

Organisation Support Program

Guidelines 2023/2024

Open 16 October 2023

Close 2:00pm, 10 November 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.

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Minister for Sport Message

Sport has a critical role in supporting health and wellbeing in our community and State Sporting Organisations (SSOs) play an important role in growing participation levels in sport, particularly those in historically under-represented groups.

In 2023/24, the Organisational Support Program (OSP) provides \$5 million in annual grants to eligible SSOs and peak bodies to support the sector and boost participation. The amount being provided under OSP this financial year doubles the amount of annual funding previously provided.

As part of this increased investment in the sector, the NSW Government expects certain outcomes and increased accountability from our SSOs. In particular, this includes actions to increase female participation and leadership and work towards gender equity in sport.

I encourage your organisation to apply for its annual grant as we all work to increase participation, particularly by women and girls, and ensure that our SSOs are able to deliver competitions and meet growing governance requirements.

Introduction

These Guidelines outline key objectives, eligibility criteria, compliance check processes and timeframes for the 2023/24 Organisation Support Program.

Eligible organisations should read this document before filling out an application.

About the Organisation Support Program

The Organisation Support Program (OSP) is designed to assist eligible State Sporting Organisations (SSOs) and Peak Bodies to develop their sporting activities at all levels in NSW. It aims to provide flexible financial support to build capacity, invest in governance processes, increase participation, including of underrepresented groups in sport at all levels, create and deliver sporting activities and competitions at all levels in NSW and support Office of Sport and NSW Government priorities.

The OSP 2023/24 will provide one-off grant funding for operational support to Office of Sport recognised SSOs and Peak Bodies (eligible applicants).

Program objectives

The key objectives of the OSP are to:

- Increase the capability of the sector to respond to emerging trends and challenges;
- Increase the capability of the sector to create fair, safe and inclusive environments for everyone, including children;
- Increase participation, including of under-represented groups (particularly the participation of women and girls);
- Build governance capability of the organisation and/or sector; and
- Support the function of the organisation.

| Important Dates | | |
|---------------------------------|---------------------------------------|--|
| Program Open | 16 October 2023 | |
| Program Closes | 2:00pm, 10 November 2023 | |
| Approval of funding | 30 days from submission | |
| Execution of funding agreements | Within 2 weeks of approval of funding | |
| Delivery commences | Upon execution of funding agreements | |
| Delivery must be completed by | 30 June 2024 | |

Funding availability

Funding of up to \$5,000,000 has been allocated to the OSP. Funding is available to eligible organisations as outlined in your invitation to apply letter.

Each eligible organisation has been conditionally approved by the Minister to receive funding. The funding is conditional upon you submitting a compliant application for funding by the closing date (27 October 2023) and entering a funding agreement within 2 weeks of being advised your application has passed the eligibility and compliance check. Should these conditions not be met by an eligible organisation then the Office of Sport may, in its absolute discretion, decide whether to proceed or not proceed with providing funding to the organisation.

Eligible applicants

Eligible organisations are Office of Sport recognised SSOs and Peak Bodies listed at Appendix A.

Ineligible applicants

Ineligible applicants are any organisation types not listed in the 'Eligible Applicants' section.

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 to support any project, program or activity that is aligned with or that contributes to the OSP's objectives.

The funded activities must have identifiable and reportable deliverables and expenditure. Funded activities must be completed prior to 30 June 2024. If the deliverables are part of a longer-term strategy implementation you can identify staged delivery with deliverables related to the relevant stage.

Examples of eligible projects include:

Program objective Examples of funded activities Increase the 1.1 Review / analyse any emerging trends and/or issues in order to capability of the determine a strategy which will improve organisational health, sector to respond to build resilience and the capacity to meet the challenges into the emerging trends and future. challenges 1.2 Implement a strategy or actions previously developed in line with 1.1. 2. Increase the 2.1 Conduct training or education for coaches, officials, staff or capability of the volunteers on inclusion and diversity. sector to create fair. 2.2 Conduct training or education for clubs and club staff and/or safe and inclusive volunteers on member protection or child safety. environments for

