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# Local Sport Defibrillator Grant Program

Program Guidelines 2022/2023

**Open** Tuesday 29 November 2022

**Close** 1:00pm, Friday 10 February 2023





Office of Sport

# Acknowledgement of Country

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

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

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Artwork  
“**Jennebe**”  
By Jasmine Sarin

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# Minister for Sport

Grassroots sport and recreation clubs are integral to our communities and the NSW Government supports more people to be physically active and engage in recreational activities throughout their whole life, regardless of age and ability.

With over 8,500 NSW residents experiencing out-of-hospital cardiac arrest each year, the first few minutes following a cardiac arrest and early access to CPR and defibrillation are critical. The Local Sport Defibrillator Grant Program is aimed at providing Automated External Defibrillators (AEDs) and associated equipment to NSW sport and recreation facilities and clubs.

Since the launch of the Local Sport Defibrillator Grant Program in 2017, more than 2,000 AEDs have been purchased and maintained under this program at sporting facilities and clubs.

The continuation of this program will help more sporting facilities and clubs across the State, and increase the availability of these devices for participants, spectators, and the general public if a person experiences cardiac arrest at one of these venues.

With thousands of people involved in sport and recreation around the State every week, the NSW Government is providing up to \$500,000 in grants to eligible sporting clubs and facility owners each financial year through the Local Sport Defibrillator Grant Program.

I encourage sport and recreation clubs, councils, service organisations and facility owners to apply for a grant. Your decision might help to save someone's life.

A handwritten signature in black ink that reads "Alister Henskens". The signature is written in a cursive style and is underlined with a thick black horizontal line.

**The Hon. Alister HENSKENS, SC MP**

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# Introduction

These Guidelines outline key objectives, eligibility criteria, assessment criteria, assessment process and timeframes for the Local Sport Defibrillator Grant Program 2022/23.

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

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## About the Local Sport Defibrillator Grant Program

The Local Sport Defibrillator Grant Program is aimed at providing Automated External Defibrillators (AEDs) and associated equipment to NSW sport and recreation facilities and clubs.

Eligible applicants have a choice of approved AED Service Providers and a variety of approved AED products and services.

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## Key objectives

The key objectives of the Local Sport Defibrillator Grant Program 2022/23 are:

- To make AED products available to NSW sport and recreation facilities and clubs.
- To promote wider access to these devices across NSW.
- To support local sport and recreational clubs or related incorporated organisations in purchasing an AED package.

## Important dates

<b>Program opens</b>	29 November 2022
<b>Program closes</b>	<b>1:00pm, 10 February 2023</b>
<b>Outcomes advised</b>	Within 2 months of submission
<b>Projects must be completed</b>	Within 6 months of notification

Applications will be assessed regularly until the closing date or when all funding has been exhausted. The Office of Sport reserves the right to amend any of these dates during the program, at its absolute discretion.

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## Funding availability

The NSW Government has allocated up to \$500,000 in 2022/23 for this program.

- The grant amount will fund the cost of an AED package.
- There is no mandatory financial contribution. However, where the cost of the selected AED exceeds \$3,000 your organisation must fund the additional cost.
- Applicants can request grants for multiple AEDs in a single application to a maximum of three devices, but the maximum grant per application cannot exceed \$9,000.
- Organisations are limited to one application per financial year.

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## Conditions of Funding

Organisations which receive funding under this program will be required to:

- Establish a customer contract with the approved AED Provider to be signed and uploaded as part of your reporting and acquittal.
- Have a medical emergency plan in place within 6 months, to be provided as part of the grant reporting requirements.
- Undertake AED familiarisation instruction, to be conducted within 28 days of delivery of the AED. This can be done online.
- Be responsible for the ongoing management and maintenance of the AED for its expected life.
- Ensure that the AED is accessible and available to the broader public whenever possible.
- Successful applicants may be asked to participate in a NSW Government data sharing scheme for registering the location, accessibility and condition of AEDs throughout NSW, to assist communities, planners and researchers in identifying AED resources across the state. The scheme complies with NSW data sharing legislation. Participation in this scheme is voluntary, and it is not a condition of eligibility or approval of a grant.



