

Local Sport Grant Program

Program Guidelines

2021/2022

Opens Tuesday 12 October 2021

Closes 1pm, Friday 19 November 2021

OFFICE OF SPORT



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Minister for Sport, Multiculturalism, Seniors and Veterans

Participating in sport and recreation plays a vital role in the health and wellbeing of NSW residents.

As a sports tragic and avid fan of grassroots community sport, I know that participation in sport and recreation plays a vital role in health, wellbeing, mental health and social inclusion.

The Local Sport Grant Program aims to support grassroots sporting clubs to increase participation opportunities, host local events, improve access and enhance sport and recreation facilities in their local communities.

More than \$4.6 million is available to eligible organisations to help support initiatives, with up to \$15,000 in support grants available for successful applicants.

Last year saw more than 930 grants awarded, with these projects playing an important role in helping sporting organisations continue to support health, social and economic wellbeing across NSW.

As we look forward to the return of community sport, I encourage organisations to apply for these grants, which will assist in supporting and strengthening our wonderful sporting communities.

A handwritten signature in black ink, appearing to be 'N. Ward'.

The Hon. Natalie Ward MLC

About the Local Sport Grant Program

The Local Sport Grant Program (Program) aims to increase regular and on-going participation opportunities in sport in NSW. Through this Program the Office of Sport are working towards its goals to achieve:

Participation: Everyone in NSW participating in sport and active recreation throughout their life.

Places and spaces: Everyone in NSW having access to places and spaces for sport and active recreation.

Sustainability: The sector continues to grow sport and active recreation across NSW.

Key objectives

The key objectives of the Program align to the Office of Sport Strategic Plan with the specific objectives to:

- Increase regular and on-going participation in sport
- Increase participation and access for women, girls and population groups under-represented in participation including, culturally and linguistically diverse (CALD) communities, people with a disability and Aboriginal and Torres Strait Islanders (ATSI)
- Address barriers to participation in sport or structured physical activity
- Assist sport clubs to provide quality service to their members and meet community needs.

Applications must clearly demonstrate an identified need for the project and articulate how the project outcomes will be achieved. Specifically, applications should demonstrate how the project will address **at least one** of the above objectives.



Important dates

The following dates are indicative and apply only to this round

Tuesday 12 October 2021	Applications open
1.00pm, Friday 19 November 2021	Applications close
Late November 2021 – Mid December	Eligibility assessment
February 2022	Merit assessment
April 2022 onwards	Outcomes advised
April 2022 onwards	Funding agreements executed for successful projects
May 2023	All projects expected to be completed

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

Funding availability

The NSW Government has allocated up to \$4,650,000 in 2021/22 for this Program.

- Funding of \$50,000 per electorate will be allocated to all 93 electorates throughout NSW
- Funds from under-subscribed electorates will be made available to oversubscribed electorates
- Applicant must identify their 'home ground' address to ensure the application is assessed in the correct electorate e.g., your training ground

The maximum requested amounts available per project type are:

- Sport Development: \$2,000
- Sport Event: \$5,000
- Sport Access: \$5,000
- Sport Facility: \$15,000

The minimum requested amount available is \$500 for all project types. The amount organisations request should reflect the scale of the project/s.

Applicants may apply for one application per project type but should prioritise their projects as the maximum available to any one organisation under this round of the program is \$20,000 in a financial year.

Organisations may only receive State Government funding once for the same project or same component of a project from this Program or any other State Government funded grant program.

Financial co-contribution

Organisations may contribute to the project. The greater the contribution the more favourably it will be looked upon.

Local Government Authorities are encouraged to contribute.

Supplier discounts should not be included in the co-contribution.

Eligible applicants

Eligible applicants are:

- Incorporated, not-for-profit grassroots sport clubs whose primary focus is to organise sporting activities; deliver ongoing sporting programs; and/or develop member's skills (see [Appendix A](#) for full list of eligible sports)

Applications from Licenced Sporting Clubs may be considered providing the project directly benefits the sport, not the administration processes of the licenced club or upgrades of the licenced premises.

Applications may be considered from sport clubs associated with a school, church or university providing they are a not-for-profit club incorporated in their own right.

