

# **GRANT GUIDELINES**ROUND 3 - 2021/2022













### **INTRODUCTION**

These program guidelines set out the funding rules for the 2022 UCI Road World Championships Legacy Partnership Program (the program) for applicants, including eligibility and the process for assessing and allocating funding to grant applicants.

← Applicants must read this document before completing an application.





### **PROGRAM DETAILS**

Purpose	The Program aims to maximise the legacy of the 2022 UCI Road World Championships		
Type of Program	Event Legacy		
<b>Program Opening Date</b>	25/02/2022 <b>Program Closing Date</b> 1pm on 24/03/2022		
Background	In September 2022 the world's best cyclists will come to Wollongong for the UCI Road World Championships ('Championships') - the pinnacle event in the international road cycling calendar. The Championships will include a range of men's and women's races, across age groups from junior to elite and community and participation events.		
	The 2022 UCI Road World Championships are a landmark event for Wollongong. It presents a major opportunity to showcase the region, develop the sport and attract a new generation of cyclists.		
	Long after the excitement of the Championships has passed, it's success will be judged by the legacy it leaves for our future.		
	The Local Organising Committee, Wollongong 2022 ('W2022'), has developed a Legacy Plan and associated partnership program to engage with the wider community to help deliver a long lasting event legacy. This grant program is part of the Legacy Plan.		
Program Objectives	The overall objectives of the Legacy Program are:  a) Sport and Active Recreation: Increase opportunities for participation in cycling across NSW  b) Transport: Support initiatives that increase opportunities for people to ride a bike (for active transport)  c) Policy: Maximising the event platform to further policy matters to support cycling  d) Education: Support educational programs that will develop all facets of cycling  e) Tourism: Achieve a UCI Bike City designation for Wollongong  f) People: Develop the skills of event organisers, event approval authorities and sport volunteers to support future events  g) Partnerships: Provide a platform to galvanise the community interest and support to deliver legacy as part of the W2022  Your project must address at least one of these objectives.		



### **GRANT FUNDING**

Total funding available for this Program is up to \$220,000. This will be the final round of the program.

Funding is available for projects in the Wollongong, Shellharbour, Kiama, Wollondilly and Wingecarribee and Shoalhaven Local Government areas that align with the objectives of the Wollongong 2022 Legacy Plan.

- The maximum grant amount available is \$50,000
- The minimum grant amount available is \$10,000

Organisations may apply for more than one project by completing a separate application for each project. However the maximum available to any one organisation is \$50,000 in a financial year.

The amount organisations request should reflect the scale of their project/s.

Organisations may only receive State Government funding once for the same project or same component of a project from this program or any other State Government funded grant program (i.e. projects will be ineligible if any portion of the project as described in the application is being funded by another state government grant program.).

#### FINANCIAL CO-CONTRIBUTION

Organisations must contribute at least 50% of cost of the project. This can be a financial contribution or through use of voluntary labour, donated materials and/or equipment or other resources directly related to the project. Third party organisations are also encouraged to contribute and these contributions will be counted as part of the applicant's contribution. The higher the contribution the more favourable the application it will be looked upon.





### **ELIGIBILITY**

 Before applying, applicants should ensure they thoroughly read and understand the following eligibility requirements:

#### **ELIGIBILITY INFORMATION**

#### **Eligible Applicants**

To be eligible for this grant program, applicants must be one of the following:

- An incorporated, not-for-profit organisation that is based in or provides services in the Illawarra Region
- A registered business located in the Illawarra Region that has been registered for at least 2 years
- A Local Council in the Illawarra Region
- A University, school or TAFE in the Illawarra Region

The Illawarra Region comprises of the Wollongong, Shellharbour, Kiama, Wollondilly and Wingecarribee and Shoalhaven Local Government areas. See map at attachment A

#### **Ineligible Applicants**

Applicants that are not eligible include:

- Individuals, groups of individuals and unincorporated organisations
- State and Federal Government departments and agencies
- Organisations that do not provide services in the Illawarra Region



### Project costs that will not be funded

### The items below <u>should not</u> be included in the application budget

- Staff wages and administration costs
- Accommodation
- Appearance fees, prize money and trophies/medals
- Presentation/celebration functions
- Entertainment
- Events that are organised for the primary purpose of fundraising, including charity fundraising events
- Individual Scholarships/sponsorships
- Council costs incurred in securing Development Approval
- Insurance (public liability, general liability, etc.)
- Projects that have already commenced or been completed
- Projects that do not demonstrate public value
- Projects that are not delivered in the Illawarra region
- Purchase of land or rental of premises
- Purchase of office equipment (e.g. office furniture, printers, photocopiers etc.)
- Subsidy for school sporting activities and events
- Facility projects that have not received development approval (DA) from the relevant Council or cannot demonstrate that such approval is not required.