Program objective Examples of funded activities 2.3 Implement integrity frameworks and policies as required by a everyone, including children National Sporting Organisation. 2.4 Conduct training or education for relevant stakeholders on the organisation's integrity framework and policies. 2.5 Implement strategies that create fair, safe and inclusive environments such as reducing or eliminating violence by spectators. 3. Increase 3.1 Employ or contribute to employing a development officer to participation, work with clubs to increase participation and /or introduce new including of participation programs. This may be specific for underrepresented underrepresented groups your sport is targeting i.e. Indigenous, groups women and girls, multi-cultural communities, people with disability, LGBTQIA and the aged (active for later life). 3.2 Improve or create programs and services that encourage greater participation in the sport and/or assist existing participants to increase the frequency of participation. This may be specific for underrepresented groups your sport is targeting i.e. Indigenous, women and girls, multi-cultural communities, people with disability, LGBTQIA and the aged (active for later 3.3 Implement strategies or actions to address outcomes identified in the Female Participation Planning Tool report. 4. Build governance 4.1 Improve board processes and systems. capability for the 4.2 Director/Board training. organisation and/or 4.3 Board evaluation projects. sector 4.4 Improve performance reporting. 4.5 Improve stakeholder relationships and/or whole of sport communication. 4.6 Strategic planning. 4.7 Implement strategies to move towards gender equity on the Board. 5. Support the function 5.1 Improve the effectiveness of financial controls and of the organisation management. 5.2 Improve risk assessment and risk reporting processes and 5.3 Review or improve the business operating model. 5.4 Enhance the coaching or officiating functions of the organisation. 5.5 Enhance the elite pathways available for athletes, coaches or officials. 5.6 Employ or contribute to employing a staff member to undertake work relating to the regulatory and compliance obligations of the organisation.

The above listed projects are examples of eligible projects. All projects proposed will be assessed by the Office of Sport during the Eligibility and Compliance check stage.

If you are an eligible applicant and are categorised as a Category 4, 5 or 6 SSO then you must include at least one funded activity relating to participation by women and girls.

Ineligible projects

Ineligible Projects:

- Undertaking the NSW Office of the Children's Guardian Self-Assessment Tool or the Office of Sport's Female Participation Planning Tool (eligible organisations will be required to undertake and complete both tools but are not permitted to utilise funding under OSP to complete both tools).
- Projects that are not aligned with or contribute to the OSP's objectives.
- Project location is not in NSW.
- Projects that have already been funded by the NSW Government unless significant new and additional project scope is identified.

Ineligible Project Costs:

- Food, drink, catering or hospitality.
- Prize money, trophies/awards or attendance incentives not related to proposed activity.
- Subsidy for registration or participation fee.
- Entertainment.
- Events that are organised for the primary purpose of fundraising, including charity fundraising events.
- Individual scholarships/sponsorships.
- Subsidy for school sporting activities and events.
- Wages for executive staff.
- Purchase or rental of land or premises, vehicles, office equipment (e.g.: office furniture, printers, photocopiers, technology hardware) and other general administration costs.
- Retrospective funding e.g., projects that have already commenced or have been completed prior to the date a funding agreement is executed.

What is the application process?

How to apply

Follow the steps below to submit your application.



Step 1 Check your eligibility

• Eligible organisations have been invited to apply.



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 requirements.
- You can find additional information on the Office of Sport's website: <u>Organisation Support</u> Program | NSW Government



Step 3 Prepare your application

- Identify and select funded activities that align to the program objectives. Refer to Eligible Projects above for examples.
- You can include as many funded activities as you require to fully expend your allocated funding.
- You will need to identify the amount of your allocated funding that will apply to each funded activity (even if only one activity is funded).
- Gather your evidence including letters of support, funding commitments, 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 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 https://sport.smartygrants.com.au/OSP-2023-24
- The Office of Sport recommends that applicants familiarise themselves with the online application form ahead of preparing the application and 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.
- Applications must be submitted before the closing date and time.
- Projects must be submitted through the SmartyGrants platform https://sport.smartygrants.com.au/OSP-2023-24 to be eligible.
- Successful submissions will be issued with a SmartyGrants system generated acknowledgement email containing a PDF copy of the application which will confirm the time the application was submitted.

Late application

- Late applications may be considered where an applicant has started an application in SmartyGrants prior to the closing date/time but has been unable to complete the application prior to the closing date/time.
- A late application will only be considered where its acceptance would not compromise the integrity of the program. The final determination on whether a late application will be accepted will be made by the Office of Sport following receipt of probity advice.
- Failure to submit an application for funding by the closing date may result in the offer of funding being withdrawn, at the Office of Sport's absolute discretion.

Eligibility and compliance check

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

- Applicant organisation is an eligible applicant as listed at Appendix A and is not deemed an ineligible applicant.
- Applicant has provided required information and documentation including projects that align with the program objectives and demonstrate value for money.
- Applicant is compliant with past OSP funding requirements, including any reporting or acquittal requirements, with the terms and conditions of any previous funding agreements with the Office of Sport.

