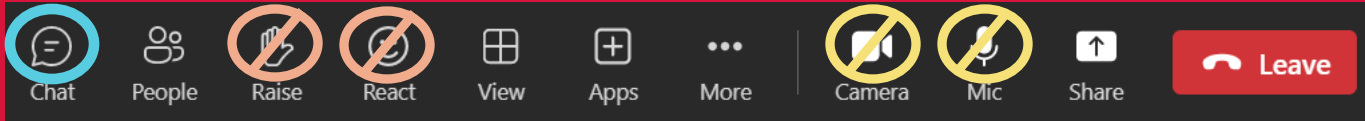


Office of Sport

Local Sport Grant Program Information Session

Alison Osborne

Team Leader, Grants Unit
Office of Sport



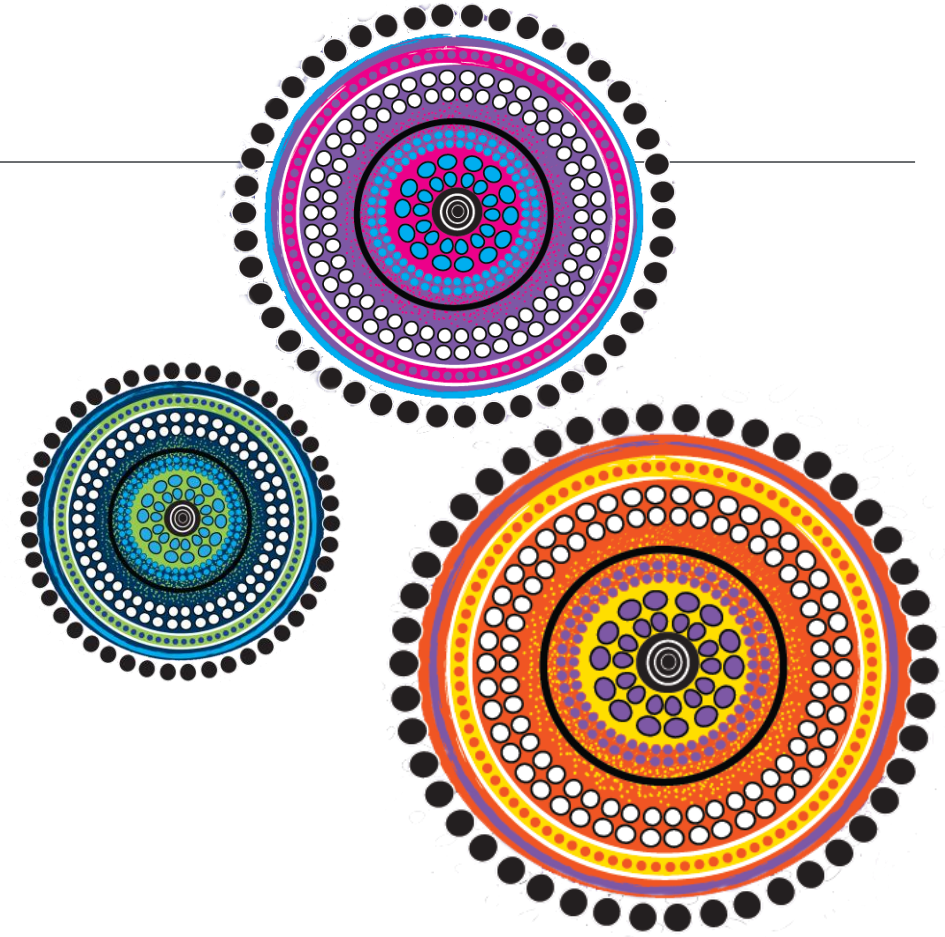
Note - webinar will be recorded and made available

7 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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About 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;

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



Key Objectives

- 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

Important Dates	
Applications open	Monday 23 October 2023
Applications close	Monday 27 November 2023 at 1pm
Outcomes advised	April 2024 onwards
Grants must be accepted within	2 weeks of notification of outcome
All projects must be completed by	31 October 2025



Funding Availability

The NSW Government is allocating \$4.65 million.

