

Local Sport Grant Program 2023/24

Program Guidelines

Open 23 October 2023

Close 1pm, 27 November 2023





Acknowledgement of Country

The Office of Sport acknowledges and celebrates the Traditional Custodians of the Lands and waters of NSW where we work, live and play.

We pay our respects to Elders past and present, and recognise their strengths, knowledge, and continuing connection to Country.

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Guidelines

Updated: October 2023

Table of Contents

Minister for Sport Message	4
<i>Introduction.....</i>	<i>5</i>
<i>About the Local Sport Grant Program.....</i>	<i>5</i>
<i>Key objectives.....</i>	<i>5</i>
<i>Important dates</i>	<i>5</i>
<i>Funding availability.....</i>	<i>6</i>
<i>Financial co-contribution.....</i>	<i>6</i>
<i>Eligible applicants.....</i>	<i>6</i>
<i>Ineligible applicants.....</i>	<i>6</i>
<i>Eligible projects.....</i>	<i>8</i>
<i>Examples of eligible projects.....</i>	<i>9</i>
<i>Ineligible projects.....</i>	<i>10</i>
<i>What is the application process?</i>	<i>11</i>
1.1 Step 1 <i>Check your eligibility</i>	<i>11</i>
1.2 Step 2 <i>Understand the requirements</i>	<i>11</i>
1.3 Step 3 <i>Prepare your application.....</i>	<i>11</i>
1.4 Step 4 <i>Submit your application</i>	<i>11</i>
<i>Late application</i>	<i>12</i>
<i>Late supporting documentation.....</i>	<i>12</i>
<i>Assessment process</i>	<i>12</i>
<i>Eligibility check.....</i>	<i>12</i>
<i>Merit assessment</i>	<i>13</i>
<i>Merit assessment criteria.....</i>	<i>14</i>
<i>Available supporting documents.....</i>	<i>15</i>
<i>Supporting document checklist.....</i>	<i>15</i>
<i>Project evaluation and reporting</i>	<i>15</i>
<i>Financial acquittal and record keeping requirements</i>	<i>15</i>
<i>Variations to approved projects</i>	<i>16</i>
<i>Acknowledging the NSW Government.....</i>	<i>16</i>
<i>Further information.....</i>	<i>17</i>
<i>Appendix A – List of eligible sports**</i>	<i>20</i>



Minister for Sport Message

Grassroots community sport plays a critical role in keeping people healthy, active and socially connected.

Recent natural disasters and the pandemic highlighted how vital sport is to our collective health, wellbeing and sense of identity.

The NSW Government understands this and that's why we are investing \$4.65 million in grassroots community sport through the 2023/24 Local Sport Grant program.

The Program will enable sports across NSW to access vital funds for the purchase of new equipment, improved facilities and programs that enable people of all ages and abilities to participate in sport and active recreation.

Last year \$3.5 million was awarded for 592 projects, including development clinics, new uniforms and amenities upgrades.

Grants of \$2,000 - \$20,000 per project are available in this year's program with up to \$50,000 available per electorate.

So, if there is a project or program your club has been wanting to deliver, I encourage you to apply for a grant so that more people can enjoy the benefits of sport and active recreation.

A stylized, handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

The Hon. Stephen Kamper, MP

Introduction

These guidelines outline key objectives, eligibility criteria, assessment criteria, assessment process and timeframes for the Local Sport Grant Program 2023/24.

Applicants should read this document before filling out an application.

About the Local Sport Grant Program

The Local Sport Grant Program aims to increase regular and on-going participation opportunities in sport in NSW. Through this Program the Office of Sport is working towards our goals to achieve:

- Participation: Everyone in NSW participating in sport and active recreation throughout their life.
- Places and Spaces: Everyone in NSW having access to places and spaces for sport and active recreation.
- Sustainability: The sector continues to grow sport and active recreation across NSW.

