

# Multi-Sport Community Facility Fund

## 2021/2022 Eligibility Checklist

Please use this checklist before submitting your Multi-Sport Community Facility Fund application. You must ensure your project is eligible for funding and that all mandatory requirements are met for your application to be assessed. To be considered eligible, the project must be submitted through the [SmartyGrants website](#).

Please review the current Multi-Sport Community Facility Fund [Guidelines](#), [Fact Sheet](#) and [FAQs](#) before preparing your application.

REQUIREMENT	ADVICE	YES	NO
Eligible projects must be on land within NSW. My project is to be developed in one of NSW's 128 Local Government Authorities, the Unincorporated Far West or on Lord Howe Island.	If your project location is outside of NSW, it is not eligible for funding. Refer to <a href="#">Multi-Sport Community Facility Fund Guidelines</a> for further information.	<input type="checkbox"/>	<input type="checkbox"/>
Applicants must provide a signed <a href="#">Landowner consent form</a> from any landowners for the project on the land on which the facility is to be developed. <i>Note/ For projects located on public land, a Landowner consent form or signed letter of consent from the appropriate authorised delegate must be provided.</i>	Landowner consent form is available on the <a href="#">Fund web page</a> . Consent is provided and signed by authorised delegated authority. Projects that cannot provide evidence of landowner consent are not eligible to apply for funding. Evidence of tenure and lease arrangements (existing and proposed) should also be provided where available.	<input type="checkbox"/>	<input type="checkbox"/>
My organisation falls within either of these categories: <ul style="list-style-type: none"> <li>• Local government authorities in New South Wales</li> <li>• Regional Joint Organisations of councils, the Lord Howe Island Board and the Unincorporated Far West groups</li> <li>• 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)</li> <li>• Incorporated, community-based, not-for-profit sporting organisations (clubs and associations whose primary purpose is to organise sporting activities/ deliver sport programs)</li> <li>• Organisations providing sport and recreation programs that benefit the community, such as PCYCs, YMCA and YWCA</li> <li>• NSW based professional sporting organisations competing in a national or state competition</li> <li>• Private enterprises (for-profit organisations).</li> </ul>	If your organisation is not one of those listed, you are not eligible to apply for a grant under the Multi-Sport Community Facility Fund. Project applications involving partnerships between groups are encouraged. For example, a council may apply on behalf of a sporting club or association however, council will be the grant recipient and responsible for project delivery.	<input type="checkbox"/>	<input type="checkbox"/>
My organisation has an ABN/ACN and/or Incorporation number and/or Indigenous Incorporation Number.		<input type="checkbox"/>	<input type="checkbox"/>

REQUIREMENT	ADVICE	YES	NO
My project grant request is a minimum of \$1 million and does not exceed \$5 million.	If your grant request is for less than \$1 million or more than \$5 million, you are not eligible to apply for funding.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of a minimum 50 percent financial co-contribution of the grant amount requested has been provided. For example, if the grant amount requested is \$2 million, the applicant must demonstrate at least a \$1 million (minimum) financial co-contribution.	Evidence of the committed 50 percent financial contribution is provided. Projects with greater financial co-contribution will be considered favourably. A <a href="#">Hardship Form</a> will be available to applicants that cannot meet this requirement. The Hardship Form must be completed and submitted as part of the application.	<input type="checkbox"/>	<input type="checkbox"/>
I have provided suitable evidence confirming funding contribution(s) from other funding partners.	Attach copies of other funding contributions (e.g. letters of approval, bank statements, annual reports, funding agreements of other grants, council resolutions committing the funds).	<input type="checkbox"/>	<input type="checkbox"/>
My project scope is eligible and does not include any ineligible project components.	Refer to <a href="#">Multi-Sport Community Facility Fund Guidelines</a> for eligible and ineligible projects scope and components.	<input type="checkbox"/>	<input type="checkbox"/>
For projects with an estimated total project cost of \$5 million or more a business case is required to be submitted as part of your application. NSW Government compliant business case and has strong claims/evidence for each of the assessment criteria. Descriptions of the merit assessment criteria are provided in the <a href="#">Guidelines</a> and <a href="#">Fact Sheet</a> .	Template Business Cases are available on the <a href="#">Fund web page</a> . <a href="#">NSW Government Business Case Guidelines</a> are available to support preparation of a business case that includes a case for change, cost benefit analysis, financial analysis, commercial analysis and management analysis. Applicants are permitted to use their own format given it follows the same structure as the business case template. The complexity and the size of the business case should be proportional to the scope, value and complexity of the project.	<input type="checkbox"/>	<input type="checkbox"/>
My project is a joint project and a letter of support from the project partner is attached. Additionally, I have demonstrated how the partnership model (including asset management) would be administered to deliver the project. One organisation has been nominated to be the grant applicant for the project.	If the project is a joint application, this must be a 'yes' to apply	<input type="checkbox"/>	<input type="checkbox"/>
The project can commence construction in 2022.	Evidence has been provided in the application and/or business case that the applicant has the capacity, budget, procurement timetable and relevant approvals to commence construction in 2022.	<input type="checkbox"/>	<input type="checkbox"/>
The project can be completed by 30 June 2025.	Provide evidence of deliverability in the application/business case in the milestone reporting. Provide robust project management plan/framework.	<input type="checkbox"/>	<input type="checkbox"/>

REQUIREMENT	ADVICE	YES	NO
<p>I have provided a detailed budget with robust and accurate project cost estimate. I can substantiate the costings appropriate to the stage of project development.</p>	<p>Budgets should include clear descriptions of all the costs associated with the project and ongoing operation of the project. Itemise what the Multi-Sport Community Facility Fund funding will cover. Where quotes are provided, they must contain the supplier's business details.</p> <p>When preparing a business case budget ensure robust and accurate project cost advice has been prepared to support the business case. The project estimate has the correct attributes corresponding to the stage of project development. The advice contained within the cost estimate considers and integrates technical advice, project objectives, attributes and constraints along with a risk profile.</p>	<input type="checkbox"/>	<input type="checkbox"/>

## Merit Assessment

The application has strong claims/evidence for each of the four assessment criteria: strategic justification, project scope and inclusive design, project affordability and project deliverability and applicant capability. Descriptions of the four criteria are provided in the [Fund Fact Sheet](#).

Competitive applications will have strong claims against each of the criteria, supported with evidence. Attach relevant support materials in the application. Examples of additional supporting documents include:

- NSO/SSO Statement of Support Form/other letters of support
- Joint Use Agreement – School Infrastructure NSW
- Funding Agreements for funding contributions from project partners
- Project related council resolutions including any funding contributions
- Facility usage schedule
- Stakeholder consultation plans/surveys/support
- Facility management plan including content scheduling
- Masterplans/precinct plans
- Project photographic evidence
- QS reports/quotes/tender price or independent qualified expert report
- Project management framework – detailed project plan with timelines demonstrating the project delivery timeline.