

Multi-Sport Community Facility Fund

Program Guidelines 2022/2023 (Round 2)

Opens Monday 27 June 2022
Closes 1pm, Friday 2 September 2022



Acknowledgement of Country

The Office of Sport would like to acknowledge and pay respects to the traditional custodians of our land, the Aboriginal people of NSW.

Office of Sport would also like to pay respect to the Aboriginal Elders; past, present and emerging.

Published by NSW Office of Sport
sport.nsw.gov.au

Guidelines
First published: June 2022

Artwork
“Jennebe”
By Jasmine Sarin

Contents

| | |
|---------------------------------------|----|
| Minister for Tourism and Sport..... | 4 |
| Introduction..... | 5 |
| About the fund..... | 5 |
| Key objectives..... | 5 |
| Design principles..... | 6 |
| Important dates..... | 7 |
| Funding availability | 7 |
| Eligible applicants | 8 |
| Ineligible applicants | 8 |
| Eligible projects..... | 8 |
| Ineligible projects | 9 |
| What is the application process?..... | 10 |
| Assessment process | 11 |
| Eligibility check..... | 11 |
| Merit assessment..... | 11 |
| Merit assessment criteria | 12 |
| Supporting documents..... | 13 |
| Further information..... | 14 |



Minister for Tourism and Sport

I am excited to announce the opening of Round 2 of the Multi-Sport Community Facility Fund. This round \$100 million is available for grants between \$1 million and \$5 million to enhance and build sport infrastructure across NSW to create better places to live and play. Round 1 resulted in more than \$98 million awarded to 38 sporting organisations and councils across NSW.

Sport and active recreation brings people together, creating a sense of belonging and identity that has long-term health and wellbeing benefits. Sports facilities play an important role in connecting people as participants, administrators and officials, and bringing together families and friends.

Round 2 provides the opportunity to explore innovative solutions, including developing partnerships between sports and community groups to share facilities. It also provides an opportunity to build new and upgraded facilities that are inclusive and accessible, meeting the needs of women and girls. Projects that ensure all community members can benefit from sport and active recreation are also a priority during this round.

These investments will help stimulate local economies, boost employment and ensures NSW continues to develop a network of places and spaces that enables participation in sport and active recreation at all levels.

Please take the time to read these guidelines and make use of the resources when preparing your application.

I encourage all eligible organisations to apply by 1.00pm Friday, 2 September 2022.

A handwritten signature in black ink, appearing to read "Stuart Ayres".

The Hon. Stuart Laurence AYRES, MP

Introduction

The Guideline outlines key objectives, eligibility criteria, assessment criteria, assessment processes and time frames for the Multi-Sport Community Facility Fund (the Fund) 2022/2023 (Round 2).

Applicants must read this document before filling out an application.

About the fund

The NSW Government has committed \$200 million to the Multi-Sport Community Facility Fund (the Fund). The NSW Government recognises the critical role local sport infrastructure plays in keeping communities healthy, active and connected. The Fund will deliver the best outcomes for the community by creating places and facilities that enable communities to enjoy and take part in sport.

The NSW Government is supporting local communities to future-proof infrastructure by

funding universally designed and inclusive facilities that move beyond compliance and provide dignified inclusion for all. The Fund will support the development of well-designed new and improved multi-sport infrastructure projects that will meet the current and future needs of the community.

The Fund will support the delivery of sport facility projects that can directly support sport participation across all levels and provide programs for those people in the community that need it most.

Key objectives

The primary objectives of the Fund are to:

- Increase the number and type of multi-sport facilities across NSW
- Improve the standard of existing multi-sport facilities across NSW
- Increase the utilisation of sport facilities
- Support the equitable provision of, and access to multi-sport facilities to grow sport participation for women and girls
- Provide inclusive and accessible multi-sport facilities that support sport participation for

people with disability, First Nations peoples and people from culturally and linguistically diverse communities.