Ineligible applicants

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

- Individuals, groups of individuals and unincorporated organisations
- Incorporated not-for-profit organisations that are not a sport associated with the list of sports at [Appendix A](#)

- 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
- Clubs whose activities are considered to be of a recreational nature e.g., remote/radio-controlled activities, fishing
- Sporting zones or sporting groups that are not based at a specific location within an electorate
- Individual sporting competitions
- State Sporting Organisations and State Sporting Organisations for People with a Disability
- National Sporting Organisations
- Regional Academies of Sport
- For profit, commercial organisations
- Organisations limited by shares
- Government departments and agencies
- Educational institutions including schools and their Parents and Citizens (P&C's), Universities, TAFE, Colleges and childcare centres
- Local Government Authorities operating under the Local Government Act, 1993
- Local Government Committees
- Organisations that are the responsibility of another Minister's portfolio
- PCYCs, YMCA/YWCA, Scouts/Girl Guides, Gyms, and Surf Life Saving



Eligible projects

To be considered eligible, the project must be submitted through the Office of Sport SmartyGrants website: <https://sport.smartygrants.com.au/LSGP-2021-22>

Projects eligible to be funded for Sport Development include:

- Training programs that will lead to volunteer coaches, officials and club administrators gaining required education and accreditation, e.g., a club could apply for funds to allow it to run a coach accreditation course
- Facilitation of programs that will increase the skill level of players/participants
- Projects that improve a club's community presence, ability to communicate with members or undertake administrative functions, e.g., a club could develop or upgrade their website or, purchase accounting software to assist it manage its finances

Projects eligible to be funded for Sport Event include:

- Events that promote participation in sport and physical activity and provide a focal point for community building and engagement, e.g., a club could host a specific event/tournament within their electorate. An event must be conducted on a specified day or consecutive days at a specified location
- Events that primarily involve sporting competition or mass participation in an organised sport, e.g., an exhibition sporting match, hosting a gala day, regional or state championships
- Regional clubs host a sporting event that attracts tourists and visitors to the region

Notes: An event does not include regular ongoing weekly/monthly sporting competition/activities.

The event date must be included in the application.

Events are not to be scheduled prior to 1 January 2022.

Consideration should be given to travel restrictions and scheduling when preparing for the event.

Projects eligible to be funded for Sport Access include:

- Costs associated with overcoming a barrier to participation in sport, e.g., training and playing sport equipment
- Subsidised travel costs to assist junior teams (aged under 18 years of age) access to first class coaching, or travel from rural/remote areas to participate in competition
- Defibrillator (Automated External Defibrillator (AED) package)

Notes: Travel interstate will only be considered for clubs close to state borders where access to competition is not available within a reasonable distance in NSW, e.g. hire of a bus for weekly competition at away ground games.

Subsidised registration fees for senior players (this does not apply to juniors who are able to access the Active Kids vouchers).

AEDs – Applicants must rely on their own enquiries as to the suitability of any AED Service Provider they engage.

The provision of an AED package must include:

An AED

AED familiarisation instruction

A minimum of six years of essential defibrillator maintenance.

Medical Emergency Plan

Funding for AED does not include:

Ongoing maintenance outside of the scope of the maintenance schedule and any extended warranty as specified by the Approved AED Panel Service Provider

Accredited CPR, first aid, ongoing or additional face to face AED familiarisation instruction

Out of warranty repair of equipment

Replacement costs of consumables including batteries and electrode pads

Replacement or temporary replacement of the AED if it is damaged or unrecoverable through wear and tear, vandalism, accident, theft or misuse

General first aid maintenance items or equipment (items requiring cleaning and disinfecting after use)

This is a general guide only. Sport clubs/organisations should refer to the details set out in the particular AED Providers' packages when making a choice of provider.

Projects eligible to be funded for Sport Facility include projects at sporting clubs and facilities used by sports clubs that:

- Enhance existing facilities, e.g., installation of watering systems, safety netting, lighting, installed electronic scoreboards or, upgrade of surfaces.
- Provide ancillary facilities at established facilities, e.g., fixed sun protection shelters, change rooms, shower and toilet blocks
- Are for construction of new facilities and infrastructure
- Have received Development Approval (DA) from the relevant Council, or can demonstrate that such approval is not required, and have evidence of landowner's consent. NB: This documentation is required before your club submit an application

Notes: *This project type does not include capital equipment and/or portable equipment (this would be captured as part of Sport Access above)*

If you are not sure of the project type, please contact the Office of Sport by email at grantsunit@sport.nsw.gov.au

The Office of Sport may use its discretion, once the grant program has closed to move the application to a more suitable project type. If this does occur the relevant funding limits will apply.

Ineligible projects

The Local Sport Grant Program will not fund the following projects or project components:

- Staff wages and administration costs
- Subsidised registrations for junior players who have access to the Active Kids voucher
- Accommodation, food/catering
- Appearance fees, prize money and trophies/medals
- Presentation/celebration functions
- Entertainment
- Medical equipment (excluding defibrillators)
- Private or commercial ventures
- Events that are organised for the primary purpose of fundraising, including charity fundraising events
- Individual scholarships/sponsorships
- Insurance (public liability, general liability, etc.)
- Retrospective funding e.g., projects that have already commenced or been completed
- Purchase or rental of land or premises; vehicles; office equipment (e.g., office furniture, printers, photocopiers etc.)
- Projects not based in NSW
- Subsidy for school sporting activities and events

Funding requests for any of the above costs should not be included in the application.



