

# Surf Club Facility Program 2025/26

## Program Guidelines





Artwork: 'Jennebe'

By Jasmine Sarin

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## 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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[sport.nsw.gov.au](https://sport.nsw.gov.au)

Program Guidelines

Updated: 9 September 2025

Important Dates and Program Details	
Opening date and time	15 September 2025
Closing date and time	<b>Category 1:</b> 1pm, 20 October 2025 <b>Category 2 and 3:</b> 1pm, 10 November 2025
Application outcome date	March 2026 onwards
Project delivery timeframe (for successful applications)	<b>Category 1:</b> Orders should be placed within 3 months of the notification of successful applicants and must be completed by March 2027. <b>Category 2:</b> Projects should commence within 6 months of the notification of successful applicants and must be completed by February 2027. <b>Category 3:</b> Projects should commence within 6 months of notification of successful applicants and must be completed by February 2029.
Grants must be accepted within:	<b>Category 1:</b> Within 6 weeks of notification of successful applicants via acceptance of Terms and Conditions (Claim of Grant form). <b>Category 2 &amp; 3:</b> Within 6 weeks of notification of successful applicants via a milestone Funding Agreement.
Decision-maker	Minister for Sport
NSW Government Agency	Office of Sport
Type of grant opportunity	Targeted, competitive
Grant value (total available funding for the grant program and the available individual grant amounts, excluding GST)	\$5,458,000 available for projects within three categories: <b>Category 1:</b> grants between \$15,000 and \$100,000 for upgrade projects (off the shelf purchase) <b>Category 2:</b> grants up to \$100,000 for facility design and planning projects <b>Category 3:</b> grants up to \$1,000,000 for construction projects
Enquiries	Infrastructure Grants Unit 13 13 02 <a href="mailto:infrastructuregrants@sport.nsw.gov.au">infrastructuregrants@sport.nsw.gov.au</a>

\*The Office of Sport reserves the right to amend any of these dates at its absolute discretion.

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# Message from the Minister for Sport

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Surf Life Saving Clubs provide a world-class service, protecting people in the water, keeping people safe at the beach and supporting a healthy lifestyle for their members.

Rain, hail or shine, our surf lifesavers never waver in their commitment to protecting the community and likewise, the NSW Government will not waver in its support of our 129 Surf Life Saving Clubs.

That's why we are providing more than \$21 million over four years to ensure our surf life saving clubs have modern, inclusive and accessible facilities that enable people from all sections of the community to participate in surf life saving.

Last year the NSW Government awarded more than \$5.4 million to 38 NSW surf life saving clubs through the Surf Club Facility Program and

in 2025/26 we will provide \$5.4 million for the upgrade, restoration and construction of surf club facilities across NSW,

With grants up to \$1 million available, I encourage Surf Life Saving Clubs and Branches across NSW to submit applications for projects that will increase facility usage, improve quality and safety of the facility and increase participation in surf life saving.

This year's Program also includes a funding category for design and planning so Surf Clubs will be supported for upgrades and construction projects from concept through to completion.

Please read these guidelines and, if you believe your organisation has an eligible project, submit an application.

A handwritten signature in black ink, appearing to read 'Steve Kamper', with a stylized flourish at the end.

**The Hon Steve Kamper MP**

Minister for Small Business  
Minister for Lands and Property  
Minister for Multiculturalism  
Minister for Sport

# 1

## Overview of Surf Club Facility Program 2025/26

# 1 Overview

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## 1.1 Purpose

The NSW Government recognises the critical role Surf Life Saving Clubs have in local communities delivering on-beach safety, training and education and keeping people active and connected. The Surf Club Facility Program (the Program) is part of the NSW Government's ongoing commitment to support the upgrade of local Surf Life Saving Clubs.

The 2025/2026 round has introduced a funding category for design and planning (pre-construction). With the introduction of this category, Surf Clubs will be supported for upgrades and construction projects from concept through the entire development and implementation phase.

Applicants that are successful with a design and planning grant under the 2025/26 Surf Club Facility Program may apply for funding in future rounds of the Program, making grants more attainable because of the readiness and strategic alignment with the key objectives of the Surf Club Facility Program.

These guidelines outline the key objectives, eligibility criteria, assessment process and timeframes for the Surf Club Facility Program 2025/26.

