

2022 Community Local Infrastructure Recovery Package

Sport Priority Needs Program Guidelines

Open 24 August 2022

Close 2pm, Friday 23 September 2022





Office of Sport

Acknowledgement of Country

The Office of Sport would like to acknowledge and pay respects to the traditional custodians of our land, the Aboriginal people of NSW.

Office of Sport would also like to pay respect to the Aboriginal Elders; past, present and emerging.

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Guidelines

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Artwork

“Jennebe”

By Jasmine Sarin

Contents

Minister for Sport	4
Background	5
Impact on the Sport and Recreation Community	5
Program purpose	5
Program design	6
Program objective	6
Important dates	6
Governance	6
Funding availability.....	6
Eligible applicants.....	6
Eligible projects	7
Ineligible projects.....	9
What is the application process?	10
Assessment process	11
Eligibility check	11
Completeness check	12
Merit assessment criteria	12
Supporting resources.....	13
Further Information	14



Minister for Sport

The February-March 2022 floods had a devastating impact on communities across the far north coast and Hawkesbury.

Across these regions, community infrastructure, including sport and recreation facilities were significantly damaged, with many sports still struggling to get back on the field.

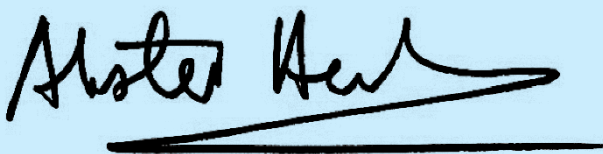
In response, the NSW Government announced the \$55 million Sport Infrastructure Recovery Fund in May to support the repair and reconstruction of flood-damaged community sporting facilities.

The \$12 million Sport Priority Needs Program is the first stage in this program which will support councils in the eight worst affected LGAs to repair sports facilities and, importantly, get people in those communities back to their favourite sport or recreational activities.

These projects will enable people in those communities to enjoy the physical and mental benefits of participation, and also stimulate local economies and boost employment at a time when it is most needed.

On behalf of the NSW Government, I thank you for work on this important program and look forward to seeing your local teams back on the park in the near future.

Yours sincerely



Minister for Sport
The Hon. Alister Henskens, SC MP

Background

The record-breaking flooding that occurred in parts of NSW in February-March 2022 has had a significant impact on communities.

Funding of \$207 million was approved for a 2022 Community Local Infrastructure Recovery Package (2022 CLIRP) (the Package) in April 2022. To support both current and longer-term needs of the community, the Package delivery will be staged:

- \$30 million Priority Needs Program
- \$177 million Essential Community Assets Program.

The Priority Needs Program will be delivered in community-specific streams as follows:

- \$6 million Aboriginal Priority Needs Program
- \$12 million Arts and Culture Priority Needs Program
- \$12 million Sport Priority Needs Program.

This guideline details the Sport Priority Needs Program (the Program) objective, purpose, eligibility criteria, timeframes and process to access grant funding under the Sport Priority Needs Program, which is a component of the Sport Infrastructure Recovery Fund. Information and guidelines on the next stage of the Sport Infrastructure Recovery Fund will be available at a later date.

Impact on the Sport and Recreation Community

The Office of Sport and Department of Regional NSW (DRNSW) have assessed the direct damage experienced from the NSW Severe Weather and Flooding from 22 February 2022 onwards. This has been supported by direct engagement through state and regional recovery subcommittees, sport organisations and direct consultation with community.

The NSW Government recognises the critical role sport and active recreation plays in keeping communities healthy, active and connected. The storms and flooding in February-March 2022 significantly impacted the sport and recreation sector. There has been considerable damage to local community sport infrastructure that has interrupted community sport and active recreation activities. The damaged community sport infrastructure will likely take months and years to repair, rebuild and recover.

The Program is a key recovery measure of the Sport Infrastructure Recovery Fund to help communities in highly impacted local government areas respond to immediate opportunities to assess, repair, reconstruct and build flood resilience into sport facilities to enable communities to recover as fast as possible by returning to sports activities including training and competitions. The Program has been designed to complement existing support measures in place and longer-term community infrastructure recovery programs.

The Sport Priority Needs Program comprises an allocation up to \$12 million in funding for eligible community sport infrastructure projects in eight (8) eligible Local Government Areas (LGAs).

