

# NSW Football Legacy Fund

---

## Infrastructure Program Guidelines 2023/2024 (Round 2)

**Open** 8 June 2023

**Close** 1pm, 11 August 2023





---

# 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.

Published by NSW Office of Sport

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

Guidelines

Updated: June 2023

# Table of Contents

<b>Minister for Sport Message</b> .....	<b>4</b>
<i>Introduction</i> .....	5
<i>About the NSW Football Legacy Fund</i> .....	5
<i>Key objectives - Infrastructure</i> .....	5
<i>Important Dates</i> .....	6
<i>Funding availability</i> .....	6
<i>Eligible applicants</i> .....	6
<i>Ineligible applicants</i> .....	7
<i>Eligible projects</i> .....	7
<i>Ineligible projects</i> .....	8
<i>What is the application process?</i> .....	9
1.1 <b>Step 1</b> <i>Check your eligibility</i> .....	9
1.2 <b>Step 2</b> <i>Understand the requirements</i> .....	9
1.3 <b>Step 3</b> <i>Prepare your application</i> .....	9
1.4 <b>Step 4</b> <i>Submit your application</i> .....	9
<i>Late application</i> .....	10
<i>Late supporting documentation</i> .....	10
<i>Assessment process</i> .....	10
<i>Eligibility check</i> .....	10
<i>Merit assessment</i> .....	11
<i>Merit assessment criteria</i> .....	11
<i>Available supporting documents</i> .....	13
<i>Supporting document checklist</i> .....	13
<i>Evaluation and reporting</i> .....	13
<i>Acknowledging the NSW Government</i> .....	14
<i>Further information</i> .....	15



# Minister for Sport Message

The NSW Government is a proud supporter of the FIFA Women's World Cup 2023™, which is undoubtedly the world's largest women's sporting event.

Large by its reach and audience, and in the positive legacy it leaves for the next generation of players, coaches, referees, and sports leaders, from grassroots to elite-level competition.

In partnership with Football Australia, Football NSW and Northern NSW Football, the NSW Government is delivering a \$10 million NSW Football Legacy Program that will support football at all levels through the construction of new community facilities, participation initiatives, leadership and development programs as well as tourism and international engagement.

This Program will ensure the entire NSW football family will benefit from the state hosting matches at the tournament, supporting associations and clubs to meet the needs of NSW's fast-growing football community by increasing access to facilities and developing players of all forms.

Round 2 of the Program has two streams available; Infrastructure, with up to \$2.67 million available for the upgrade or construction of new community facilities; and Participation, with up to \$560,000 available for programs that support increased football participation and leadership development.

Inclusive projects that encourage the participation of females and people with disability are a priority of both streams.

With more than 100 projects benefitting from Round 1 of this Program, I encourage the NSW football community to apply for a grant and ensure that people of all ages, abilities and backgrounds who share a love of the World Game have the opportunity to benefit directly from our hosting of the tournament.

**The Hon. Stephen Kamper, MP**

---

# Introduction

These Guidelines outline key objectives, eligibility criteria, assessment criteria, assessment process and timeframes for the NSW Football Legacy Fund (Infrastructure stream).

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

---

## About the NSW Football Legacy Fund

The NSW Football Legacy Fund ('the Fund') is an initiative of the NSW Government, Football NSW (FNSW) and Northern NSW Football (NNSWF) as a result of NSW hosting FIFA Women's World Cup matches in Sydney in July 2023. The Fund is administered by the Office of Sport in the lead up to and post the 2023 FIFA Women's World Cup.

The Fund aims to improve football facilities and support infrastructure, increase participation opportunities, and improve female player pathways. These improvements will create a tournament legacy ensuring all of NSW is positively impacted from hosting the 2023 FIFA Women's World Cup.

The Fund will support football at all levels through the construction or upgrade of community facilities, participation initiatives, leadership and development programs.

The NSW Football Legacy Fund has two separate funding streams, Infrastructure and Participation, and each stream has its own guidelines that define the eligibility, assessment criteria and key dates.

The Infrastructure Stream has been allocated \$5 million over two rounds. The Participation Stream has been allocated \$1.2 million over two rounds. These guidelines apply to round 2 of the program with up to \$2.67 million available for the infrastructure stream.

The NSW Football Legacy Fund will be delivered by the Office of Sport in collaboration with Football Australia, Football NSW and Northern NSW Football.

---

## Key objectives - Infrastructure

The key objectives of the Infrastructure stream of the Fund are to:

- Improve the quality and/or number of football facilities in NSW.
- Increase the utilisation of football facilities.
- Support the equitable provision of, and access to, football facilities to grow participation for women and girls.
- Improve the football experience for players, referees, coaches, administrators, and spectators.

