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# Safe Shooting Program

Program Guidelines 2022/2023

**Opens** Tuesday 28 February 2023

**Closes** 1pm, Friday 14 April 2023





Office of Sport

# Acknowledgment 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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Artwork

**“Jennebe”**

By Jasmine Sarin

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# Contents

Minister for Sport .....	3
Introduction.....	4
About the Program .....	4
Key objectives.....	4
Design Principles.....	5
Important dates.....	6
Funding availability.....	6
Eligible applicants.....	6
Ineligible applicants.....	7
Eligible projects .....	8
Ineligible project costs .....	9
What is the application process? .....	10
Assessment process.....	11
1. Eligibility check .....	12
2. Merit assessment .....	12
Merit assessment criteria.....	13
Supporting documents.....	14
Further information .....	15



# Minister for Sport

The NSW Government is committed to providing safe, inclusive and accessible shooting facilities across NSW.

Through the Safe Shooting Program, we are providing up to \$800,000 to improve the quality and safety of existing shooting facilities.

Funding is available for the improvements to storage, security and safety at shooting clubs as well as new equipment such as electronic targets.

With grants of \$10,000 - \$50,000 available, I strongly encourage shooting clubs and organisations to apply for this program.

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

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

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# Introduction

The Guidelines outline key objectives, eligibility criteria, assessment criteria, assessment processes and time frames for the Safe Shooting Program 2022/2023.

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

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## About the program

The NSW Government seeks to enhance sport shooting facilities across New South Wales in order to provide safe, inclusive and accessible shooting environments for local communities and has committed up to \$800,000 to the Safe Shooting Program (the Program).

The NSW Government is supporting local communities to provide sport infrastructure that is universally designed and moves beyond compliance with standards and provides dignified inclusive and accessible facilities for all.

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## Key objectives

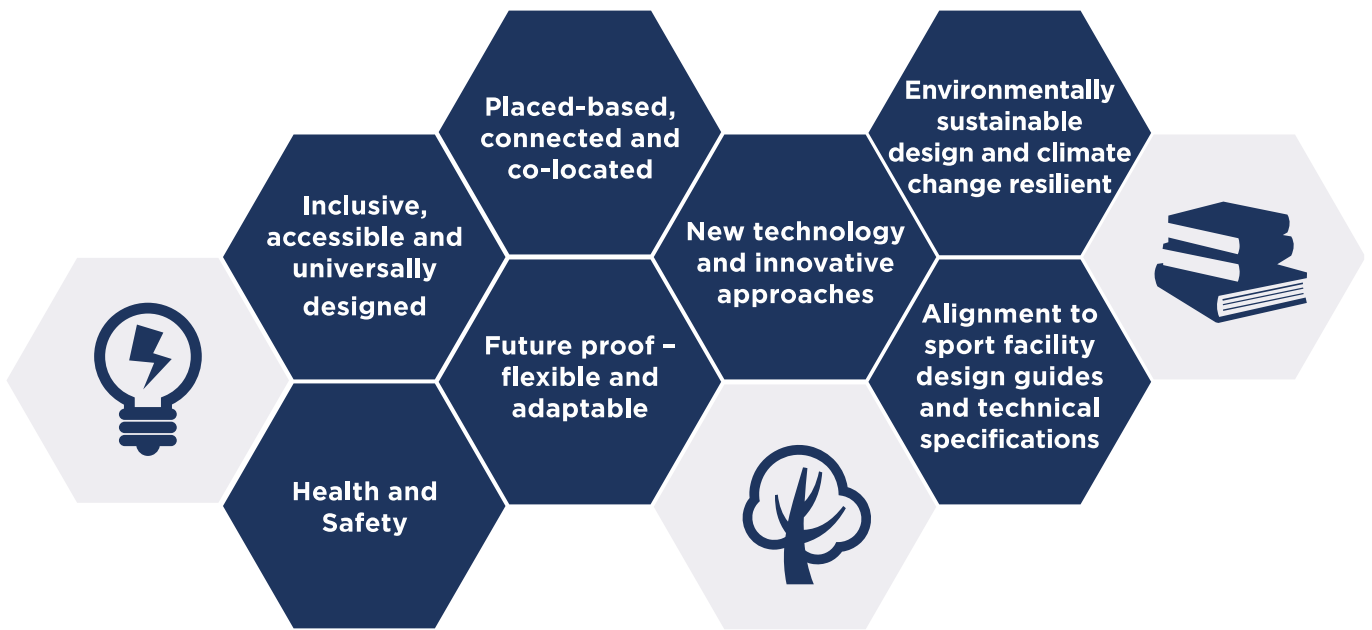
The primary objectives of the Program are to:

