

SURF CLUB FACILITY PROGRAM 2021/2022



Acknowledgement of Country



*Office of Sport Reconciliation Action Plan artwork
“Jennebe” by Jasmine Sarin*

The Office of Sport acknowledges and pays respect to the Traditional Custodians of our land, Aboriginal people of NSW.

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ABOUT THE SURF CLUB FACILITY PROGRAM

- Since 2017/18 the NSW Government has committed \$16 million to the Surf Club Facility Program (Program).
- In the 2021/22 budget, the NSW Government announced a further four years of funding (\$16 million) to continue the Program.
- Up to \$4 million is available for the 2021/22 Program to develop quality Surf Life Saving infrastructure for current and future needs.
- Grants are available from \$30,000 - \$500,000.
- Applications can be submitted **until 1pm, Friday 21 January 2022.**
- A financial co-contribution **is not required** for this years program.
- It is important to note that all successful projects must be completed and acquitted by **March 2024.**

PROGRAM OBJECTIVES

Assist Surf Life Saving Clubs throughout NSW to develop facilities that will enable increased participation in Surf Life Saving for all people, increased facility usage, and improved safety.

The key objectives of the Program are to:

- Provide inclusive and accessible multi-sport facilities that support participation in sport and increase opportunities for women and girls, people with disability, First Nations peoples and people from culturally and linguistically diverse communities
- Increase the usage and/or participant numbers in Surf Life Saving
- Increase the use of Surf Life Saving facilities by community groups and/or the public
- Improve safety at Surf Life Saving facilities
- Improve the standard of Surf Club facilities incorporating best practice design principles.





ELIGIBLE APPLICANTS

Eligible applicants are:

- **Surf Life Saving Clubs in NSW**
- **Surf Life Saving NSW Branches**

Branches can apply for surf club related works e.g. storage sheds for emergency equipment. However, they will only be considered if all applications from Surf Life Saving Clubs in the round receive funding.

Applications must have the landowner's consent for the project.

ELIGIBLE PROJECT COSTS

Examples of **eligible project types** and costs include:

- Construction of new Surf Life Saving Club facilities; and
- Capital enhancement of existing Surf Life Saving Club facilities.

Priority will be given to Surf Club facilities identified as:

- Being in poor or unserviceable condition;
- Addressing a demonstrated need for the community; and
- High urgency to address facility building compliance requirements.

Projects will need to be completed by March 2024.



Surf Club Facility Program

Program Guidelines

2021/2022

Opens 26 November 2021

Closes 1.00pm, Friday 21 January 2022



INELIGIBLE PROJECT COSTS

Further detail regarding eligibility and ineligibility can be found in the [Program Guidelines](#), and/or by contacting the Office of Sport at grantsunit@sport.nsw.gov.au



KEY CONSIDERATIONS IN YOUR APPLICATION AND PROJECT

- A financial co-contribution is not required for this year however, organisations may contribute to the project. Financial contributions will be considered as part of the assessment process. The greater the contribution the more favourably the project will be looked upon.
- Supplier discount/s are not considered as a contribution.
- Construction must commence by September 2022. Project should be completed before March 2024.
- Applicants can submit multiple applications however funding will be capped at a maximum \$500,000 to each Surf Life Saving Club under this year's program.
- The \$500,000 lifetime cap no longer applies, however projects that have not received \$500,000 under the program will be given priority



ESSENTIAL DOCUMENTATION

All applicants must upload the following essential documentation for all projects as part of the application:

- Landowner's consent to undertake the project.
- Copy of a current Council approved DA determination if required **OR** a letter from Council to confirm that a DA is not required.
- Quotations amounts below \$150,000.
 - \$30,000 - \$150,000 a minimum of three (3) quotes
 - Quotes provided must be on company letterhead from the organisation that supplies the goods or services.
- For the supply of goods and services exceeding \$150,000 an open tender will be required. If this tender documentation is not available at grant application, it will need to be submitted if the project is recommended for funding before any funding agreement is established.
- Evidence of the project's co-contribution (if a contribution is being provided).
- Letter of support from Surf Life Saving NSW
- Evidence of tenure.
- Completed budget template.



SUBMITTING YOUR APPLICATION IN SMARTYGRANTS

Office of Sport has moved to a new online grant portal powered by SmartyGrants.

The online system is user friendly, registration is simple, and the completion of online applications is supported by instructions and hints.