These objectives align with Football Australia's (FA) Legacy '23 strategy, contributing to FA's aim of 50% female participation by 2027.

## Important Dates

Applications open	8 June 2023
Applications close	11 August 2023 at 1pm
Outcomes advised	From October 2023
Projects commence	From November 2023
Projects must be completed within	2 years from notification

## Funding availability

A total of \$2,671,000 (Ex GST) is available in Round 2 for infrastructure projects. If possible, funding availability will be split for projects delivered in regions managed by Football NSW (75%) and Northern NSW Football (25%). The final distribution of funds will depend on a number of factors including the subscription level and quality of applications.

The grant amount requested by an applicant must be a minimum of \$25,000 and cannot exceed \$150,000. All applications are required to provide a minimum 50% co-contribution of the total project (capital works) cost (e.g. if an applicant's grant amount requested is \$25,000, they should demonstrate at least a \$25,000 co-contribution). Therefore, the minimum total project cost for the Infrastructure stream is \$50,000.

Co-contribution must be financial, and you cannot use another NSW Government grant as part of your contribution to this project. For example:

1. A lighting upgrade has a total project cost of \$200,000. You may request grant funding of up to \$100,000 and must demonstrate the remaining \$100,000 has been secured from another organisation or source that is not a NSW Government agency.
2. A new amenities block has a total cost of \$500,000. You may request \$150,000 (the maximum allowed), you would need to demonstrate the remaining \$350,000 has been secured.

Applicants may submit up to three (3) applications in total for round 2 of the Fund. The applicant can advise of their project priority ranking in the application form. All projects will be assessed individually in line with the Guidelines.

## Eligible applicants

Eligible applicants are:

- Incorporated, not for profit clubs, associations, zones or other deliverers in NSW that are affiliated, recognised and/or sanctioned by Football NSW and/or Northern NSW Football
- Incorporated, not for profit organisations that provide football programs or services. (These organisations require a letter of support from Football NSW or Northern NSW Football)

- Local Government Authorities or a Committee acting in accordance with an instrument of delegation from a Local Government Authority – these committees require evidence of this delegation/endorsement of Council to apply on their behalf).

---

## Ineligible applicants

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

- Individuals, groups, football organisations or deliverers who are not affiliated by Football NSW and/or Northern NSW Football and do not supply a letter of support from either Football NSW or Northern NSW Football as part of their application. These include but are not limited to:
  - Individuals
  - Private football academies
  - A-League clubs (men and women)
  - Unaffiliated schools, universities and TAFEs
  - Parents and Citizens (P&C’s) Associations.

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 Fund can be used for upgrading existing or constructing new football facilities that demonstrate inclusive and accessible design, maximise community participation and demonstrate provision of accessible program content.

Examples of eligible project types and project components include:

- New or upgraded synthetic or turf pitches, including improvements to pitch drainage, full resurfacing and irrigation.
- Amenity buildings such as kiosks, club rooms, gender neutral change rooms, grandstands, seating, lighting, shade/shelter, or storage spaces that are universally designed.

Staged components of a larger facility development are eligible, providing the stage being applied for meets the fund eligibility criteria.

Acknowledging that many venues in NSW are used for multiple sports, facility development projects supported through the Fund must demonstrate how the project will benefit football participants and stakeholders.

Projects 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. For projects located on public land, a landowner consent form or signed letter of consent from the appropriate authorised delegate must be provided.

---

## Ineligible projects

The NSW Football Legacy Fund - Infrastructure will not fund the following projects or project components:

- Facilities that are not used for football activities.
- On private land unless there is clear public benefit to the community's interest in football and have documented consent from the landowner.
- Purchase or lease of land/facility.
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans.
- Costs associated with preparing and submitting the application for funding under this program.
- Items that do not meet relevant Australian standards.
- General maintenance or repair of normal wear and tear of facilities, e.g. painting, running costs and minor repairs to existing facilities including minor/partial resurfacing or repairing sections of an existing synthetic pitch.
- Repair of facilities where the damage can be covered by insurance.
- General administration or operating expenses such as rent or wages for administrative and/or executive staff.
- Related to buying or upgrading non-fixed equipment (e.g. lawn mowers, portable scoreboards, goalposts or grandstands, footballs, cones, computers, office goods, clothing and footwear).
- Retrospective funding, where projects have commenced construction or are completed prior to submission of your application.
- Projects that have already been funded by the NSW Government.
- For the building or upgrade of licensed areas and gaming areas.
- Project administration costs, such as project management, administration staffing.
- Ancillary infrastructure e.g. car park, access road.
- Any project costs incurred prior to the submission of your application (i.e. investigation, design and approval costs).

