

# Multi-Sport Community Facility Fund

Program Guidelines

**2021/2022**

**Opens** Monday 29 November 2021

**Closes** 1pm, Friday 25 February 2022

OFFICE OF SPORT



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## Minister for Sport, Multiculturalism, Seniors and Veterans

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The 2021/2022 Budget continues the NSW Government's investment in community sport infrastructure across NSW, with the announcement of the \$200 million Multi-Sport Community Facility Fund. This new grant program complements the \$150 million Centre of Excellence program also announced in the 2021/2022 Budget and the Government's \$100 million Greater Cities and Regional Sport Facility Fund.

Sport plays a vital role in contributing to building strong, resilient and active communities. Participation in sport contributes to the health and well-being of individuals and keeps people connected.

The Multi-Sport Community Facility Fund will see \$100 million in funding available per annum over two years, to support new and upgraded multi-sport and multi-use sporting facilities.

This investment in community sport infrastructure will have a primary focus on sporting facilities that are shared by sports. The investment will also support the equitable provision of, and access to multi-sport facilities that address barriers and grow participation for women and girls in line with the NSW Government's women in sport strategy Her Sport Her Way.

Facilities will need to be planned, designed and built to be inclusive of all members of our community. We want sporting facilities that are universally designed and inclusive to also increase opportunities for people with disability, First Nations peoples and people from culturally and linguistically diverse communities.

As we recover from the COVID-19 pandemic, the construction of sporting facilities will help to stimulate the economy through the delivery of these valuable community projects.

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

**The Hon. Natalie Ward MLC**

# About the Multi-Sport Community Facility Fund

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The NSW Government has committed \$200 million to the Multi-Sport Community Facility Fund (the Fund). The NSW Government recognises the critical role local sport infrastructure plays in keeping communities healthy, active and connected. The Fund will deliver the best outcomes for the community by creating places and facilities that enable communities to enjoy and take part in sport.

The NSW Government is seeking to support local communities to future-proof infrastructure by funding universally designed and inclusive facilities that move beyond compliance and provide dignified inclusion for all. The Fund will support the development of well-designed new and improved multi-sport infrastructure projects that will meet the current and future needs of the community.

The Fund will support the delivery of sport facility projects that can directly support sport participation across all levels and provide programs for those people in the community that need it most.

## Key objectives

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The primary objectives of the Fund are to:

- Increase the number and type of multi-sport facilities
- Improve the standard of existing multi-sport facilities
- Increase the utilisation of sport facilities
- Support the equitable provision of, and access to multi-sport facilities to grow sport participation for women and girls
- Provide inclusive and accessible multi-sport facilities that support sport participation for people with disability, First Nations peoples and people from culturally and linguistically diverse communities.

Secondary objectives of the Fund are to:

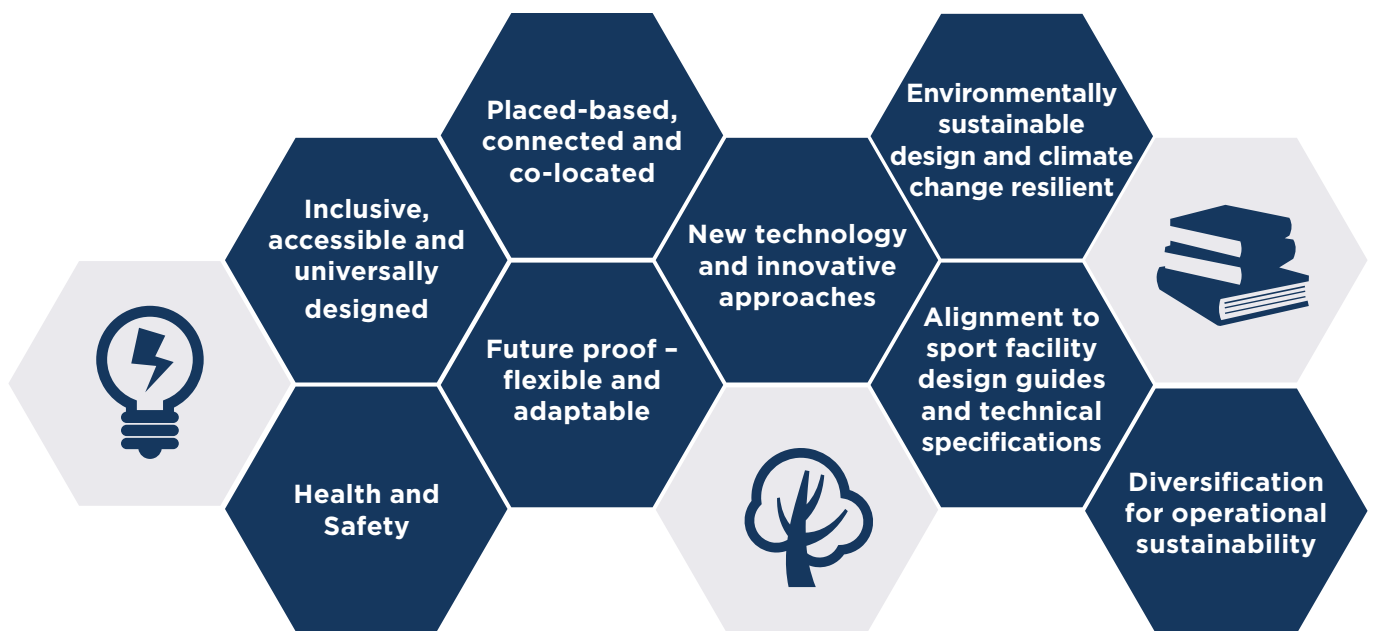
- Establish a diversified funding model
- Improve operational sustainability
- Promote and incorporate environmental sustainability and climate resiliency into design, construction and operation.