Program purpose

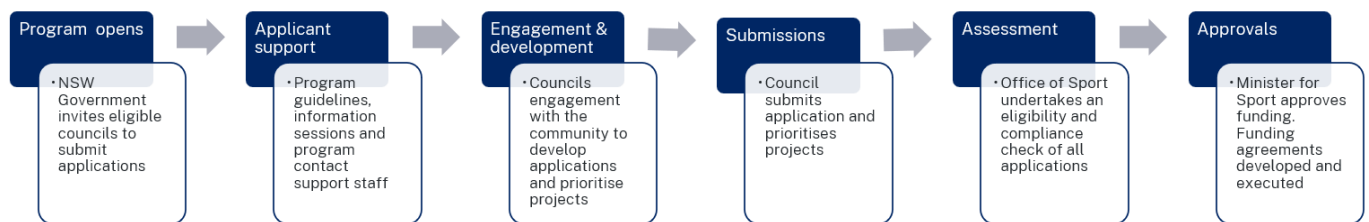
The purpose of the Sport Priority Needs Program is to prioritise funding to support LGAs whose sport and recreation facilities are considered most impacted. The Program supports applicants to:

- Undertake detailed damage and technical assessments, feasibility studies, planning, detailed designs and options for investments to mitigate risks for impacted essential community sport facilities

- Repair, reconstruct and support future resilience in sport facilities to ensure safe and accessible facilities are immediately available for return to training and competition
- promote and support environmental sustainability and climate resiliency measures in design, construction and operation.

Program design

Program has been specifically designed to support highly impacted LGAs that have suffered significant damage to critical sport infrastructure. The Program design enables eligible councils to engage with their communities, establish partnerships and prepare and prioritise submissions that address community need and project urgency. The collaborative approach between all levels of government to support the repair of prioritised critical community sport infrastructure, in a consultative non-competitive approach aims to reduce ongoing distress and grant fatigue.



Program objective

The Program objectives are as follows:

- Be informed and co-designed with and by communities to reflect the needs of impacted communities and to reduce the burden on applicants
- Incorporate a range of support measures to allow flexibility for applicants and that reflects community-specific capability and capacity
- Be based on evidence of impact to essential community assets to provide targeted support
- Be designed and delivered with a focus on supporting asset repair, rebuild and/or projects that include a focus on supporting future resilience.

Important dates

Wednesday 24 August 2022	Applications open
2.00pm, Friday 23 September 2022	Applications close
September 2022	Assessment
October 2022 onwards	Outcomes advised

Projects are expected to commence within six (6) months of announcements. It is anticipated the Program and expenditure will conclude by December 2024.

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

Governance

Office of Sport will lead administration of the Sport Priority Needs Program including managing the receipt of applications from councils, eligibility and completeness check, entry into funding agreements, monitoring and evaluation. It is the responsibility of eligible councils in consultation with their communities to identify potential projects against the Program's eligibility criteria. An authorised council delegate will be responsible for preparing the council's application. Council's General Manager is responsible for approving the submission of the council's application including project prioritisation. The Office of Sport will undertake an eligibility and completeness check for each eligible council's application and prioritised list of projects and make recommendations to the Minister for Sport who will approve grant funding. Any departures from the recommendations of the Office of Sport will be documented as part of the approval process.

Funding availability

Under the 2022 Community Local Infrastructure Recovery Package up to \$12 million has been allocated to the Sport Priority Needs Program from the Sport Infrastructure Recovery Fund announced by the NSW Government in May 2022. The Sport Priority Needs Program is based on a notional funding allocation up to \$1.5 million to each of the eligible councils.

The grant amount requested by an applicant for a project must be a minimum of \$15,000 and cannot exceed \$500,000. In council's application there is no cap on the number of projects submitted as long as the projects meet the criteria of the Program. Council is asked to rank projects in their order of priority.

Each council can spend up to 5 per cent of their allocated funds for work related to the preparation of their grant bids, scoping of projects and preparation of the application. Councils will need to demonstrate that they have incurred the expenses over and above their normal operations, and how the funding has been used. Costs can include engagement of consultants and contractors to undertake community consultation and prepare grant documentation.

If the notional allocation per LGA is not fully exhausted, then funding from these LGAs may be redistributed to any of the other eligible LGAs for projects that align to the Program objectives and purpose. Redistribution is undertaken at the recommendation of the Office of Sport and with approval by the Minister for Sport.

Eligible applicants

The following councils are eligible for the Program as they are declared disaster areas as per AGRN 1012 and have been assessed as highly impacted:

- Ballina Shire Council
- Byron Shire Council
- Clarence Valley Council
- Hawkesbury City Council
- Kyogle Council
- Lismore City Council
- Richmond Valley Council
- Tweed Shire Council.