**Note:** Costs incurred after your application has been submitted but before the grant has been determined and a funding agreement executed are at your own risk. There is no guarantee your request for funding will be approved.





---

# 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 a club or an association/zone, ensure you are recognised by Football NSW or Northern NSW Football (or have a letter of support) and your organisation is incorporated. You can check your status on the NSW Fair Trading or ASIC websites.

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: [NSW Football Legacy Fund | NSW Government](#)



### Step 3 Prepare your application

- Seek support for the project by forming partnerships with key stakeholders (Football NSW, Northern NSW Football, Councils, Football Clubs/Associations/Zones, landowners, other land/facility users etc).
- Gather your evidence including letters of support, funding commitments, development approvals, images/plans, participation data etc.

For questions relating to the grants program or for specific assistance with the online system, 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

---

## 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 some unforeseen reason you are not able to lodge your application on time, you must contact the Office of Sport at the earliest possible time and no later than 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. 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 [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) no later than 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 NSW Football Legacy Fund 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 will assess all applications and make recommendations to the Minister for Sport.

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

---

## Eligibility check

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

- Applicant organisation is an eligible applicant

- Applicant has provided a valid Incorporation number/details and where relevant an ABN
- Proposed project is in NSW
- Grant request is a minimum of \$25,000 and does not exceed \$150,000
- Applicant has demonstrated the 50% financial co-contribution.

Football NSW and Northern NSW Football will confirm applicant affiliation and support.

The Office of Sport will undertake an eligibility check on all grant applications, including any late applications and make recommendations to the Grant Assessment Panel on ineligible applications. The Grant Assessment Panel will make the final determination on eligibility.

## Merit assessment

A Grant Assessment Panel with representatives from the NSW Office of Sport, Football NSW and Northern NSW Football will consider each application and supporting evidence submitted, to score each project against the assessment criteria and determine the final merit assessment score.

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 a minimum scoring requirement, the Grant Assessment Panel reserves the right to remove the application from further consideration.

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

The Panel will make recommendations to the Minister for Sport. The Minister for Sport will have final approval over the distribution of funds.

## Merit assessment criteria

Criteria	Evidence/information that will be considered
<b>Criterion 1:</b> Strategic justification (30%)	<ul style="list-style-type: none"> <li>• Describe how the project delivers a functional and flexible facility.</li> <li>• Explain how the project will lead to increased participation in sport and increased facility capacity and usage (attach a Facility Usage Schedule).</li> <li>• Describe how the project will enhance or deliver new sport participation outcomes for women and girls (i.e. dedicated female participation and pathway programs through facility enhancements, welcoming environments and other related initiatives).</li> <li>• Provide detail of community profile, demonstrated need, key user groups, project beneficiaries and the project urgency.</li> <li>• Provide details and supporting evidence of National/ State/ Local Sporting Organisation support for project(s) where relevant.</li> <li>• Describe how this project aligns to key football infrastructure strategies e.g. NSW Football Infrastructure Strategy 2020-2030.</li> </ul>

<p><b>Criterion 2:</b> Project scope and inclusive design (20%)</p>	<ul style="list-style-type: none"> <li>• Provide a clear scope of works proposed for the project and components that are to be delivered.</li> <li>• Provide supporting documentation such as facility design brief, concept, schematic or detailed design plans.</li> <li>• Describe how the elements of the facility design and physical environment will specifically cater to female users and how these were informed through consultation or evidence.</li> </ul>
<p><b>Criterion 3:</b> Project affordability (20%)</p>	<ul style="list-style-type: none"> <li>• Provide a detailed budget including project 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. Refer to FAQs for additional information.</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 committed co-contribution(s) funding. All applications are required to provide a minimum 50% financial co-contribution of the total project cost. Evidence may include a letter from Council stating the project has allocated funding within the project delivery period.</li> <li>• Provide evidence of the applicant's capacity to fund and manage ongoing operations including routine and lifecycle maintenance costs.</li> </ul>
<p><b>Criterion 4:</b> Project deliverability and applicant capability (30%)</p>	<ul style="list-style-type: none"> <li>• Provide evidence of landowner(s) consent for the project.</li> <li>• Provide evidence of Development Application approval (if required) or demonstrate that a Development Application is not required. Projects that are shovel ready will be prioritised.</li> <li>• If no Development Application exists, confirm there are no serious planning, construction, zoning, environmental and/or Native Title impediments to delivering the project (e.g. Review of Environmental Factors).</li> <li>• Provide a detailed project plan that illustrates key project tasks and milestones and forecast delivery timeline.</li> <li>• Provide evidence of the ability to commence construction within 3 months of funding approval through the provision of documentation such as schematic plans and current cost plans. All projects are expected to have been fully completed 2 years from notification.</li> <li>• List any assumptions, constraints, and dependencies in delivering the project.</li> <li>• Demonstrate the capacity to deliver the project through robust strategies for procurement, project management and risk management.</li> <li>• Demonstrate any partnership model (including asset management) that would be administered to deliver the project.</li> <li>• 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.</li> <li>• Applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant.</li> </ul>

---

## Available supporting documents

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

- Program Guidelines
- 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 [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) or on 13 13 02 for assistance.