Key objectives

The key objectives of the Program align to the Office of Sport Strategic Plan with the specific objectives to:

- Increase regular and on-going participation in sport.
- Increase participation opportunities for under-represented groups including women and girls, people from culturally and linguistically diverse communities, people with disability, First Nations peoples and LGBTQIA+ people.
- Reduce barriers and improve access to participation in sport.
- Assist sport clubs to provide quality experiences to their members and meet community needs.
- Increase financial sustainability and improve facilities of community level sporting clubs.

Applications must clearly demonstrate an identified need for the project and articulate how the project outcomes will be achieved. Specifically, applications should demonstrate how the project will address **at least one** of the above objectives.

Important dates	
Applications Open	23 October 2023
Applications Close	27 November 2023 at 1pm
Outcomes advised	April 2024 onwards
Grants must be accepted within	2 weeks of notification of successful outcomes
All projects expected to be completed by	31 October 2025

Funding availability

The NSW Government has allocated up to \$4,650,000 for this Program in 2023/24.

Funding of \$50,000 per electorate will be allocated to all 93 electorates throughout NSW. Applicants must identify their 'home ground' address e.g., your training ground and applications will be assessed in the electorate for that location. The grant amount requested must be a minimum of \$2,000 and a maximum of \$20,000. A single organisation may make multiple applications, however the maximum amount of funding that can be awarded to any one organisation is \$20,000. If a single organisation makes two or more applications, they will be required to prioritise their projects in order of preference, which may be considered by the Office of Sport when determining the allocation of funding to successful projects. The amount requested should reflect the scale of the project/s.

Any unallocated funding from undersubscribed electorates will not be redistributed to oversubscribed electorates but will be retained by the Office of Sport.

Financial co-contribution

A financial contribution is not mandatory, however applicants or supporting organisations such as Local Government Authorities may contribute to the project. Applications with a higher financial co-contribution will be viewed more favourably against the evaluation criteria.

Eligible applicants

Eligible applicants are:

- Incorporated, not-for-profit grassroots sport clubs and associations whose primary focus is to organise sporting activities; deliver on-going sporting programs; and/or develop member's skills (see Appendix A for full list of eligible sports).

Applications from Licenced Sporting Clubs may be considered provided the project directly benefits the sport, not the administration processes of the licenced club or upgrades of the licenced premises.

Applications may be considered from sports organisations or clubs associated with a school, church or university providing they are a not-for-profit club incorporated in their own right.

Eligible applicants with an ABN must ensure that the incorporation details and ABN details are for the same organisation. Where this information has not been provided in the application the Office of Sport reserves the right to seek clarification from the applicant with a view to remedying the eligibility requirement or may set the application aside from further consideration.

Ineligible applicants

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

- Individuals, groups of individuals and unincorporated organisations.
- Incorporated not-for-profit organisations that are not associated with a sport listed at Appendix A.
- Clubs whose activities are considered to be of a recreational nature e.g., e-sports/online, remote/radio-controlled activities, fishing.
- State Sporting Organisations.
- National Sporting Organisations.

- Regional Academies of Sport.
- For profit, commercial organisations.
- Organisations limited by shares.
- Government departments and agencies.
- Educational institutions including schools and their Parents and Citizens (P&C's), Universities, TAFE, Colleges and childcare centres.
- Local Government Authorities operating under the Local Government Act, 1993.
- Local Government Committees.
- PCYCs/YMCA/Scouts/Girl Guides/Surf Life Saving Clubs or Branches.

An eligible organisation will also 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

To be considered eligible, the project must be submitted through the Office of Sport SmartyGrants website. Any projects which are not submitted through this website may be set aside from further consideration at the absolute discretion of the Office of Sport.

Eligible projects include but are not limited to:

Projects that contribute to quality sporting experiences:

- Training programs that will lead to volunteer coaches, officials and club administrators gaining required education and accreditation, e.g., a club could apply for funds to run a coach accreditation course.
- Facilitation of programs that will increase the interest and skill level of players/participants within the community e.g., a series of 'come-and-try' days or engaging a specialist skills coach for a one-off/limited session/event.
- Projects that improve a club's community presence and their ability to communicate with existing participants/members, e.g., upgrade or develop a new website for the club.
- Promotional materials and/or items that are related to promoting your programs or club to increase registrations, e.g., flyers and/or online promotions, development of a communication plan or paid advertising.
- Requests for the cost of equipment required for training and/or playing sport or technology directly related to delivering the sport e.g., microphones, speakers, video technology and/or umpire technology to assist the delivery and development of your sport.