# Design Principles

Applications should focus on the highest standard of design that incorporates the following principles, where applicable:

## Principles



Applicants should focus on the highest standard of design and demonstrate industry best practice in project development, including but not limited to:

- Project's capacity to provide increased participation for women and girls, people with disability, First Nations peoples and people from culturally and linguistically diverse communities through accessible and inclusive facilities with equitable program offerings
- Project's capacity to increase utilisation and/or user satisfaction
- The development or upgrading of multi-sport facilities which can also be used for other events that contribute to the local community
- Addressing a significant gap in current facilities and/or demonstrate community need
- Demonstrate stakeholder engagement, consultation, co-design and support
- Connecting with Country and/or Designing with Country
- Partnerships and collaboration
- All weather uplift (consideration of flood, drought, fire, sun safe and weather conditions that impact on utilisation)
- Provision of quality social infrastructure including safe places that support community interaction including enhanced capacity for activation and socialisation
- The role of green infrastructure and increasing the tree canopy
- Alignment to the infrastructure strategy or plan of the relevant council (local government authority), State Sporting Organisation, State Sporting Organisation for People with Disability and National Sporting Organisation
- Benchmark comparable projects and facilities.

# Important dates

The following indicative dates apply to this funding round.

Monday 29 November 2021	<b>Applications open</b>
1.00pm, Friday 25 February 2022	<b>Applications close</b>
May 2022 onwards	<b>Outcomes advised</b>
Within 3 months of notification of outcomes	<b>Funding agreements executed for successful projects</b>
<b>Projects to be completed by 30 June 2025. Construction must commence in 2022.</b>	

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 is allocating \$100 million in 2021/2022 (Round 1).**

The Multi-Sport Community Facility 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 \$1 million and cannot exceed \$5 million. All applications are required to provide a minimum 50% financial co-contribution of the grant amount requested (e.g. if an applicant's grant amount requested is \$2 million, they must demonstrate at least a \$1 million financial co-contribution). A [Hardship Form](#) will be available to applicants that cannot meet the requirement. The Grant Assessment Panel, at its total discretion, will decide whether a hardship application is accepted.

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. Projects

must commence construction in 2022 and it is expected that projects will be completed by 30 June 2025. Funding approval may have specific conditions that have been determined throughout the assessment process.

Applicants can submit up to three (3) applications in total for round one of the Fund. The applicant can advise of their project priority ranking through the application form. As part of the assessment process projects will then be assessed in line with the Guidelines.

Applications should identify whether the project may not proceed if the full grant amount requested is not 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 in the funding agreement.

Projects that are not the focus of the Multi-Sport Community Facility Fund will be encouraged to consider an application under other grant programs e.g. Local Sport Grant Program, Community Building Partnership Program and Office of Responsible Gambling Infrastructure Grants.

# Eligible applicants

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Eligible applicants are:

- Local government authorities in New South Wales
- Regional Joint Organisations of councils, the Lord Howe Island Board and the Unincorporated Far West groups
- NSW Office of Sport recognised NSW 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)
- Incorporated, community-based, not-for-profit sporting organisations (clubs and associations whose primary purpose is to organise sporting activities/deliver sport programs)
- Organisations providing sport and recreation programs that benefit the community, such as PCYCs, YMCA and YWCA
- NSW based professional sporting organisations competing in a national or state competition
- Private enterprises (for-profit organisations).

