

Office of Sport

Safe Shooting Program 2025/26

Program Guidelines





Artwork: 'Jennebe'

By Jasmine Sarin

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

Program Guidelines

Updated: September 2025

Important Dates and Program Details

Opening date	20 October 2025
Closing date and time	1pm, 17 November 2025
Application outcome date	March 2026 onwards
Project delivery timeframe (for successful applications)	<p>Category 1: Orders should be placed within 3 months of the notification of successful applicants and projects must be completed by March 2027</p> <p>Category 2: Projects should commence within 3 months of the notification of successful applicants and must be completed by March 2027</p>
Funding Agreement Executed (for successful applicants)	Within 6 weeks of notification of successful applicants via acceptance of Terms and Conditions (Claim of Grant form).
Evaluation timeframe (for successful applications)	Up to five years after the completion of the project.
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 and the available individual grant amounts, excluding GST)	\$800,000 available. Individual grant amounts are between \$10,000 and \$50,000 (excluding GST).
Enquiries	<p>Application Enquiries Office of Sport Grants Unit 13 13 02 infrastructuregrants@sport.nsw.gov.au</p>

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

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Message from the Minister for Sport



The NSW Government remains committed to ensuring shooting facilities across the state are safe, inclusive, and accessible to all.

Through the Safe Shooting Program 2025/26, NSW shooting clubs and organisations can apply for up to \$800,000 in funding to support upgrades that improve the safety and quality of shooting venues or to support for both new and improved firearms equipment.

A key focus of the program is to boost participation among underrepresented groups, including:

- Women and girls
- People with disability
- First Nations communities
- Culturally and linguistically diverse groups
- LGBTQIA+ people.

Applications are open from 20 October until 17 November 2025, and I strongly encourage all NSW shooting clubs and organisations to apply for this valuable opportunity.

A handwritten signature in black ink, appearing to read "Steve Kamper".

The Hon Steve Kamper MP

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

1

Overview of Safe Shooting Program 2025/26

1 Overview

Applicants should read this document before filling out an application.

1.1 Purpose and objectives

Purpose

The Safe Shooting Program 2025/26 (the Program) is aimed at enhancing sport shooting facilities across New South Wales in order to provide safe, inclusive and accessible shooting environments that support participation for local communities and has committed up to \$800,000 to the Program.

Key objectives

The key objectives of the Program align to the Office of Sport Strategic Plan ‘Everyone Plays Here’, with the specific objectives to:

- Improve the quality and safety of existing shooting facilities across New South Wales.
- Remove barriers to participation in sport and recreation for everyone but particularly for women and girls, people with disability, First Nations peoples, people from culturally and linguistically diverse communities, and LGBTQIA+ people.
- Increase utilisation of existing shooting facilities.

1.2 Funding Categories

Category 1 – Fixed Price Quote

Category 1 is limited to:

- Projects that have a **single fixed price quote** that is fully inclusive of all costs to deliver the project.

Category 1 projects should:

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

Category 2 - Construction Projects

Category 2 is limited to:

- Projects involving the construction of new or upgraded infrastructure.
- These projects **involve multiple suppliers, are typically more complex** and may involve multiple phases of planning and execution.

Category 2 projects should:

- Commence within 3 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.
- Provide a contingency of at least 5%, and up to 10% of total project cost.

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

1.3 Grant value

The NSW Government has allocated up to \$800,000 for the Safe Shooting Program 2025/26. The grant amount requested by an applicant must be a minimum of \$10,000 and cannot exceed \$50,000.

An applicant may submit up to two applications, however the maximum amount of funding that can be awarded to any one organisation is \$50,000. There is no reserved funding allocation for each funding category. If an applicant submits more than one application, they will be required to prioritise their projects, which may be considered when determining the allocation of funding.

Financial co-contribution

A financial contribution is not mandatory, organisations who are able to make a financial co-contribution will be looked upon more favourably during the merit assessment process. The total project cost should reflect only the scope of works for which grant funding is being sought. Value of in-kind contributions cannot be calculated toward the financial co-contribution.

Contingency funds

Contingency refers to additional project funding that will only be used if the project actual costs exceed the expected total project cost. Contingency amounts proposed should be relevant to the size and complexity of the project, as a guide.

Any application that includes contingency must state whether the contingency will be funded by the awarded grant, by a financial co-contribution from the applicant, or a combination of both. Any unspent contingency funded by the awarded grant must be returned to Office of Sport.

