NSW; and
- must complete the Office of Sport COVID-19 Recovery Support Tool (link to be provided); and
- must not have been named by the National Redress Scheme for Institutional Child Sexual Abuse on its [Institutions that have not joined or signified their intent to join the National Redress Scheme list](#).





## Application process

The Office of Sport will send an email and link to a SmartyGrants form to all recognised SSOs, SSODs and PCYC NSW, YMCA NSW and Surf Life Saving NSW.

### State Sporting Organisations and State Sporting Organisations for People with Disability

#### Sport and Recreation Support

Will be required to complete the SmartyGrants form and provide the following:

- details of the number of affiliated eligible local clubs, associations or organisations to receive funding for the Grassroots Sport Fund; and
- confirmation that they have completed the COVID-19 Support Recovery Tool.

The Office of Sport will follow up unsubmitted applications with a telephone call to the relevant organisation(s).

Applications are required to be submitted by 1pm, Friday 26 November 2021. A late application will only be considered where its acceptance would not compromise the integrity of the process. The final determination on whether a late application will be accepted will be made by the Office of Sport supported by an independent probity advisor.

The Office of Sport will then prepare and enter into funding agreements with eligible organisations.

#### Grassroots Sports Funding Allocation

The funding agreements will require eligible SSOs/SSODs to distribute the allocation for the Grassroots Sport Fund to their eligible clubs and associations.

The amount of funds to be provided to each eligible club or association under the Grassroots Sport Fund is up to \$1000. SSOs/SSOD's will assess applications which are expected to be completed with 30 days of applications being submitted. All eligible payments are expected to be completed within 60 days of applications being submitted or by 31 March 2022, whichever is earlier.

An Acquittal Form (provided by Office of Sport) which summarises the distribution of funds to clubs and associations will be required to be returned to the Office of Sport by 29 April 2022.

Other documents to show the funds have been distributed in accordance with the Guidelines including remittance records for funds distributed may be requested. These must be maintained on file and made available should Office of Sport exercise its right to audit the distribution of funds.

The Office of Sport reserves the right to request unspent funds be returned where the proposed investment does not align with the key objectives of the Community Sport Recovery Package.

Other documents to show the expenditure of unspent funds in accordance with the guidelines may be requested. These must be maintained on file and made available should Office of Sport exercise its right to audit the distribution of funds.

### PCYC NSW, YMCA NSW and Surf Life Saving NSW

Will be required to complete the SmartyGrants form and provide the following:

- confirmation that they have completed the COVID-19 Support Recovery Tool.

The Office of Sport will follow up unsubmitted applications with a telephone call to the relevant organisation(s).

Applications are required to be submitted by 1pm, Friday 26 November 2021. A late application will only be considered where its acceptance would not compromise the integrity of the process. The final determination on whether a late application will be accepted will be made by the Office of Sport supported by a probity advisor.

The Office of Sport will then prepare and enter into funding agreements with eligible organisations.

#### How to claim your grant

Successful applicants will be required to:

- Accept the Program's Terms and Conditions.
- Provide an invoice (plus GST, if registered for GST) made out to the Office of Sport.

#### Non-conforming and Late Applications

Where an application is incomplete, not accompanied by the required information or received after the closing date/time but otherwise meets the project objectives the Office of Sport may, in its absolute discretion, accept the application as long as this does not affect the integrity of the process.

## Assessment process

The Sport and Recreation Support stream is only open to State Sporting Organisations and State Sporting Organisations for People with Disability recognised by the Office of Sport as at 26 June 2021 as well as PCYC NSW, YMCA NSW and Surf Lifesaving NSW.

Applications by the above organisations will be approved for funding subject to submission of an application via the SmartyGrants system, including completion of the COVID-19 Recovery Support Tool.

The assessment process will be managed by the Office of Sport supported by an independent probity advisor. An eligibility assessment will be based on how the applicant has addressed the core eligibility criteria. The Office of Sport Assessment Panel is the final arbiter on questions of eligibility.