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## 1.2 Key objectives

The Program aims to assist eligible Surf Life Saving Clubs throughout NSW to create new and upgrade existing facilities that:

- Improve the quality of Surf Life Saving facilities by incorporating best practice design principles to ensure they are safe, adaptable, inclusive and accessible.
  - Increase the use of Surf Life Saving facilities by community groups and/or the public
  - Remove barriers to participation particularly, for women and girls, people with disability, First Nations peoples, people from culturally and linguistically diverse communities, and LGBTQIA+ people.
  - Improve the financial and/or environmental sustainability of surf clubs.
- 

## 1.3 Funding availability

The NSW Government has allocated up to \$5,458,000 in 2025/26 for this Program.

The Program aims to support applications for new and upgraded facility projects that are ready to commence. It will also support projects that are not ready to commence construction by funding design and planning packages. There is no reserved funding allocation for each funding category. Applications will be assessed on merit and recommended for funding in merit order across all categories.

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## 1.4 Funding categories

### Category 1 - Upgrade Projects (off the shelf purchase)

Category 1 is limited to:

- Projects that request grant funding between \$15,000 and \$100,000.
- Projects that have a single fixed price quote that is fully inclusive of all costs to deliver the project.



- Projects that can be completed by March 2027.
- Three (3) grant applications per organisation and a maximum claim of \$100,000 across all applications. Successful applicants are required to accept funds via a claim of grant form within 6 weeks of notification.

Category 1 projects should:

- Submit a quote that matches the project scope and the total project cost.
- Place orders within 3 months of the notification of successful applicants.
- Be delivered/installed by a single supplier.
- Not include contingency, as these projects should have a fixed price.
- Provide a co-contribution if possible but this is not mandatory.

## **Category 2 – Facility Design and Planning Projects**

Category 2 is limited to:

- Projects that request grant funding up to \$100,000.
- Projects that can be completed (i.e. planning and design is complete, and the project is ready for approval to commence) by February 2027.
- One (1) grant application per organisation. Successful applicants are required to execute a funding agreement with the office within 6 weeks of notification. Grant payments will be made in instalments following achievement of milestones.

Category 2 projects should:

- Commence within 6 months of notification of successful applicants.
- Deliver designs, reports and plans appropriate to achieve construction approval.
- Have landowner consent to proceed with the design and planning work described in the application.
- Evidence the applicant can provide minimum of 30% of the total project cost as a co-contribution.
- Evidence the applicant can provide minimum of 20% in addition to the total project cost as a contingency for cost escalation/overruns.

## **Category 3 - Construction Projects**

Category 3 is limited to:

- Projects that request grant funding of up to \$1,000,000
- Projects that can be completed by February 2029.
- Two (2) grant applications per organisation and a maximum claim of \$1,000,000 across all applications. Successful applicants are required to execute a funding agreement with the office within 6 weeks of notification. Grant payments will be made in instalments following achievement of milestones.

Category 3 projects should:

- Commence within 6 months of notification of successful applicants.
- Have landowner consent to construct the scope of works described in the application.
- Have approval from the appropriate authority.
- Evidence the applicant can provide a minimum of 30% of the total project cost as a co-contribution.
- Evidence the applicant can provide a minimum of 20% in addition to the total project cost as a contingency for cost escalation/overruns.

## Financial co-contribution

Categories 2 and 3 applications are expected to provide a minimum 30% financial co-contribution of total project cost (e.g., if an applicant's total project cost is \$100,000, they should demonstrate at least a \$30,000 financial (cash) co-contribution).

The total project cost should reflect only the scope of works for which grant funding is being sought and includes both the requested grant amount and any financial co-contribution. Where your financial co-contribution exceeds the minimum requirement, the project will be looked upon more favourably during the merit assessment process.

Value of in-kind contributions cannot be calculated toward the financial co-contribution. This means that the value of in-kind work such will be in addition to the minimum financial co-contribution.

## Financial hardship

Applicants that cannot meet the funding co-contribution expectation may apply for financial hardship. A financial hardship application provides applicants the opportunity to outline why they should be exempt from providing the required financial co-contribution and contingency. Financial hardship applications are to be made through the application process.

Financial hardship may be granted where a project is in a disadvantaged area of NSW and/or is recovering from a significant natural disaster or other exceptional circumstances. The Socio-Economic Index for Areas (SEIFA), published by the ABS, will assist in measuring disadvantage.

