Office of Sport

NSW Rugby World Cup Legacy Program 2025/26

Program Guidelines

NSW GOVERNMENT

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: December 2025

Important Dates and Program Details	
Opening date and time	Monday 15 December 2025
Closing date and time	1pm, Monday 16 February 2026
Application outcome date	May 2026 onwards
Project delivery timeframe (for successful applications)	**Category 1: Infrastructure:** Projects should commence from June 2026 and must be completed by June 2028. **Category 2: Participation:** Projects commence within 3 months of the notification to successful applicants and must be completed by December 2027.
Grants must be accepted within	**Category 1:** Within 6 weeks of notification of successful applicants via a milestone Funding Agreement. **Category 2:** Within 2 weeks of notification of successful applicants via acceptance of Terms and Conditions (Claim of Grant form).
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)	The 2025/26 Round has a total of up to $2,150,000 available for projects within the two categories: **Category 1:** Grants between $25,000 and $150,000, with up to $1,750,000 available. **Category 2:** Grants between $5,000 and $20,000, with up to $400,000 available.
Enquiries	**Application Enquiries** Office of Sport Grants Unit 13 13 02 grants@sport.nsw.gov.au

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

The NSW Rugby World Cup Legacy Program ('the Program') is an initiative of the NSW Government, NSW Rugby Union (NSWRU), ACT & Southern NSW Rugby Union (ACT&SNSWRU) and Rugby Australia (RA) as a result of NSW hosting Men's Rugby World Cup matches in New South Wales in October and November 2027.

The Program aims to improve Rugby facilities and support infrastructure, increase participation opportunities, and improve player pathways. It will support all Rugby Australia and World Rugby game formats, at all levels through the construction or upgrade of community facilities, participation initiatives, leadership and development programs. These improvements will create a tournament legacy ensuring Rugby Union in NSW is positively impacted from hosting the Men's Rugby World Cup 2027.

The Program will be administered over several rounds, with a total allocation of $4.83 million. These guidelines apply to Round 1 of the program where there is up to $2.15 million available. The NSW Rugby World Cup Legacy Program will be delivered by the Office of Sport in collaboration with NSW Rugby Union, ACT & Southern NSW Rugby Union and Rugby Australia.

The Hon Steve Kamper MP

Minister for Jobs and Tourism
Minister for Lands and Property
Minister for Multiculturalism
Minister for Sport

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Overview of NSW Rugby World Cup Legacy Program 2025/26

1 Overview

1.1 Purpose and objectives

Purpose

The NSW Rugby World Cup Legacy Program ('the Program') is an initiative of the NSW Government, NSW Rugby Union (NSWRU), ACT & Southern NSW Rugby Union (ACT&SNSWRU) and Rugby Australia (RA) as a result of NSW hosting Men's Rugby World Cup matches in New South Wales in October and November 2027. The Program is administered by the Office of Sport in the lead up to and post the Men's Rugby World Cup 2027.

The Program aims to improve Rugby facilities and support infrastructure, increase participation opportunities, and improve player pathways. It will support Rugby in all Rugby Australia and World Rugby game formats, at all levels through the construction or upgrade of community facilities, participation initiatives, leadership and development programs. These improvements will create a tournament legacy ensuring all of NSW is positively impacted from hosting the Men's Rugby World Cup 2027.

The Program will be administered over several rounds, with a total allocation of up to $4.83 million. These guidelines apply to Round 1 of the program where there is up to $2.15 million available. The NSW Rugby World Cup Legacy Program will be delivered by the Office of Sport in collaboration with NSW Rugby Union, ACT & Southern NSW Rugby Union and Rugby Australia.

Key Objectives

The objectives align with Rugby Australia's strategy and NSW Rugby Union and ACT & Southern NSW Rugby Union's strategy to - increase inclusion and boost participation in Rugby Union, specifically for under-represented groups, including women and girls, people from culturally and linguistically diverse communities, people with disability, First Nations peoples and LGBTQIA+ people.

Category 1 - Infrastructure stream - key objectives are to:

- Improve the quality and/or quantity of Rugby facilities in NSW
- Increase the utilisation of Rugby facilities in NSW
- Support the equitable provision of, and access to, Rugby facilities to grow participation for under-represented groups
- Improve the Rugby experience for players, referees, coaches, administrators, and spectators

These objectives are in line with the Rugby Australia National Infrastructure focus areas of:

- Improve accessibility & capacity of facilities
- Promote inclusive participation by enhancing community club facilities
- Target priority regions by addressing demand in vital areas for participation and population growth

Category 2 - Participation stream - key objectives are to:

- Increase participation in Rugby with new or enhanced programs, competitions or tournaments
- Increase opportunities for participation in Rugby for under-represented groups

1.2 Funding Categories

The NSW Government has allocated up to $2,150,000 for the NSW Rugby World Cup Legacy Program 2025/26 (Round 1). The aim is for the available funding to be split for projects approximately in the following ratios: 90% delivered in NSW Rugby Union's jurisdiction and 10% delivered in ACT/Southern NSW Rugby Union's jurisdiction. The final distribution of funds will be determined by the Grant Assessment Panel and depend on a number of factors including the subscription level and quality of applications.