Secondary objectives of the Fund are to:

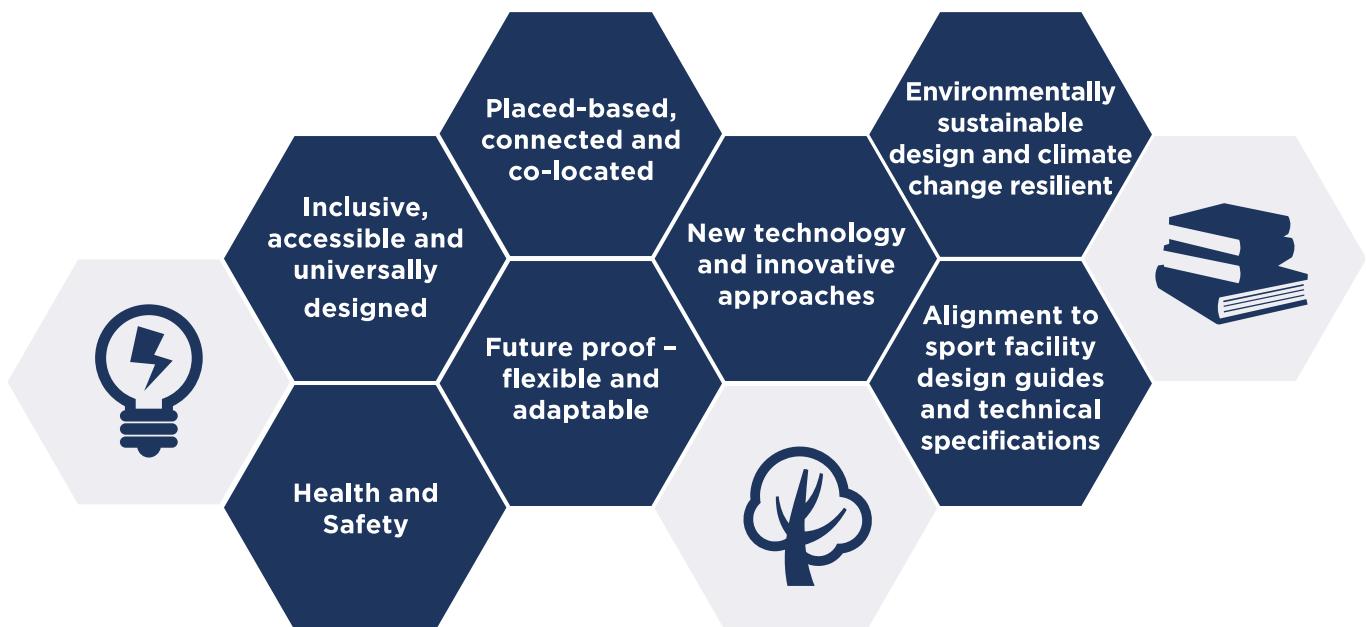
- Establish a diversified funding model
- Improve operational sustainability
- Promote and incorporate environmental sustainability and climate resiliency into design, construction and operation.



Design principles

Applications should focus on the highest standard of design that incorporates the following principles, where applicable:

Principles



Applicants should focus on the highest standard of design and demonstrate industry best practice in project development, including but not limited to:

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

Important dates

The following indicative dates apply to this funding round.

| | |
|---|---|
| Monday 27 June 2022 | Applications open |
| 1.00pm, Friday 2 September 2022 | Applications close |
| November 2022 onwards | Outcomes advised |
| Within 3 months of notification of outcomes | Funding agreements executed for successful projects |
| Project construction is to commence by July 2023, and project construction is expected to be completed by 31 December 2025. | |

The Office of Sport reserves the right to amend any of these dates during the Fund, at its absolute discretion.

Funding availability

The NSW Government is allocating \$100 million in 2022/2023 (Round 2).

The Multi-Sport Community Facility Fund grants are for the capital cost of the project only. Applicants are responsible for project administration costs, non-fixed or movable equipment and the ongoing operation of the facility.

The grant amount requested by an applicant must be a minimum of \$1 million and cannot exceed \$5 million. All applications are expected to provide a minimum 50% financial co-contribution of the grant amount requested (e.g., if an applicant's grant amount requested is \$2 million, they should demonstrate at least a \$1 million financial co-contribution).

Applicants that cannot meet the funding co-contribution expectation may apply for financial hardship. A financial hardship application provides applicants the opportunity to outline why they should be exempt from the expectation to provide a minimum 50% financial co-contribution of the grant amount requested. 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 e.g., COVID-19 or other exceptional circumstances. The Socio-Economic Index for Areas (SEIFA), published by the ABS, will assist in measuring disadvantage.

