

OFFICE OF SPORT

MULTI-SPORT COMMUNITY FACILITY FUND 2021/2022

INFORMATION SESSION

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ACKNOWLEDGEMENT OF COUNTRY

The Office of Sport acknowledges the Aboriginal people, the Traditional Custodians of this land, and pays respect to our Aboriginal Elders – past, present and emerging.

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MULTI-SPORT COMMUNITY FACILITY FUND 2021/22 - ROUND ONE

Fund Amount and Funding Availability:

- The NSW Government has committed \$200 million to the Multi-Sport Community Facility Fund (the Fund), with an allocation of \$100 million in 2021/2022 (Round 1). The NSW Government recognises the critical role local sport infrastructure plays in keeping communities healthy, active and connected.
- 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.

ROUND ONE: OPENING AND CLOSING DATES

Applications
opened:
Monday,
29 November
2021

Applications
close:
1pm Friday,
25 February
2022

All projects must commence construction in 2022 and it is expected that projects will be completed by 30 June 2025.

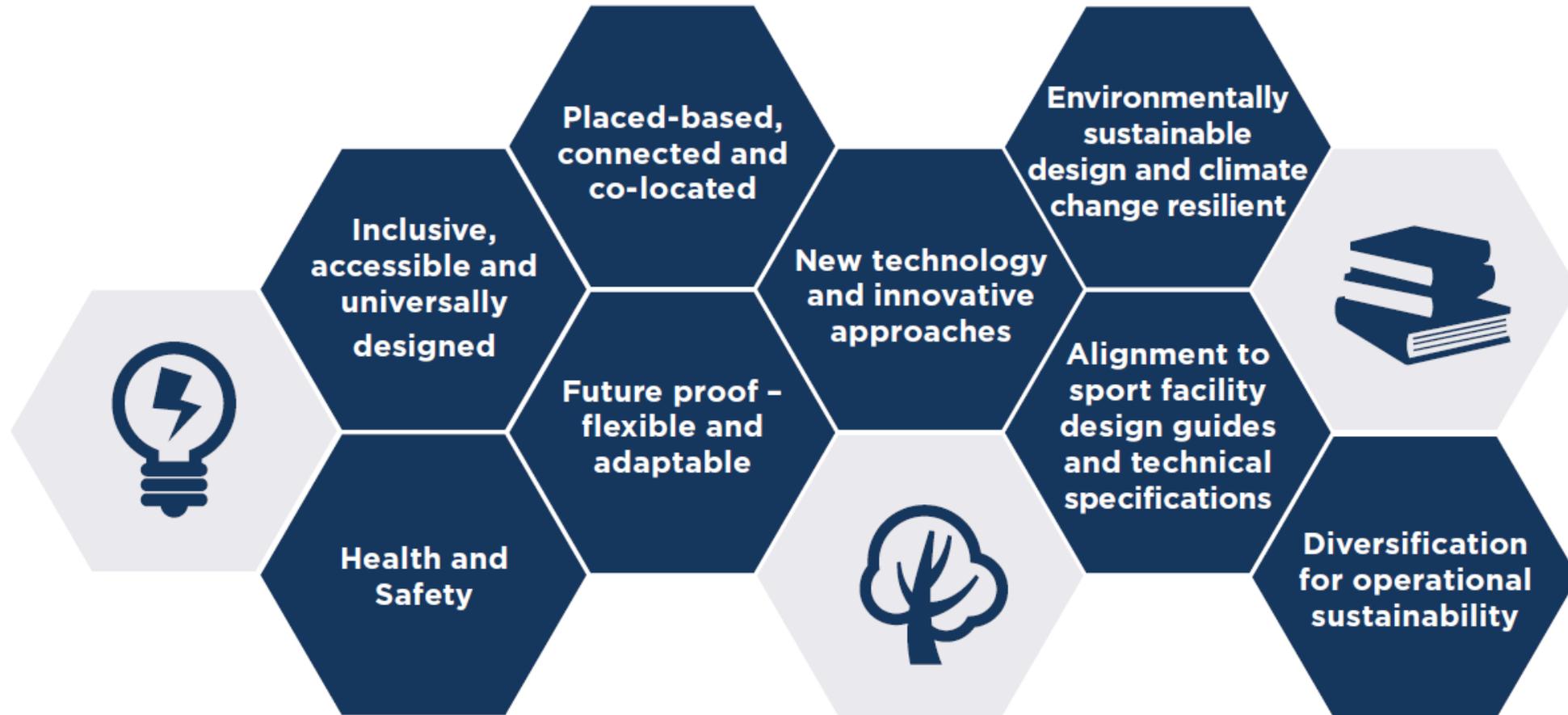


KEY OBJECTIVES

The primary objectives of the Multi-Sport Community Facility 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.

