

Safe Shooting Program 2025/26

Information Session

Infrastructure Grants

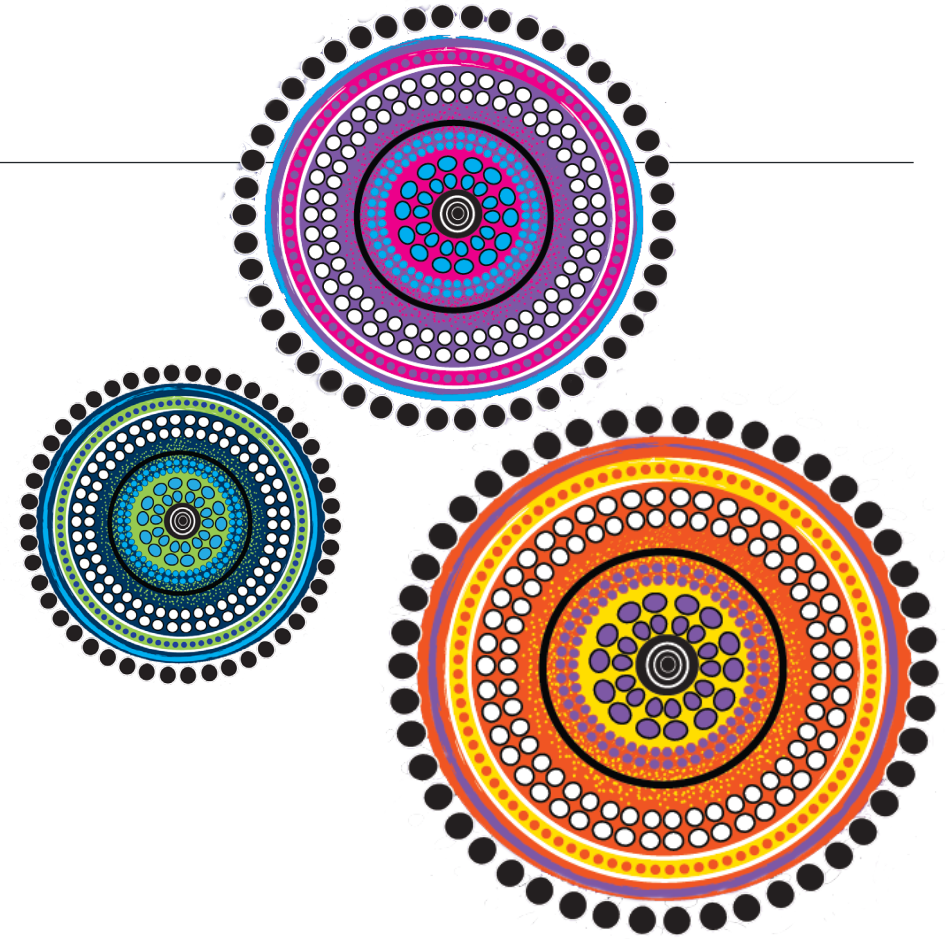
Office of Sport

November 2025



Acknowledgement of Country

I would like to acknowledge the Traditional Custodians of the Land on which this meeting takes place, and to show my respect to Aboriginal Elders past and present.



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About the Safe Shooting Program

The purpose and evolution of the grant funding program

Purpose

Section 1.1 of the guidelines

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

Section 1.1 of the guidelines

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.



Important dates



Applications opened 20 October 2025

Closing date and time	Category 1 & 2 – 1pm, 17 November 2025
Application outcome date	March 2026 onwards
Project delivery timeframe (for successful applications)	Category 1: Orders should be placed within 3 months of the notification of successful applicants and must be completed by March 2027. Category 2: Projects should commence within 3 months of the notification of successful applicants and must be completed by March 2027.
Grants must be accepted within:	Within 6 weeks of notification of successful applicants via acceptance of Terms and Conditions (Claim of Grant form).

Funding availability



Section 1.3 of the guidelines

The NSW Government has allocated up to \$800,000.00 in 2025/26 for this Program. The grant amount requested by an applicant must be a minimum of \$10,000.00 and cannot exceed \$50,000.00.

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.

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About the Categories

Each category has its own requirements and a separate application form

Highlighting the differences between category requirements and suitability

Section 1.2 of the guidelines



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 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.

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

Category 1 – some tips and examples

Fixed Price Quote

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 1 – example

Purchase of electronic target systems

- Could be a good fit for Category 1 if the quote includes all costs for the purchase, delivery/installation.
- The cost is from a single supplier and include all components
- The quote does not include discounts and should have a fixed price
- The order should be in stock and able to have an order placed or purchase within 3 months of the notification to successful applicants
- Where applicable - If grant amount requested is less than the total project cost, confirmation of all financial co-contribution sources in the form of current bank statements demonstrating funding amount held by the organisation.

Category 2 – some tips and examples

Construction Projects

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



Category 2 - example

Inclusive & Accessible Amenities

- Could be a good fit for Category 2 as this project involves upgraded infrastructure
- A clear project budget has been provided itemising all project costs with all quotes provided within 3-6 months of the submission.
- A signed landowner consent has been provided on the Office of Sport Consent Template
- In some instances, where development approvals required, confirmation of the requirements from the relevant approving authority in addition to concept or schematic design documents
- A clear project plan outlining key project milestones and forecast of the delivery timeline

Supporting Documentation

Section 2.3 of the guidelines

The table provided in section 2.3 of the guidelines, 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
<p><u>Project budget</u></p> <p>The budget should clearly identify and itemise all project costs relevant that match the scope of works.</p>	Mandatory	Mandatory
<p><u>Project cost evidence</u></p> <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
<p><u>Confirmation of all financial co-contribution sources (where applicable)</u></p> <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
<p><u>Landowners Consent</u></p> <p>This should be on the Office of Sport Landowners Consent template – 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.

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About co-contributions and contingency

Financial co-contribution

Section 1.3 of the guidelines

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.

Project contingency

Section 1.3 of the guidelines

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.

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About submitting your application

Understand the requirements and submit well before the closing date.

Application Process

Section 3 of the guidelines

The SmartyGrants portal will not allow submission of the application unless all mandatory supporting documents have been uploaded.

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.



Thank you for watching