An eligible organisation will be deemed not eligible for funding under this program if they are an organisation named: (i) by the National Redress Scheme for Institutional Child Sexual Abuse on its list of institutions that have not joined or signified their intent not to join the Scheme; or (ii) in the Royal Commission into Institutional Responses to Child Sexual Abuse that has not yet joined the National Redress Scheme.

Council community consultation

Eligible councils are encouraged to consult with community groups to identify priority projects. It is recommended that each local council's application reflects the preferences of local sporting stakeholder organisations. Local councils should consult with:

- Relevant NSW Office of Sport recognised NSW State Sporting Organisations (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, Y NSW and YWCA
- Private enterprises (companies established under the Corporations Act 2001 (Cth), incorporated associations established under the Associations Incorporation Act 2009 (NSW) or incorporated limited partnerships established under the Partnership Act 1892 (NSW)) who provide public access to sport participation activities.

Councils should bring this funding opportunity to the attention of local sporting organisations and sport facility asset owners/managers and work with them to identify project partnership opportunities and priority projects in their LGA to ensure projects with high community need, urgency and support are considered by council. Partnerships between council and sporting groups are encouraged however, council must apply on behalf of a sporting club or association. The council will be the grant recipient and will enter into a funding agreement with the Office of Sport to deliver the project.

Broader factors that council may consider include:

- Priority of a project(s) to the broader community and level of support for the project(s) beyond the applicant organisation
- Variety of project size, scale, type and focus
- Funding available
- Suitability of projects for other government funding opportunities
- Alignment with existing NSW and Australian Government policies and strategies.

Eligible projects

Projects must:

- Be located in an eligible LGA (eligible LGAs are Ballina, Byron, Clarence Valley, Hawkesbury, Kyogle, Lismore, Richmond Valley and Tweed)
- Be directly related to community sporting infrastructure damaged as a result of the floods in February-March 2022 that led to the NSW Natural Disaster (Australian Government Reference Number (AGRN) 1012)
- Address direct damage to community sporting infrastructure as a result of the floods in February-March 2022 that led to the NSW Natural Disaster Declaration (Australian Government Reference Number (AGRN) 1012)
- Have a project grant request which is a minimum of \$15,000 and does not exceed \$500,000
- Not be covered by insurance or any other NSW or Australian Government programs or flood recovery initiatives.

Councils should submit a landowner consent form for the project on the land on which the facility is located. For projects located on public land a signed letter of consent or declaration from the appropriate authorised delegate must be provided.

Where a project is located on private land, or land not owned by council then information on ownership/title and lease tenure is required as part of the project documentation.

Eligible grant costs include:

- Work related to the preparation of grant bids, scoping of projects and preparation of applications not exceeding 5 per cent of their allocated funds
- The delivery of eligible projects, including administration costs and project management costs not exceeding 20 per cent of the requested funding
- Detailed Damage Assessments, Feasibility Studies, detailed designs and technical reports, and preparation of business cases
- Capital works costs for the repair, rebuild or support project resilience of sport infrastructure works directly related to storm and flood damage and works that have not yet commenced
- Works on directly damaged community sport infrastructure not yet commenced to support future disaster resilience
- Works directly related to storm and flood damage in February-March 2022 that have not been covered through other NSW or Australian Government funding and/or insurance claims
- Salary/wages and entitlements for employees/contractors and/or consultants specifically engaged for the project(s)
- Retrospective costs (with the exception of costs related to grant application preparation) may be eligible in exceptional circumstances on the basis that the works were required to be undertaken in order to ensure safety and/or accessibility to the public or property. This will be determined by the Office of Sport.

Examples of eligible project types and project components include:

- Sport and recreation playing fields repair, drainage and irrigation
- Repair and reconstruction of playing field and court surfaces
- Indoor sports facilities including damaged flooring, electrical and fittings
- Training facilities including cricket nets
- Fixed sport equipment e.g. scoreboards and soccer posts
- Fixed shelters, seating and grandstands
- Landscaping directly related to the damaged sport facility
- Amenity buildings, administration facilities and storage
- Change rooms, kiosks and canteens
- Fencing and connectivity pathways directly related to the damaged sport facility
- Lighting and electrical repairs, reconstruction and betterment
- Aquatic and leisure centre repairs and reconstruction
- Repair and reconstruction of walking, running, fixed outdoor exercise equipment, or off-road cycling trails that are an integral component of the sport facility development
- Storage, security and safety capability of sport facilities
- Digital technology projects, including installation of Wi-Fi, increased automation and other innovative smart technologies that support future facility resilience
- Environmentally and operationally sustainable measures that support water and energy savings including water harvesting, new or upgraded drainage and irrigation infrastructure, more efficient lighting including technology controlled and LED lighting and installation of solar panels and smart metering technology.

