



OFFICE OF SPORT

# COVID-19 Cross Border Sport Fund Guidelines



2021/22

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Opens 10 November 2021  
Closes 1pm, 28 February 2022

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# About the Cross Border Sport Fund

The Cross Border Sport Fund is part of the NSW Government's Community Sport Recovery Package 2021, specifically targeting NSW border grassroot clubs and associations that have been impacted by COVID-19.

The Grassroots Sport Fund, within the Community Sport Recovery Package, provides a one-off grant of up to \$1,000 to eligible local clubs and associations across NSW that are affiliated with a recognised NSW State Sporting Organisation (SSO) or State Sporting Organisation for People with Disability (SSOD).

The COVID-19 Cross Border Sports Fund (the Fund) will support NSW based clubs

and associations that are affiliated with a state level sporting organisation or association recognised in another State/Territory, that are not eligible to receive funding under the Grassroots Sport Fund. This is restricted to those clubs and associations that are affiliated to an interstate organisation that is the equivalent of a SSO or SSOD recognised by the NSW Government or National body where a unitary structure applies. The type of sport must be recognised in NSW.

## Key objectives

The key objective of the Cross Border Sport Fund is to provide financial support to the sport sector of NSW to assist in recovery from the impacts of COVID-19 and in recommencing community sport activities.

## Important dates

Program Open for applications	Wednesday, 10 November 2021
Program Closes for applications	1:00pm AEDT, Monday 28 February 2022

Applications will be checked for eligibility within 20 working days of being submitted to the Office of Sport. Payments can therefore be expected to have been completed within 30 working days of submitting the application.

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

## Funding availability

Up to \$50,000 will be available under the Cross Border Sport Fund.

**Eligible applicants will receive up to \$1,000 (excl. GST).**

## Eligible applicants

- the local club or association must be a legal entity and have been affiliated with a state level sporting organisation or association recognised in another jurisdiction (State/Territory), including NSOs for with a unitary structure, before 26 June 2021;
- the local club or association must be based in NSW;
- the local club or association must have registered members and participants;
- the local club, association or organisation must be a legal entity whose primary purpose is to organise sporting activities / deliver sport programs;
- if the local club or association is a school it must offer programs to the public;
- the club or association must deliver programs for one of the sports listed in Appendix A
- the club or association has not already received funding from the Office of Sport or a NSW SSO/SSOD under a COVID 19 grants since 1 July 2021; and
- the local club or association will use the payment for an approved purpose.

## Ineligible applicants

- clubs or associations which have already received funding through the Grassroots Sport Fund
- clubs or associations which are not a legal entity
- clubs or associations which are not based in NSW
- clubs or associations which are affiliated to an NSW-based SSO or SSOD
- clubs or associations which do not deliver programs for one of the sports listed in Appendix A
- clubs or associations who are a school and do not offer programs to the public
- 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](#).

## Eligible items for funding

Payments to clubs up to \$1,000 can be used for costs such as:

### 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

### 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

### 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).
- **NB: Costs / Items applied for under the Local Sport Grant Program will be ineligible under the Fund**

# Application process

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 Cross Border Sport Fund 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
- 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/cross-border-sport-fund](https://sport.nsw.gov.au/grants/cross-border-sport-fund) read the [FAQs](#) and further information about this Program

The Office for Sport suggests that it is good practice to complete the application in SmartyGrants prior to the closing time, with enough time to complete form errors and mandatory fields. The applicant is responsible for ensuring they have adequate technical capability, including sufficient bandwidth, to complete the application in SmartyGrants on time.

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.



## Step 3 Submit your application

- Use the 'Apply Now' link on the Cross Border Sport Fund page: <https://sport.smartygrants.com.au/CBSF-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 Monday 28 February 2022.

## 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.

## 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](https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf) ([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 assessment process will be managed by the Office of Sport supported by an independent probity advisor. An eligibility assessment will be undertaken based on the core eligibility criteria.

The Grant Assessment Panel is the final arbiter on questions of eligibility.

## Eligibility assessment

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

- a. the application is complete, submitted by the closing date;
- b. the organisation's sport is a recognised sport by the Office of Sport prior to the 26 June 2021 (refer to Attachment A);
- c. the local club or association must be a legal entity and have been affiliated with a state level sporting organisation or association recognised in another jurisdiction (State/Territory), including NSOs for with a unitary structure, before 26 June 2021;
- d. the local club or association is an Incorporated association whose primary purpose is to organise sporting activities / deliver sport programs;
- e. the organisation is based in NSW;
- f. the the organisation has not already received funding from the Office of Sport or a NSW SSO/SSOD under a COVID-19 grant since 1 July 2021; and
- g. the organisation has not been 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](#).



# 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](mailto:grantsunit@sport.nsw.gov.au) to verify. Applications not submitted cannot be assessed.

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 Cross Border Sport Fund 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.

If a successful applicant breach any of the Cross Border Sport Fund 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

Eligible clubs and associations that receive this funding will be required to provide an acquittal form stating the funds were used for the approved project (including photo evidence if required).

An Acquittal Form (provided by Office of Sport) which summarises the expenditure will be required to be returned to the Office of Sport by 30 April

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

Other documents as necessary to show the funds have been expended in accordance with the Guidelines including Remittance 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.

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/>

## Publicity

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

## 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 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, 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.

## Probity

The Office of Sport has 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 the Office of Sport in the first instance by email: [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 - 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	



## OFFICE OF SPORT

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☎️ 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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