Throughout the assessment process the Office of Sport may request additional information from the applicant. An independent probity advisor will oversee the grant process.

The Office of Sport will make recommendations to the Chief Executive, who will have final approval for entering into funding agreements.

Available supporting documents

Documents available to assist your application include:

- Program Guidelines
- Overview of Key Changes to the Program
- Funding Agreement Template

You can contact the Office of Sport at grantsunit@sport.nsw.gov.au or on 13 13 02 for assistance.

Funding agreement execution

- You must accept the Terms and Conditions of the Funding Agreement and submit a valid Tax Invoice within 2 weeks of being advised your application has passed the eligibility and compliance check.
- Failure to do so may result in the Office of Sport deciding, in its sole and absolute discretion, to not provide the funding.

Project evaluation, acquittal and reporting requirements

Reporting requirements are detailed in the funding agreement. You are required to provide all required reporting and acquittal through SmartyGrants.

Your organisation must provide the following reports relating to the delivery of the funded activities:

- A Project Completion Report in accordance with the template provided in SmartyGrants and within 30 days of the funded activities being delivered or 31 June 2024, whichever is earlier. This must include:
 - o a report on the Key Deliverables of the approved project/s.
 - o an update on the budget including a declaration by an authorised office holder that the funding has been spent and was used only for the approved purposes.
- A Financial Acquittal in accordance with your funding agreement within 3 months of the funded activities being delivered or 31 June 2024, whichever is earlier. This must include:
 - A Profit and Loss Statement relating to the approved project/s certified by two office holders of the organisation.
 - Supporting evidence (such as invoices, receipts, remittances and bank transfers) covering all the expenditure items.
- Organisations receiving over \$50,000 will also be required to provide:
 - o A Profit and Loss Statement relating to the approved project/s certified by an independent qualified accountant.
 - o For the purposes of this requirement, an employee of your organisation's National Sporting Organisation is not considered "independent".

Funded organisations that do not provide a financial acquittal, project completion report and any other required reporting by the required date(s) may be ineligible for future Office of Sport grants until this is provided. Also funded organisations will not receive any Organisational Support Program funding in future years until the required reporting is satisfactorily provided.

In addition to any reporting outlined above relating to the delivery of the funded activities your organisation must provide the following types of data and information. This will be collected either in the application form or at the time detailed in your funding agreement:

- Financial statement and annual report;
- Membership numbers and geographical reach;
- Governance and Corporate Planning policies;
- Community reach;
- High performance and pathways;
- Detailed financial information:
- Completion of the Australian Sport Commission's Sports Governance Standards survey;
- Gender representation on the Organisation's governing board.
- Female Participation Planning Tool;
- Plan to increase female representation on the Board of the organisation to meet gender equity targets and to encourage affiliates to achieve the same;
- Plan to move to equal prizemoney for events where this is controlled by the organisation;
- Photos of the project (in action), where applicable, must be provided; and
- Office of the Children's Guardian Child Safe Self-Assessment.

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 constitute 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.

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 the grant management system SmartyGrants.

If you anticipate your funded activities will not have been completed and grant funding spent by 30 June 2024, you must request a variation at least a month prior to this date. If the funded activities have not been completed by 30 June 2024, the Office of Sport may, at its discretion terminate the Funding Agreement and require the return of any unspent funds.

Acknowledging the NSW Government

Successful applicants must acknowledge the NSW Government's support through the provision of funding through the Organisation Support 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 as required by the NSW Grant Administration Guide.

The Office of Sport will contact the successful applicants about the process to claim the grant within 2 weeks of approval 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 funding agreement, 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

Funding terms and conditions outline grant recipient obligations for the project. The project must be completed within the financial year (i.e. by 30 June 2024). The standard terms and conditions are published on the Office of Sport website and no amendments will be considered.

The following reflects the intent of some key provisions that will be included in the terms and conditions with successful applicants:

- Grant payments will not be made until terms and conditions have been accepted (forming a funding agreement with the Office of Sport) and any other pre-conditions have been met as specified in the funding agreement. 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 at any time.
- 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 delivering the project is less than the amount funding awarded or any part of the funding awarded is expended on ineligible cost items or otherwise not in accordance with the agreement.
- The Office reserves the right to request this information or data from successful applicants on an annual basis for a period of up to five years following completion of the project.
- Office of Sport reserves the right to undertake an audit of grant funding to successful organisations within seven years of the end of the agreement.

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 grant 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 addressed 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 <u>Australian Tax Office website</u>.

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 <u>NSW Government's support</u> 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 O'Connor Marsden & Associates 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 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.