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## Eligible applicants

Eligible applicants are:

- Incorporated, not-for-profit clubs, associations or organisations in NSW that are sport or recreation related.
- State or national sport or recreation organisations on behalf of member clubs located in NSW.
- Licensed sporting or recreation clubs, providing that the AED package directly benefits sport and recreation members or participants.
- Sport clubs associated with a school, church or university providing they are an incorporated not for profit club in their own right.

- Councils, and sport and recreation facility owners provided they apply on behalf of sport or recreation clubs.
- Service clubs such as Rotary, Country Women's Association and Lions, applying on behalf of sport or recreation clubs.

Sport or recreation clubs at a multi-use facility are encouraged to collaborate on planning for medical emergencies, including sharing resources and locating defibrillators to maximise community access.

For the purposes of these guidelines, 'recreation' should be interpreted as: 'any pursuit or activity engaged in for enjoyment, relaxation or leisure.'

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## Ineligible applicants

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

- Individuals
- Parents and Citizens (P&C) Associations
- For-profit, commercial organisations
- Government departments and agencies.

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.

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## Eligible AED packages

The Office of Sport has undertaken a procurement process in order to ensure that the AEDs being purchased with grant funding meet certain minimum standards.

A list of approved AED Service Providers and AEDs can be found at Appendix A of the guidelines.

Applicants must rely on their own enquiries as to the suitability of the approved AED Service Provider or package for their needs.

The provision of an AED package will include:

- An AED
- AED familiarisation instruction
- A minimum of six years of essential defibrillator maintenance. Note that battery warranties may have a shorter duration.

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## Ineligible projects

### Ineligible Projects:

- Projects that are not primarily for use by sport and recreation facilities or organisations.
- Project is not located in NSW.

### Ineligible Project Costs:

- Ongoing maintenance outside of the scope of the six year essential defibrillator maintenance schedule.
- Any extended warranty specified by an approved AED Panel Service Provider.
- Accredited CPR, First Aid, ongoing or additional face to face AED familiarisation instruction.
- Out of warranty repair of equipment.
- Replacement costs of consumables including batteries and electrode pads.

- Replacement or temporary replacement of the AED if it is damaged or unrecoverable through wear and tear, vandalism, accident, theft or misuse.
- General first aid maintenance items or equipment (items requiring cleaning and disinfecting after use).
- Retrospective funding e.g., for AEDs that have already been purchased.

### Note

- This is a general guide only. Applicants should refer to the details set out in the AED Providers' package listed when making a choice of provider.
- Accredited CPR, First Aid, ongoing or additional face to face AED familiarisation instruction may be offered by service providers as part of an AED package. While this can be funded from the grant, the maximum total amount to be funded per AED package is \$3,000.

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# What is the application process?

## How to apply

Follow the steps below to submit your application.



### Step 1 Check your eligibility

- See Eligible Applicants section of these Guidelines to see which organisations can apply for funding.
- If you are not eligible, you can partner with an eligible organisation, although they will need to be the applicant organisation and submit the application.



### Step 2 Understand the requirements

- Before you apply, please read these guidelines and related materials including the application checklist to make sure you understand all relevant requirements.
- You can find the relevant information, including FAQs on the Office of Sport's website: [Local Sport Defibrillator Grant Program](#).



### Step 3 Prepare your application

- Research approved AED Service Providers and Packages, initially using the information relating to devices and service providers as listed in Appendix A of this document.
- For questions relating to specific AED packages please contact the relevant service provider.

- For questions relating to the grants program or for specific assistance with the online grants system (SmartyGrants), email the Office of Sport Grants Unit at [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) or call 13 13 02 during standard office hours.



### Step 4 Submit your application

- Applying for a grant is a simple process using the [SmartyGrants platform](#)
- The Office of Sport recommends that applicants familiarise themselves with the online application form ahead of preparing the application and plan to submit ahead of the closing date to reduce the risk of missing the deadline.
- Complete your application by filling in each of the sections.
- Upload all required supporting documentation.
- Submit your application before the closing date and time.
- Projects must be submitted through the [SmartyGrants website](#) to be considered 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.

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## Late application

- Late applications can only be made where an applicant has started an application in SmartyGrants prior to the closing date/time.
- If for any 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 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 [grantsunit@sport.nsw.gov.au](mailto:grantsunit@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 it will only be considered where its acceptance would not compromise the integrity and competitiveness of the process.
- The final determination on whether a late supporting documentation will be accepted will be made by the Grant Assessment Panel supported by a probity advisor.