#### **Eligible Expenditure**

Some examples of eligible projects under the legacy themes are:

### Sport and Active Recreation: Increase opportunities for participation in cycling

- New bike paths between key locations or new cycling infrastructure e.g. pump track
- Ancillary cycling facilities e.g. bike racks
- Community cycling events conducted on a specified day or consecutive days at a specified location.
- Ongoing participation opportunities that will attract new participants

### Transport: Initiatives that increase opportunities for people to ride a bike (for active transport)

- Bike storage facilities at transport hubs
- Lockers and showers for use by cyclists at key destination locations

### Policy: Maximising the event platform to further policy matters to support cycling

- Policy initiatives to develop cycling tourism
- Policy initiative encouraging safe cycling

### Education: Educational programs that will develop all facets of cycling

- Training programs that will lead to volunteer coaches, officials and club administrators gaining required education and accreditation
- Bike Safety / Safe Cycling Campaigns
- Programs that will increase the skill level of cyclists and other road users

#### Tourism: Achieve a UCI Bike City designation for Wollongong

- Initiatives that bring cycling related tourism to the Illawarra
- Initiatives that make cycling in the Illawarra more enjoyable
- Initiatives that promote cycling linkages between key tourism spots in the Illawarra

### People: Develop the skills of event organisers, event approval authorities and sport volunteers to support future events

 Training programs that will lead to volunteer coaches, officials and club administrators gaining required education and accreditation related to cycling events



### Partnerships: Provide a platform to galvanise the community interest and support to deliver legacy as part of the W2022

 Projects that create new opportunities for cycling through a partnership approach e.g a bike shop working with a school to deliver bike maintenance education

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, 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.

Projects must have a current approved Development Application as part of their application or demonstrate that a Development Application is not required and should thereby be ready to be delivered (projects must be "shovel ready").

Applications that do not demonstrate Development Application approval or that a Development Application is not required may be set aside from further consideration.

Applications must clearly demonstrate an identified need for the project and articulate how the project outcomes will be achieved.

If you are not sure if your project is eligible, please contact the Office of Sport by email at grantsunit@sport.nsw.gov.au



#### APPLICATION OVERVIEW

#### **How to Apply**

The application must be submitted through the Office of Sport SmartyGrants Website (<a href="https://sport.smartygrants.com.au/">https://sport.smartygrants.com.au/</a>)

- 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 Eligiblity Criteria section in these quidelines.
- 2. Prepare your application
  - Applying for the program is a simple process using the SmartyGrants platform.
  - You are encouraged to download a copy of the application from the SmartyGrants website prior to commencing your application.
  - To submit a complying application all mandatory fields must be completed, and mandatory support documents must be uploaded and submitted.
- 3. Submit your application
  - Use the 'Apply Now' link on the 2022 UCI Road World Championships Legacy Partnership Program page: <a href="https://wollongong2022.com.au/legacy/">https://wollongong2022.com.au/legacy/</a>
  - Register your application always use club generic emails where possible.
  - Complete the application by filling in each of the sections including uploading the supporting documentation.
  - Submit the application by the closing date/time.

#### **How to Claim**

Successful applicants will be required to:

- Accept the Program's Terms and Conditions or execute a funding agreement with the Office of Sport.
- Provide 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: Statement by a supplier



#### **Late Documentation**

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 grantsunit@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.

### Required Documentation

Documentation is required to be uploaded in the application for all Facility Development projects:

- Land owners consent to do the project
- DA determination if a development approval is required;
   OR a letter from Council to confirm that a DA is not required

Documentation may be required to be uploaded for applications:

 Quotes to verify project expenditure, which align to the information provided in your project budget – mandatory for all project types





#### **ASSESSMENT CRITERIA**

The UCI Legacy Program is administered by the Office of Sport on behalf of Wollongong 2022 Ltd (Local Organising Committee). The Office of Sport will undertake an eligibility 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 Wollongong 2022 will review the Office of Sport project ineligibility recommendations. 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 Wollongong 2022. 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.

To further assess applications, the Grant Assessment Panel may exercise its discretion to agree and decide to utilise additional criteria in making the Grant Assessment Panel final recommendations.



Wollongong 2022's role is to consider the recommendations of the Grant Assessment Panel and make decisions relating to the approval of funding. Wollongong 2022 may accept or vary the recommendations of the Grant Assessment Panel, at their discretion.

#### STEP 1 - ELIGIBILITY ASSESSMENT

An initial eligibility assessment will be undertaken to determine that:

- The applicant organisation is eligible to apply and has Public Liability Insurance with a minimum \$5 million cover.
- The application is complete, submitted by the closing date and meets program requirements in regard to project commencement and completion dates and amount of funds requested.
- The organisation reserves the right to seek further information and/or clarify details of the project with applicants after the closing date and before assessment
- 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.

#### STEP 2 - MERIT ASSESSMENT

Projects will be assessed by the Grant Assessment Panel. The Grant Assessment Panel may include staff or nominees of organisations on the Wollongong 2022 Legacy Committee, members of the community or independent persons with appropriate knowledge.

The Grant Assessment Panel will assess all eligible applications against the program objectives and merit assessment criteria. The Grant Assessment Panel will consider the extent to which the applicant has addressed the assessment criteria and provided evidence.