All successful applicants must enter into a funding agreement with the Office of Sport. 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. Project construction is to commence by July 2023, and it is expected that project construction will be completed by 31 December 2025. Funding approval may also have specific conditions that have been determined during the assessment process.

Applicants can submit up to three (3) applications in total for round two of the Fund. The applicant can advise of their project priority ranking in the application form. All projects will then be assessed in line with the Guidelines.

The Office of Sport reserves the right to recommend grant amounts that may differ from the amount requested in the application. Any such details will be specified in a written offer as well as in the funding agreement. Applications should identify the risk of the project not proceeding should the full grant amount requested not be approved.

Projects that are not the focus of the Multi-Sport Community Facility Fund will be encouraged to consider an application under other grant programs e.g., Community Building Partnership Program and Office of Responsible Gambling Infrastructure Grants.

Eligible applicants

Eligible applicants are:

- Local government authorities in New South Wales
- 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)
- Incorporated, community-based, not-for-profit sporting organisations (clubs and associations whose primary purpose is to organise sporting activities/deliver sport programs)
- Organisations providing sport and recreation programs that benefit the community, such as PCYCs, YMCA and YWCA

- NSW based professional sporting organisations competing in a national or state competition
- NSW Department of Education operated specialist sports high schools
- Private enterprises (companies established under the *Corporations Act 2001* (Cth), incorporated associations established under the *Associations Incorporation Act 2009* (NSW) or incorporated limited partnerships established under the *Partnership Act 1892* (NSW)).

Applications involving partnerships between groups are encouraged and will be considered favourably, for example with a council or a Department of Education specialist sport high school. A council may apply on behalf of a sporting club or association, however the council will be the grant recipient and responsible for project delivery.

Ineligible applicants

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

- Individuals
- Schools (other than NSW Department of Education operated specialist sports high schools), TAFEs, and Universities
- Parents and Citizens (P&C's) Associations
- Progress Associations

- Other community based or religious groups that do not have a primary purpose of sport and/or recreation
- NSW Government agencies.

Organisations named 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 are not eligible for funding under this program.

Eligible projects

Applications should be limited to constructing new or enhancing existing multi-sport facilities that demonstrate inclusive and accessible design, maximise community participation and demonstrate provision of accessible program content and scheduling for women and girls.

Projects must be on land within NSW. Applicants should submit a landowner consent form for the project on the land on which the facility is to be developed.

For projects located on public land, a landowner consent form or signed letter of consent from the appropriate authorised delegate must be provided. For example, for projects located on public school land, including specialist sport high schools a letter of support for the specific project must be provided from School Infrastructure NSW as part

of the application.

Additional information also sought includes evidence of applicant's tenure and lease arrangements.

Examples of eligible project types and project components include:

- Construction of new or upgraded multi-sport unisex and universally designed change rooms to be inclusive and female-friendly, including parent and child change spaces and officials' areas (this includes prefabricated modular facilities)
- Indoor sport complexes which cater to more than one sport
- Aquatic and leisure centres

- Amenity buildings such as kiosks, club rooms, change rooms and grandstands that are universally designed and enhance community connectivity and multi-purpose use
- New and significant multi-sport upgrades to playing surfaces (fields and courts), specifically multi-sport upgrades and resurfacing that supports increased use and/or improves safety
- New and upgraded provision of disability access and universally designed amenities that are beyond compliant and provide dignified inclusion in sport participation
- Provision of administration facilities for a sporting organisation that is attached to a new or existing sport facility that supports multiple sports
- Environmentally and operationally sustainable initiatives that support water and energy savings including water harvesting, new or upgraded irrigation infrastructure, more efficient lighting including technology-controlled and LED lighting and installation of solar panels and smart metering technology
- New and upgraded all weather facilities including synthetics, shelter for outdoor activities, and irrigation projects
- Digital technology uplift projects, including installation of WIFI, increased automation and other innovative smart technologies
- Projects that improve the storage, security and safety capability of facilities
- Construction of new or significantly improved walking, running, fixed outdoor exercise equipment, or off-road cycling trails that are an integral component of the sport facility development.