Financial hardship is not intended to include where an applicant has significant assets or have not elected to prioritise the project within available resources. All assessments of financial hardship will be considered on a case-by-case basis and will be at the absolute discretion of the Office of Sport. In instances where financial hardship has been requested, applicants who are able to make a partial financial co-contribution will be looked upon more favourably during the merit assessment process.

## Project contingency

Categories 2 and 3 applications must submit a budget that clearly shows what funds are available if the project exceeds the forecast Total project cost, this is called a contingency. As contingency is to be provided by the applicant any unspent contingency at the end of the project will remain with the organisation. If a hardship application is approved and the contingency is covered or partially covered by the grant amount, then the unspent funds will be split pro rata in accordance with the original budget.

All Categories 2 and 3 applications are expected to provide a minimum contingency of 20% additional to their Total Project Cost to be used if the funds are exhausted before the project is completed (e.g., if an applicant's total project cost is \$100,000, they should demonstrate at least a \$20,000 contingency). Tripartite agreements may suit some applications and would provide a framework where the delivery organisation (commonly Council) provides the contingency funds.

The table below provides examples of a project including total project cost, the minimum required financial contribution, the grant amount requested and the minimum required contingency for each category. All figures are exclusive of GST.

Category	Total Project Cost (excluding contingency)	Minimum Financial Co-contribution is 30%	Total Grant Amount Requested	Project budget Contingency is 20%	Total Minimum Financial Co-contribution & Contingency Required
Category 1	\$50,000	\$0	\$50,000	\$0	Not required.
Category 2	\$100,000	\$30,000	\$70,000	\$20,000	\$50,000 (\$30,000 + \$20,000)
Category 3	\$1,400,000	\$420,000	\$980,000	\$280,000	\$700,000 (\$420,000 + \$280,000)

# 2

Selection criteria

## 2 Selection criteria

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### 2.1 Eligibility criteria

To be eligible for funding, your application/project must:

- be submitted by an eligible applicant.
  - be submitted through the online system SmartyGrants.
  - include a valid Incorporation number and/or ABN.
  - be for a project located in NSW.
  - be for an eligible project for the relevant category
  - request a grant amount appropriate for the relevant category.
  - meet the minimum required financial co-contribution and contingency for the relevant category.
  - include a copy of your Public Liability Insurance policy that demonstrates appropriate coverage as required.
- 

### 2.2 Eligible applicants

To be eligible for funding you must be a:

- Surf Life Saving Clubs in NSW or
- Surf Life Saving NSW Branch in NSW. Applications from Branches will only be considered after all eligible applications from Surf Life Saving Clubs have been assessed and the funding has not been exhausted

Applications involving partnerships between groups are encouraged and will be considered favourably. For example, an eligible applicant may partner with their local council or landowner, who may provide a financial co-contribution, and/or perform as the delivery team. The partner may complete portions of the application on behalf of the eligible applicant. For partnership applications, a Tripartite Funding Agreement is appropriate and can be requested via the application form.

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### 2.3 Ineligible applicants

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

- Individuals
- Organisations not affiliated with Surf Life Saving NSW
- Local Government Authorities, however, where the Council will be managing the project on behalf of the eligible applicant Surf Club, the Office of Sport will issue a tri-partite funding agreement with the Council and successful applicant.
- Organisations 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.

## 2.4 Eligible projects

Applications must focus on the enhancement, design or construction of Surf Club facilities and should demonstrate inclusive and accessible design, maximise community participation.

Examples of eligible project types and project components include:

### Category 1 - Upgrade Projects (off the shelf purchase)

- Environmental and operational sustainable initiatives that support water, energy and financial sustainability. For example, solar panels and/or batteries, rainwater tanks for reuse in toilets or LED lighting.
- Digital technology uplift projects, including installation of WIFI, CCTV, keyless entry, increased automation and other innovative smart technologies that contribute to safety and/or security.
- Projects that improve the storage, security and safety capability of surf clubs for example extension or construction of board/boat storage room, bushfire protection measures on the facility, new roller or access doors.
- Projects that improve safety on the beach, for example upgrade to lifeguard surveillance capacity, nipper training or improvements to beach access for rescue and patrol vehicles.

