

# HER SPORT

HER WAY

## Grant Program



**2021/2022**

**Opens** Thursday, 31 March 2022  
**Closes** 1pm, Thursday 28 April 2022



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## Minister for Tourism and Sport

I am excited to announce the opening of round three of the Her Sport Her Way Grant Program - a key initiative of the Her Sport Her Way strategy. The Grant Program will provide more than \$2.5 million in funding over four years to assist State Sporting Organisations and State Sporting Organisations for people with Disability to grow their sports for women and girls, reduce barriers to participation, improve leadership opportunities and promote safe and inclusive sport experiences.

The program provides a platform to drive powerful change and explore and test new ideas and ways of doing things. The Her Sport Her Way Year Three Action Plan has a participation action to Keep Girls in Sport and this is the focus of round three of the grant program.

The recent Keep Girls in Sport Think Tank shared the latest insights and emerging data on the impacts of COVID-19 on girls' mental health and participation in sport and highlighted the need for innovative solutions to encourage adolescent girls to stay in sport.

This funding round provides the opportunity to explore innovative solutions to engage and encourage adolescent girls' participation. These should address the emerging barriers and help to retain this age group, so they can reap the long-term benefits from participation in sport.

Successful organisations will be supported with resources for project planning and evaluation.

Grants from \$10,000 - \$50,000 are available for eligible organisations. Please take the time to read these guidelines and make use of the resources when preparing your application.

I encourage all eligible State Sporting Organisations to submit an application by 1pm, Thursday 28 April 2022.

**Minister for Enterprise, Investment and Trade**  
**Minister for Tourism and Sport**  
**Minister for Western Sydney**

# About the Her Sport Her Way Grant Program

Her Sport Her Way (2019-2023) is a four-year strategy that aims to build a stronger NSW 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.

The Her Sport Her Way Grant Program (the Program) is a key initiative under this strategy and supports the [Year Three Action Plan](#), sports participation plans and [Office of Sport Strategic Plan 2020-2024](#).

It provides support to [NSW State Sporting Organisations](#) (Organisations) to develop and deliver new initiatives to increase participation of women and girls in sport, on and off the field, and build culture of diversity and inclusion. This year the Program has a particular focus on initiatives that target adolescent girls.

## Introduction

The Program Guidelines set out the funding rules for the Grant Program for applicants, including eligibility and the process for assessing and allocating funding to the successful grant applicants.

***Applicants must read this document before filling out an application.***

## Program objectives

The key objectives of the Program are:

- Increase the number of women and girls playing sport and improve the retention of adolescent girls
- Increase the number of women in leadership positions both on and off the field
- Improve gender inclusive sporting cultures and environments.

## Important dates

The following dates apply to this funding round.

<b>Applications open</b>	31 March 2022
<b>Applications close</b>	1.00pm, 28 April 2022
<b>Outcomes advised</b>	May 2022 onwards
<b>Evaluation workshops</b>	July - August 2022
<b>Funding agreements executed for successful projects</b>	From May 2022 onwards
<b>Projects to be completed by December 2023.</b>	

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



## Funding available

- The NSW Government has allocated up to \$650,000 for the Program in 2021/22.
- The Her Sport Her Way Grant Program provides grants from \$10,000 - \$50,000 per project
- Applicants may apply for more than one project, or multiple locations however the maximum available to any one organisation is \$50,000 p.a.

The amount requested should reflect the scale and reach of the project and the Organisations contribution to the project.

Applicants should identify whether their project may not proceed if the full grant amount requested is not approved. The Office of Sport reserves the right to recommend part-funding of projects where there is insufficient funding available for the whole project or where only a component of the project is approved for funding. This includes the removal of ineligible project costs from the budget.

Should a reduced amount be approved, adjustments to the project scope may be negotiated during the contract phase.

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 by September 2022 and be completed by December 2023. Funding agreements are to have been executed between the Office of Sport and successful applicants by 20 June 2022. Funding approval may have specific conditions that have been determined throughout the assessment process and these will be included in the funding agreement.

## Financial co-contribution

Contributions of at least 25% from the applicant organisation are mandatory, this can be financial, staff contribution or through use of voluntary labour or services and must include project administration.

If you have an established partnership and the agreement includes a financial component, this can be included in the applicant contribution as part of the overall budget or scope of the project.

Contributions will be considered as part of the assessment process. The greater the contribution the more favourably the project will be looked upon.

## Project planning

To assist with project planning, Organisations are encouraged to use the [Her Sport Her Way Participation Planning Tool](#) and review the [Think Tank](#) resources for the latest research and insights, practical case studies and promising programs.

## Evaluation and reporting

Successful organisations will be required to report against the Her Sport Her Way Grant Program Evaluation Framework and any evaluation conditions outlined in the Funding Agreement.

### Successful applicants will be required to:

- Attend an evaluation workshop that will address the evaluation framework requirements
- Provide progress reports against key milestones
- Develop a case study and/or digital story to share and promote successful approaches and/or strategies
- Complete projects by December 2023.