Improve access to sporting events by reducing barriers to participation:

- Events that promote participation in sport and physical activity and provide a focal point for community building and engagement, e.g., a club could host a specific event/tournament within their community. An event must be conducted on a specified day or consecutive days at a specified location.
- Events that primarily involve sporting competition or mass participation in an organised sport, e.g., an exhibition sporting match, hosting a gala day, regional or state championships.
- Regional clubs host a sporting event that attracts tourists and visitors to the region.
- Subsidise event registration for teams to attend a one-off competition within NSW.
- Subsidised travel costs to assist teams to travel from rural/ remote areas to participate in competition located more than 100km from their home ground or subsidised travel for specialist coaches to travel to rural/remote areas.

Travel interstate will only be considered for clubs close to state borders where access to competition is not available within a reasonable distance in NSW, e.g., hire of a bus for weekly competition at away ground games.

An event does not include regular on-going weekly/monthly sporting competition/activities.

The event date must be included in the application. Events are not to be scheduled prior to May 2024.

Create, upgrade or repair sports facilities:

- Enhance existing facilities, e.g., upgrades to create universally designed amenities, canteens, installation of watering systems, solar panels, safety netting, lighting, installed electronic scoreboards or upgrade of playing surfaces.
- Provide ancillary facilities at established facilities, e.g., fixed or non-fixed sun protection shelters, goals or goal posts, grandstands.

- Buying or upgrading non-fixed equipment, that is directly related to the delivery of the sport, e.g., line markers and non-fixed scoreboards.

Projects in this category must have Development Approval (DA) consent from the relevant Council, or can demonstrate that such approval is not required, and have evidence of landowner's consent.

Examples of eligible projects

Website development

- A regional sports club requests \$6,000 to contribute to the upgrade and modernisation of its website to allow for online booking and other improvements. Its current website has not been updated for several years and is difficult and unappealing to navigate.
- A proportion of the funding will go toward website design and in particular the addition of images demonstrating the range of diversity of the club's actual membership (the current site only shows images of able-bodied, Caucasian people and predominantly men and boys).
- A strong case is made by the applicant that the modernisation of the site will broaden the appeal of the club and promote participation and sporting activity within the wider community.
- The application includes detailed quotes from appropriate providers, a clear itemised budget, evidence of the source of any other funding required to complete the project and a realistic timeline for when the new site will be live.

Community outreach event

- A local sports club based in a multicultural area is keen to engage with their wider community and encourage participation particularly from culturally and linguistically diverse (CALD) communities. They request \$5,000 to support the cost of running a series of 'come-and-try' days.
- Evidence is provided that the club has already engaged directly with key stakeholder groups (CALD community groups in the area) prior to the application to ensure there is sufficient interest in the project and that the needs of participants are met.
- Funding is requested for multi-lingual publicity material designed to reach the intended audience in the wider community and participation incentives such as a football or similar item related to the sport. All costs are clearly budgeted and supported by quotes for each element.

Team uniforms and equipment

- A community sport club wants to create two new female teams for women and girls, however they currently have no equipment in order to do so. They request \$4,000 for the purchase of new uniforms, balls and cones.
- The club currently has few women and girls' teams and strong evidence is provided of the interest of women and girls to participate if the teams were created.
- The application details clearly that the purchase of this equipment is only possible through the funding provided by the grant.

Facility upgrade

- A sport club requests \$15,000 as a contribution towards constructing new universally designed change rooms. The current facilities have no facilities for females or people with disability, which means few participants from these groups engage in the sport or any other sport operating from the club house. The organisation makes a strong case that improving the facilities will allow them to support more female and disabled participants and teams.
- The total cost of the project is \$50,000. The applicant provides clear evidence in their application that they have secured funding from other sources to complete this work alongside written permission from the landowner and secured all relevant approvals.
- A clear and realistic project timeline is provided as well as a detailed and itemised budget supported by quotes from suppliers and tradespeople for the various elements of the project.