### Category 2 – Facility Design and Planning Projects

- Design and planning approval packages for the upgrade or construction of Surf Club facilities. This may include:
  - Design documents (minimum schematic including block plan and floor plan), Complying Development Certificate or Development Application suite of plans and reports, Quantity Surveyor and/or technical or specialised reports (for example, Geotech, Sustainability Report).
  - Business case, feasibility studies and/or development of concept options (limit of 2), engineering assessments, environmental impact assessments, Universal Design audits, community consultation and engagement plans.

### Category 3 - Construction Projects

- Construction of new or upgraded amenity buildings such as kiosks, first aid rooms, patrol rooms, kitchens, club rooms, function rooms, unisex and universally designed change rooms, including parent and child change spaces and/or officials' areas (this includes prefabricated modular facilities).
- Fixed and non-fixed items, rescue/safety activities etc that are part of the larger capital improvement project scope, e.g. portable storage racks for rescue boards or beach access mats for wheelchairs.

The Office has the discretion to deem projects submitted under the incorrect category ineligible.

Applicants for Category 2 and 3 projects are encouraged to use and include the cost of an external project manager which is limited to 10% of the total project cost. Note, this is not applicable where local Council will be undertaking the project on behalf of an eligible applicant, unless the Council is engaging an external contractor to deliver the project. Where the application is seeking funding for a project that is a component or stage of a larger facility upgrade/rebuild, you can reference the broader project in your project description, but the application should relate only to the project scope for which you are seeking funding. Responses throughout the application should relate only to the application's scope of work including when defining the project scope, how the project meets the Program Objectives and the budget information (income and expenditure).

\* Universal Design is about creating an inclusive society. It helps everyone navigate their environment easily and makes them feel that they belong in that place.

By requiring all Office of Sport prospective grant applicants to apply Universal Design Goals and Principles and Designing for Dignity Guidelines, the public money provided to successful organisations, will deliver the 'best value for money' outcomes for the community from the government via their proposals, e.g. everyone can use the infrastructure or program that the grant money is to be spent on.

Further information on Universal Design can be found in the Frequently Asked Questions (FAQs).

## 2.5 Ineligible projects and project components

Projects or components that do not meet the criteria outlined in the 'Eligible Projects' section are considered ineligible. These may include, but are not limited to, the following:

- Facilities that are not used primarily for Surf Life Saving activities
- Purchase or lease of land/facility
- Projects that involve the development of private or commercial ventures unrelated to the Surf Life Saving Club facility
- Master planning across multiple facilities
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases (except for Category 2)
- Projects that do not meet relevant Australian standards and construction codes
- Costs to resource the preparation and submission of the grant application
- Retrospective funding, where projects have commenced or are completed prior to the execution of a funding agreement
- Related primarily to operational expenditure, including but not limited to insurance
- General maintenance or minor repairs required due to normal wear and tear, (e.g. projects where painting is the main scope)
- Repair of facilities where the damage can be covered by insurance
- Administration costs with the exception of direct external / independent project management costs (for Category 2 & 3), limited to 10% of the grant amount requested
- Purchase of portable equipment including rescue and training equipment such as surf boards, IRB's, stop watches, flagpoles etc.
- Purchase of office equipment (including computers and printers) or other non-fixed items such as kitchen appliances, and loose furnishings unless they are included to fit out a Category 3 projects.
- Projects that have already been funded by the NSW Government unless significant new and additional scope is identified.

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.