- Improve the quality and safety of existing shooting facilities across New South Wales
- Increase utilisation of existing shooting facilities
- Increase participation in the sport of shooting.

Secondary objectives of the Program are to:

- Provide inclusive and accessible community sport facilities to grow participation for women and girls, people with disability, First Nations peoples and people from culturally and linguistically diverse communities
- Incorporate environmental sustainability and climate resiliency into design, construction and operation, utilising best practice design principles.

# Design principles



## Applicants should focus on the highest standard of design and demonstrate industry best practice in project development, including but not limited to:

- Project's capacity to provide increased participation for women and girls, people with disability, First Nations peoples and people from culturally and linguistically diverse communities through accessible and inclusive facilities with equitable program offerings
- Project's capacity to increase utilisation and user satisfaction
- The development or upgrade of facilities which can also be used for other events that contribute to the local community
- Addressing a significant gap in current facilities and/or demonstrated community need
- Demonstrate stakeholder engagement, consultation, co-design and support
- Connecting with Country and/or Designing with Country
- Partnerships and collaboration
- Sustainable and climate resilient design incorporating consideration of all-weather uplift (i.e., consideration of flood, drought, fire, sun safe and weather conditions that impact on utilisation)
- Provision of quality social infrastructure including safe places that support community interaction including enhanced capacity for activation and socialisation
- The role of green infrastructure and increasing the tree canopy
- Alignment with the infrastructure strategy or plan of the relevant council (local government authority), State Sporting Organisation, and National Sporting Organisation
- Benchmarked to comparable projects and facilities.

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## Important dates

The following indicative dates apply to this funding round.

Applications Open	<b>Tuesday 28 February 2023</b>
Applications Close	<b>1.00pm, Friday 14 April 2023</b>
Outcomes advised	<b>June 2023</b>
Funding agreements executed	<b>Within 3 months of notification</b>
Project construction is to commence	<b>30 September 2023</b>
Project construction is expected to be completed	<b>30 September 2024</b>

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 is allocating up to \$800,000 to the Safe Shooting Program.

The grant amount requested by an applicant must be a minimum of \$10,000 and cannot exceed \$50,000.

A co-contribution is not required; however, organisations may contribute financially or in-kind to the project and this will be considered as part of the merit assessment process.

Regardless of your grant request, the greater the financial and/or in-kind contribution the more favourably the project will be looked upon.

Supplier discounts should not be included in the co-contribution. Applicants may choose to include a breakdown of 'Voluntary Labour' as part of their in-kind co-contribution. Hourly rates should be determined as follows:

- Un-skilled labour – no more than \$25 per hour.
- Trade hourly rate as determined by the award: <https://www.fairwork.gov.au/awards-and-agreements/awards/list-of-awards>

An individual organisation or club may only submit one (1) application to the 2022/23 round of the Program.

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## Eligible applicants

Eligible applicants are:

- NSW incorporated, community based not-for-profit shooting organisations (clubs and associations) that are approved by the NSW Firearms Registry
- Shooting ranges in NSW approved and administered by the NSW Firearms Registry
- NSW State Sporting Organisations relevant to the sport of shooting including NSW Amateur Pistol Association, NSW Clay Target Association and NSW Rifle Association.