Ineligible projects

The Multi-Sport Community Facility Fund will not fund the following projects or project components:

- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans
- That do not meet relevant Australian standards
- 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
- Facilities where little or no public access is available
- For any costs associated with preparing and submitting the Multi-Sport Community Facility Fund application
- Related to buying or upgrading non-fixed equipment (e.g., computers, office goods, footballs, clothing and footwear, ride-on mowers)
- For the purchase or lease of land/facility
- Related to administrative or operational expenditure which are normally the responsibility of businesses, state agencies or local councils
- Retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement, or which would proceed without any NSW Government financial assistance

- Projects that have already been funded by the NSW Government unless significant new and additional project scope is identified
- Arts, music, craft and recreation facilities that provide experiences that do not meet the definition of sport and active recreation
- 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
- Playgrounds and play spaces, including aquatic play spaces
- For the building or upgrade of licensed areas and gaming areas
- Upgrading or redeveloping kitchen or public toilet facilities, (unless these items are directly related to the new or enhanced existing multi-sport facilities and are completely funded by the financial co-contributions)
- For the maintenance or construction of local roads, car parks (public or private) or any other core service infrastructure works that are ordinarily the responsibility of council, other level of government or private enterprise (unless these items are directly related to the new or enhanced existing multi-sport facilities and are completely funded by the financial co-contributions)

What is the application process?

How to apply

Follow the steps below to submit your application.



Step 1 Check your eligibility

- Before you apply, please read these [guidelines](#) and related materials including the 2022/2023 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: sport.nsw.gov.au/grants/multi-sport-community-facility-fund.
- Projects must be submitted through the SmartyGrants website to be considered eligible.



Step 2 Prepare your application

- Applying for the Multi-Sport Community Facility Fund is a simple process using the SmartyGrants platform sport.smartygrants.com.au/MSCFF-2022-23
- The Office of Sport recommends that applicants familiarise themselves with the online application form ahead of preparing the application and plan ahead of the closing date. You can download a copy of the application form prior to commencing your application.
- For projects costing \$5 million or more a business case is required to be submitted as part of your application.
- The [business case template](#) and advice on completing a business case is available on the Office of Sport's website. Applicants are permitted to use their own format provided it follows the same structure as the business case template.
- The business case should be proportional to the scope, value and complexity of the project.



Step 3 Submit your application

- Complete the application by filling in each of the sections (including a business case for projects costing \$5 million or more and supporting documentation).
- Submit the application before the closing date and time.
- 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.

Late applications

- Late applications can only be made where an applicant has started an application in [SmartyGrants](#) prior to the closing date/time.
- If for some unforeseen reason you are not able to lodge your application on time, you must contact the Office of Sport at the earliest possible time and within one hour of 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 a probity advisor.

Late supporting documentation

- If any document is not available prior to the closing date/time and you would like to submit this for consideration you must contact infrastructuregrants@sport.nsw.gov.au within one hour of the closing date/time.
- Late supporting documentation will only be accepted for applications already submitted in [SmartyGrants](#) and it 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 a probity advisor.

Assessment process

The Multi-Sport Community Facility Fund is administered by the Office of Sport in two stages:

1. Eligibility check
2. Merit assessment

Throughout the assessment process the Office of Sport may request additional information from the applicant.

An independent probity advisor will oversee the grant process and attend all Grant Assessment Panel meetings.

A Grant Assessment Panel, appointed by the Minister for Sport will assess all applications and make recommendations to the Minister for Sport.

An Independent Viability Assessment may be undertaken where the Grant Assessment Panel believes an independent professional confirmation of their assessment of an application is required. This Independent Viability Assessment will be undertaken by an appropriately qualified external consultant engaged by the Office of Sport and the findings of the Independent Viability Assessment will be included in the assessment. All information provided by applicants may be subject to an Independent Viability Assessment.

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

Eligibility check

The Office of Sport conducts a preliminary eligibility check of all applications ensuring that the:

- Applicant organisation is an eligible applicant
- Applicant has provided an ABN/ACN and/or Incorporation number and/or Indigenous Incorporation Number
- Proposed project is in an eligible location

- Grant request is a minimum of \$1 million and does not exceed \$5 million

The Office of Sport will undertake an eligibility check on all grant applications and make recommendations to the Grant Assessment Panel on ineligible applications. The Grant Assessment Panel will make the final determination on eligibility.