---

## Supporting document checklist

- Failure to provide any of this supporting documentation will negatively impact the merit assessment score your application receives. All Applications should provide:
    - Evidence confirming co-contribution sources.
    - Baseline demographic data on current facility use/club membership.
    - Development approval, application, or exemption.
    - Approval from landowner for project to proceed (where the applicant is the landowner, evidence to demonstrate this).
    - “Before” images of current facility/development site.
    - Quotes (internal cost estimates are acceptable for projects under \$100k) that clearly detail items/scope of works.
    - Letter of support from Football NSW/Northern NSW Football (if applicant is not affiliated with either organisation).
    - Evidence of Public Liability Insurance (note: this is not mandatory at application stage but will be required if you are awarded funding).
- 

## Evaluation and reporting

A project report and evidence of expenditure will be required with all milestones reports while the project is ongoing. A financial acquittal and a project completion report will be required within three months of completion of the project as outlined in the funding agreement. The project completion report will require grant recipients to provide detail of the short-term outputs and outcomes that have been achieved since the completion of the project, reflecting on those proposed by applicants in the original grant application. A Post Project Evaluation Report, required 12 months after the completion of the project, will gather further detail on the medium to longer term outcomes and impact of the project. In addition to these reporting requirements, the Office reserves the right to request grant and project related data from successful applicants on an ad hoc basis for a period of up to five year following completion of the project.

---

## Acknowledging the NSW Government

Successful applicants must acknowledge the NSW Government's support through the provision of funding through the NSW Football Legacy Fund as per the NSW Government Funding Acknowledgement Guidelines and supporting evidence.

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.



---

## 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, Football NSW, and Northern NSW Football websites and NSW Government Funding Finder. General feedback for unsuccessful applicants will be provided at the time of notification.

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 2 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 or grant recipient'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 organisations 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 within two years of the date the grant recipient is notified of the grant. 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 or ineligible cost items are included in the application.
- A project report and evidence of expenditure will be required with all milestones reports while the project is ongoing. A financial acquittal and a project completion report will be required within three months of completion of the project as outlined in the funding agreement. The project completion report will require grant recipients to provide detail of the short-term outputs and outcomes that have been achieved since the completion of the project, reflecting on those proposed by applicants in the original grant application. A Post Project Evaluation Report, required 12 months after the completion of the project, will gather further detail on the medium to longer term outcomes and impact of the project. In addition to these reporting requirements, the Office reserves the right to request grant and project related data from successful applicants on an ad hoc basis for a period of up to five years following completion of the project.
- 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.
- 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.

## 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 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.

Payments will be made against agreed milestones.

## 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, 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, Football NSW, Northern NSW Football, and the FIFA Women's World Cup 2023 Local Organising Committee will collect and store the information you voluntarily provide to enable 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, Football NSW, Northern NSW Football, and the FIFA Women's World Cup 2023 Local Organising Committee are 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

Information submitted in the application will be shared with the NSW Government, Football NSW and Northern NSW Football representatives and assessors. Should your application be successful, the Office of Sport, Football NSW and/or Northern NSW Football 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 of the project, location of the grant recipient and amount funded. 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.

## 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).

# Office of Sport

---

Level 3, 6B Figtree Drive  
Sydney Olympic Park NSW 2127

Locked Bag 1422  
Silverwater NSW 2128

E: [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au)  
T: 13 13 02  
W: [sport.nsw.gov.au](http://sport.nsw.gov.au)

---

## NSW Football Legacy Fund

Published by NSW Office of Sport [sport.nsw.gov.au](http://sport.nsw.gov.au)

First published: May 2023

### Disclaimer

While every reasonable effort has been made to ensure that the facts contained within this document are correct at time of printing, the state of NSW, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance or upon the whole or any part of this document.

### Copyright notice

In keeping with the NSW Government's commitment to encourage the availability of information, you are welcome to reproduce the material that appears in this document for personal, in-house or non-commercial use without formal permission or charge. All other rights reserved. If you wish to reproduce, alter, store or transmit material appearing in this document for any other purpose, request for formal permission should be directed to the Office of Sport, 6B Figtree Drive, Sydney Olympic Park. You are required to acknowledge that the material is provided by this document or the owner of the copyright.

©State of NSW 2023