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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):

- Incorporated, community-based, not-for-profit sporting organisations (clubs and associations whose primary purpose is to organise sporting activities/deliver sport programs) outside of the sport of shooting
- Individuals
- Schools, TAFEs, and Universities
- Parents and Citizens (P&Cs) Associations
- Progress Associations
- NSW Institute of Sport, Australian Sports Commission (incorporating the Australian Institute of Sport) and NSW Regional Academies of Sport
- NSW based professional sporting organisations competing in national or state competitions
- NSW Department of Education operated specialist sports high schools
- NSW Office of Sport recognised NSW State Sporting Organisations (including National Sporting Organisations where the state body is part of a unitary governance model) outside of the sport of shooting
- Australian Universities with NSW campuses
- NSW Government agencies.
- Local government authorities in New South Wales
- Regional Joint Organisations of councils, the Lord Howe Island Board and the Unincorporated Far West groups
- Organisations providing sport and recreation programs that benefit the community, such as PCYCs, YMCA 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).

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.



# Eligible projects

The Program can be used for upgrading existing facilities to cover the capital cost of a project only. Staged components of a larger facility development are eligible, providing the stage being applied for meets the program eligibility criteria.

The project must be on land within NSW. Applicants should submit a landowner consent form for the project on the land on which the facility is to be developed or redeveloped. For projects located on public land, a landowner consent form or signed letter of consent from the appropriate authorised delegate must be provided. Additional information also sought includes evidence of applicant's tenure and lease arrangements.

Examples of eligible project types and project components include (but are not limited to):

- Upgrade of firearms capital equipment and/or facilities to comply with Workplace Health & Safety legislation or as directed by the NSW Firearms Registry
- Construction or implementation of new or upgraded security infrastructure that improves safety for users and the wider community
- New and upgraded provision of universally designed amenities that are beyond compliant with regard to the Disability Discrimination Act (DDA) and provide dignified inclusion in sport participation, for example disability access, unisex toilets or change rooms designed to be female-friendly, including parent and child change spaces
- Environmentally and operationally sustainable initiatives that support water, energy and financial savings including new or upgrades to lighting including technology-controlled and LED lighting and installation of solar panels and smart metering technology
- Erection of higher earth mounds or safety baffles to combat urban encroachment
- Buying or upgrading non-fixed equipment (e.g., electronic targetry, movable baffles and movable bullet traps)
- Projects that improve the storage, security and safety capability of shooting clubs
- Contingency calculated at 10% of the total project cost (up to 20% maximum for more complex projects)
- Priority will be given to facilities identified as:
  - Being in poor or unserviceable condition
  - Addressing a demonstrated need for the community
  - High urgency to address facility building compliance requirements e.g. safety, building standards, including the DDA.

