

Multi-Sport Community Facility Fund Eligibility Checklist 2022/2023 (Round 2)

Please complete Stage 1 as a preliminary eligibility assessment.

Use Stage 2 of this checklist before submitting your Multi-Sport Community Facility Fund application. You must ensure you meet the Funds eligibility criteria and that you satisfy all requirements for your application to be assessed. Applications must be submitted through the [SmartyGrants website](#).

Please review the current [Multi-Sport Community Facility Fund Guidelines](#), [Fact Sheet](#) and [FAQs](#) before preparing your application.

Requirements	Advice	Yes	No
My project is to be developed in one of NSW's 128 Local Government Authorities, the Unincorporated Far West or on Lord Howe Island.	Refer to Multi-Sport Community Facility Fund Guidelines . If your project location is outside of NSW or any specified areas identified in the Guidelines, it is not eligible for funding.	<input type="checkbox"/>	<input type="checkbox"/>
My organisation falls within one of these categories: <ul style="list-style-type: none"> 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 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 	If your organisation is not one of those listed, you are not eligible to apply for a grant under the Multi-Sport Community Facility Fund. Project applications involving partnerships between groups are encouraged. For example, a council may apply on behalf of a sporting club or association however, council will be the grant recipient and responsible for project delivery.	<input type="checkbox"/>	<input type="checkbox"/>

Requirements	Advice	Yes	No
<ul style="list-style-type: none"> 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)). 			
My organisation is compliant with all Office of Fair Trading or Australian Securities and Investments Commission requirements and has an ABN/ACN and/or Incorporation number and/or Indigenous Incorporation Number.		<input type="checkbox"/>	<input type="checkbox"/>
My project grant request is a minimum of \$1 million and does not exceed \$5 million.	If your grant request is for less than \$1 million or more than \$5 million, you are not eligible to apply for funding.	<input type="checkbox"/>	<input type="checkbox"/>

Stage 2: Important considerations in the merit criteria

Applicants are encouraged to ensure the following additional items are considered and/or provided as part of their application.

Item	Yes	No
<p>I have provided evidence of a minimum 50 percent financial co-contribution of the grant amount requested. (e.g., if the grant amount requested is \$2 million, you are expected to demonstrate at least a \$1 million (minimum) financial co-contribution). Projects with greater financial co-contribution will be considered favourably.</p> <p>Applicant's that cannot meet the 50% funding co-contribution expectation may apply for financial hardship through the application process. 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. An application for financial hardship must clearly demonstrate that the project can still be delivered in the absence of the applicant's funding co-contribution.</p>	<input type="checkbox"/>	<input type="checkbox"/>
I have provided evidence (e.g., letters of approval, bank statements, other grant funding, council resolutions committing the funds) of other funding contribution(s) and/or from project partner(s).	<input type="checkbox"/>	<input type="checkbox"/>

Item	Yes	No
<p>I have provided a signed letter of consent from any landowner(s) for the project on the land on which the project is to be developed. A landowner consent form is available on the Fund web page.</p> <p>Note: for projects located on public land, a landowner consent form or signed letter of consent from the appropriate authorised delegate should be provided.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have provided evidence of tenure and lease arrangements (existing and proposed).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>My project scope is eligible and does not include any ineligible project components. Refer to Fund guidelines for eligible and ineligible projects and components.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>For projects with an estimated total project cost of \$5 million or more a business case is required to be submitted as part of your application.</p> <p>My organisation has completed a NSW Government compliant business case and has strong claims/evidence for each of the assessment criteria. The business case should be proportional to the scope, value and complexity of the project.</p> <p>Refer to the Fund web page for a Business Case template. Applicants are permitted to use their own format given it follows the same structure as the business case template. NSW Government Business Case Guidelines are available to support preparation of a business case that includes a case for change, cost benefit analysis, financial analysis, commercial analysis, and management analysis.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>My project is a joint project and a letter of support from the project partner is provided (e.g., Joint Use Agreement – School Infrastructure NSW). Additionally, I have demonstrated how the partnership model (including asset management) would be administered to deliver the project. One organisation has been nominated to be the grant applicant and funding recipient for the project.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have provided evidence that project construction will commence by July 2023 and be completed by December 2025. I have provided evidence through the provision of a robust project management plan/framework of deliverability including milestone schedules, procurement approach and timetable, and schedule for relevant approvals (if required).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have provided a robust budget and accurate project capital cost estimate that is appropriate to the stage of development for the requested grant funding. I have included contingency and escalation costs and provided clear descriptions of all the costs associated with the project and itemised what the Multi-Sport Community Facility Fund funding will cover. Suitable cost estimates may include Quantity Surveyor (QS) reports/ quotes with business ABN details/ tender price or an independent qualified expert report cost.</p>	<input type="checkbox"/>	<input type="checkbox"/>

I have included a copy of the stakeholder consultation plan including any surveys and project consultation and support. I have provided an NSO/SSO Statement of Support Form and other letters of support for the project.	<input type="checkbox"/>	<input type="checkbox"/>
I have included the Masterplan/precinct plan where the project is located. I have provided schematic/detailed design plans, aerial maps and photographic evidence demonstrating the project need.	<input type="checkbox"/>	<input type="checkbox"/>
I have attached a facility management plan including content scheduling and a facility usage schedule.	<input type="checkbox"/>	<input type="checkbox"/>

Additional 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](#)
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For more information

Questions about the Fund can be emailed to infrastructuregrants@sport.nsw.gov.au or visit www.sport.nsw.gov.au/grants/multi-sport-community-facility-fund