## Eligible applicants

NSW State Sporting Organisations and State Sporting Organisations for people with Disability. Check your eligibility against [Recognised State Sporting Organisations in NSW](#).

Eligible Organisations are encouraged to partner with other Organisations, including those with specific experience working with women and girls and under-represented communities.

## Ineligible applicants

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

- Sporting clubs and associations
- Individuals
- 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.

## Ineligible project costs

The Program will not fund the following projects or project components:

- have commenced or completed at the time of application
- have already been funded by the NSW Government unless significant new and additional scope is identified
- are not projected to be completed by December 2023
- staff wages and administration costs
- appearance fees, prize money, trophies, and presentation functions
- events that are organised for the primary purpose of fundraising
- purchase of land, rental of premises or associated occupancy payments
- general running costs including capital equipment or office equipment
- insurance (public liability, general liability, etc.)
- infrastructure projects (eg. construction/upgrade, maintenance, and repairs).

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

## Eligible projects

Project category and description	Eligible project examples
<b>Participation</b> Projects that aim to reduce barriers to participation for women and girls and create innovative, inclusive sport experiences that reflect what women and girls want.	<ul style="list-style-type: none"><li>• Initiatives that engage with adolescent girls and designed to address adolescent drop out e.g. youth designed and led programs</li><li>• Projects designed to attract new female participants</li><li>• Programs that engage key influencers to facilitate girls' participation in sport, such as parents, coaches, and teachers</li><li>• Community activation events, forums and education sessions that share experiences and successful engagement strategies for women and girls in sport</li></ul>
<b>Leadership</b> Projects that aim to attract, develop, and retain female coaches, officials and leaders, and projects that recognise and celebrate their achievements.	<ul style="list-style-type: none"><li>• Initiatives that support and promote leadership opportunities for adolescent girls including those not currently involved in sport</li><li>• Projects that lead to improved pathways and the visibility of female coaches and officials e.g. mentoring and scholarship programs</li><li>• Projects with a youth engagement approach that encourage and support young women to advance their careers in sport and aspire to leadership positions</li><li>• Initiatives that recognise and increase the visibility of role models to inspire participation for women and girls e.g. case studies and digital storytelling</li></ul>
<b>Capability</b> Projects that aim to build the capability of Organisations to increase the participation of women and girls both on and off the field, and projects that build gender inclusive sporting cultures and environments.	<ul style="list-style-type: none"><li>• Initiatives that engage with adolescent girls to guide policy and product development e.g. peer to peer platforms and youth advisory groups</li><li>• Projects that increase the effectiveness of boards and management in relation to female participation such as improvements to policies, processes, performance, stakeholder relationships, strategic planning and whole of sport communication</li><li>• Projects that build a positive, gender inclusive culture across the organisation</li><li>• Research projects that contribute to the information/evidence base about female participants to assist sport organisations make decisions about operations, planning and future delivery options e.g. facility audit; data collection; consumer insights</li></ul>

# 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 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 <https://www.sport.nsw.gov.au/grants/her-sport-her-way-grant-program>.



### Step 2 Prepare your application

- Applying for the Her Sport Her Way Grant Program is a simple process using the [SmartyGrants](#) platform
- You can [download](#) a copy of the application form from the [SmartyGrants website](#) prior to commencing your application

#### Gather your evidence

- Complete the [Her Sport Her Way Participation Planning Tool](#)
- Check your project's alignment with [Her Sport Her Way strategy](#), and [Year Three Action Plan](#), State/ National sports plans, the [Office of Sport Strategic Plan](#) and priorities
- Establish partnerships with relevant stakeholders
- Review online information session and [Think Tank](#) resources including latest research, insights and promising programs.



### Step 3 Submit your application

- Visit [sport.smartygrants.com.au/HSHWGP\\_2022](https://sport.smartygrants.com.au/HSHWGP_2022)
- Complete the application by filling in each of the sections including required documentation
- Submit the application by the closing date/time of 1.00pm, Thursday 28 April 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 it is clear that 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 and within one hour of the closing date/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.

## 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) 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

The Her Sport Her Way Program is administered by the Office of Sport. The assessment process will be managed by the Office of Sport supported by an independent probity advisor. Assessments will be based on how the application has addressed the criteria and will consist of two stages: Eligibility Assessment and Merit Assessment. Throughout the assessment process the Office of Sport may request additional information from the applicant.

## Funding Allocations

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.

## Assessment criteria

### Eligibility assessment

The Office of Sport will undertake an eligibility check on all grant applications and make recommendations to the Grant Assessment Panel on eligible projects. The Office of Sport conducts an eligibility assessment of all applications ensuring that the:

- Applicant organisation is eligible to apply under the guidelines
- Applicant has provided an ABN/ACN and/ or Incorporation number
- Grant request is between \$10,000 and \$50,000

- The application is complete and submitted on time with all required information
- Project scope and components are eligible

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.

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

The Grant Assessment Panel will assess all eligible applications against the Program aims, focus, 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.

During the assessment process, the Office of Sport and the Grant Assessment Panel 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 Office of Sport reserves the right to not consider the application further at its absolute discretion.