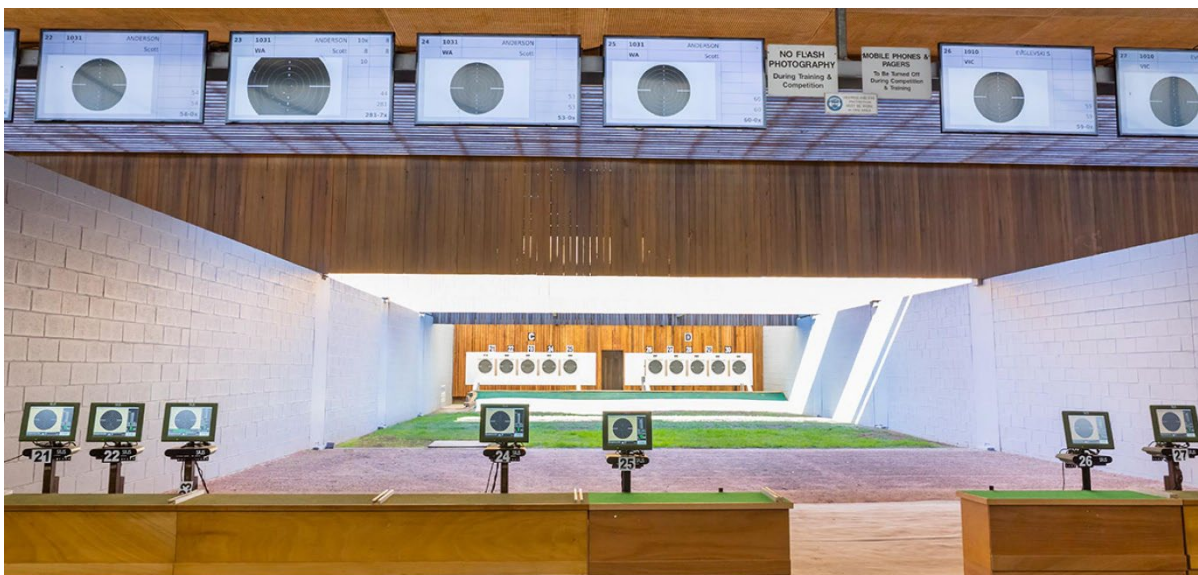


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## Ineligible project costs

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

- Purchase of firearms or ammunition
- Purchase of protective clothing
- That do not meet relevant Australian standards
- Projects 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
- Costs associated with preparing and submitting the application for funding under this program
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans
- Facilities where little or no public access is available
- For the purchase or lease of land/facility
- Related to administrative or operational expenditure which are normally the responsibility of businesses, state agencies or local councils
- Retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement, or which could proceed without any NSW Government financial assistance
- Projects that have already been funded by the NSW Government unless significant new and additional project scope is identified
- General maintenance or replacement costs through normal wear and tear (e.g. painting, running costs and minor repairs to existing facilities)
- For the building or upgrade of licensed areas and gaming areas
- Repair of facilities where the damage can be covered by insurance
- Ancillary infrastructure e.g. car parks or accommodation
- Project administration costs and costs for the ongoing operation of the facility.



# 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 to make sure you understand all relevant requirements, including whether you are eligible to apply
- You can find the relevant information on the Office of Sport's website:  
<https://www.sport.nsw.gov.au/grants/safe-shooting-program>



### Step 3 Prepare your application

- Gather your evidence including letters of support, funding commitments, development approvals/exemptions, images/plans, quotes, participation data etc
- To submit a complying application all mandatory fields must be completed, and mandatory support documents must be uploaded and submitted
- For questions relating to the grants program or for specific assistance with the online system, email the Office of Sport Grants Unit at [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@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 platform](#) 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 applications

- Late applications can only be considered where an applicant has started an application in SmartyGrants prior to the closing date/time.
- If for some unforeseen reason the applicant is not able to lodge your application on time, they must contact the Office of Sport, Grants Infrastructure Team at the Office of Sport at [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au) or phone 13 13 02 at the earliest possible time and within one hour after the closing date/time.
- A late application will only be considered where its acceptance would not compromise the integrity and competitiveness of the process. Any requests received prior to closing will have their application form re-opened for late submission in SmartyGrants until 5pm on the day of closing.
- The final determination on whether a late application will be accepted will be made by the Grant Assessment Panel 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](mailto:infrastructuregrants@sport.nsw.gov.au) within one hour after 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.

## Assessment process

The Program is administered by the Office of Sport in two stages:

1. Eligibility check
2. Merit assessment.

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

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

A Grant Assessment Panel, appointed by the Office

of Sport, will assess all applications and make recommendations to the Minister for Sport.

The Office of Sport reserves the right to recommend grant amounts that may differ from the amount requested in the application. Applications should identify the risk of the project not proceeding should the full grant amount requested not be approved.

The Minister for Sport will consider the recommendations of the Grant Assessment Panel and make decisions relating to the approval of funding.

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## 1. Eligibility check

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

- Applicant organisation is an eligible applicant
- Applicant has provided an ABN/ACN and/or Incorporation number and/or Indigenous Incorporation Number
- Proposed project is in NSW

- Grant request is a minimum of \$10,000 and does not exceed \$50,000
- The applicant organisation is eligible to apply and has Public Liability Insurance with a minimum \$20m cover.