Please visit <https://sport.smartygrants.com.au/SCFP-2021-2022> and allow yourself time to familiarise yourself with this portal.

As applications are now open, you can download a preview application form from the SmartyGrants website prior to commencing your application.

Please note that you must complete the SmartyGrants application form and submitted by the closing time of 1pm AEDT, Friday 21 January 2022.

APPLICATION PROCESS

How to make an application under the Program:

- Check your eligibility by reading the Program Guidelines and related materials at sport.nsw.gov.au/clubs/grants/SCFP
- If eligible, begin an application by using the Office of Sport's <https://sport.smartygrants.com.au/SCFP-2021-2022>
- Prepare all mandatory documents and attachments.
- Complete the application by filling in each of the sections.
- Submit the application and any supporting documents by **1pm, Friday 21 January**





ASSESSMENT CRITERIA AND PROCESS

All applications should address the program criteria and demonstrate:

- **Strategic Alignment** - Alignment with the program priorities.
- **Project Need and Objectives** - Demonstrated need for the project.
- **Organisation Capacity** – To deliver the project by March 2024. How will the project be managed?
- **Project Budget** - Is the project affordable and feasible to deliver within the available budget?
- **Project Readiness** - Is the project ready to commence upon receipt of funding and be completed by March 2024?

The eligibility and assessment criteria are detailed in the [Program Guidelines](#), which is available on the Office of Sport web page.

TIMELINE



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



QUESTIONS

Are Clubs eligible if;

- **They still have a live unacquitted grant (less than 2 years old)?**
- **They have an unacquitted grant older than 2 years, e.g. 4 years old and an unfinished project**

Yes. However applicants are expected to meet the requirements of their Funding Agreement. Eligible applications will be assessed against the program aims, focus, objectives and assessment criteria and may consider outstanding acquittals.

Any Clubs with outstanding financial acquittal and project reports should contact Surf Life Saving NSW and the Office of Sport grants unit.



QUESTIONS

Solar Projects – RESINC are a Solar install company and have a sponsorship with some SLNSW Branches. As part of their corporate social responsibility plan, they provide clubs with a heavy discount on the supply and installation of solar. Can this discount form part of the Clubs co-contribution?

No. Supplier discounts should not be included in the budget as an applicant contribution.

Can the Office of Sport review my draft application?

Office of Sport staff are only able to provide information to potential applicants on interpretation of the Guidelines including types of projects eligible for funding. They can also provide advice relating to the online application process. Please phone 13 13 02, or contact grantsunit@sport.nsw.gov.au

Information can be found on the Office of Sport website including the [Program Guidelines](#), FAQs and link to the [grants online system](#).



QUESTIONS

When do I need to provide a letter of support regarding the Club's project?

A letter of support from Surf Life Saving NSW outlining if the club is in poor or unserviceable condition or is addressing a community need must be submitted with your application by the closing date of **1pm, Friday 21 January 2022.**

Remember, incomplete applications, or applications and/or supporting documents submitted after the closing time and date may not be considered eligible.



QUESTIONS

How will I know if my club is successful?

All successful applicants will be advised in writing and asked to enter into a Funding Agreement and complete a **facility use schedule**.

Funding agreements for successful projects are expected to be executed from March 2022 and must be completed by 31 May 2022.

The funding agreement will include a milestone and reporting schedule, where payments will be made based on the requirements outlined in the milestone schedule being deemed as complete by the Office of Sport.

What if I am successful in getting a grant from another NSW Government agency?

Grant funding from another NSW State Government agency is not permitted as a co-contribution for the same component of a project.

However, co-contributions made from Local and Federal funding sources are permitted to be used for this purpose. Other NSW State Government grant funding must be used for a different component of the project.

QUESTIONS

Do I need to complete a facility use schedule as part of my application?

It can be provided to demonstrate a need however is not a required document for submission. Successful applicants will be required to complete one.

The facility use schedule provides key information on current and projected use of the facility including a return on the Government's investment and information on facility usage by males and females.

CONTACT INFORMATION

For further questions regarding your application, please phone 13 13 02 or email grantsunit@sport.nsw.gov.au

Further information can be found on the Office of Sport website including the [Program Guidelines](#), FAQs and link to the [grants online system](#).





THANK YOU

Enquiries

grantsunit@sport.nsw.gov.au

13 13 02