Ineligible projects

Examples of ineligible project types, project components and costs include:

- Repair of facilities where the damage can be covered by insurance or costs that have already been covered or claimed under insurance or from other NSW or Australian Government programs
- Assets that were not directly damaged from the February 2022 storm and flood events that led to the NSW Natural Disaster Declaration Australian Government Reference Number (AGRN) 1012
- Projects located outside of the eligible LGAs
- 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
- Local council costs for the primary purpose of waste clean-up and/or make-safe works for directly damaged community infrastructure
- Costs related to buying or upgrading non-fixed equipment or supplies unless it is a small component of a larger fixed project (e.g. computers, office goods, footballs, clothing and footwear, ride-on mowers)
- Project components that do not meet relevant Australian standards
- Arts, music, craft and recreation facilities that provide experiences that do not meet the definition of sport and active recreation unless it is a multi-purpose facility providing a clear public benefit to the community's interest in sport and active recreation
- Playgrounds and playspaces, including aquatic playspaces
- For the building or upgrade of licensed areas and gaming areas
- For the maintenance or construction of local roads, car parks (public or private) or any other core service infrastructure works that are ordinarily the responsibility of council, other level of government or private enterprise
- The recipient of duplicate grant funding from another NSW or Australian Government grant program for the same project
- Financing of budget deficits or insurance shortfall
- Administrative, overhead, operational and/or maintenance costs not related to the project
- Costs that require recurrent or ongoing funding from the NSW or Australian governments.

What is the application process?

Step 1: Check your eligibility

- Before you apply, please read these guidelines and related materials to make sure you understand all relevant requirements, including how to identify whether projects you have identified are eligible.
- You can find the relevant information on the [Office of Sport's website](#).

Step 2: Undertake community consultation and determine your priority projects

- Work with community groups to identify priority projects within the LGA.
- You can apply on behalf of sporting clubs or associations. However, council will be the grant recipient and enter into a funding agreement with the Office of Sport to deliver the project. Office of Sport in consultation with council will consider executing a funding agreement with a private entity if the project is on private land.
- Consider project partnerships where council is the landowner or land manager.
- You may seek support from sporting organisations and sport facility asset owners/managers in the preparation of applications.

Step 3: Prepare your application

- Applying for the Sport Priority Needs Program is a simple process using the SmartyGrants website sport.smartygrants.com.au/SPNP-2022.
- Eligible councils will submit one application including information and documentation for each prioritised project. The Office of Sport recommends that applicants familiarise themselves with the online application form ahead of preparing the application and plan ahead of the closing date. You can download a copy of the application form prior to commencing your application.
- Complete the application by filling in each of the sections for each project submission.
- A letter of approval from Council's General Manager approving the submission of the

application and prioritisation of projects must be uploaded to SmartyGrants.

Step 4: Submit your application

- Submit the application before the closing date and time.
- Council's application must be submitted through the [SmartyGrants website](#) to be eligible.
- Successful submissions will be issued with a SmartyGrants system generated acknowledgement email containing a PDF copy of the application which will confirm the time the application was submitted.

Late applications

- Late applications can only be made where an applicant has substantially completed an application in [SmartyGrants](#) prior to the closing date/time.
- If for some unforeseen reason you are not able to lodge your application on time, you must contact the Grants Infrastructure Team at the Office of Sport at infrastructuregrants@sport.nsw.gov.au or phone 13 13 02 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 of the process. The final determination on whether a late application will be accepted will be made by the Office of Sport supported by a probity advisor.

Late supporting documentation

- If any document is not available prior to the closing date/time and you would like to submit this for consideration you must contact infrastructuregrants@sport.nsw.gov.au within one hour of the closing date/time.
- Late supporting documentation will only be accepted for applications already submitted in [SmartyGrants](#) and where its acceptance would not compromise the integrity of the process. The final determination on whether late supporting documentation will be accepted will be made by the Office of Sport supported by a probity advisor.

Assessment process

The assessment process is undertaken in two stages by the Office of Sport:

1. Eligibility check
2. Completeness check.

Throughout the assessment process the Office of Sport may request additional information from the applicant. All applicants will be given the same opportunity if the need for further information is identified.