Merit assessment

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

The Grant Assessment Panel will consider the extent to which the applicant has addressed the assessment criteria and provided supporting evidence and will determine the final merit assessment score.

During the assessment process, the Grant Assessment Panel may apply a minimum scoring requirement to one or more of the criteria. 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.

The Grant Assessment Panel will consider geographical spread and may also consider sport type, grant amount requested and project size to determine successful projects and achieve objectives of the program.

If ineligible project scope and components are included in the application the Grant Assessment Panel may adjust the requested grant amount accordingly.

Merit assessment criteria

| | |
|--|---|
| Criterion 1: Strategic justification (30%) | <ul style="list-style-type: none">Describe how the project delivers a functional, flexible and future proof facility that will cater for more than one sport or demonstrate a commitment to build partnerships with other sporting codes or user groups for facility usage. Projects demonstrating multi-sport/use will be prioritised.Explain how the project will lead to increased participation in sport and increased facility capacity and usage (attach a Facility Usage Schedule).Describe how the project will enhance or deliver new sport participation outcomes for women and girls (i.e., dedicated female participation and pathway programs through facility enhancements, welcoming environments and other related initiatives). Projects demonstrating strong alignment to NSW Government's women in sport strategy <u>Her Sport Her Way</u>.Explain how the project will lead to additional participation and program content/scheduling for a range of user groups including people with disability, First Nations peoples and people from culturally and linguistically diverse communities (if applicable).Provide detail of community profile, demonstrated need, key user groups, project beneficiaries and the project urgency.Provide details and supporting evidence of National/ State/ Local Sporting Organisation support for project(s) where relevant.Describe community and stakeholder consultation, management and project support (provide relevant attachments and support letters).Describe how this project aligns with your organisation's strategic plans and those of the Office of Sport, State/National Sporting Organisation participation and facility plans, and local council plans where relevant. |
| Criterion 2: Project scope and inclusive design (20%) | <ul style="list-style-type: none">Provide a clear scope of works proposed for the project and components that are eligible.Provide supporting documentation such as facility design brief, concept, schematic or detailed design plans.Describe how the elements of the facility design and physical environment will specifically cater to female users (community users and/or pathway athletes) and how these changes were informed through consultation or evidence.Identify Design Principles outlined in the program guidelines that have been incorporated into the project. Describe how each design principle will be delivered including choice of materials, technologies and practices that have been incorporated e.g., energy and water conservation, sustainable and climate resilient materials.Outline any best practice approaches in the design, development and delivery of the project that address the Fund's objectives.Explain how the project will include the Premier's Priority - <u>Greening our city and Greener public spaces</u>.Explain any placed-based planning showing the location of the project, any co-location to key infrastructure, if it is accessible, convenient and connected (Connecting with Country and Designing with Country) for priority user groups. |
| Criterion 3: Project affordability (20%) | <ul style="list-style-type: none">Provide a detailed budget including project capital costs and funding sources. The budget should clearly identify the project components that will be funded by the grant and the components to be funded by the applicant.Provide evidence to support budgeted costs and revenues, e.g., itemised cost estimates, assumptions for revenue projections.Provide evidence of approval for committed funding co-contribution(s). All applications are expected to provide a minimum 50% financial co-contribution of the grant amount requested. Applicants that cannot meet a minimum 50% financial co-contribution of the grant amount requested may apply for financial hardship through the application process.Provide evidence of the applicant's capacity to fund and manage ongoing operations including routine and lifecycle maintenance costs. |