- Funding of \$50,000 per electorate will be allocated to all 93 electorates throughout NSW.
- The grant amount requested by an applicant must be a minimum of \$2,000 and cannot exceed \$20,000.
- Applicants are not expected to provide a financial co-contribution but applicants with a higher financial co-contribution will be viewed more favorably against the evaluation criteria.
- 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.

Eligible Applicants



- 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.

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 or National Sporting Organisations.
- Regional Academies of Sport.
- For profit, commercial organisations or 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 or Local Government Committees.
- PCYCs/YMCA/Scouts/Girl Guides/Surf Life Saving Clubs or Branches.

Eligible projects

- Projects that contribute to quality sporting experiences.
- Improve access to sporting events by reducing barriers to participation.
- Create, upgrade or repair sports facilities

Information for facility upgrade projects:

- Should provide landowner consent and this must be using the Office of Sport landowner consent form for the project on the land on which the facility is to be developed.
- With approved Development Applications or that demonstrate a valid exemption will be prioritised.



Design Principles

Applicants should demonstrate industry best practice in project development, including but not limited to:

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

The Office of Sport has been running a series of online forums around inclusive design and innovation.

The forums have been recorded and are available to view on the Office of Sport website: www.sport.nsw.gov.au/community-sport-infrastructure-resource-library/inclusive-facility-design-and-innovation-forums

Ineligible projects

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).

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.

Application Process



Step 1 & 2: Check your eligibility and Understand the requirements

- See Eligible Applicants section of these Guidelines to see if you can apply for funding.
- Before you apply, please read these [guidelines](#) and [supporting documents](#) 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](#).



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.
- The Office of Sport recommends that applicants familiarise themselves with the online application form ahead of preparing the application and plan ahead of the closing date.
- You can download a copy of the application form prior to commencing your application.



Step 4: Submit your application

- Applying for the Local Sport Grant Program is a simple process using the SmartyGrants platform.
- Fill in each of the form's sections including any supporting documentation.
- Submit the application before the closing date and time.
- Successful submissions will receive a SmartyGrants system generated acknowledgement email.
- Projects must be submitted through the SmartyGrants website to be considered eligible.

Late Submissions

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.
- 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.
- Late supporting documentation will only be accepted for applications already submitted in SmartyGrants and where its acceptance would not compromise the integrity and competitiveness of the process.
- The final determination on whether late supporting documentation will be accepted will be made by the Office of Sport supported by a probity advisor.

Assessment Process

Eligibility Check

Merit Assessment

Recommendation

Approval

- An independent probity advisor 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 conducts a preliminary eligibility check of all applications ensuring that the:

- 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*. Local Sport Grant Program 2023/24.
- 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.

Merit Assessment

Criteria:

1. Strategic justification (30%)
2. Project scope and inclusive design (25%)
3. Value for money (25%)
4. Project deliverability and applicant capability (20%)

- It is important to review the merit assessment criteria in the Guidelines and preview the SmartyGrants application form to ensure you are submitting a competitive application and provide required applicable supporting documentation.
- 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.
- Local Member of Parliament has the absolute discretion to recommend a lesser amount than requested.
- 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.

Funding Sources – Project Income

For example:

Grant request amount \$5,600

+

Cash Contribution \$400

=

Total Project Income = \$6,000

Maximise

Type of Contribution	Total Amount	Evidence of Contribution
	Must be a dollar amount.	Upload evidence of contribution.
<div>Applicant cash con... ▾</div> <div>Other</div> <div></div>	<div>\$400.00</div> <div>*</div>	<div>Attach a file: *</div> <div>Choose Files No file chosen</div> <div>Filename Bank Statement..pdf Remove</div> <div>File size 29.4 kB</div> <div>Filename Letter from Treasurer.docx Remove</div> <div>File size 11.7 kB</div>