Ineligible projects

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

- Operational costs e.g., staff/coach wages and administration costs that relate to the running of the club/organisation.
- Subsidised registrations for players, for regular and on-going (weekly, monthly) competitions.
- Accommodation, food/catering and travel (except where specified as eligible above).
- Appearance fees, prize money and trophies/medals, trophy cabinets.
- Presentation days / AGM / celebration functions etc.
- Entertainment.
- Medical equipment (e.g., defibrillators, first aid).
- Private or commercial ventures.
- Events that are organised for the primary purpose of fundraising, including charity fundraising events.
- Individual scholarships/sponsorships.
- Insurance of any type (player, public liability, general liability, etc).
- Retrospective funding e.g., projects that have already commenced and/or purchases completed prior to application submission.
- Purchase or rental of land or premises; vehicles; office equipment (e.g., office furniture, television, computers, iPads, printers, photocopiers etc.).
- Projects not based in NSW.
- Subsidy for school sporting activities and events.

Organisations may only receive NSW Government funding once for the same project or same component of a project from this Program or any other State Government funded grant program. Where the project or components of the project have been funded from any other State Government funded grant program, the Office of Sport reserves the right to not award funding to the project.

Project budgets should not include any ineligible costs and these will be removed by assessors if included, at the absolute discretion of the Office of Sport.

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, including whether you are eligible to apply.
- You can find the relevant information on the Office of Sport's website: [Local Sport Grant Program | NSW Government](#).



Step 3 Prepare your application

- Gather your evidence including letters of support, funding commitments, development approvals/exemptions, landowners consent, 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.
- SmartyGrants offers a tool SmartyFile that allows organisations to collaborate with team members, pre-fill information into forms and manage, view, search and sort submissions across multiple funders in one spot. Applicants with an ABN can use this function.
- For questions relating to the grants program or for specific assistance with the SmartyGrants system, email the Office of Sport Grants Unit at 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 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 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 to request late document submission.
- Late supporting documentation will only be accepted for applications already submitted in SmartyGrants before the closing date and time and 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 Office of Sport supported by a probity advisor.

Assessment process

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

- Eligibility check.
- Merit assessment.

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

An independent probity advisor, O'Connor Marsden & Associates (OCM) will support the management of the grant process.

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

Eligibility check

The Office of Sport will undertake an eligibility check of all applications (including late applications) to confirm:

- Applicant organisation is an eligible applicant.
- Applicant has provided a valid Incorporation number and where relevant an ABN (where an applicant organisation has provided an ABN, the incorporation details for the same organisation).
- Proposed project is in NSW.
- Project is an eligible project.
- Grant request is a minimum of \$2,000 and does not exceed \$20,000 per application.
- The applicant organisation has confirmed that if successful they will provide Public Liability Insurance with a minimum \$5 million cover*.

- The application, if submitted by a licenced club, specifically relates to the sport and not the licenced premises.
- If the application has been submitted by a sports organisation or club associated with a church or a school, the incorporation details have been confirmed and are in the name of the organisation/club.
- The sport included within the application is listed in Appendix A.

Applications deemed eligible will then progress to the merit assessment stage.

*Organisations who are awarded funding will be required to upload a current Certificate of Currency for Public Liability Insurance with a minimum of \$5 million cover when they accept the grant.

Merit assessment

Assessments will be conducted by the Local Member of Parliament (or delegate) of the electorate in which the project is located. Local Members of Parliament will consider the extent to which the applicant has addressed the assessment criteria and provided supporting evidence and will determine the final merit assessment score.

The Office of Sport may apply a minimum scoring requirement to one or more of the criteria. Where an application does not meet the minimum scoring requirement, the application will be removed from further consideration.