Category 1 – Infrastructure

Category 1 is limited to:

- Projects that request grants between $25,000 and $150,000
- Projects involving the construction of new or upgrade of existing infrastructure
- Projects that can be completed by June 2028
- Projects that are typically more complex and may involve multiple phases of planning and execution
- One (1) grant application per organisation

Category 1 projects should:

- Commence by June 2026
- Have landowner consent to construct the scope of works described in the application
- Have development approval from the appropriate authority
- Provide a minimum of 25% the total project cost as a financial co-contribution
- Provide a contingency of at least 5%, and up to 20% of total project cost

Category 2 - Participation

Category 2 is limited to:

- Projects that request grants between $5,000 and $20,000
- Projects that can be completed by December 2027
- Two (2) grant applications per organisation. Applicants must prioritise their projects in order of preference, which may be considered when determining the allocation of funding.

Category 2 projects should:

- Commence within 3 months of the notification to successful applicants
- Provide a minimum of 25% the total project cost as a financial co-contribution
- Provide a contingency if required based on the project type (optional)

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

Financial Co-contribution

All applications are expected to provide a minimum 25% financial co-contribution of the total project cost (e.g. if an applicant's total project cost is $100,000, they should have at least a $25,000 co-contribution).

The total project cost should reflect only the scope of works for which grant funding is being sought and include 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 an exemption due to financial hardship. A financial hardship application provides applicants the opportunity to outline why they should be exempt from the financial co-contribution. Financial hardship applications are to be made through the application process.

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

Financial hardship will not be granted for any applicant that has significant assets or has elected not 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 (or Grant Assessment Panel). 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

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

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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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 project is 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 $20 million cover

2.2 Eligible Applicants

Category 1 – Infrastructure

Eligible applicants are:

- Incorporated, not for profit rugby union clubs, associations, zones in NSW that are affiliated and have met compliance requirements by NSWRU and/or ACT&SNSWRU.
- Local Government Authorities in NSW

Category 2 –Participation

Eligible applicants are:

- Incorporated, not for profit rugby union clubs, associations, zones in NSW that are affiliated and have met compliance requirements by NSWRU and/or ACT&SNSWRU.

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.

2.3 Ineligible Applicants

Ineligible applicants are any organisation types not listed in the 'Eligible Applicants' section for each respective category; and include (but are not limited to):

- Individuals, groups, Rugby organisations or deliverers who are not affiliated by NSWRU and/or ACT&SNSWRU and do not supply a letter of support from either NSWRU or ACT&SNSWRU as part of their application.
- These include but are not limited to:
    - Individuals
    - Private Rugby academies

  - Super Rugby clubs (men and women)
  - Schools, universities and TAFE's
  - Parents and Citizens (P&C's) Associations
  - Local Government Councils (only for Category 2 - Participation streams)
- 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

Category 1 – Infrastructure

Funds can be used for constructing new or upgrading existing Rugby facilities that demonstrate inclusive and accessible design and maximise community participation.

Examples of eligible project types and project components include:

- New or upgraded synthetic, hybrid or turf pitches, including improvements to pitch drainage, full resurfacing and irrigation.
- New or improved field lighting.
- Upgraded or new amenity buildings such as gender neutral change rooms, canteen/kiosk, club rooms, grandstands, seating, shade/shelter, or storage spaces that are universally designed.

Staged components of a larger facility development are eligible, providing the stage being applied for meets the Program eligibility criteria.

Acknowledging that many venues in NSW are used for multiple sports, facility development projects supported through the Program must demonstrate the primary benefit is to Rugby participants and stakeholders.

Investment will prioritise projects that target priority regions by addressing demand in vital areas for participation and population growth (priority regions) that address the key areas of priority identified in the Rugby National Facility Audit:

- Provide female friendly change rooms
- Improve the club rooms environment
- Adequate and sustainable lighting to provide safe environments and increase time to play

Universal Design

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).

Category 2 - Participation

Funds can be used to support increased Rugby new or enhanced participation programs, competitions or tournaments.