DESIGN PRINCIPLES

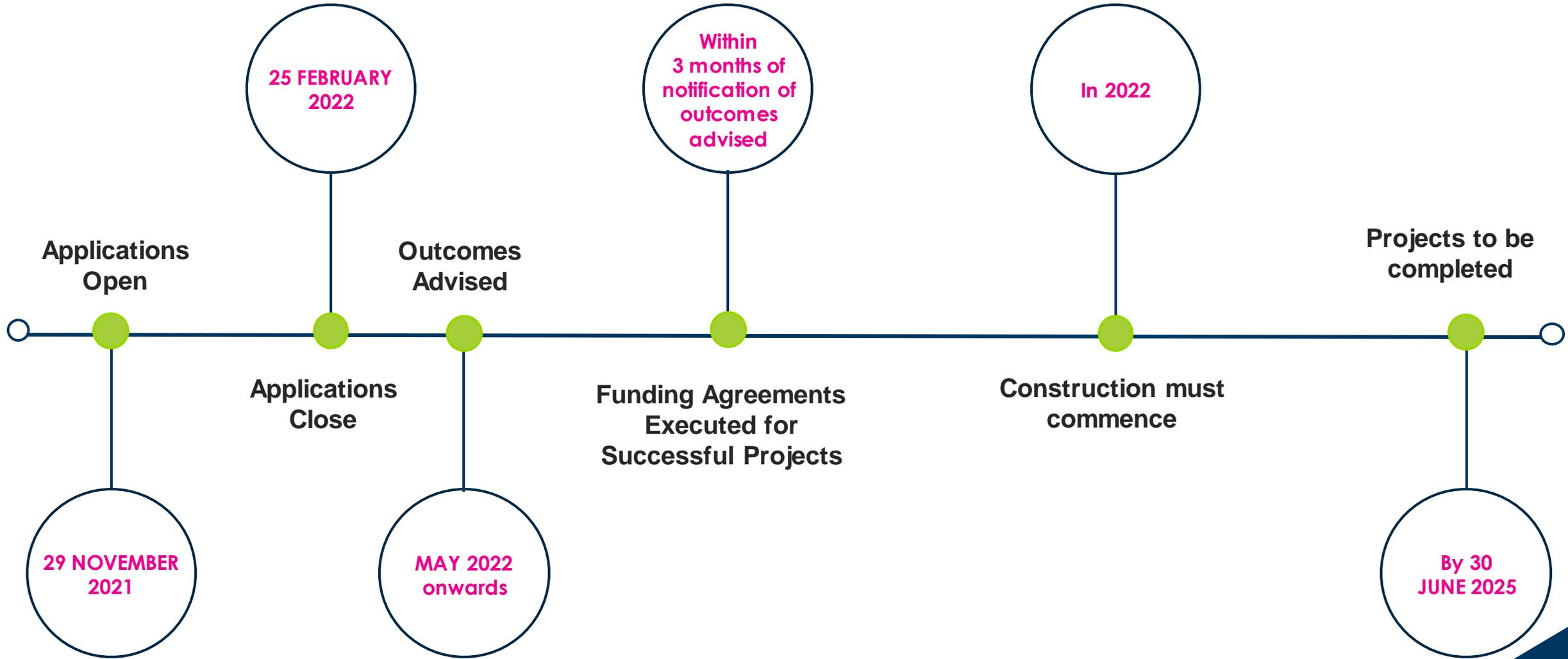


DESIGN PRINCIPLES

Applicants should focus on the highest standard of design and demonstrate industry best practice in project development, including:

- 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



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.



FUNDING AVAILABILITY (CONT.)

- 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

- 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.





INELIGIBLE APPLICANTS

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

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.

Please see the Program Guidelines for examples of eligible and ineligible project types and project components.



APPLICATION PROCESS

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 the Eligible applicants section in these [Guidelines](#).
- You can find the relevant information at <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/MSCF-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.
- 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.

Step 3: Submit Your Application

- Visit sport.smartygrants.com.au/MSCF-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 APPLICATIONS

- If 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 prior to the grant program close.

Note: Additional late support documentation will only be accepted for applications already submitted in SmartyGrants by the closing date/time.



ASSESSMENT PROCESS

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.



ELIGIBILITY CHECK

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.



MERIT ASSESSMENT CRITERIA

Eligible projects will be assessed against the Fund objectives and four merit assessment criteria:

- Strategic justification
- Project scope and inclusive design
- Project affordability
- Project deliverability and applicant capability

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.

The eligibility and assessment criteria are detailed in the [Guidelines](#) on the web page

SUPPORTING DOCUMENTS

Documents are available on the [Multi-Sport Community Facility Fund web page](#) to assist with your application. They 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.