If contingency is to be provided by the applicant, any unspent contingency at the end of the project will remain with the applicant organisation.

The Office of Sport will not cover any cost of project overruns beyond the agreed contingency. Any costs that exceed the expected total project cost must be covered by the grant recipient.



2

Selection criteria

2 Selection criteria

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 for the applicant organisation.
- 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,
- include a declaration by the applicant organisation that if successful they will provide Public Liability Insurance with a minimum \$5 million cover,
- include a declaration by the applicant organisation that they will commit to using the [NSW Gun Safe Clubs and Ranges Portal](#).

The NSW Gun Safe Clubs and Ranges Portal is a secure online platform developed to enhance regulatory oversight and streamline compliance processes under the Firearms Act 1996. It allows the NSW Firearms Registry to receive and manage essential data about individual licensees' club memberships and participation status.

Firearm clubs nominate authorised officials to access the portal, enabling them to view club approvals, committee details, and monitor member compliance.

The portal supports annual reporting and other statutory obligations, making it a vital tool for improving service delivery and ensuring clubs remain compliant.

Eligible applicants

To be eligible for funding you must be a:

- NSW incorporated, community based not-for-profit shooting organisations (clubs and associations) that are approved by the NSW Firearms Registry.
- Shooting ranges in NSW approved and administered by the NSW Firearms Registry.
- NSW State Sporting Organisations relevant to the sport of shooting including NSW Amateur Pistol Association, NSW Clay Target Association and NSW Rifle Association.

Ineligible applicants

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

- Individuals
- Schools, TAFEs, and Universities
- Parents and Citizens (P&C) Associations Private enterprises (companies established under the Corporations Act 2001, incorporated associations established under the Associations Incorporation Act 2009 (NSW) or incorporated limited partnerships established under the Partnership Act 1892 (NSW).

- Government departments and agencies
- NSW Regional Academies of Sport
- Regional Joint Organisations of councils, the Lord Howe Island Board and the Unincorporated Far West groups.
- NSW Office of Sport recognised NSW State Sporting Organisations (including National Sporting Organisations where the state body is part of a unitary governance model) outside of the sport of shooting.
- 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

Applications must be limited to constructing new or enhancing existing shooting facilities and new or upgraded firearms equipment.

Eligible projects and project components include:

Purchase or upgrade of fixed or non-fixed equipment	<ul style="list-style-type: none"> • Electronic target systems. • Movable baffles. • Bullet traps. • Silhouettes and other targets. • Purchased storage solutions (e.g., gun safes or cabinets). Note: these items must be compliant with applicable safety standards.
Storage, Safety & Security Enhancements	<ul style="list-style-type: none"> • Projects that improve the storage, security and safety capability of shooting clubs (e.g., extension or construction of storage rooms, bushfire protection measures, new security/access doors). • Built storage facilities. • CCTV monitoring. • Ballistic curtains. • Air lock style doors.
Digital Technology & Smart Infrastructure	<ul style="list-style-type: none"> • Digital technology uplift projects e.g., installation of WIFI / satellite connectivity hardware, keyless entry, increased automation, smart technologies.
Environmental Sustainability Initiatives	<ul style="list-style-type: none"> • Sustainable initiatives that reduce environmental and operational costs such as: <ul style="list-style-type: none"> ◦ LED or smart lighting. ◦ Solar infrastructure.
Inclusive & Accessible Amenities	<ul style="list-style-type: none"> • Provision of inclusive amenities exceeding Disability Discrimination Act (DDA) compliance: <ul style="list-style-type: none"> ◦ Disability access (excluding car parking, car shelters/carports and accommodation). ◦ Unisex amenities & dedicated lead decontamination areas. ◦ Female-friendly change rooms and parent/child change spaces. ◦ Shaded areas or benches / seating.
Range & Facility Construction/Upgrades	<ul style="list-style-type: none"> • Construction or upgrades to: <ul style="list-style-type: none"> ◦ Ranges (e.g., stop butts, baffles, earth mounds) ◦ Clubhouses or sheds ◦ Pathways ◦ Ventilation systems

Portable / non-fixed items must be left locked up at the club and solely used for use of the club (not shared).