If ineligible project scope and components are included in the application Local Members of Parliament (or delegate) may adjust the requested grant amount accordingly or for another reason at their discretion. Where this occurs and an applicant has indicated the project cannot proceed with partial funding, the project may not be recommended for any funding including where the reduced amount is minor.

While the intention is that the Local Member of Parliament (or delegate) will undertake merit assessments of projects in their electorate, circumstances may arise where they are unavailable or unable to do so. In such circumstances, the merit assessment will be undertaken by the Office of Sport.

Final decision and approval of funded grants will be made by the Minister for Sport and outcomes communicated by the Office of Sport and the respective Local Member of Parliament for grants awarded within their electorate.



Merit assessment criteria

<p>Criterion 1: Strategic justification (30%)</p>	<ul style="list-style-type: none"> • Describe how this project aligns to the objectives of this Program. • Explain how the project will lead to increased participation in sport within your community. • Demonstrate how the project will contribute to an increase in sport participation for the following groups: <ul style="list-style-type: none"> ○ Women and girls ○ People with disability ○ First Nations peoples ○ People from culturally and linguistically diverse communities. ○ LGBTQIA+ people. • Demonstrate how the project seeks to sustain sports participation within the community beyond the end of the grant period.
<p>Criterion 2: Scope and deliverables (25%)</p>	<ul style="list-style-type: none"> • Describe clearly what the project is and what the key deliverables/outputs will be. • Demonstrate how the proposed project will meet and fulfil an identifiable need within your community.
<p>Criterion 3: Value for money (25%)</p>	<ul style="list-style-type: none"> • Provide a clear project budget. The budget should clearly identify the project costs and revenues (if any financial co-contribution will be made). • Provide evidence to support budgeted costs and revenues, e.g., quotes. • Demonstrates co-contribution and provides evidence of approval for committed funding co-contribution(s) where relevant. Applications with financial co-contributions will be scored favourably.
<p>Criterion 4: Project deliverability and applicant capability (20%)</p>	<ul style="list-style-type: none"> • Provide a project plan that illustrates key project tasks and milestones and forecast delivery timeline which is aligned to grant timeframe. • List any assumptions, constraints, and dependencies in delivering the project. • Demonstrate proven experience in delivering similar size projects. • Provide evidence of Development Application approval (if required) or demonstrate that a Development Application is not required. • Provide Landowners Consent – using the Office of Sport template (if required) • Applicant organisation meets key reporting and acquittal obligations for previous Office of Sport funded projects.

Available supporting documents

Documents available on the [fund website](#) to assist your application include:

- Program Guidelines
- State/National Sporting Organisation Statement of Support Form
- Frequently Asked Questions (FAQs)
- Funding Terms and Conditions Template
- Landowner Consent Form

You can contact the Office of Sport at 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:

- ☐ Recent (within 3-6 months) quotes to verify project expenditure, which align to the information provided in your project budget.
 - ☐ Evidence confirming all financial co-contribution sources (where applicable).
 - ☐ Development approval, application, or exemption (where applicable).
 - ☐ Approval from landowner for project to proceed or where the applicant is the landowner, evidence to demonstrate this (where applicable). This must be on the Office of Sport template – see “Available supporting documents”. This is not required for projects involving purchase of non-fixed items.
 - ☐ Letters from other organisations that indicate how they will either support or benefit from the project.
-

Project evaluation and reporting

A project completion report will be required within 30 days of completion of the project as outlined in the funding agreement (accepted grant terms and conditions). The project completion report will be completed within SmartyGrants and 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. Photos of the completed project must be provided as part of this report.

A post project evaluation report may be requested on an ad-hoc basis for a period of up to five years after the completion of the project in order to gather further detail on the medium to longer term outcomes and impact of the project.

Financial acquittal and record keeping requirements

A financial acquittal will be required within 30 days of project completion within SmartyGrants. This will require you to provide evidence of expenditure on the project e.g. copies of receipts, paid invoices, remittance advice, transaction listings from your finance system, bank statement or similar. The acquittal certificate must be signed by two office bearers of the recipient organisation stating that the funding had been spent in accordance with the grant application and terms and conditions.