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## Available supporting documents

Documents available on the program website to assist your application include:

- Program Guidelines
- Funding Agreement Template
- Frequently Asked Questions (FAQs)

A Customer Contract will be completed by the grant applicant and the Service Provider using a template provided to all approved suppliers.

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.

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## Assessment process

The Local Sport Defibrillator Grant Program is administered by the Office of Sport who will undertake an eligibility and compliance check.

Throughout this process the Office of Sport may request additional information from the applicant.

An independent probity advisor will oversee the grant process.

The Office of Sport will assess all applications and make recommendations to the Minister for Sport for consideration. The Minister will make the final decision relating to the approval of funding.

Applications will be assessed regularly in the order that they are received, until the closing date or in the event that all funding has been exhausted.

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## Eligibility and compliance check

The Office of Sport will undertake an eligibility and compliance check of all applications to confirm:

- Applicant organisation is an eligible applicant
  - Applicant has selected an approved AED Service Provider and package
  - Proposed AED will be located in NSW
  - Grant request is a maximum of \$9,000 and does not exceed \$3,000 per AED package
- Applicant organisation has a minimum \$5 million public liability insurance
  - Details of participants and spectators of the facility, club, or team intended to use the device



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# Application and funding terms and conditions

## Notification

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 Office of Sport will contact the successful applicants to claim the grant within 48 hours of being notified of success.

## Conflicts of interest and ethical conduct

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. 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. 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.

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.

## Payment of Grants

Successful applicants will be required to accept funding terms and conditions and provide an invoice for the total amount of the grant or a tax Invoice for the grant amount plus GST (for those organisations registered for GST). Invoices should be sent 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 the

[Australian Tax Office website](#).

## Funding obligations

Funding terms and conditions outline grant recipient obligations for the project. The project must be completed within six months of the date the grant recipient is notified of the grant. The standard 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 following reflects the intent of some key provisions that will be included in the terms and conditions with successful applicants:

- Grant payments will not be made until terms and conditions have been accepted (forming a funding agreement with the Office of Sport). The Office of Sport will not be responsible for any project expenditure until this time.
- 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.
- Successful applicants may be required to complete periodic project updates.
- 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 total cost of the project is less than the amount stated in the application or ineligible cost items are included in the application.
- A financial acquittal and project report will be required within 60 days of completion of the project as outlined in the terms and conditions. The project completion report will report against the outputs and deliverables information provided by the applicant in the submitted application.
- The project is considered complete once the AED has been received, the familiarisation training has occurred and you have a documented medical emergency plan.
- Photos of the fitted AED must be provided.

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- The Office reserves the right to request this data from successful applicants on an annual basis for a period of up to five years following completion of the project.
  - Applicants who 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.
  - Office of Sport reserves the right to undertake an audit of grant funding to successful organisations within seven years of funding payment.

If a grant recipient breaches any of the terms and conditions of the funding agreement, the Office of Sport reserves the right to terminate the grant and reclaim the grant in part or in whole at its discretion.

### Insurances

Organisations approved for funding by 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

The NSW Government reserves the right to be involved in media opportunities and speaking engagements relating to the funded project.

Recipients must ensure 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.

All recipients of NSW Government funding should 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 has appointed Centium Probity as independent Probity Advisors for this program. 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 [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au).

### Records management

The Office of Sport complies with the management, storage and retention requirements of the State Records Act 1998 to the extent it applies to any documents created by the Office of Sport, funding applicants or funding recipients under this program.

### 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 NSW Government will collect and store the information you voluntarily provide to enable the processing of your 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 NSW Government 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 assess the merits of an application. Applicants must ensure that people whose personal

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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**

Information submitted in the application will be shared with the NSW Government. 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 the applicant's name, project name, project description, location of the project, location of the grant recipient and amount funded. Information provided in the grant application/milestone and project completion reports will be used to develop case studies including photos. The contact details supplied by the person submitting the application may also be provided to Members of Parliament.

### **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. Chairperson, President, CEO (Chief Executive Officer), General Manager, or authorised member of the Board or Committee of the applicant.

### **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).



# Appendix A - Approved Automated External Defibrillators

The devices listed below, and their service providers, are all approved through a formal Office of Sport procurement process.