## 2.6 Assessment criteria

Criteria	Specific information and evidence required	Weighting
Criterion 1: Strategic justification	<ul style="list-style-type: none"> <li>Describe how this project aligns with the aim of the Program and to one or more of the objectives of this Program.</li> <li>Demonstrate how the proposed project will meet an identifiable need within your community. Priority will be given to projects who clearly demonstrate the need and/or urgency.</li> </ul>	40%
Criterion 2: Project scope and detail of inclusive design	<ul style="list-style-type: none"> <li>Describe a clear scope of work proposed for the project and components that are to be delivered. Identify and describe how the project has (Category 1 &amp; 3) or plans to (Category 2) incorporate one or more of the following design principles: <ul style="list-style-type: none"> <li>Inclusive and universal design</li> <li>Functional design – flexible, adaptable (future proof)</li> <li>Environmentally sustainable/climate change resilient design</li> <li>Operational/financial sustainability</li> <li>New technology &amp; innovative approaches to Health and safety</li> </ul> </li> </ul>	20%
Criterion 3: Project affordability, value for money and deliverability	<ul style="list-style-type: none"> <li>Provide evidence of landowner(s) consent for the project.</li> <li>Provide evidence of Development Application approval (if required) or exemption.</li> <li>Provide a clear project budget. The budget should clearly identify and itemise all project costs relevant to the scope of work.</li> <li>Provide evidence of robust itemised cost planning and include supporting documentation to evidence the cost is realistic and value for money.</li> <li>Provide evidence of approval for committed financial co-contribution(s), where applicable.</li> <li>Provide a project plan that illustrates key project tasks and forecast delivery timeline that demonstrates your ability to complete the project in accordance with the required timeframe for the relevant funding category.</li> <li>Applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant.</li> <li>As noted above, where any ineligible costs have been included in the budget, these will be removed by the assessors and the application assessed on this basis.</li> </ul>	40%

## 2.7 Supporting Documentation

The table below outlines the supporting documentation for each funding category. Please submit all mandatory documentation with your application to ensure eligibility and demonstrate project readiness. Desired supporting documentation is not a requirement however the quality of the documentation will be assessed in line with the relevant merit criterion as to whether it strengthens the application.

Supporting documentation	Category 1 - Upgrade Projects (off the shelf purchase)	Category 2 – Facility Design and Planning Projects	Category 3 - Construction Projects
<u>Project budget</u> The budget should clearly identify and itemise all project costs relevant that match the scope of works.	Mandatory	Mandatory	Mandatory
<u>Project cost evidence</u> Quotes or Quantity Survey (QS). The quote or QS should be recent (within 3-6 months), and the description should match the project scope and deliverables in the application and support the project budget. Provision of more than one quote is highly desired. The Office may set aside applications that cannot appropriately evidence this.	Mandatory. Must have at least one fixed price quote that is fully inclusive of all costs to deliver the project.	Mandatory	Mandatory
<u>Confirmation of all financial co-contribution sources (where applicable)</u> Examples include a letter from the organisation's authorised officer, stating the funding amount committed to the project and a current bank statement/s demonstrating the funding amount is held by the organisation. Where funding is from another government department, evidence of this funding via letter or funding agreement should be provided. The Office may set aside applications that cannot appropriately evidence this.	Highly desired - where applicable	Highly desired	Highly desired
<u>Landowners Consent</u> This should be on the Office of Sport Landowners Consent template – see Available supporting documents.	Highly Desired - where applicable	Highly Desired	Highly Desired. The Office may set aside applications that cannot appropriately evidence this.

Supporting documentation	Category 1 - Upgrade Projects (off the shelf purchase)	Category 2 – Facility Design and Planning Projects	Category 3 - Construction Projects
<u>A legally binding land-use agreement (lease)</u> For confirmation of tenure and/or maintenance and capital works responsibilities.	Desired - where applicable	Desired - where applicable	Desired - where applicable
<u>Development approval, application, or exemption</u>	Desired - where applicable	Not applicable	Highly Desired. The Office may set aside applications that cannot appropriately evidence this.
<u>Other relevant approvals</u> For example, communication with your Local Aboriginal Land Council and/or the NSW Department of Planning and Environment's Aboriginal Cultural Heritage Unit or Heritage NSW.	Not applicable	Not applicable	Highly Desired
<u>Letters of support</u> From organisations that indicate how they will either support or benefit from the project.	Highly Desired	Highly Desired	Highly Desired
<u>Copy of current Public Liability Insurance cover/policy</u> A certificate of currency must be provided prior to entering a funding agreement.	Mandatory	Mandatory	Mandatory
<u>Evidence confirming community and end user consultation and/or collaboration on the project scope, to support the need and impact</u> Examples include community consultation report, meeting minutes, surveys results, and on-line feedback or similar.	Highly Desired	Highly Desired	Highly Desired