Examples of eligible projects include:

- New or enhanced programs/competitions targeting participation increase for women and girls' participation (e.g. girls leagues)
- New or enhanced programs/competitions targeting participation of under-represented groups and/or new markets e.g. First Nations or Pasifika groups
- New or enhanced non-contact programs/competitions to introduce new audiences to Rugby e.g. Tri Tag Rugby programs
- New or enhanced programs targeting introductory programs for children and young people e.g. Get into Rugby programs or Tri Tag Rugby programs
- Accredited coaching, officiating or inclusive education, leadership development or training to support new or enhanced programs/competitions

Examples of eligible cost items include (but are not limited to):

- Staff including co-ordinators, coaches/facilitators to directly run programs/competitions
- Marketing costs - limited to 10% of grant amount request
- Equipment (e.g. Tri Tag belts for a Tri Tag program, or new female uniforms for a women and girls program) – limited to 20% of grant amount request
- Education courses (eg: coaching, officiating or first aid)
- Education presenter (eg: contractor to deliver training/learning opportunity)

2.5 Ineligible Projects and Costs

Category 1 – Infrastructure

Examples of ineligible project types and project components include:

- Facilities that are not primarily used for Rugby activities.
- Facilities that are on private land unless there is clear public benefit to the community Rugby and have documented consent from the landowner.
- Purchase or lease of land/facility.
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans.
- Costs associated with preparing and submitting the application for funding under this program.
- Items that do not meet relevant Australian standards.
- General maintenance or repair of normal wear and tear of facilities, e.g. running costs and minor repairs to existing facilities.
- Repair of facilities where the damage can be covered by insurance.
- General administration or operating expenses such as rent or wages for administrative and/or executive staff.
- Related to buying or upgrading non-fixed equipment (e.g. lawn mowers, portable scoreboards, goalposts or grandstands, cones, computers, office goods, clothing and footwear).

- Retrospective funding, where projects have commenced construction or are completed prior to submission of your application.
- Projects that have already been funded by the NSW Government unless significant new and additional scope is identified.
- For the building or upgrade of licensed areas and gaming areas.
- Project administration costs, such as project management administration staffing.
- Ancillary infrastructure e.g. car park, access road.

Category 2 - Participation

Examples of ineligible projects/project costs include:

- Subsidised membership or participation fees
- Projects that are not primarily for Rugby activities
- Projects that do not align with Rugby Australia and World Rugby game formats and introductory programs
- Food, drink, catering or hospitality
- Prize money, trophies/awards or attendance incentives not related to proposed activity
- Entertainment
- Events that are organised for the primary purpose of fundraising, including charity fundraising events
- Individual scholarships/sponsorships
- Subsidy for school sporting activities and events
- Programs/events that are one-off in nature and do not support ongoing participation opportunities e.g. a stand-alone gala day or 'Come and Try' event
- Ongoing and annual operational costs e.g., staff wages and administration costs that relate to the running of the club/organisation including yearly subscriptions/memberships and venue hire
- Purchase or rental of land or premises, vehicles, office equipment (e.g.: office furniture, printers, photocopiers, technology hardware)
- Projects that have already been funded by the NSW Government unless significant new and additional project scope is identified
- Retrospective funding e.g., projects that have already commenced or been completed prior to May 2026

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

Category 1 – Infrastructure

CRITERIA	DETAIL	WEIGHTING
Criterion 1: Strategic Justification	• Describe how this project aligns with the aim of the Program and to one or more of the objectives of this Program. • Describe how the project addresses demand in vital areas for participation and population growth (priority regions). • Describe how the project addresses the key areas of priority identified in the Rugby National Facility Audit: - Provide female friendly change rooms - Improve the club rooms environment - Adequate and sustainable lighting to provide safe environments and increase time to play - Improve turf to provide improved safety, or drought and flood relief • 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 Inclusive Design	• Describe a clear scope of work proposed for the project and components that are to be delivered. • Identify and describe how the project will incorporate one or more of the following design principles: - 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	• 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.	20%
Criterion 4: Project Deliverability and Applicant Capability	• Provide evidence of landowner(s) consent for the project. • Provide evidence of Development Application approval (if required) or exemption. • 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.	20%

CRITERIA	DETAIL	WEIGHTING
	• List any assumptions, constraints, and dependencies in delivering the project. • Demonstrate proven experience in delivering similar size projects. • Applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant.	