Applications involving partnerships between groups are encouraged and will be considered

favourably, for example a council or sport and a Department of Education specialist sport high school. A council may submit an application on behalf of a sporting club or association, however council will be the grant recipient and responsible for project delivery.

# Ineligible applicants

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

- Individuals
- Schools, TAFEs, and Universities
- Parents and Citizens (P&C's) Associations
- Progress Associations
- Other community based or religious groups that do not have a primary purpose of sport and/or recreation
- NSW Government agencies.

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

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To be considered eligible, the project must:

- Be submitted through the [Office of Sport SmartyGrants website](#).
- Meet the eligibility check criteria
- Be on land within NSW and applicants must submit a landowner consent form for the project on the land on which the facility is to be developed
- Be an eligible project type.

For projects located on public land, a landowner consent form or signed letter of consent from the appropriate authorised delegate must be provided. For example, for projects located on public school land, including specialist sport high schools a letter of support for the specific project must be provided from School Infrastructure NSW as part of the application.

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

Examples of eligible project types include:

- Construction of new or upgraded multi-sport unisex and universally designed change rooms to be inclusive and female-friendly, including parent and child change spaces and officials' areas (this includes pre-constructed modular facilities)
- Indoor sport complexes which cater to more than one sport
- Aquatic and leisure centres
- Amenity buildings such as kiosks, club rooms, change rooms and grandstands that are universally designed and enhance community connectivity and multi-purpose use

- New and significant multi-sport upgrades to playing surfaces (fields and courts), specifically multi-sport upgrades and resurfacing that supports increased use and/or improves safety
- New and upgraded provision of disability access and universally designed amenities that are beyond compliant and provide dignified inclusion in sport participation
- Provision of administration facilities for a sporting organisation that is attached to a new or existing sport facility that supports multiple sports
- Environmentally and operationally sustainable initiatives that support water and energy savings including water harvesting, new or upgraded irrigation infrastructure, more efficient lighting including technology-controlled and LED lighting and installation of solar panels and smart metering technology
- New and upgraded all weather facilities including synthetics, shelter for outdoor activities, and irrigation projects
- Digital technology uplift projects, including installation of WIFI, increased automation and other innovative smart technologies
- Projects that improve the storage, security and safety capability of facilities
- Construction of new or significantly improved walking, running, fixed outdoor exercise equipment, or off-road cycling trails that are an integral component of the sport facility development.



# Ineligible projects

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The Multi-Sport Community Facility Fund will not fund the following projects or project components:

- Facility planning including preparation of feasibility studies, business cases and masterplans
- That do not meet relevant Australian standards
- On private land unless there is clear public benefit to the community's interest in sport and active recreation and have documented consent from the landowner
- Facilities where little or no public access is available
- Related primarily to operational expenditure, including but not limited to regular repairs and maintenance
- For any costs associated with preparing and submitting the funding application
- For the maintenance or construction of local roads, car parks (public or private) or any other core service infrastructure works that are the ordinary responsibility of council, other level of government or private enterprise
- Related to buying or upgrading non-fixed equipment (e.g. computers, office goods, footballs, clothing and footwear, ride-on mowers)
- For the purchase or lease of land/facility
- Related to administrative or running costs that are normally the responsibility of businesses, state agencies or local councils
- Requests for 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 significant new and additional scope is identified
- Arts, music, craft and recreation facilities that provide experiences that do not meet the definition of sport and active recreation
- General maintenance or replacement through normal wear and tear (e.g. painting, running costs and minor repairs to existing facilities)
- Repair of facilities where the damage can be covered by insurance
- Playgrounds and playspaces, including aquatic playspaces
- Upgrading or redeveloping kitchen or public toilet facilities, except as part of a larger project that meets the objectives of the Fund
- For the building or upgrade of licensed areas and gaming areas
- Projects located outside eligible local government areas.

Each application will be checked for eligibility by Office of Sport staff. All applications, including those with uncertain eligibility assessments will be referred to the Grant Assessment Panel for a final determination on eligibility.

# What is the application process?

## How to apply

Follow the steps below to submit your application.



### 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.
- Find out if your organisation is eligible to apply referring to Eligible applicants section in these Guidelines.
- You can find the relevant information at [sport.nsw.gov.au/grants/multi-sport-community-facility-fund](http://sport.nsw.gov.au/grants/multi-sport-community-facility-fund)



### Step 2 Prepare your application

- Applying for the Multi-Sport Community Facility Fund is a simple process using the SmartyGrants platform [sport.smartygrants.com.au/MSCFF-2021](http://sport.smartygrants.com.au/MSCFF-2021)
- You can download a copy of the application form from the [SmartyGrants website](#) prior to commencing your application.
- For projects costing \$5 million or more a business case is required to be submitted as part of your application. The [business case template](#) is available.
- Applicants are permitted to use their own format given it follows the same structure as the business case template.
- [NSW Government Business Case Guidelines](#) 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.
- The complexity and the size of the business case should be proportional to the scope, value and complexity of the project.