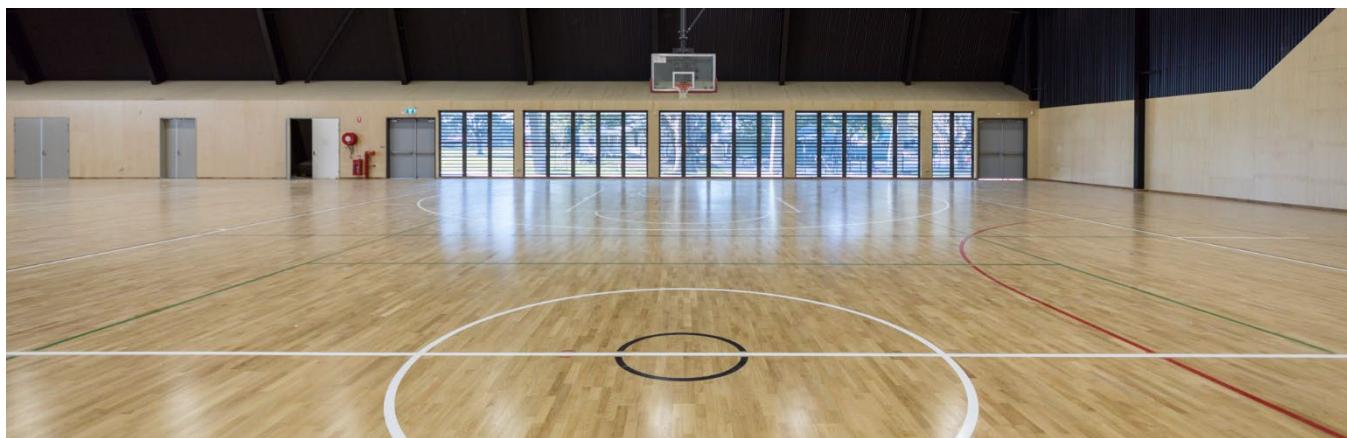
| | |
|--|--|
| <p>Criterion 4: Project deliverability and applicant capability (30%)</p> | <ul style="list-style-type: none"> Provide evidence of landowner(s) consent for the project. Provide evidence of Development Application approval (if required) or demonstrate that a Development Application is not required. Projects with approved Development Applications will be prioritised. If no Development Application exists, confirm there are no serious planning, construction, zoning, environmental and/or Native Title impediments to delivering the project (e.g.: through providing a completed Review of Environmental Factors). Provide a detailed project plan that illustrates key project tasks and milestones and forecast delivery timeline. Provide evidence of the ability to commence construction by July 2023 through the provision of documentation such as schematic plans and current cost plans (all projects are expected to have been fully completed by 31 December 2025). List any assumptions, constraints and dependencies in delivering the project. Demonstrate the capacity to deliver the project through robust strategies for procurement, project management and risk management. Demonstrate any partnership model (including asset management) that would be administered to deliver the project. Demonstrate proven experience in delivering similar size projects. This should consider the applicant's proposed project management resources and any specialist external resources to be engaged to deliver the project. Applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant. Provide details on how the project will contribute to economic employment opportunities (estimated number of direct and indirect FTE and PTE positions) <ul style="list-style-type: none"> Job creation during design and construction (e.g., design team, project managers, contractors and supply chain opportunities including materials and maintenance), and Job creation during operation (e.g., facility managers and other economic benefits such as hosting future events that provide a visitor economy benefit). |
|--|--|

Supporting documents

Documents available on the [Multi-Sport Community Facility Fund web page](#) to assist your application include:

- [Program Guidelines](#)
- [Fund Fact Sheet](#)
- [Application Eligibility Checklist](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [State/National Sporting Organisation Statement of Support Form](#)
- [Landowner Consent Form](#)
- [Budget Template](#)
- [Business Case Template](#)
- [Facility Usage Schedule](#)
- [Funding Agreement Template](#)

You can contact the Office of Sport at infrastructuregrants@sport.nsw.gov.au or on 13 13 02 for assistance.



Further information

Notification of outcomes

Applicants will receive a system generated email containing a PDF copy of the application when submitted successfully. If you believe you have submitted your application but do not receive a confirmation email, check your junk mail. If not received, please email infrastructuregrants@sport.nsw.gov.au to verify. Applications not submitted cannot be assessed.

Once recipients have been announced, all applicants will be notified in writing and details of successful projects will be published on the [Office of Sport website](#). General feedback for unsuccessful applicants will be available on the fund web page after the announcement of successful projects.

The Office of Sport will contact the successful applicants to finalise the project milestones and establish a funding agreement. Funding Agreements must be executed within 3 months of notification by the Office of Sport.

Conflicts of Interest and ethical conduct

A conflict of interest exists when a reasonable person might perceive that a public official's personal interest(s) could be favoured over their public duties.

Applicants will be asked to declare as part of their application, 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.

With respect to this Program, applicants must not:

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

Applicants will be asked to declare as part of their application, any perceived or existing conflicts of interest or that, to the best of their knowledge, there is no 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. Committee members and other officials including the decision maker must also declare any conflicts of interest.