Supporting documentation	Category 1 - Upgrade Projects (off the shelf purchase)	Category 2 – Facility Design and Planning Projects	Category 3 - Construction Projects
<u>Evidence to support financial and/or environmental sustainability of projects</u> Examples include a cost savings forecast using modelling by the supplier; or Clubs may provide forecasting of increased income that will be generated by projects that increase their operational capacity.	Desired, if the relevant outcome is selected	Not applicable	Desired, if the relevant outcome is selected
<u>Project plan</u> A clear plan that illustrates key project milestones and forecasts the delivery timeline, with evidence of ability to deliver the project within the required timeframe for the relevant category.	Mandatory	Mandatory	Mandatory
<u>Project location</u> Site plan to clearly show the location of proposed works. The <u>NSW Planning Portal Spatial Viewer</u> can be used to provide Deposited Plan and other location information.	Desired – where applicable	Mandatory	Mandatory
<u>Evidence of current facility condition</u> Photographs of current facility	Highly Desired	Highly Desired	Highly Desired
<u>Concept or schematic design documents</u>	Desired – where applicable	Not applicable	Highly Desired

# 3

Application process

## 3 Application process

### 3.1 How to apply

#### 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 website](#) to see which organisations can apply for funding.
- If you are not eligible, you may be able to 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 and what supporting documentation is required.
- The SmartyGrants portal will not allow submission of the application unless all mandatory supporting documents have been uploaded. Applications that do not include the mandatory supporting documents may be treated as non-compliant and be a lower priority for funding.
- You can find the relevant information on the Office of Sport's [Grants website](#).



#### Step 3: Prepare your application

- Familiarise yourself with the simple SmartyGrants online application form
- Gather your evidence including letters of support, funding commitments, development approvals/exemptions, landowners' consent, images, quotes, participation data etc.
- Consider using the SmartyGrants tool, [SmartyFile](#), which allows organisations to collaborate with team members, pre-fill information into forms and manage, view, search and sort applications across multiple funders in one spot. Applicants with an ABN can use this function.



#### Step 4: Submit your application

Applying for a grant is a simple process using the [SmartyGrants platform](#).

- Complete your application by filling in each of the sections.
- All mandatory fields must be completed, and mandatory support documents must be uploaded with your application.
- Submit your application before the closing date and time.
- Applications must be submitted through SmartyGrants portal to be considered eligible.
- Successful applications will be issued with a SmartyGrants system generated acknowledgement email containing a PDF copy of the application which will confirm the time the application was submitted.



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## 3.2 Support available to applicants

Documents available on the Office of Sport Surf Club Program 2025/26 [website](#) to assist your application include:

- Program Guidelines
- Frequently Asked Questions (FAQs)
- Landowner Consent Form
- Milestone Funding Agreement Template Funding Terms and Conditions Template

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. The Office of Sport Infrastructure Grants Team can be contacted as follows:

- Phone: 13 13 02
- Email: [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au)
- The Program website: Surf Club Program 2025/26 | NSW Government

Surf Life Saving Grant Seeking Unit (the Unit) staff are also available to help applicants with project ideas and the on-line application process. The Unit cannot write the application on behalf of an applicant but can provide advice in relation to information to be included in the application.

- Phone: 1800 642 925
- Email: [grants@sls.com.au](mailto:grants@sls.com.au)

For questions technical issues relating to SmartyGrants contact SmartyGrants at:

- Phone: 03 9320 6888
- Email: [service@smartygrants.com.au](mailto:service@smartygrants.com.au)
- Technical help guide for applicants

If you require 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. The service provides immediate phone interpreting.

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## 3.3 Late applications

- Late applications can only be made where an applicant has started an application in SmartyGrants prior to the closing date/time.
- If, for any reason, you cannot 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 Grant Assessment Panel supported by advice from an independent probity advisor.

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## 3.4 Late supporting documents

- If any document is not available prior to the closing date/time and you would like to submit this for consideration you must contact [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au). Any decision

in relation to the acceptance of late supporting documentation will be at the absolute discretion of the Office of Sport.

- 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 document will be accepted will be made by the Grant Assessment Panel supported by advice from an independent probity advisor.



# 4

## Assessment process

## 4 Assessment process

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### 4.1 Assessment of Grant Applications

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

1. Eligibility check
2. Merit assessment

Throughout the assessment process the Office of Sport may request additional information from the applicant. An independent probity advisor will oversee the grant process and attend all Grant Assessment Panel meetings. A Grant Assessment Panel will assess all applications and make recommendations to the Minister for Sport.

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

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### 4.2 Eligibility check

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

The Office may notify applicants if their Category 1 application has been assessed as ineligible, prior to the closing date for Categories 2 & 3.