- To submit a complying application all mandatory fields must be completed, and mandatory support documents must be uploaded and submitted.



### Step 3 Submit your application

- Visit [sport.smartygrants.com.au/MSCFF-2021](http://sport.smartygrants.com.au/MSCFF-2021)
- Complete the application by filling in each of the sections (including a business case for projects costing \$5 million or more and supporting documentation).
- Submit the application by the closing date/time of 1.00pm, Friday 25 February 2022.

### Late application and additional support documentation

It is good practice to complete the application in [SmartyGrants](#) well prior to the closing time. You are responsible for ensuring you have adequate technical capability, including sufficient bandwidth, to complete the application in SmartyGrants. If 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 which should be prior to the Closing Date and 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.

If a mandatory document is not available prior to the Closing Date and Time and you are seeking an extension you must contact [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au) prior to the grant program close. Additional late support documentation will only be accepted for applications already submitted in SmartyGrants by the closing date/time.

## 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
- If your organisation does not have an ABN, you must upload a signed [ATO Statement by Supplier form](#).

## Assessment process

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The Multi-Sport Community Facility Fund is administered by the Office of Sport. The Office of Sport will undertake an eligibility check and preliminary assessment on all grant applications for the Grant Assessment Panel's consideration. Throughout the assessment process the Office of Sport may request additional information from the applicant.

A Grant Assessment Panel, appointed by the Minister for Sport will review the Office of Sport project ineligibility recommendations and preliminary assessment of applications. 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.

The Grant Assessment Panel will assess applications against the Fund eligibility criteria, objectives and merit assessment criteria outlined in this document and make recommendations to the Minister for Sport. An independent probity advisor will oversee the grant process and attend all Grant Assessment Panel meetings.

Where an application is not accompanied by the mandatory information then the Office of Sport can recommend to the Grant Assessment Panel to consider the application to be non-conforming and set it aside from further consideration, at its absolute discretion.

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 check

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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 Office of Sport conducts an eligibility check of all applications ensuring that the:

- Applicant organisation is an eligible applicant
- Applicant has provided an ABN/ACN and/or Incorporation number and/or Indigenous Incorporation Number
- Project is in an eligible location and landowner consent form for the project has been provided
- Grant request is a minimum of \$1 million and does not exceed \$5 million
- Applicant has provided evidence of a minimum 50 per cent financial co-contribution of the grant amount requested or submitted a [Hardship Form](#)
- Applicant has provided suitable evidence confirming funding contribution(s) from project partner(s)
- Applicant has completed the application form (including business case for projects with an estimated total project cost of \$5 million or more)
- Project scope and components are eligible.

Ineligible project scope and components will not be assessed or funded. The Grant Assessment Panel will adjust the requested grant amount accordingly and at its discretion. 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 criteria

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Eligible projects will be assessed against the Fund objectives and four merit assessment criteria. The Grant Assessment Panel will consider the extent to which the applicant has addressed the assessment criteria and provided evidence. The Grant Assessment Panel at their discretion may consider sport and geographical spread, grant amount requested and project size.

During the assessment process, the Grant Assessment Panel/Office of Sport 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.

## Criterion 1: Strategic justification (30%)

- Describe how the project delivers a functional, flexible and future proof facility that will cater for more than one sport or demonstrate a commitment to build partnerships with other sporting codes or user groups for facility usage. Projects demonstrating multi-sport/use will be prioritised.
- Explain how the project will lead to increased participation in sport and increased facility capacity and usage (attach a Facility Usage Schedule).
- Describe how the project will enhance or deliver new sport participation outcomes for women and girls (i.e. dedicated female participation and pathway programs through facility enhancements, welcoming environments and other related initiatives). Projects demonstrating strong alignment to NSW Government's women in sport strategy [Her Sport Her Way](#).
- 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).
- Provide detail of community profile, demonstrated need, key user groups, project beneficiaries and the project urgency.
- Provide details and supporting evidence of National/ State/ Local Sporting Organisation or State Sporting Organisation for People with Disability support for project(s).
- Describe community and stakeholder consultation, management and project support (provide relevant attachments and support letters).
- Describe how this project aligns with your organisation's strategic plans and those of the Office of Sport, State/National Sporting Organisation participation and facility plans, and local council plans where relevant.