All key decision makers of your organisations 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.

Funding obligations

The successful applicants approved for funding will be required to enter into a funding agreement that covers their obligations. The standard funding agreement terms and conditions are published on the Office of Sport website and no amendments will be considered unless essential to the delivery of a funded project. The Office of Sport will execute a funding agreement with successful applicants for the project in accordance with the approved scope, budget and schedule of the project set out in the approved application.

Any changes requested by a successful applicant to a project, for which a grant has been approved, that constitute a change to the original application may require a revised assessment of the application with the proposed changes to determine whether the project would still be recommended for funding in accordance with the guidelines. This includes situations where a successful applicant is seeking to change the project scope, budget or schedule.

The following reflects the intent of some key provisions that will be included in the funding agreement 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.
- 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. Requests for variations to the Funding Agreement or changes to the project will only be considered in limited circumstances.
- Successful applicants will be required to complete periodic project updates, project evaluation, and return progress reports on the agreed milestones of the project. This may also include facility use schedules.
- 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.
- 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.
- A financial acquittal and project report will be required within three months of completion of the project and at the end of each financial year as outlined in the funding agreement. The project completion report will report against the outputs

and outcomes information provided by the applicant in the submitted application.

- Applicants that do not provide a financial acquittal and project report by the required date(s) may be ineligible for future Office of Sport grants until this is provided.
- Successful applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding agreement.
- Recognition of funding as per the NSW Government Funding Acknowledgement Guidelines and supporting evidence.
- Photos of the project at key milestones and project completion must be provided.
- Office of Sport reserves the right to undertake an audit of grant funding to successful organisations within seven years of funding payment.

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

Payment of grants

In line with the funding agreement and agreed milestones, payment of the grant can only be made to the successful applicant issuing a milestone report for review and approval accompanied by a tax invoice to:

Office of Sport
Locked Bag 1422
Silverwater NSW 2128

Organisations that do not have an ABN must provide a signed ATO Statement by Supplier that can be downloaded from: <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

Insurances

Organisations approved for funding by this program are required to have a minimum Public Liability Insurance cover of \$20 million. 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).

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, Office of Sport.

All recipients of NSW Government funding should acknowledge the NSW Government's support through the provision of funding.

Disclaimer

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant.

Probity

NSW Office of Sport has appointed Centium Probity 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 NSW Office of Sport in the first instance via email on infrastructuregrants@sport.nsw.gov.au.

Government Information (Public Access) Act 2009

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of the Office of Sport are subject to the provisions of the Government Information (Public Access) Act 2009. Under some circumstances a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.

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. 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.

Disclosure of project information

Should your application be successful, the Office of Sport will provide certain information to the media and Members of Parliament for promotional

purposes. This information may include applicant name, project name, project description, location and amount funded. It may also use information provided in the grant application/milestone and project completion reports to develop case studies including photos. The contact details supplied by the person submitting the application may also be provided to Members of Parliament for promotional purposes.

Declaration by applicant

The declaration section of the application should be approved by a person who has delegated authority to

sign on behalf of the organisation e.g., CEO (Chief Executive Officer), General Manager, or authorised member of the Board of Management.

Contact information

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. Please direct enquiries to infrastructuregrants@sport.nsw.gov.au.



6B Figtree Drive,
Sydney Olympic Drive, NSW 2127

Locked Bag 1422,
Silverwater NSW 2128

Office hours:

Monday to Friday
9.00am — 5.00pm

T: 13 13 02

E: infrastructuregrants@sport.nsw.gov.au

W: sport.nsw.gov.au

Disclaimer

While every reasonable effort has been made to ensure that the facts contained within this document are correct at time of printing, the state of NSW, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance or upon the whole or any part of this document.

Copyright notice

In keeping with the NSW Government's commitment to encourage the availability of information, you are welcome to reproduce the material that appears in this document for personal, in-house or non-commercial use without formal permission or charge. All other rights reserved. If you wish to reproduce, alter, store or transmit material appearing in this document for any other purpose, request for formal permission should be directed to the Office of Sport, 6B Figtree Drive, Sydney Olympic Park. You are required to acknowledge that the material is provided by this document or the owner of the copyright.

©State of NSW 2022