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### 4.3 Merit assessment

The Office of Sport will support the Grant Assessment Panel by conducting a preliminary assessment of all eligible applications against the Program criteria and provide administrative support.

A Grant Assessment Panel with representatives from the NSW Office of Sport, and an independent member will consider each application and supporting evidence submitted, to score each project against the assessment criteria and determine the final merit assessment score. A representative from Surf Life Saving NSW will be present at the Grant Assessment Panel meeting as a subject matter expert but will not be a member of the Grant Assessment Panel or part of the decision-making process.

During the assessment process, the Grant Assessment Panel may apply a minimum scoring requirement to one or more of the criteria, or the overall application score. Where an application does not meet minimum scoring requirement adopted during the assessment process, the Grant Assessment Panel reserves the right to remove the application from further consideration.

The Grant Assessment Panel may, by agreement recommend a reduced grant amount at their discretion. If ineligible project scope and components are included in the application the Grant Assessment Panel may adjust the requested grant amount accordingly.

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

To avoid duplication of State Government funding for projects, and/or to further assess risks when recommending funding for an application, written comment/feedback on applications may be requested from the following stakeholders to inform the assessment:

- Regional Organisation of Councils
- Premier's Department
- Office of Local Government
- Other State Government entities/agencies providing funding for similar projects
- State/national sporting organisations
- Relevant experts.

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## 4.4 Notification of application outcome

Once the recommendations have been approved, 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 Grants and Funding Finder.

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## 4.5 Feedback on applications

General feedback for unsuccessful applicants will be provided at the time of notification.

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## 4.6 Publication of grants information

The Grants Administration Guide (Guide) requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect. This information is also open access information under the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Funding Finder as soon as possible after the grant funding is approved or declined.

All records in relation to this decision will be managed in accordance with the requirements of the *State Records Act 1998* (NSW).

# 5

Successful grant  
applications



## 5 Successful grant applications

All successful applicants are required to enter into a funding arrangement with the Office of Sport upon confirmation of Ministerial approval. This arrangement may take the form of a Funding Agreement or acceptance of terms and conditions via a Claim of Grant form in SmartyGrants, depending on the category of funding.

The funding arrangement will outline the obligations of the applicant, including compliance with project scope, budget, and milestones. This document must be finalised within six weeks from the date of official notification to successful applicants. The Office of Sport will initiate contact with successful applicants to confirm the necessary milestones and facilitate completion of the funding arrangement. It is critical that this timeline is respected, as failure to finalise the arrangement within the required time may result in the withdrawal of the funding offer.

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### 5.1 Grant agreement

The standard funding terms and conditions are published on the Office of Sport website, and no amendments will be considered unless deemed essential to the delivery of a funded project.

The following outlines key provisions that will apply to successful applicants:

- Grant payments will not be made until all necessary funding documentation has been completed and approved, including the formal funding arrangement. The Office of Sport will not be liable for any project expenditure incurred prior to the issuance of the Invitation to Apply.
- Reporting requirements, including milestone-based progress reports and evidence of expenditure, may apply depending on the value and nature of the approved funding. A final project completion report must be submitted upon completion, as outlined in the funding documentation.
- Successful applicants may be required to complete periodic project updates and participate in project evaluations. This may also include facility usage schedules. The Office reserves the right to request this data annually from successful applicants for a period of up to five years following project completion.
- If a successful applicant is unable to proceed with the project, the Office of Sport must be informed in writing as soon as possible.
- The Office of Sport reserves the right to audit grant funding within seven years of funding payment.

If a grant recipient breaches any of the terms and conditions of the funding arrangement, 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.

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### 5.2 Variations to an approved project

The Office of Sport acknowledges that unexpected challenges may occur that will impact grant recipients and projects at any time. Any variation requested by a successful applicant to a project 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.

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 must 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.

To reduce the need for variations, applicants are encouraged to ensure their application includes accurate cost estimates and realistic timelines.

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### 5.3 Grant payment

Successful applicants will be required to enter into a funding arrangement with the Office of Sport. Payments will be made either up front or in accordance with the milestones set out in the funding arrangement. To receive payment, grantees must submit tax invoices for the grant amount plus GST (for those applicants registered for GST). Invoices must be uploaded into SmartyGrants.

Invoices must be written out to:

Office of Sport, Locked Bag 1422, Silverwater NSW 2128

Applicants 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](#).