Appendix A: Eligible Organisations

| | Organisation Trading Name |
|----|-------------------------------------|
| 1 | AFL (NSW/ACT) Commission Limited |
| 2 | Bowls New South Wales Limited |
| 3 | Golf NSW Limited |
| 4 | NSW Cricket Association |
| 5 | NSW Netball Association Limited |
| 6 | NSW Rugby League |
| 7 | NSW Rugby Union |
| 8 | Surf Lifesaving NSW |
| 9 | Tennis NSW |
| 10 | AusCycling Limited |
| 11 | Australian Sailing (NSW) |
| 12 | Gymnastics NSW |
| 13 | Hockey NSW |
| 14 | Motorcycling NSW Limited |
| 15 | NSW Baseball League Inc |
| 16 | NSW Basketball Association Limited |
| 17 | NSW Softball Association Inc |
| 18 | NSW Squash Ltd |
| 19 | NSW Touch Association |
| 20 | NSW Water Polo Inc |
| 21 | Rowing NSW Incorporated |
| 22 | Surfing NSW |
| 23 | The Pony Clubs Association of NSW |
| 24 | Equestrian NSW Incorporated |
| 25 | Australian Olympic Committee |
| 26 | Swimming NSW Ltd |
| 27 | Athletics NSW |
| | |
| 28 | Little Athletics Association of NSW |

Football NSW Limited

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Organisation Trading Name

- 31 Indoor Sports NSW Incorporated
- 32 Northern NSW Football
- 33 NSW Amateur Pistol Association Inc
- 34 NSW Water Ski Federation Ltd
- 35 Paralympics Australia
- 36 Snow Australia
- 37 Triathlon NSW
- 38 Karting NSW Inc
- 39 Commonwealth Games Australia NSW Division
- 40 Disabled WinterSport Australia (NSW)
- 41 Diving NSW Inc
- 42 Ice Hockey NSW
- 43 Masters Swimming NSW Inc
- 44 NSW Weightlifting Association
- 45 Orienteering Association of NSW
- 46 Paddle NSW Inc
- 47 Riding for the Disabled Association NSW
- 48 Sailability NSW
- 49 Special Olympics Australia (NSW)
- 50 Table Tennis NSW Inc
- 51 Wheelchair Sports NSW/ACT Inc
- 52 Croquet NSW Inc
- 53 Dragon Boats NSW Inc
- 54 Judo Federation of Australia (NSW) Inc
- 55 NSW Badminton Association Inc
- 56 NSW Clay Target Association
- 57 NSW Rifle Association
- 58 Skate NSW Inc
- 59 Volleyball NSW
- 60 NSW Wrestling Association
- 61 Amputee Golf NSW
- 62 Australian Powerchair Hockey Association (NSW) Incorporated
- 63 Australian Underwater Federation (NSW Branch)

Organisation Trading Name

- 64 Blind Cricket NSW
- 65 Blind Sporting Association of NSW
- 66 Boccia NSW
- 67 Boxing Australia (NSW) Inc
- 68 Cerebral Palsy Sport and Recreation Association of NSW
- 69 Dancesport Australia, NSW Branch
- 70 Deaf Sport Australia
- 71 NSW Council of the Australian Parachute Federation
- 72 NSW Darts Council
- 73 NSW Fencing Association
- 74 NSW Flying Disc Association
- 75 NSW Gliding Association
- 76 NSW Goalball Association
- 77 NSW Hang Gliding & Paragliding Association
- 78 NSW Ice Skating Association Incorporated
- 79 NSW Polo Association
- 80 Polocrosse Association of NSW
- 81 Sailing for Everyone Foundation Inc
- 82 SPORTS 4 ALL
- 83 Tenpin Bowling Australia
- 84 Transplant Australia Ltd (NSW)
- 85 NSW Endurance Riders Association Inc
- 86 Archery Society of NSW
- 87 Biathlon NSW
- 88 Billiards and Snooker Association of NSW Inc
- 89 Field Archery NSW
- 90 Gridiron NSW
- 91 Ice Speed Skating Association of NSW Inc
- 92 Karting Australia (NSW)
- 93 Kung Fu Wushu NSW Inc
- 94 NSW Bocce Federation
- 95 NSW Handball Association
- 96 NSW Karate Federation Inc.

Organisation Trading Name

- 97 NSW Lacrosse
- 98 NSW Powerchair Football Association Incorporated
- 99 Sport Climbing NSW/ACT
- 100 Wheelchair Rugby League Australia (NSW)

Office of Sport

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