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 these guidelines to make sure you understand all relevant requirements.
- Find out if your organisation is eligible to apply referring to [Eligible Applicants](#) section in these guidelines.



Step 2 Prepare your application

- Read these guidelines to familiarise yourself with the program requirements and determine your application project type
- Applying for the Local Sport Grant Program is a simple process using the [SmartyGrants platform](#)
- You can download a copy of the application form from the [SmartyGrants website](#) prior to commencing your application
- The application must include a realistic budget and identify other funding partners, where relevant
- Applications should identify whether the project may not proceed if the full grant amount requested is not received

- Visit the Program website sport.nsw.gov.au/grants/local-sport-grant-program read the [FAQs](#) and further information about this Program



Step 3 Submit your application

- Use the 'Apply Now' link on the Local Sport Grant Program page: <https://sport.smartygrants.com.au/LSGP-2021-22>
- Register your application – always use club generic emails where possible
- Complete the application by filling in each of the sections including required documentation
- Submit the application by the closing date/time of 1pm Friday 19 November 2021

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.
- If your organisation does not have an ABN, you must upload a signed ATO Statement by Supplier form: [Statement by a supplier \(www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf\)](http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf)

Required documentation

Required documentation is mandatory for all project types, this includes but is not limited to:

- Evidence of DA determination or, evidence that a DA is not required for **Sport Facility project types**
- Landowners consent for **Sport Facility project types**
- Quotes to verify project expenditure, which align to the information provided in your project budget – **mandatory for all project types**

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 assessment process will be managed by the Office of Sport supported by an independent probity advisor. Assessments will be based on how the application has addressed the criteria and will consist of two stages: Eligibility Assessment and Merit Assessment.

Eligibility assessment

The Office of Sport will conduct an initial assessment to determine:

- a) The applicant organisation is eligible to apply under these guidelines and has Public Liability Insurance with a minimum \$5 million cover
- b) The application is complete, submitted by the closing date, contains the required supporting documentation
- c) The application meets program requirements in regard to project commencement and completion dates and amount of funds requested
- d) The application demonstrates strategic alignment, capacity to deliver and a sound project budget.
- e) The application has been reviewed to confirm the project location provided is in NSW and in the correct electorate.
- f) The application, if submitted by a licensed club, specifically relates to the sport and not the licenced premises.
- g) If the application has been submitted by a sport club associated with a church or a school, the incorporation details have been confirmed and are in the name of the club.

Applications deemed eligible will then progress to the Merit assessment stage.

Merit assessment

Each application will be assessed against the following criteria:

1. The project will deliver on one or more of the program's objectives and demonstrates strategic alignment to the Office of Sport Strategic Plan.

2. The project will meet an identified need effectively.
3. The applicant organisation demonstrates the capacity and experience to deliver the project. Evidence of project partners will be considered as adding to your capacity to deliver the project.
4. The budget is reasonable and cost effective.

Assessments will be conducted by the Local Member of Parliament (or delegate) of the electorate in which the project is located.

The Office of Sport works with the Local Member of Parliament to finalise the funding recommendations for applications in their respective electorate before they are submitted to the Minister for Sport for final approval.

While the intention is that the sitting Local Member of Parliament will undertake merit assessments of projects in their electorate, circumstances may arise where they are unavailable or unable to do so. In such circumstances, the merit assessment will be undertaken by the Office of Sport.



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 grantsunit@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 terms and conditions of the grant must be accepted, and the grant claimed within 28 days of notification by the Office of Sport.

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 successful applicants approved for funding will be required to enter into a funding agreement that covers their obligations.

Successful applicants must accept the Program's Terms & Conditions in the online grants contract acceptance system. 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 May 2023 unless an extension for the project's delivery is agreed to by the Office of Sport.

A financial acquittal and project report will be required within 3 months of completion of the project. The project report will report against the outputs and outcomes information provided by the applicant.

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

Recognition of funding must be undertaken as per the NSW Government Funding Acknowledgement Guidelines and supporting evidence.

Photos of the completed project should be provided.

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 [Statement by a supplier \(https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf\)](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.

If a successful applicant breaches any of the Local Sport Grant 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.

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

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, 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 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.

Appendix A - List of eligible sports**

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



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☎️ 13 13 02 (Mon to Fri 9am to 5pm)

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