



**Office  
of Sport**  
Sport & Recreation

## **Local Sport Grant Program**

### **Guidelines**

**2016/17**

**Opening date: 26 September 2016**  
**Closing date: 11 November 2016**

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## **1. INTRODUCTION**

Sport and Recreation, within the Office of Sport, assists the people of NSW participate in sport and active recreation.

Sport and active recreation deliver many personal and community benefits including developing self-esteem, maintaining health and fitness, nurturing talented athletes and contributing to individual enjoyment of life.

Sport and active recreation can also contribute to a range of government priorities including tackling childhood obesity and building safer communities.

## **2. ABOUT THE PROGRAM**

The Program aims to increase regular and on-going participation opportunities in sport and active recreation.

There are four (4) project types within the Program, these being:

1. Sport Development
2. Community Sport Events
3. Sport Access
4. Facility Development.

Applicants will be required to identify the type of project for which they are applying as different information is required for each project type. An organisation may apply for more than one project but must register separate projects for different project types. An organisation may only apply for one project under each project type.

## **3. PROGRAM OBJECTIVES**

The overall objectives of the Program are to:

- Increase regular and on-going participation in sport or structured physical activity.
- Address barriers to participation in sport or structured physical activity.
- Assist sport clubs provide quality service to their members.

Your project must address at least one of these objectives.

## **4. FUNDING AVAILABLE**

- Funding is available for projects throughout NSW
- \$50,000 has been allocated for successful projects within each NSW electorate
- Applicant must identify the electorate where the project will occur

The maximum amounts available are:

- Sport Development: \$2,000
- Community Sport Events: \$5,000
- Sport Access: \$5,000
- Facility development \$20,000.

The minimum amount available is \$250 for all project types with the exception being for facility development which has a minimum request of \$1,000.

The maximum available to any one organisation is \$25,000 in a financial year. The amount organisations request should reflect the scale of the project/s.

Organisations may only receive State Government funding once for the same project or component of a project from this program or any other State Government funded grant program.

Organisations must contribute to the project, the higher the contribution the more favourably it will be looked upon. This can be a financial contribution or through use of voluntary labour, donated materials and/or equipment or other resources directly related to the project. Third party organisations are also encouraged to contribute, including Local Government Authorities and these contributions will be counted as part of the club contribution.

Funding should be expended within 18 months of the date of signing the funding agreement.

## 5. WHO IS ELIGIBLE TO APPLY?

- Incorporated, not-for-profit grassroots sport clubs.
- Applications from Licenced Sporting Clubs may be considered providing the project directly benefits the sport and not the licenced premises.
- Applications may be considered from Sport Clubs associated with a school, church or university providing they are an incorporated not for profit club in their own right.

## 6. WHO IS INELIGIBLE TO APPLY?

- Individuals, groups of individuals and unincorporated organisations
- Incorporated not-for-profit organisations that are not a sport club
- For profit, commercial organisations
- Organisations Limited by Shares
- Government departments and agencies
- Educational institutions including schools and their P & Cs, universities, TAFE, Colleges and child care centres
- Local Government Authorities operating under the Local Government Act, 1993
- Local Government Committees
- State Sporting Organisations
- National Sporting Organisations

## 7. WHAT TYPES OF PROJECTS MAY BE FUNDED?

Projects eligible to be funded for Sport Development include:

- Training programs that will lead to volunteer coaches, officials and club administrators gaining required education and accreditation e.g. a club could apply for funds to allow it to run a coach accreditation course.
- Projects that improve a club's community presence, ability to communicate with members or undertake administrative functions e.g. a club could purchase accounting software to assist it manage its finances.

Projects eligible to be funded for Community Sport Events include:

- Events that promote participation in sport and physical activity and provide a focal point for community building and engagement e.g. a club could host a specific event/tournament. An event must be conducted on a specified day or consecutive days at a specified location.
- Events that primarily involve sporting competition or mass participation in an organised physical activity e.g. a club could organise a community fun-run. NB: Does not include regular ongoing weekly/monthly sporting competitions/activities.

Projects eligible to be funded for Sport Access include:

- Costs associated with overcoming a barrier to participation in sport e.g. subsidised registration fees for members, uniforms or equipment
- Subsidised travel costs to assist club athletes aged under 18 years of age access first class coaching within NSW, or rural/remote travel of more than 100kms (return trip) to participate in a competition.

Projects eligible to be funded for Facility Development include projects at sporting clubs and facilities used by sports clubs that:

- Enhance existing facilities e.g. watering systems, safety netting, lighting and upgrade of surfaces
- Provide ancillary facilities at established facilities e.g. fixed sun protection shelters, change rooms, shower and toilet blocks
- Are for construction of new facilities and infrastructure
- Have received development approval (DA) from the relevant Council or can demonstrate that such approval is not required
- Have land owners consent.

Documentation is required to be uploaded in the application for all Facility Development projects.

Applications for all project types must clearly demonstrate an identified need for the project and articulate how the project outcomes will be achieved.

If you are not sure of the project type, please contact Sport and Recreation by email at [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au)

## **8. WHAT COSTS WILL NOT BE FUNDED? (for all project types)**

- Staff wages and administration costs
- Appearance fees, prize money and trophies
- Presentation functions
- Food and/or catering
- Medical equipment (defibrillators)
- Private or commercial ventures
- Events that are organised for the primary purpose of fundraising
- Charity fundraising events
- Council costs incurred in securing Development Approval
- Insurance (public liability, general liability, etc.)
- Projects that have already commenced or been completed
- Projects for the construction/upgrade of roads or carparks
- Purchase of land or rental of premises
- Purchase of office equipment (e.g. desktop computers, printers, photocopiers etc.)
- Projects not based in NSW
- Projects that are the responsibility of another Ministerial portfolio
- Subsidy for school sporting activities and events
- Travel to destinations outside of NSW

## **9. ASSESSMENT PROCESS**

An initial eligibility assessment will be undertaken to determine that:

- The applicant organisation is eligible to apply and has Public Liability Insurance with a minimum \$5 million cover
- The application is complete, submitted by the closing date and meets program requirements in regards to project commencement and completion dates and amount of funds requested.