<b>Criterion 2: Project scope and inclusive design (20%)</b>	<ul style="list-style-type: none"> <li>• Provide a clear scope of works proposed for the project.</li> <li>• Provide supporting documentation such as facility design brief, 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 (community users and/or pathway athletes) and how these changes were informed through consultation or evidence.</li> <li>• Identify Design Principles outlined in the program guidelines that have been incorporated into the project. For each design principle describe how it delivers on the design principle including what materials, technologies and practices have been incorporated e.g. energy and water conservation, sustainable and climate resilient materials.</li> <li>• Outline any best practice approaches in the design, development and delivery of the project that address the Fund’s objectives.</li> <li>• Explain how the project will include the Premier’s Priority - <a href="#">Greening our city</a> and <a href="#">Greener public spaces</a>.</li> <li>• Explain any placed-based planning showing the location of the project, any co-location to key infrastructure, if it is accessible, convenient and connected (Connecting with Country and Designing with Country) for priority user groups.</li> </ul>
<b>Criterion 3: Project affordability (20%)</b>	<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 evidence of approval for committed funding co-contribution(s). All applications are required to provide a minimum 50% financial co-contribution of the grant amount requested or submit a Hardship Form.</li> <li>• Provide details of the applicant’s capacity to fund and manage ongoing operations including routine and lifecycle costs and allowing for ongoing operating and maintenance requirements.</li> <li>• Provide evidence of robust itemised cost planning.</li> </ul>
<b>Criterion 4: Project deliverability and applicant capability (30%)</b>	<ul style="list-style-type: none"> <li>• Provide evidence of Development Application approval (if required) or demonstrate that a Development Application is not required. Projects with approved Development Applications will be prioritised.</li> <li>• Confirm there is no serious planning, construction, zoning, environmental and/or Native Title impediments to delivering the project. Submit relevant approvals.</li> <li>• Provide evidence of the ability to commence construction in 2022 through the provision of mandatory documentation such as schematic plans and current cost plans (all projects are expected to have been fully completed by 30 June 2025).</li> <li>• Provide a detailed project plan that illustrates key project tasks and milestones and forecast delivery timeline.</li> <li>• List any assumptions, constraints and dependencies in delivering the project.</li> <li>• Demonstrate any partnership model (including asset management) that would be administered to deliver the project (e.g. joint use agreements).</li> <li>• 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>• Demonstrate the capacity to deliver the project through robust strategies for procurement, project management and risk management.</li> <li>• Applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant.</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 [Multi-Sport Community Facility Fund web page](#) to assist your application include:

- [Program Guidelines](#)
- [Fund Fact Sheet](#)
- [Application Eligibility Checklist](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [State/National Sporting Organisation Statement of Support Form](#)
- [Hardship Form](#)
- [Landowner Consent Form](#)
- [Budget Template](#)
- [Business Case Template](#)
- [Facility Usage Schedule](#)
- [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. Funding Agreements must be executed within 3 months 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 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.

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.

Applicants will be asked to declare as part of their application, any perceived or existing conflicts of interest 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. The project must be completed within three years of the date of accepting the funding Terms and Conditions in the SmartyGrants system unless an extension for the project's delivery is agreed to by the Office of Sport. 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 Office of Sport will execute a funding agreement with successful applicants for the project in accordance with the approved scope, budget and schedule of the project set out in the approved application.

Any changes requested by a successful applicant to a project, for which a grant has been approved, that constitute a change to the original application may require a revised assessment of the application with the proposed changes to determine whether the project would still be recommended for funding in accordance with the guidelines. This includes situations where a successful applicant is seeking to change the project scope, budget or schedule.

The following reflects the intent of some key provisions that will be included in the funding agreement with successful applicants:

- 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 and may require Minister approval. Requests for variations to the Funding Agreement or changes to the project will only be considered in limited circumstances.
- 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.
- 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 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 completion report will report against the outputs and outcomes information provided by the applicant in the submitted application.
- 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.
- Successful applicants will be required to pay

back unspent funds or those funds which have not been spent in accordance with the funding agreement.

- Recognition of funding as per the NSW Government Funding Acknowledgement Guidelines and supporting evidence.
- Photos of the project at key milestones and project completion must be provided.
- 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 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

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)

## Insurances

Organisations approved for funding by 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

The NSW Government reserves the right to be involved in media opportunities and speaking engagements relating to the funded project.

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.

All recipients of NSW Government funding should 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

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

If there are any concerns regarding the probity or integrity of this program, contact should be made with the NSW Office of Sport in the first instance via email on [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@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. It may also use information provided in the grant application/milestone and project completion reports to develop case studies including photos. 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 (Chief Executive Officer), General Manager, or authorised member of the Board of Management.

## 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).





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