An independent probity advisor will oversee the grant process and complete a Probity Report. The Office of Sport will complete an eligibility and completeness check on each project within council's application. Project assessment may include seeking expert advice from relevant NSW or Australian Government agencies or other subject matter experts.

The Office of Sport reserves the right to recommend grant amounts that may differ from the amount requested for a project in the application. Any such details will be specified in a written offer as well as in the funding agreement. Applications should identify the risk of each project not proceeding should the full grant amount requested not be approved.

The Office of Sport will submit recommendations to the Minister for Sport. The Minister for Sport will consider the recommendations of the Office of Sport and make decisions relating to the approval of funding.

Where appropriate, projects may be referred to other funding programs in the NSW Government for consideration.

Eligibility check

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

- Applicant is an eligible applicant
- Applicant has provided an ABN/ACN and/or Incorporation number
- Projects are located in an eligible LGA (eligible LGAs include Ballina, Byron, Clarence Valley, Hawkesbury, Kyogle, Lismore, Richmond Valley and Tweed)
- Projects are directly related to community sporting infrastructure damaged as a result of the floods in February-March 2022 that led to the NSW Natural Disaster (Australian Government Reference Number (AGRN) 1012)
- Projects address direct damage to community sporting infrastructure as a result of the floods in February-March 2022 that led to the NSW Natural Disaster Declaration (Australian Government Reference Number (AGRN) 1012)
- Projects have a project grant request which is a minimum of \$15,000 and does not exceed \$500,000
- Projects are not covered by insurance or any other NSW or Australian Government programs or flood recovery initiatives.

The Office of Sport will undertake an eligibility check on all grant applications and will make the final determination on eligibility.

Completeness check

The Office of Sport will undertake a completeness check of all eligible projects against the completeness check criteria.

The Office of Sport recommendations for funding to the Minister for Sport will include each council's prioritised project list including confirmation of project eligibility, project completeness and any recommended special conditions to be included in the funding agreement.

The Minister for Sport may also consider broader factors in determining successful projects. This may include:

- Priority of a project(s) to the broader community and level of support for the project(s) beyond the applicant organisation
- Variety of project size, scale, type and focus
- Funding available
- Suitability of projects for other government funding opportunities
- Alignment with existing NSW and Australian Government policies and strategies.

Merit assessment criteria

Strategic alignment and community need	<ul style="list-style-type: none">• Provide community benefit based on measurable metrics such as facility use, project beneficiaries and available alternative facilities and/or services.• Project aligns to Program objective, purpose, Government and/or sport policies and strategies and social recovery (including return to sport and active recreation activities).• Confirm consultation within the LGA including engagement with the community, sporting organisations and other sport asset owners/managers.• Council's overall prioritisation reflects project urgency and that community needs are met.
Project scope, design and resilience building	<ul style="list-style-type: none">• Provide a clear scope of works proposed for the project and components that are eligible including design for the proposed project.• Identify any works focussed on future resilience on the existing facility including how it will deliver on the disaster resilience building measures (e.g. environmental and operational sustainability and climate resiliency).
Project affordability	<ul style="list-style-type: none">• Detailed budget that outlines the ability of the project to be delivered within the allocated funding, including appropriate project management, capital costs, contingency and escalation costs and funding sources. The budget should clearly explain the project components that will be funded by the grant and any project components to be funded by the applicant.
Project deliverability and applicant capability	<ul style="list-style-type: none">• Evidence that the applicant has the capacity and expertise to deliver the project within budget and timeframes.• Confirm the applicant has or can obtain all necessary approvals and consents.

Supporting resources

The [Sport Priority Needs Program website](#) provides resources to assist applicants prepare their applications. Resources include:

- Program Guidelines
- Frequently Asked Questions
- Landowners Consent Form Template
- Budget Template
- Funding Agreement Template.

Information sessions will be held during the application open period to enable applicants to ask questions and seek specific information about the Program and the application process. Details of these information sessions will be available on the Sport Priority Needs Program website.

You can contact the Office of Sport at 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 to verify. Applications not submitted cannot be assessed.

The NSW Government will notify councils of each successful project within their application in writing. The Office of Sport will contact the councils to finalise the project milestones and establish a separate funding agreement for each approved project prior to the payment of any funding. Office of Sport in consultation with council will consider executing a funding agreement with private organisations if the project is on private land. Funding agreement special conditions may include the submission of a simplified project plan depending on the nature and scope of the project. Funding agreements must be executed within three (3) months of notification by the Office of Sport.