Ineligible projects and project costs

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:

- Costs for the purchase or lease of land/facility
- Costs associated with preparing and submitting the application under this Program
- Project administration costs and costs for the ongoing operation of the facility
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans
- Costs for items that do not meet relevant Australian standards
- Related to administrative or operational expenditure which are normally the responsibility of businesses, state agencies or local councils
- Facilities where little or no public access is available
- On private land unless there is clear public benefit to the community's interest in sport and active recreation and have documented consent from the landowner
- Projects related to buying or upgrading non fixed equipment (e.g., computers, including tablets, office goods, clothing and footwear, ride-on mowers and All-Terrain Vehicles)
- Office furniture, printers, photocopiers etc
- Medical equipment (e.g., defibrillators, first aid)
- Ancillary infrastructure e.g. car parks, car shelters/carports, driveways, roads, car shelters/carports or accommodation
- Retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement.
- Projects that have already been funded by the NSW Government unless significant new and additional project scope is identified
- General maintenance or replacement through normal wear and tear (e.g., painting, running costs and minor repairs to existing facilities)
- Repair of facilities where the damage can be covered by insurance
- For the building or upgrade of licensed areas and gaming areas
- Insurance of any type (player, public liability, general liability, etc)

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.

2.2 Assessment criteria

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

2.3 Supporting Documentation

The table below outlines the required and desired supporting documentation. 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 and inclusion is likely to strengthen the application.

Supporting documentation	Category 1 – Fixed Price Quote	Category 2 - Construction Projects
<u>Project budget</u> <p>The budget should clearly identify and itemise all project costs relevant that match the scope of works.</p>	Mandatory	Mandatory
<u>Project cost evidence</u> <p>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.</p>	Mandatory. Must have a fixed price quote that is fully inclusive of all costs to deliver the project.	Mandatory
<u>Confirmation of all financial co-contribution sources (where applicable)</u> <p>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.</p>	Highly desired - where applicable	Highly desired - where applicable
<u>Landowners Consent</u> <p>This should be on the <u>Office of Sport Landowners Consent template</u> – see available supporting documents. Additional documentation may be required, such as evidence of tenure or lease arrangements</p>	Highly Desired - where applicable	Highly Desired. The Office may set aside applications that cannot appropriately evidence this.
<u>A legally binding land-use agreement (lease)</u> <p>For confirmation of tenure and/or maintenance and capital works responsibilities.</p>	Desired - where applicable	Desired - where applicable

Supporting documentation	Category 1 – Fixed Price Quote	Category 2 - Construction Projects
<p><u>Development approval, application, or exemption</u> Confirmation of Development approval or exemption must be from the relevant approving authority.</p>	Desired - where applicable	Highly Desired. The Office may set aside applications that cannot appropriately evidence this.
<p><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.</p>	Not applicable	Highly Desired where applicable
<p><u>Letters of support</u> From organisations that indicate how they will either support or benefit from the project.</p>	Highly Desired	Highly Desired
<p><u>Copy of current Public Liability Insurance cover/policy</u> A certificate of currency must be provided prior to entering a funding agreement (if successful).</p>	Mandatory	Mandatory
<p><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.</p>	Desired	Desired
<p><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.</p>	Desired, where applicable	Desired, where applicable
<p><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.</p>	Mandatory	Mandatory
<p><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.</p>	Desired – where applicable	Mandatory
<p><u>Evidence of current facility condition</u> Photographs of current facility</p>	Highly Desired	Highly Desired
<p><u>Concept or schematic design documents</u></p>	Desired – where applicable	Highly Desired

3

Application process

3 Application process

3.1 How to apply

What is the application process?

Follow the steps below to submit your application.



Step 1: Check your eligibility

- See Eligible Applicants section of these [Guidelines](#) to see which organisations can apply for funding.
- If you are not eligible, you 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.
- You can find the relevant information on the Office of Sport's website: [Safe Shooting Program](#).



Step 3: Prepare your application

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



Step 4: Submit your application

- Applying for a grant is a simple process using the [SmartyGrants platform](#).
- The Office of Sport recommends that applicants familiarise themselves with the online application form ahead of preparing the application and plan to submit ahead of the closing date to reduce the risk of missing the deadline.
- Complete your application by filling in each of the sections. The SmartyGrants portal will not accept submission of an application unless all mandatory documents have been uploaded.
- Submit your application as soon as possible and before the closing date and time.
- You will be asked to declare that “The responses in this application and all supporting documents provided are to the best of my knowledge true and correct”. The application may be deemed ineligible if the application contains false or misleading statements.
- Projects must be submitted through the [SmartyGrants website](#) to be considered eligible.