Assessment panels will assess each application against the following criteria:

Criteria	Detail	Weighting (if applicable)
Strategic Alignment	The project will deliver on one or more of the Wollongong 2022 Legacy Plan's themes or objectives.	50%
	Consideration may be given to new and innovative ideas or solutions	e
Project need	The project will meet an identified need effectively	20%
Capacity to Deliver	The applicant organisation demonstrates the capacity and experience to deliver the project. Evidence of project partners will be considered as adding to your capacity to deliver the project	10%
Affordability	The budget is reasonable and cost effective	20%

A shortlist of applications recommended to progress to the project pitch will be developed from the scored assessments. Additional criteria may be agreed upon and endorsed by the Assessment panel and may include:

- Spread of cost ie. smaller to larger projects
- Geographical spread
- Legacy Plan priorities covered
- Innovation of solution proposed
- Reach, diversity and the scale of potential increase in participation.

#### STEP 3 - MERIT ASSESSMENT - PROJECT PITCH

The approved shortlisted applicants will be invited to pitch their project to the Grant Assessment Panel ('GAP') on a set date and time.

The Project Pitch will utilise the same criteria and weightings as the assessment of the application. Additional criteria may be agreed upon and endorsed by the Assessment panel and may include:

- Spread of cost ie. smaller to larger projects
- Geographical spread
- Legacy Plan priorities covered



- Innovation of solution proposed
- Reach, diversity and the scale of potential increase in participation.

Shortlisted applicants will be invited in writing (via registered email address) to present their Pitch to the GAP. The presentation should provide more detail regarding their project, its alignment to Legacy Plan themes, timelines for completion, information on their ability to carry out the project, value for money, sustainability and the level of contingency/risk. Applicants are invited to identify why the project is needed and the impact delivering the project will have on the community.

The applicants may use audio visual aids such as PowerPoint to deliver their pitch but this is not a requirement.

Pitch meetings may take place in person or on-line. Each applicant's pitch will be strictly time limited to no more than 20 minutes with a further ten minutes allocated for questions by the Assessment Panel if necessary.

If an applicant does not attend their allocated Pitch session, the Assessment panel will consider the reasons for non-attendance and determine if the Pitch session is to be rescheduled.

An independent probity advisor will oversee the grant process and attend all Grant Assessment Panel meetings.



### **APPLICATION TIMELINE**

The program timeline can take between 3 to 6 months depending on the number of applications – dates below are anticipated only and are subject to change.

Program Opens for applications	25/02/2022
Program Closes for applications	1pm 24/03/2022
Eligibility Assessment process	From 25/03/2022 to 30/03/2022
Panel Assessment process	From 31/03/2022 – 05/04/2022
Invitations for shortlisted applicants to make a project pitch	07/04/2022 -14/04/2022
Approval of projects by the UCI Local Organising Committee	May 2022
Media announcements	June 2022
Funding Agreements entered into by successful applicants	June 2022





### ADMINISTRATION SUPPORT

The Office of Sport is assisting with the administration of this program, including applications being lodged, assessed and stored using the Office of Sport's grant administration systems.

#### **NOTIFICATION OF OUTCOMES**

Applicants will receive a system generated email containing a pdf copy of the application when submitted successfully. If you feel you have submitted and do not receive a confirmation email check your junk mail, if not received please email grantsunit@sport.nsw.gov.au to verify. Unsubmitted applications 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.

The terms and conditions of the grant must be accepted, and the grant claimed within 28 days of notification.

#### **GOVERNANCE**

#### **CONFLICTS OF INTEREST**

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 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 SmartyGrants system. 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.

The terms and conditions applicable for successful grant applications can be provided upon request. Please contact the <a href="mailto:grantsunit@sport.nsw.gov.au">grantsunit@sport.nsw.gov.au</a>

#### **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

#### **VARIATIONS**

Any project variations must be approved by the Wollongong 2022 Legacy Committee. Any variation must help meet the Wollongong 2022 Legacy Plan strategies. All variations will be processed through the NSW Office of Sport.



### **TIMING**

Projects must be completed within 18 months of the date of the announcement of successful projects. A financial acquittal and project report will be required within 3 months of completion of the project. The project report will report against the outputs and outcomes information provided by the applicant. Applicants that do not provide a financial acquittal and project report by the required date will be ineligible for future Office of Sport grants.

Facility Development projects will also need to provide a photo of the completed project.

### **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**

Ensuring that any media opportunities, speaking engagements and signage relating to the grant or program are discussed with, and approved by the Legacy Committee of the LOC of the 2022 UCI Wollongong.

### **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 have 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 NSW Office of Sport in the first instance via email on 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.

#### DISCLOSURE OF PROJECT INFORMATION

Should your application be successful, the Office of Sport or UCI Organising Committee 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 <a href="mailto:grantsunit@sport.nsw.gov.au">grantsunit@sport.nsw.gov.au</a>.