Add More

Must be at least 1 rows

Project Expenditure

Expenditure

Minimise

Expenditure Item	Funding Source	Expenditure Amount	Notes	Upload Evidence
		Must be a dollar amount.		Attach recent quote - do not attach outdated quotes or previous invoices
<div>Scrum Machine</div>	<div>This grant request</div> <div>Other</div>	<div>\$5,000.00</div>	<div>1 x Machine as per quote</div>	<div>Attach a file: <div>Choose Files</div> No file chosen</div> <div>Filename equipment quote.docx <div>Remove</div></div> <div>File size 11.7 kB</div>
<div>Tackle bags</div>	<div>This grant request</div> <div>Other</div>	<div>\$600.00</div>	<div>See quote</div>	<div>Attach a file: <div>Choose Files</div> No file chosen</div> <div>Filename equipment quote.docx <div>Remove</div></div> <div>File size 11.7 kB</div>
<div>Tackle bags</div>	<div>Applicant organisatio...</div> <div>Other</div>	<div>\$400.00</div>	<div>See quote</div>	<div>Attach a file: <div>Choose Files</div> No file chosen</div> <div>Filename equipment quote.docx <div>Remove</div></div> <div>File size 11.7 kB</div>

Add More

Must be at least 1 rows

In Kind Contributions



Minimise

In-kind Contribution Description	In-kind Contribution Value	Upload evidence of in-kind contribution
Brief description	Must be a dollar amount.	E.g. Coaches declaring their time to deliver the program
<div>Volunteer Coaches *</div>	<div>\$500.00 *</div>	<div>Attach a file: <div>Choose Files</div> No file chosen</div> <div><div>Filename</div> Calculation of hours.xlsx <div>Remove</div></div> <div><div>File size</div> 8.1 kB</div>



Add More

Must be at least 1 rows

Goods & Services Tax (GST)

Information from the Australian Business Register

ABN	[REDACTED]
Entity name	[REDACTED]
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	2097 NSW

Information retrieved at 6:04am yesterday

Budget Information Summary

- Income = The grant request, plus any other financial contributions.
- Expenditure = The total cost of the project.
- Your income total and your expenditure total should always match. Use the application form calculations to confirm that they do.
- All figures should relate directly to the project for which you are seeking the grant.
- Do not include any ineligible costs in your expenditure table.
- Do not include any in-kind costs in either income or expenditure tables
- GST – determine if your organisation is registered for GST
- Upload supporting documents – recent quotes, screenshots of items you can purchase online.
- Provide accurate costings because:
 - any cost overruns are your responsibility
 - you have to demonstrate where the money was spent at the end of the project

Supporting Documents

Documents available on the Local Sport Grant Program web page to assist you prepare 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

Supporting Document Checklist

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.

-
- Please allow yourself time to familiarise yourself with the SmartyGrants system.
 - As applications are now open, you can download a preview application form from the SmartyGrants website prior to commencing your application.
 - There is a *supporting document checklist* in the Program Guidelines which reminds you of the critical information you will need to support your application.
 - SmartyGrants will not allow applications to be submitted where all mandatory fields and document uploads are not complete.
 - Please remember that to be considered eligible, the project must be submitted on time through the SmartyGrants.

Other Important Information



- Projects can commence once the application has been submitted. Note: Retrospective funding e.g., projects that have already commenced and/or purchases completed prior to application submission are ineligible.
- Events cannot take place prior to May 2024.
- The Member's of Parliament and Office of Sport reserves the right to recommend grant amounts that may differ from the amount requested in the application.
- Applications should identify the risk of the project not proceeding, should the full grant amount requested not be approved.
- 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.
- All recipients of NSW Government funding should acknowledge the NSW Government's support through the provision of funding.
- Successful recipients should ensure that all invoices, receipts, remittances, and bank transfers are retained for financial acquittals purposes. All projects need to be acquitted within 30 days of the project completion date.



Key points to take away from this session:

Who, what, when, where, why and how.

Budgets are important

Ensure that you and your project is eligible

Don't miss the closing date and time

This program is highly competitive

Support for Applicants

Call: 13 13 02 (option 5 and then option 2)

Email: 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.

Thank You