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 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

Resources

Please visit our guidelines for further information on the following:

- Conflict of interest and ethical conduct
- Funding obligations
- Payment of grants
- Insurances
- Publicity
- Disclaimer
- Probity
- Government Information (Public Access) Act 2009
- Privacy policy
- Disclosure of project information
- Declaration by applicant
- Contact information



KEY POINTS

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/MSCFF-2021> and allow yourself time to familiarise yourself with this new portal.
- As applications are now open, you can download a preview application form from the SmartyGrants website prior to commencing your application.

Eligibility checklist

- Please use this checklist before submitting your Multi-Sport 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.

Projects must be able to commence construction in 2022, and projects are expected to be completed before 30 June 2025.

SUPPORT FOR APPLICANTS

Please call our friendly team on:
13 13 02
or email us at:
infrastructuregrants@sport.nsw.gov.au
for any questions or assistance

QUESTIONS & ANSWERS

Frequently asked questions regarding the Fund:

Is the 50% financial co-contribution based on estimated project cost or grant requested amount?

It is based on the grant amount requested. Where an organisation may experience difficulty in making a 50% financial co-contribution, a Hardship Form is available. The Hardship Form should include the financial co-contribution that the organisation can make towards the project.

Example

If an applicant's grant amount requested is \$2 million, they must demonstrate at least a \$1 million financial co-contribution.

Can a co-contribution include voluntary or in kind professional services?

No, the contribution must be a financial contribution.

Do you need to provide a National/ State Sporting Organisation Statement of Support Form/Letter?

No. Projects that provide letters of support from the relevant National/State Sporting Organisation will be considered favourably. As part of the merit assessment for strategic alignment the Grant Assessment Panel will consider demonstrated project need, support and alignment from National/State and local sporting organisations. Where the facility provides for a number of sports, a letter from each State/National/Local Sporting Organisation can be provided. However, to demonstrate project need, support letters can also be provided by MPs, councils, schools and community groups where available.

QUESTIONS & ANSWERS (CONT.)

What elements should the NSO/SSO letter comprise?

A sample template for NSO/SSO support is available on the website. An NSO/SSO Statement of Support demonstrates project need, support and alignment for projects. However, community clubs and associations letters of support can also be provided for all projects. Refer to: [SSO Statement of Support Form Template](#).

When will successful projects need to be delivered by?

Physical construction works must commence in 2022 and projects are expected to be completed by 30 June 2025.

Will consideration be given to small Councils with less resources?

The assessment process will consider project scale and relative size. Consideration will be given to overall impact, relative economic and sport participation benefits of a smaller project.

How do successful applicants acknowledge the funding when projects are underway?

All successful applicants will receive detailed information about how they must acknowledge NSW Government funding for infrastructure projects. Projects funded by the Multi-Sport Community Facility Fund will typically require a statement of funding acknowledgment in the applicant's annual reports and media releases; and a statement and the NSW Government logo included on building signage, related websites and invitations and other funding related materials. Successful applicants will receive full guidelines, logo and signage template files.

Further details about acknowledgment of NSW Government funding for infrastructure projects can be found [here](#).

QUESTIONS AND ANSWERS (CONT.)

Will a benefit cost ratio over 1 be required?

The Fund does not require a Cost Benefit Ratio greater than one. All applications should address the publicly available assessment criteria and will be assessed against the criteria.

The assessment of applications under the Multi-Sport Community Facility Fund is in accordance with the Program [Guidelines](#) and [supporting documentation](#), which are publicly available. Grant programs are a competitive process, and it is essential that an applicant provides a thorough application that clearly addresses all the eligibility and assessment criteria.

Can an eligible sporting entity(ies) apply in partnership with a Council? If so, can Council manage the project delivery on behalf of the sport(s)?

A single lead applicant is required to submit the application and if successful will become the grant recipient responsible for entering into a funding agreement with the Office of Sport. The Fund encourages applications based on partnerships e.g. sport(s) and a Council. If an eligible sporting entity applies, it can arrange for Council to manage the project delivery on their behalf. The application will need to outline the partnership model and the proposed delivery strategy including agreements to be put in place.



QUESTIONS (CONT.)

Where can I find further information on the Her Sport Her Way Strategy?

The Office of Sport's Women in Sport Strategy, Her Sport Her Way (2019-2023) aims to build a stronger sport sector where women and girls are valued, recognised and have equal choices and opportunities to lead and participate. It provides a clear role for the NSW Government to work with the sector and new partners in innovative ways to shape the future of women's sport. Please visit:

<https://www.sport.nsw.gov.au/hersportherway>



DEPARTMENT OF SPORT

NSW THANK YOU

Enquiries

GOVERNMENT
infrastructuregrants@sport.nsw.gov.au

13 13 02