The Office of Sport will make recommendations to the Grant Assessment Panel on ineligible applications and ineligible project components. The Grant Assessment Panel will make the final determination on eligibility.

## 2. Merit assessment

The Grant Assessment Panel will assess all eligible applications against the Program criteria considering the extent to which the applicant has addressed the assessment criteria and providing supporting evidence to determine the final merit assessment score. The Office of Sport will provide administrative support.

During the assessment process, the Grant Assessment Panel may apply a minimum scoring requirement to one or more of the criteria. Where an application does not meet minimum scoring requirement adopted during the assessment process, the Grant Assessment Panel reserves the right to not consider the application for grant funding.

If ineligible project scope and components are included in the application the Grant Assessment Panel may adjust the requested grant amount accordingly.

The Grant Assessment Panel will consider geographical spread across local government areas and electorates, grant amount requested and project size to determine successful projects and achieve objectives of the Program.

To avoid duplication of State Government funding for projects, and/or to further assess risks when recommending funding for an application, the Office of Sport may seek advice from other NSW government agencies, local councils or other relevant organisations.

# Merit assessment criteria

<p><b>Criterion 1: Strategic justification (30%)</b></p>	<ul style="list-style-type: none"> <li>• Describe how the project improves the quality and safety of existing facility.</li> <li>• Explain how the project will lead to increased facility utilisation / sport participation overall and for groups that traditionally face barriers to participation in sport shooting such as:             <ul style="list-style-type: none"> <li>○ Women and girls</li> <li>○ People with disability</li> <li>○ First Nations peoples</li> <li>○ People from culturally and linguistically diverse communities.</li> </ul> </li> <li>• Provide details of community profile, demonstrated need, key user groups, primary project beneficiaries and the project urgency specifically for women and girls. Note: Priority will be given to facilities where evidence shows it as:             <ul style="list-style-type: none"> <li>○ being in poor or unserviceable condition</li> <li>○ addressing a demonstrated need for the community</li> <li>○ high urgency to address facility building compliance requirements e.g. safety, building standards, including the DDA.</li> </ul> </li> <li>• Describe community and stakeholder consultation, management, and project support (provide relevant attachments and support letters).</li> <li>• Describe how the project aligns with your organisation’s strategic plans and those of the NSW Office of Sport, NSW Government and/or sport or council policies/plans, where relevant.</li> </ul>
<p><b>Criterion 2: Project scope and inclusive design (20%)</b></p>	<ul style="list-style-type: none"> <li>• Provide a clear scope of proposed project works. Identify eligible and ineligible project components.</li> <li>• Provide supporting documentation such as facility design brief, concept, schematic or detailed design plans.</li> <li>• Describe how elements of the project’s design and physical environment will specifically cater to women and girls, people with disability, First Nations peoples, and people from culturally and linguistically diverse communities.</li> <li>• Identify any Design Principles outlined in the program guidelines that have been incorporated into the project, and specifically how the project incorporates environmental sustainability and climate resiliency into design, construction, and operation. Provide details such as choice of materials, technologies and practices that have been incorporated e.g. energy and water conservation taps, sustainable and climate resilient materials for flooring.</li> <li>• Outline any other best practice approaches in the design, development and delivery of the project that address the Program’s objectives.</li> </ul>
<p><b>Criterion 3: Project affordability (20%)</b></p>	<ul style="list-style-type: none"> <li>• Provide a detailed project budget including capital costs and funding sources. The budget should clearly identify the project components that will be funded by the grant and the components to be funded by the applicant.</li> <li>• Provide evidence to support budgeted costs and revenues, e.g. itemised cost estimates, assumptions for revenue projections.</li> <li>• Provide evidence of approval for any co-contribution to the project either financially or in-kind.</li> </ul>