Once councils are notified in writing, the details of successful projects will be published on the Office of Sport website. A condition of funding will include the publication of successful projects for each LGA to be published on council's website and that publicly available project delivery updates are provided to the community. Councils can email infrastructuregrants@sport.nsw.gov.au to request feedback on any unsuccessful applications.

Conflicts of Interest and ethical conduct

An eligible council is responsible for managing any perceived or actual conflicts of interest throughout council's consultation, application and prioritisation of projects, in accordance with council's approved conflicts of interest policy.

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. All key decision makers of your organisation including persons who will be responsible for expending the funds (such as board/committee members, the CEO (or equivalent) and managers of the project) must also declare any conflicts of interest. If applicants or key decision makers 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.

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. 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 each project in accordance with the approved project scope, budget and project schedule set out in the approved application. If funding is awarded to a project on private land and owned/managed by a private entity the Office of Sport in consultation with council will consider executing a funding agreement directly with the private entity. Payment milestones will be set out in the funding agreement.

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 renewed assessment and approval. 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. The NSW Government makes no binding funding commitment to an applicant unless and until both parties sign a funding agreement.
- 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 submit progress reports and auditing documentation to the NSW government as outlined in the funding agreement.
- Applicants will be required to participate in an evaluation after the project has commenced to determine the extent to which the project has contributed to the purpose and objectives of the Program.
- 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 final total cost of the project is less than the approved amount based on anticipated cost 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.
- The Office of Sport reserves the right to undertake an audit of any funding provided within seven years. Applicants are required to keep appropriate records for audit and assurance purposes.

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.

For applicants registered for GST and where it is payable, successful applicants will be paid the approved grant amount plus GST by the Office of Sport. Where an applicant is not registered for GST, GST will not be paid on grant amounts. Applicants not registered for GST must incorporate any GST paid by them to third parties into their claim submission.

Evaluation

Evaluating government programs enables the success of programs to be robustly assessed, provides confidence in program integrity and informs improvements for future programs. Successful applicants will be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objectives of the Program. Information from applications and project reports may be used for this purpose. Councils may be contacted for up to two years after the project finishes for more information to assist with the evaluation.

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

Insurances

Councils 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).

Public acknowledgement

The NSW Government may choose to publicly announce successful applications and applicants may be requested to keep the funding confidential for a period of time if an announcement is to be made by the NSW government.

All recipients of NSW Government funding should acknowledge the NSW Government's support through the provision of funding. The NSW Government reserves the right to be involved in media opportunities and speaking engagements relating to the funded project. Prior agreement must be reached with the NSW Government on the nature and content of any subsequent events, announcements, promotional material or publicity. This includes but is not limited to media releases, events, social media, signage and advertising related to the Program. To obtain the required agreement, grant recipients must contact the Office of Sport at infrastructuregrants@sport.nsw.gov.au.

Probity

The Program will be subject to strict governance and probity with fair and transparent assessment processes. All decisions made under the Program will be made in accordance with the relevant program guidelines and the associated assessment criteria.

NSW Office of Sport has appointed Centium Probity as independent Probity Advisors for this Program. The independent probity advisor will provide guidance on issues that may arise throughout the submission, assessment, and decision processes to help ensure decisions are made with integrity, fairness, and accountability, while delivering value for money for NSW. 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.

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 NSW government reserve the right to use the applicant's information in media regarding the Program. Information may be used in the form of press releases, case studies, photos, promotional material and in response to media enquires relevant to the Program. 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, amount funded and contact details of the person submitting the application. It may also use information provided in the grant application/milestone and project completion reports to develop

case studies including photos.

Disclaimer

Submission of an application does not guarantee funding. The Office of Sport does not guarantee or warrant and accepts no legal liability whatsoever arising from or connected to, the accuracy, reliability, currency or completeness of any material contained in this publication. Information in this publication is provided as general information only and is not intended as a substitute for advice from a qualified professional.

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Funding assistance provided through the Program is subject to funds being available. The Office reserves the right to make changes to the Program to ensure it meets the objective outlined in these guidelines and

provides equitable funding support to applicants.

These guidelines are subject to change at any time at the sole discretion of the Office of Sport.

Declaration by applicant

A letter of approval from Council's General Manager approving the submission of the application and prioritisation of projects must be uploaded into SmartyGrants. 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., Council General Manager, CFO (Chief Financial Officer), or authorised delegated staff member of council.

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.

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