Category 2 - Participation

CRITERIA	DETAIL	WEIGHTING
Criterion 1: Strategic Justification	• Describe how this project aligns with the aim of the Program and to one or more of the objectives of this Program. • Describe how the project addresses demand in vital areas for participation and population growth (priority regions). • 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. • Demonstrate how the project seeks to sustain sports participation within the community beyond the end of the grant period.	40%
Criterion 2: Scope and Deliverables	• Describe clearly the project scope and what the key deliverables/outputs will be. • Identify which population groups will benefit from the program and to what extent.	20%
Criterion 3: Value for Money	• Provide a clear project budget. The budget should clearly identify all revenue and itemise all project costs relevant to the scope of work. • Provide evidence of approval for committed financial co-contribution(s), where applicable.	20%
Criterion 4: Project Deliverability and Applicant Capability	• Provide a project plan that illustrates achievable key project tasks and milestones and forecast delivery timeline which is aligned to grant timeframe. • List any assumptions, constraints, and dependencies in delivering the project. • Demonstrate proven experience in delivering similar size projects. • Applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant.	20%

2.7 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 - Infrastructure	Category 2 – Participation
Project budget The budget should clearly identify and itemise all project costs relevant that match the scope of works.	Mandatory	Mandatory
Project cost evidence 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	Mandatory
Confirmation of all financial co-contribution sources (where applicable) 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.	Mandatory	Mandatory
Landowners Consent This should be on the Office of Sport Landowners Consent template – see Available supporting documents. This is required to be signed by the landowner.	Highly Desired The Office may set aside applications that cannot appropriately evidence this.	Not applicable
A legally binding land-use agreement (lease) For confirmation of tenure and/or maintenance and capital works responsibilities.	Desired - where applicable	Not applicable
Development approval, application, or exemption This should be from the appropriate delegate at the consent authority.	Highly Desired The Office may set aside applications that cannot appropriately evidence this.	Not applicable

Supporting documentation	Category 1 - Infrastructure	Category 2 – Participation
Other relevant approvals 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.	Highly Desired	Not applicable
Letters of support From organisations that indicate how they will either support or benefit from the project.	Highly Desired	Highly Desired
Copy of current Public Liability Insurance cover/policy A certificate of currency must be provided prior to entering a funding agreement.	Mandatory	Mandatory
Evidence confirming community and end user consultation and/or collaboration on the project scope, to support the need and impact Examples include community consultation report, meeting minutes, surveys results, and on-line feedback or similar.	Highly Desired	Highly Desired
Facility Use Schedule / Participation numbers Complete current (pre) and projected (post) facility utilisation numbers or program/competition participation rates to illustrate the realistic impact of the project.	Mandatory	Mandatory
Evidence to support financial and/or environmental sustainability of projects Examples include a cost savings forecast using modelling by the supplier; or organisation's may provide forecasts for increased income that will be generated by projects that increase their operational capacity.	Desired	Not applicable
Project plan 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
Project location Clearly state the location of the project. Evidence may include a site plan to clearly show the location of proposed works for infrastructure projects. The NSW Planning Portal Spatial Viewer can be used to provide Deposited Plan and other location information.	Mandatory	Mandatory

Supporting documentation	Category 1 - Infrastructure	Category 2 – Participation
Evidence of current facility condition Photographs of current facility	Highly Desired	Not applicable
Illustration of proposed works Concept or schematic design documents. More progressed and detailed designs will be considered more favourably as an indication of project readiness.	Highly Desired	Not applicable

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: NSW Rugby World Cup Legacy 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, NSW Rugby World Cup Legacy 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 Grants Team can be contacted as follows:

- Phone: 13 13 02
- Email: grants@sport.nsw.gov.au
- The Program website: NSW Rugby World Cup Legacy Program 2025/26 | NSW Government

Identified NSW Rugby Union staff are available to assist applicants with identifying appropriate projects to apply for and navigating the online application process. Staff cannot prepare or write applications on behalf of applicants, nor can they advise on specific content to include. Their role is limited to providing general guidance on the process and ensuring applicants understand the program requirements.

- Michael Flude - Sydney Metro & Regional NSW - Michael.Flude@rugby.com.au
- Dylan Deep Jones - Southern NSW & Western Sydney - Dylan.DeepJones@rugby.com.au

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 grants@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 NSW Rugby World Cup Legacy 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 NSW Rugby World Cup Legacy 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 and identified representatives from NSW Rugby Union and/or ACT/Southern NSW Rugby Union will support the Grant Assessment Panel by conducting a preliminary assessment of all eligible applications against the Program criteria and provide administrative support. These representatives are different from the staff available to assist applicants with project identification and the application process.

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 will consider geographical spread across local government areas and between projects in NSW Rugby Union and/or ACT/Southern NSW Rugby Union jurisdiction, 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.

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

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 Terms and Conditions and/or Funding Agreement 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 contributions. 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

Milestone Reporting

Reporting requirements, including milestone-based progress reports and evidence of expenditure, may apply throughout the grant delivery period depending on the value and nature of the approved funding. If this is the case it will be outlined in your funding agreement.

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. For grant amounts over $100,000 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.

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

6 Additional Information and Resources

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 grants@sport.nsw.gov.au

Sydney Olympic Park NSW 2127

Locked Bag 1422
Silverwater NSW 2128

E: grants@sport.nsw.gov.au
T: 13 13 02
W: http://www.sport.nsw.gov.au

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