## Criterion 4: Project deliverability and applicant capability (30%)

- Provide evidence of landowner(s) consent for the project.
- Provide evidence of Development Application approval (if required) or demonstrate that a Development Application is not required. Projects with approved Development Applications will be prioritised.
- If no Development Application is required, confirm there are no planning, construction, zoning, environmental and/or Native Title impediments to delivering the project (e.g. Review of Environmental Factors).
- Provide a detailed project plan that identifies key project tasks and milestones and a forecast delivery timeline. The project plan must clearly illustrate that construction will commence by 30 September 2023 and be completed by 30 September 2024.
- List any assumptions, constraints, and dependencies in delivering the project.
- Demonstrate the capacity to deliver the project through robust strategies for procurement, project management and risk management.
- Demonstrate any partnership model (including asset management) that would be administered to deliver the project.
- Demonstrate proven experience in delivering similar size projects. This should consider the applicant's proposed project management resources and any specialist external resources to be engaged to deliver the project.
- Applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant.
- Provide details on how the project will contribute to economic employment opportunities including job creation (i.e., the estimated number of direct and indirect FTE and PTE positions)
  - During design and construction (e.g., design team, project managers, contractors and supply chain opportunities including materials and maintenance), and
  - During operation (e.g., facility managers and other economic benefits such as hosting future events that provide a visitor economy benefit).

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## Supporting documents

Documents available on the [Safe Shooting Program webpage](#) to assist your application include:

- [Frequently Asked Questions \(FAQs\)](#)
- [State/National Sporting Organisation Statement of Support Form](#)
- [Landowner Consent Form](#)
- [Facility Usage Schedule](#)
- [Funding Agreement Template](#)

You can contact the Office of Sport at [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au) or on 13 13 02 for assistance.

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## Further information

### Notification of outcomes

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 web page after the announcement of successful projects.

The Office of Sport will contact the successful applicants to finalise the project milestones and establish a funding agreement. Funding Agreements must be executed within 3 months of notification by the Office of Sport.

### 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.

### Funding obligations

The successful applicants approved for funding will be required to enter into a funding agreement that covers their obligations. The project must be completed by 30 September 2024. The standard funding agreement terms and conditions are published on the Office of Sport website and no amendments will be considered unless essential to the delivery of a funded project. The Office of Sport will execute a funding agreement with successful applicants for the project in accordance with the approved scope, budget and schedule of the project set out in the approved application.

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 revised assessment of the application with

the proposed changes to determine whether the project would still be recommended for funding in accordance with the guidelines. 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 and 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. 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 complete periodic project updates, project evaluation, and return progress reports on the agreed milestones of the project. This may also include facility use schedules.
- 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.
- 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 and any other relevant reporting.
- The Office of Sport reserves the right to request this data from successful applicants for a period of up to five years following completion of the project.
- Successful 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.
- Successful applicants will be required to acknowledge the [NSW Government's support through the provision of funding](#).



- 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 grant funding to successful organisations within seven years of funding payment.

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

## 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 project has contributed to the objectives of the Program. Information from applications, assessments and project reports may be used for this purpose. The Office of Sport and/or any external agencies we engage to undertake this work may contact you at any time during and up to five 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 (and associated evidence as required) for review and approval accompanied by a tax invoice to:

Office of Sport  
Locked Bag 1422  
Silverwater NSW 2128

Organisations that do not have an ABN must provide a signed ATO Statement by Supplier that can be downloaded from: <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

## Insurances

Organisations 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).

## 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, the 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

The 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 Office of Sport in the first instance via email on [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@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 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. The Office of Sport may engage external service providers to assist it in assessing applications, evaluating grant programs and/or ensuring probity of programs. Any such service provider is required to comply with privacy laws.

### **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. It may also use information provided in the grant application/milestone and project completion reports to develop case studies including

photos. The contact details supplied by the person submitting the application may also be provided to Members of Parliament for promotional purposes.

### **Declaration by applicant**

The declaration section of the application should be approved by a person who has delegated authority to sign on behalf of the organisation e.g. CEO (Chief Executive Officer), General Manager, or authorised member of the Board of Management.

### **Contact information**

The 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](mailto:infrastructuregrants@sport.nsw.gov.au).

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

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

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