Service providers may offer a range of additional inclusions in their packages, and applicants are advised to determine the most suitable configuration for their purposes.

Device		Service Providers
Defibtech Lifeline VIEW ECG Semi Auto		Australian Red Cross Society
Defibtech Lifeline		DocStock Pty Ltd
Defibtech Lifeline VIEW Semi Auto		Australian Red Cross Society DocStock Pty Ltd
Fred PA-1		Cardiac Defibrillators Pty Ltd
HeartSine 350P		Australian Red Cross Society Vital Resus Complete Office Supplies Pty Ltd First Aid Accident & Emergency Wollongong First Aid Response for Life

Device		Service Providers
HeartSine 500P Semi-Auto		Australian Red Cross Society Complete Office Supplies Pty Ltd Integrity Health & Safety Pty Ltd Wollongong First Aid Michael Hughes Foundation Vital Resus AED Authority DocStock Pty Ltd Response for Life The Defib Shop First Aid Accident & Emergency Defibrillators Australia
HeartSine Samaritan PAD 360P Semi-Auto and Fully Auto		Australian Red Cross Society Complete Office Supplies Pty Ltd First Aid Accident & Emergency Integrity Health & Safety Pty Ltd Wollongong First Aid Vital Resus AED Authority Response for Life St John Ambulance The Defib Shop Defibrillators Australia
Ion.LCD		Taleb Medical
LIFEPAK CR2 Semi and Fully Auto Packages		Complete Office Supplies Pty Ltd First Aid Accident & Emergency Integrity Health & Safety Pty Ltd Wollongong First Aid AED Authority Response for Life St John Ambulance Defibrillators Australia

Device		Service Providers
Mindray BeneHeart C1A Semi Auto and Fully Auto		Australian Defibrillators Pty Ltd The Royal Life Saving Society Australia – NSW Branch
Mindray BeneHeart C2 Semi Auto and Fully Auto		Australian Defibrillators Pty Ltd The Royal Life Saving Society Australia – NSW Branch
Philips FRx		The Royal Life Saving Society Australia – NSW Branch
St John Ambulance G5		St John Ambulance
Zoll AED 3 Semi-Auto and Fully Auto		Australian Red Cross Society Michael Hughes Foundation AED Authority DocStock Pty Ltd Response for Life The Defib Shop
Zoll AED Plus Semi-Auto and Fully Auto		Australian Red Cross Society Mermed Enterprises P/L Michael Hughes Foundation AED Authority DocStock Pty Ltd Response for Life The Defib Shop

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# Service Providers

Name	Email	Phone
AED Authority	Grant@aedauthority.com.au	03 8710 8666
Australian Defibrillators Pty Ltd	info@aeds.com.au	1300 333 427
Australian Red Cross Society	natfirstaidkits@redcross.org.au	1800 733 276
Cardiac Defibrillators Pty Ltd	sales@cardiacdefibrillators.com.au	(03) 9429 2666
Complete Office Supplies Pty Ltd	info@cos.net.au	1300 88 22 44
Defibrillators Australia	support@defibrillatorsaustralia.com.au	1300 331 193
DocStock Pty Ltd	sales@DocStock.com.au	8550 7177
First Aid Accident & Emergency	sales@firstaidae.com.au	07 5520 5068
Integrity Health & Safety Pty Ltd	info@integrityhs.com.au	1300 720 024
Mermed Enterprises P/L	sales@mermed.com.au	9672 7073
Michael Hughes Foundation	customers@mhf.life	0432 696 510
Response for Life	info@responseforlife.org.au	0421 752 152
St John Ambulance	customer.service@stjohnnsw.com.au	9745 8777
Taleb Medical	sales@talebmedical.com	03 9330 4940
The Defib Shop	info@defibshop.com.au	1300 729 575
The Royal Life Saving Society Australia – NSW Branch	nsw@royalnsw.com.au	9634 3700
Vital Resus	mail@vitalresus.com.au	4954 8066
Wollongong First Aid	sales@wollongongfirstaid.com.au	1800 820 950

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## Office of Sport



6B Figtree Drive,  
Sydney Olympic Park, NSW 2127

Locked Bag 1422,  
Silverwater NSW 2128

### **Office hours:**

Monday to Friday  
9.00am — 5.00pm

T: 13 13 02

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

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

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