In addition to the merit assessment criteria, the Grant Assessment Panel in determining the final recommendations, may also consider geographic and sport spread, distribution across funding categories.



## Merit assessment

The Grant Assessment Panel will assess each application on merit and scored against the following criteria:

Criteria	Detail
<b>Program focus and objectives (30%)</b>	<p><b>Strategic Justification</b></p> <p>Applicants should demonstrate how the project meets at least one of the objectives of the program and include:</p> <ul style="list-style-type: none"><li>• who the target group is and how they will be engaged during the project</li><li>• what approaches will be taken to improve the experience and offerings for the target group</li><li>• what measures will be used to learn throughout the project and build evidence on what is working or needs changing</li></ul> <p>Applicants should demonstrate how the project aligns with <a href="#">Her Sport Her Way strategy</a> and <a href="#">Year Three Action Plan</a>, sports participation plans, or other relevant strategies including <a href="#">Office of Sport Strategic Plan 2020-2024</a> and its focus on underrepresented populations</p>
<b>Project scope and need (30%)</b>	<p><b>Demonstrated need</b></p> <p>Applicants should provide a project description including the evidence for the project need including:</p> <ul style="list-style-type: none"><li>• what will be delivered</li><li>• target audience and benefits</li><li>• evidence/data to support the project need</li><li>• how and where the project will be delivered i.e. specific/multiple locations or state-wide</li><li>• key milestones</li></ul>
<b>Project readiness and organisation capacity to deliver project (30%)</b>	<p><b>Project readiness - applicants capacity to deliver the project within 18 months</b></p> <p>Applicant demonstrates a detailed plan which includes a clear approach and realistic timeframes including:</p> <ul style="list-style-type: none"><li>• the capacity to start the project in 2022 and deliver the project within 18 months of executing the funding agreement</li><li>• completed milestone schedule and information about deliverables against key timelines</li></ul> <p>Applicant should demonstrate their capacity to deliver the project and how the project will be managed:</p> <ul style="list-style-type: none"><li>• proven experience in delivering similar projects and personnel with appropriate experience</li><li>• the application identifies why funding is important and strategies for ongoing sustainability of the initiative</li><li>• if relevant, provide evidence of an established partnership and their contribution</li></ul>
<b>Project budget (10%)</b>	<p><b>The budget is clear and detailed</b></p> <p>The budget should be reasonable, based on valid cost estimates and realistic funding model including:</p> <ul style="list-style-type: none"><li>• the budget clearly outlines the project components that will be funded by the grant and the components to be funded by the applicant</li><li>• the budget represents value for investment or return on investment, including the leveraging of partnerships to enhance project outcomes</li></ul>

## Supporting documents

- [Her Sport Her Way Grant Program](#)
- [Think Tank resources](#)
- [Frequently Asked Questions](#)
- [Eligibility list / recognised State Sporting Organisations](#)
- [Her Sport Her Way strategy](#)

- [Year Three Action Plan](#)
- [Her Sport Her Way Participation Planning Tool](#)
- [Office of Sport Strategic Plan](#)

You can contact the Office of Sport at [grantsunit@sport.nsw.gov.au](mailto:grantsunit@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 [grantsunit@sport.nsw.gov.au](mailto:grantsunit@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 program webpage 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.

## Conflicts of interest

Conflicts of interest Any conflict of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Office's staff, any member of a committee or advisor and/or any of the applicant's personnel:

- has a professional, commercial or personal relationship with a party who is able, or may be perceived, to influence the application selection process, such as a NSW Government officer;
- has a relationship with, or an interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Fund.

Applicants will be asked to declare, as part of their application, any perceived or existing conflicts of interests 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 applicant approved for funding will be required to enter into a funding agreement that covers their obligations. The project must be completed by December 2023 unless an extension for the project's delivery is agreed to by the Office of Sport.

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 expenditure until this time.
- Successful applicants will be required to complete and return progress reports on the agreed milestones of the project
- Any variation to the project as detailed in the application form must be agreed to in writing by the Office of Sport
- 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
- 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. The project 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
- Recognition of funding as per the NSW Government Funding Acknowledgement Guidelines and supporting evidence
- Case study and/or digital story of the project must be provided.

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

An invoice for the total amount of the grant (plus GST, only if registered for GST) must be uploaded to claim the grant, issued 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 form 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 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).



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## Publicity

Ensuring 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.

Successful applicants must 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 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 on [grantsunit@sport.nsw.gov.au](mailto: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. 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. 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 eg. 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 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.


## Useful resources


The Office of Sport has a number of resource libraries to assist in running your organisation including [Her Sport Her Way Participation Planning Tool and Resources](#), [Events Resources](#), [Community Sport Infrastructure Resource Library](#).

## 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 [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au).

 6B Figtree Drive,  
Sydney Olympic Drive, NSW 2127

 Locked Bag 1422,  
Silverwater NSW 2128

 **13 13 02** (Mon to Fri 9am to 5pm)

 [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au)

 [sport.nsw.gov.au](http://sport.nsw.gov.au)

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