Projects will be assessed on a NSW State Electorate basis by panels that may include the local Member of Parliament, members of the community and independent persons.

State Members and panel representatives will assess each application against the following criteria:

1. The project will deliver on one or more of the program's objectives

2. The project will meet an identified need effectively.
3. The applicant organisation demonstrates the capacity and experience to deliver the project. Evidence of project partners will be considered as adding to your capacity to deliver the project.
4. The budget is reasonable and cost effective.

Panel recommendations will be used to prepare recommendations to the Minister for each electorate.

## 10. HOW TO APPLY

There are six steps in the application process:

1. Visit the grants website: [www.sportandrecreation.nsw.gov.au](http://www.sportandrecreation.nsw.gov.au) read the information about the grant program and determine if you are eligible. Download or print the Guidelines
2. **Read the Guidelines** to familiarise yourself with the program requirements and determine your application **project type**
3. Register your organisation (only if not already registered in the on-line system)
4. Register your project
5. Complete the application
6. Submit the application by the closing date/time.

## 11. NOTIFICATION

Applicants will receive a system generated email containing a pdf copy of the application when submitted successfully. If you feel you have submitted and do not receive a confirmation email check your junk mail, if not received please email [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) to verify. Un-submitted applications will not be assessed. Once the recommendations have been made all applicants will be notified in writing and details of successful projects will be published on the Sport and Recreation website.

## 12. PAYMENT OF GRANTS

Successful applicants will be required to accept the Program's Terms and Conditions in the on-line grants program and provide an invoice for the total amount of the grant plus GST (where applicable).

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

A financial acquittal and project report will be required within 3 months of completion of the project. The project report will report against the outputs and outcomes information provided by the applicant. Applicants that do not provide a financial acquittal and project report by the required date will be ineligible for future Sport and Recreation grants.

Facility Development projects will also need to provide a photo of the completed project.

Projects must be completed within 18 months of the date of accepting the funding Terms and Conditions.

## 13. INSURANCE REQUIREMENTS

Organisations applying for funding via this program are required to have a minimum Public Liability Insurance cover of \$5 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).

## **14. DISCLAIMER**

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

## **15. 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 Sport and Recreation 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.

## **16. PRIVACY POLICY**

Sport and Recreation 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.

Sport and Recreation is required to comply with the *Privacy and Personal Information Protection Act 1998*. Sport and Recreation 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 Sport and Recreation is being supplied with this information and how this information will be used.

## **17. DISCLOSURE OF PROJECT INFORMATION**

Your application will be provided to the respective State Member of Parliament and other persons involved in its assessment. Should your application be successful, Sport and Recreation will provide certain information to the media and Members of Parliament for promotional purposes. This information will include project name and description, electorate, town, and amount of the grant. The contact details supplied by the person submitting the application may also be provided to Members of Parliament for promotional purposes.

## **18. 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, General Manager or authorised member of the Board of Management.

## **19. IMPORTANT NOTES**

Sport and Recreation's capacity to efficiently assess your application is conditional upon you submitting a completed, accurate application. Applications may be deemed ineligible if all information is not provided.

Apart from organisational and applicant contact details, information provided in applications cannot be changed after the closing date.

An applicant may commence their project after the advertised closing date for applications. This is on the understanding that if unsuccessful the applicant is responsible for the full cost of the project.

## **20. DEFINITIONS**

Sport and Recreation grant programs have published definitions and these are available at [www.sportandrecreation.nsw.gov.au/clubs/grants](http://www.sportandrecreation.nsw.gov.au/clubs/grants).

## **21. FURTHER INFORMATION**

Sport and Recreation 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 on the on-line application process. Please direct enquiries to [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au).



## Appendix 1

- ❖ Carefully consider which **project type** you are applying for, different information is required in the application for each project type. You may apply for more than one project but must register **separate projects** for **individual project types**. Applications that consist of more than one project type may be deemed ineligible.

❖ Project type	❖ Sport Development	❖ Community Sport Event	❖ Sport Access	❖ Facility Development
Capital Works e.g. establish or upgrade a sport facility or sport ground	x	x	x	✓
Fixed equipment e.g. shade structure at a sport facility	x	x	x	✓
Hold a community fun-run	x	✓	x	x
Host a specific sport event/tournament	x	✓	x	x
Subsidy to purchase equipment and uniforms	x	x	✓	x
Subsidised travel costs to assist club athletes aged under 18 years of age access first class coaching within NSW, or rural/remote travel of more than 100kms (return trip) to participate in a competition e.g. bus hire	x	x	✓	x
Training programs that will enable sport volunteer coaches, officials & club administrators to gain education and accreditation, e.g. coach accreditation; MYOB training	✓	x	x	x
Development of new systems and processes to increase the capacity of a sport club e.g. purchase of accounting software to assist in managing finances	✓	x	x	x

- ❖ **The following items are ineligible for funding:**

- Subsidy for school sporting activities and events
- Events organised with the primary purpose of fund raising
- Charity fund raising events
- Staff wages and administration costs.