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### 5.4 Financial reporting and acquittal requirements

A financial acquittal will be required within 90 days of project completion within SmartyGrants. This will require preparation of a profit and loss statement relating to the project expenditure and funding sources. The profit and loss statement must be certified by two office bearers of the recipient organisation stating that the funding has been spent in accordance with the grant application and terms and conditions. For grant amounts over \$50,000 this must also be certified by an independent qualified accountant. Acquittal must be for the total project cost for funded scope items (which includes grant amount plus any financial co-contribution that contributes directly to the scope items).

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 acquittal. In these instances, the Office of Sport will withhold remaining payments or require the recipient to repay a proportion of the grant. The revised grant amount will be recalculated to maintain the original financial co-contribution ratio between the Office of Sport and the recipient. Accordingly, both the grant funding and the recipient's financial contribution will be reduced on a pro-rata basis to reflect the adjusted project cost.

Recipients that do not provide a financial acquittal by the required date(s) may be ineligible for future Office of Sport grants until the required documentation is provided.

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### 5.5 Project Completion and Evaluation

Following project completion, recipients will be required to submit a Project Completion Report via SmartyGrants, as stipulated in the funding agreement. This report must detail the short-term outputs and outcomes achieved post-project, with reflections on those initially proposed in the original grant application. Photos of the completed project must be provided as part of this report.

A Post Project Evaluation Report, required up to 12 months after the completion of the project, will gather further detail on the medium to longer term outcomes and impact of the project including utilisation data for the improved facility. In addition to these reporting requirements, the Office of Sport reserves the right to request grant and project related data from successful applicants on an ad hoc basis for a period of up to five years following completion of the project.

# 6

Additional information

## 6 Additional information and resources

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### 6.1 Complaint handling

Complaints can be made online using the feedback option in the contact form on the [Office of Sport website](#) to provide details of your compliment, complaint or suggestion and they will be forwarded to the right team for action.

The Office of Sport is a public authority covered by the NSW Ombudsman scheme. The NSW Ombudsman is an independent integrity agency that pursues fairness for the people of NSW. It strives to ensure that those entrusted with public power and resources fulfil their responsibilities and treat everyone fairly. For information about the NSW Ombudsman, including when and how you can make a complaint, visit: [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au).

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### 6.2 Insurances

Organisations approved for funding by this program are required to have a minimum Public Liability Insurance cover of \$5 million, however, where the grant value exceeds \$50,000, the Public Liability cover must be at least \$20 million.

In exceptional circumstances, the Office of Sport may, in its sole discretion, consider a lower amount of cover based on the nature and risks of the project. The determination will be made on level of risk posed by a proposed project. If an Applicant proposes Public Liability Insurance cover below the minimum required threshold, as determined by the value of the grant application, a detailed justification outlining the exceptional circumstances must be provided to warrant the reduced coverage.

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).

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### 6.3 Access to information

The GIPA Act provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council. Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

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### 6.4 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.

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## 6.5 Disclosure of Project Information

Information submitted in the application will be shared within 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, 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.

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## 6.6 Publicity and Acknowledgement

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 as per the [NSW Government Funding Acknowledgement Guidelines](#).

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## 6.7 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.

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## 6.8 Conflict 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 organisation including persons who will be responsible for expending the funds (such as board/committee members, the CEO (or equivalent) and managers of the project) must also declare any conflicts of interest.



With respect to this Program, applicants must not:

- do anything which could place a public official in a conflict of interest.
- offer gifts or inducements to any public official.

Applicants must provide accurate and honest information. Any misrepresentations may give rise to some consequence (e.g., exclusion from grant consideration; rescission of grant; breach of contract) at the absolute discretion of the Office of Sport.

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## 6.9 Confidentiality of grant decision

Successful applicants may be required to keep the outcome of the application process confidential until the Government makes a public announcement.

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## 6.10 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.

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## 6.11 Probity

The 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 Office of Sport in the first instance via email on [infrastructure@sport.nsw.gov.au](mailto:infrastructure@sport.nsw.gov.au).

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## 6.12 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.





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Office of Sport  
Locked Bag 1422  
Silverwater NSW 2128

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T: 13 13 02  
W: [www.sport.nsw.gov.au](http://www.sport.nsw.gov.au)

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