# Further information: Sport and Recreation Support

## 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.

## Conflicts of Interest and Ethical Conduct

A conflict of interest exists when a reasonable person might perceive that a public official's personal interest(s) could be favoured over their public duties.

Applicants will be asked to declare as part of their application, any perceived or existing situation which could or does give rise to a conflict of interests. 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.

With respect to this Program, applicants must not:

- do anything which could place a public official in a conflict of interest
- offer gifts or inducements to any public official

## Funding Obligations

The Sport and Recreation Support recipients will be required to enter into a funding agreement that covers their obligations. The terms and conditions of the grant must be accepted, and the grant claimed

Sport and Recreation Support recipients must accept the Program's Terms & Conditions in the SmartyGrants system within 28 days of notification by the Office of Sport. A copy of those Terms & Conditions can be found [here](#).

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, Office of Sport must be informed in writing as soon as possible.

The project is expected to have been completed by 31 March 2023 unless an extension for the project's delivery is agreed to by the Office of Sport.

If a successful applicant breaches any of the Community Sport Recovery Package Program 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.

## Reporting Obligations

An Acquittal Form, as provided by Office of Sport, which summarises the distribution of funds will be required to be returned to the Office of Sport by 30 April 2022.

Other documents as necessary to show the funds have been distributed in accordance with the Guidelines including remittance records for funds distributed or expenditure of unallocated funding may be requested. These must be maintained on file and made available should Office of Sport exercise its right to audit the distribution of funds.

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

Applicants that do not provide a financial acquittal and report by the required date(s) may be ineligible for future Office of Sport grants until this is provided.

## Payment of Grants

An invoice for the total amount of the grant (plus GST, only if registered for GST) must be uploaded to claim the grant, issued 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/forms/statement-by-a-supplier-not-quoting-an-abn/>

## 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**

The NSW Government reserves the right to be involved in media opportunities or speaking engagements relating to the Community Sport Recovery Package 2021. Recipients must ensure that any media opportunities, speaking engagements and signage relating to the Program or project 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. Recognition of funding must be undertaken as per the *NSW Government Sponsorship and funding acknowledgement*, which can be found at: <https://www.nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines>

### **Disclaimer**

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant.

### **Probity**

NSW Office of Sport have appointed Centium Probity as independent Probity Advisors for this program.

Should you have any concerns regarding the probity or integrity of this program please contact NSW Office of Sport in the first instance via email on [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au).

### **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 required 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.

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


# Appendix A: List of eligible sports


## Recognised State Sporting Organisations and State Sporting Organisations for People with a Disability\*\*


|                  |                  |                |
|------------------|------------------|----------------|
| AFL              | Golf             | Rifle          |
| Archery          | Gridiron         | Rowing         |
| Athletics        | Gymnastics       | Rugby League   |
| Badminton        | Handball         | Rugby Union    |
| Baseball         | Hang gliding     | Sailing        |
| Basketball       | Hockey           | Skate          |
| Bocce            | Ice Hockey       | Skiing         |
| Boccia           | Ice skating      | Snooker        |
| Bowls            | Judo             | Snowboarding   |
| Boxing           | Karate           | Softball       |
| Clay Target      | Karting          | Squash         |
| Cricket          | Kung Fu Wushu    | Surfing        |
| Croquet          | Lacrosse         | Swimming       |
| Cycling          | Little Athletics | Table Tennis   |
| Dance sport      | Motorcycling     | Tennis         |
| Darts            | Motorsport       | Tenpin Bowling |
| Dragon Boat      | Netball          | Touch Football |
| Endurance Riding | Orienteering     | Triathlon      |
| Equestrian       | Paddle           | Volleyball     |
| Fencing          | Parachute        | Water Polo     |
| Field Archery    | Paragliding      | Water Skiing   |
| Flying Disc      | Pistol           | Weightlifting  |
| Football         | Polo             | Wrestling      |
| Gliding          | Polocrosse       |                |
| Goalball         | Pony Club        |                |

\*\* This includes Disability versions of the above listed sports.

## Contact Details

 6B Figtree Drive, Sydney Olympic Park NSW 2127

 Locked Bag 1422, Silverwater NSW 2128

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

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

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

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