Successful recipients should ensure that all invoices, receipts, remittances, and bank transfers are retained in order for this to occur. 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. In these instances you may be required to repay a proportion of the grant. Applicants that do not provide a financial acquittal and project reports by the required date(s) may be ineligible for future Office of Sport grants until this is provided.

Variations to approved projects

The Office of Sport acknowledges that things may occur that will impact grant recipients and projects at any time. Any variation requested by a successful applicant to a project, for which a grant has been approved, that constitutes a change to the original application will require a revised assessment of the application to determine whether the project should still be funded in accordance with the program guidelines. This includes situations where a successful applicant is seeking a significant change the project scope, budget or schedule.

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. In these circumstances, the grant recipients may request a variation via SmartyGrants. Requests for variations to the terms and conditions or changes to the project will only be considered in limited circumstances.

Applicants are encouraged to ensure that your application provides accurate cost and timelines to reduce the need for variations.

Acknowledging the NSW Government

Successful applicants must acknowledge the NSW Government's support through the provision of funding through the Local Sport Grant Program 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 and the 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 claim the grant within two weeks of being notified of success. Failure to claim the grant within two weeks of notification may result in the Office of Sport withdrawing the offer of funding.

Conflicts of interest and ethical conduct

A conflict of interest exists when a person might reasonably perceive that the personal interests of a key decision maker of the funded organisation could be favoured over the duties to the funded organisation.

Applicants will be asked to declare as part of their application, and as part of continuous disclosure required by the terms and conditions, 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.

Other funding obligations

The successful applicants approved for funding will be required to agree to funding terms and conditions that covers their obligations. The project must be completed in accordance with the dates above. 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 an executed funding agreement (terms and conditions) is in place and the Office of Sport will not be responsible for any project expenditure until this time.
- Successful applicants may be required to complete periodic project updates, project evaluation. This may also include facility use schedules. 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.
- 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.
- 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 terms and conditions 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 must be written out to:

Office of Sport Locked Bag 1422 Silverwater NSW 2128

Invoices must be uploaded into SmartyGrants.

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](#).

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 as are any costs incurred prior to agreeing to the terms and conditions.

Probity

NSW Office of Sport has appointed O'Connor Marsden & Associates Pty Ltd (OCM) 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.

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 (or otherwise with your consent). 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

Information submitted in the application will be shared with the NSW Government. Should your application be successful, the Office of Sport may 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 and total project cost. Information provided in the grant application/milestone and project completion reports may be used to develop case studies including photos. The contact details supplied by the person submitting the application may also be provided to the relevant 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

If you require additional support, including the use of a translator, please call the National Translating and Interpreting Service on 131 450, and ask them to call us on 13 13 02 (option 5, option 2). The service provides immediate phone interpreting.

Appendix A – List of eligible sports**

*** This includes sports which provide for people with disability.*

AFL	Gliding	Polocrosse
Archery	Goalball	Pony Club
Athletics	Golf	Rifle
Badminton	Gridiron	Rowing
Baseball	Gymnastics	Rugby League
Basketball	Handball	Rugby Union
Biathlon	Hang Gliding	Sailing
BMX	Hockey	Skate
Bocce	Ice Hockey	Skiing
Boccia	Ice Skating	Snooker-Billiards
Bowls	Ice Speed Skating	Snowboarding
Boxing	Judo	Softball
Clay Target	Karate	Sports Climbing
Cricket	Karting	Squash
Croquet	Kung Fu Wushu	Surfing
Cycling	Lacrosse	Swimming
Dancesport	Little Athletics	Table Tennis
Darts	Mountain Bike	Tennis
Diving	Motorcycling	Tenpin Bowling
Dragon Boat	Motorsport	Touch Football
Endurance Riding	Netball	Triathlon
Equestrian	Orienteering	Underwater Sports
Fencing	Paddle	Volleyball
Field Archery	Parachute	Water Polo
Flying Disc	Paragliding	Water Skiing
Football	Pistol	Weightlifting
	Polo	Wrestling

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