Successful submissions will be issued with a SmartyGrants system generated acknowledgement email containing a PDF copy of the application which will confirm the time the application was submitted.

3.2 Support available to applicants

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

- Program Guidelines
- Frequently Asked Questions (FAQs)
- Landowner Consent Form
- 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 Grants Team can be contacted as follows:

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

For questions technical issues relating to SmartyGrants contact SmartyGrants at:

- Phone: 03 9320 6888
- Email: 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.

3.3 Late application

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 any reason you are not able to lodge your application on time, you must contact the Office of Sport within 1 hour after the closing date/time.
- A late application will only be considered where its acceptance would not compromise the integrity and competitiveness of the process. The final determination on whether a late application will be accepted will be made by the Grant Assessment Panel supported by advice from an independent probity advisor.

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 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 documentation 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

4.1 Assessment of grant applications

The Safe Shooting Program is a targeted, competitive grant program where eligible applications will be assessed on their merits against other criteria and be compared with other applications. The Safe Shooting 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.

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

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.

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.

The Grant Assessment Panel will assess all eligible applications against the Program criteria considering the extent to which the applicant has addressed the assessment criteria and providing supporting evidence to determine the final merit assessment score. The Office of Sport will provide administrative support.

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 not consider the application for grant funding.

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 may consider geographical spread across local government areas and electorates, grant amount requested, shooting disciplines 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.

4.4 Notification of application outcome

All applicants will be formally notified in writing following the final approval of outcomes. For successful applicants, the notification will include the approved grant amount and the confirmed project deliverables.

4.5 Feedback on applications

If the outcome of your application is unsuccessful, general feedback for unsuccessful applicants will be provided at the time of notification.

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 Office of Sport website and 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.

5.1 Grant agreement

The standard funding 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 an executed funding agreement is in place and the Office of Sport will not be responsible for any project expenditure until this 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.
- Successful applicants may be required to complete periodic project updates, in addition to listed reporting requirements in the funding agreement.
- 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.
- Office of Sport reserves the right to undertake an audit of grant funding to successful organisations within seven years of funding payment.

If a grant recipient breaches any of the terms and conditions of the funding agreement, the Office of Sport reserves the right to terminate the terms and conditions and reclaim the grant in part or in whole at its discretion.

5.2 Variations to an approved project

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 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 should request a variation via SmartyGrants. Requests for variations to the terms and conditions or changes to the project will only be considered in limited circumstances.

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

5.3 Grant payment

Payments to successful applicants will be made either up front or in accordance with the milestones set out in the funding agreement. 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.

Invoices must be uploaded into SmartyGrants.

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](#).

5.4 Unspent funds

Where a project is completed and there are unspent funds remaining from the grant allocation, the unspent funds will be split pro rata in accordance with the original budget. The Office of Sport may require the grant recipient to return some or all of the unspent funds.

5.5 Indicative reporting and acquittal requirements

Project Completion

A project completion report will be required within 30 days of completion of the project as outlined in the funding agreement.

Financial Acquittal

A financial acquittal will be required within 30 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. 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.

5.6 Evaluation

A post project evaluation report may be requested on an ad-hoc basis for a period of up to 5 years after the completion of the project in order to gather further detail on the medium to longer term outcomes and impact of the project.

5.7 Acknowledging the NSW Government

Successful applicants must acknowledge the NSW Government's support through the provision of funding as per the [NSW Government Funding Acknowledgement Guidelines](#).

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.

5.8 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, the Office of Sport.

5.9 Insurances

Organisations approved for funding by this Program are required to have a minimum level Public Liability Insurance cover stated in these Guidelines. 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, 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)*.



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.

6.2 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.

6.3 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.

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.

6.5 Conflict of Interest

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.

6.6 Confidentiality

Each party agrees it must maintain the confidentiality of all commercially sensitive or confidential information it receives from the other party, unless it obtains the consent of that other party to disclose the information. For the purposes of this section, the Office of Sport considers the amount of the Funding to be confidential information.

This does not apply if the information disclosed is publicly available at the time of the disclosure; and/or is required to be disclosed under the *Government Information (Public Access) Act 2009*(NSW) or process or requirement of Parliament, law or a court; or is required to be disclosed for the purpose of preparing a party's financial statement.

6.7 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.

6.8 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.

6.9 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 infrastructuregrants@sport.nsw.gov.au

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