

Female Friendly Community Sport Facilities and Lighting Upgrades

Program Guidelines 2022/2023

Opens Wednesday 19 October 2022

Closes 1pm, Wednesday 23 November 2022





Office of Sport

Acknowledgment 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:
October 2022

Artwork

“Jennebe”

By Jasmine Sarin

Contents

Minister for Sport	3
Introduction.....	4
About the program.....	4
Key objectives.....	4
Design principles	5
Important dates.....	6
Funding availability.....	6
Eligible applicants.....	7
Ineligible applicants.....	7
Eligible projects	8
Ineligible project costs	9
What is the application process?	10
Assessment process	11
1. Eligibility check	11
2. Merit assessment	12
Merit assessment criteria.....	12
Supporting documents	14
Further information	15



Minister for Sport

I am pleased to announce the NSW Government's commitment to growing women and girls' participation in sport through the Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program. The NSW Government has committed up to \$25 million to the Program.

As the Minister for Sport, I am inspired by the fantastic results of our female athletes at the Commonwealth Games, and I am pleased to see the number of professional female sports competitions and teams continually growing.

However, women and girls' participation in sport all starts at the local community sports club. The availability and equity of access to safe, comfortable, and inclusive sport places and spaces encourages and enables women and girls to participate and is a key pillar of the NSW Government's Her Sport Her Way Strategy.

Critical to meeting the needs and expectations of women and girls, and to grow female sport participation, is support for local communities to build new, and upgrade existing, change rooms and bathrooms at sport facilities. This Program will do this. The Program will also support the installation of new and upgrade of existing lighting at sports fields and courts across NSW and will improve safety and provide increased access for women and girls to participate in sport.

Greater equality in sport and recreation benefits everyone, and we need to start today by providing funding to design and build sport infrastructure that will help create new opportunities for women and girls to participate in sport, be safe and stay healthy and active.

I strongly encourage organisations to consult with their communities and members and apply for this Program.

The Hon. Alister Henskens, SC MP

Introduction

The Guidelines outline key objectives, eligibility criteria, assessment criteria, assessment processes and time frames for the Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program 2022/2023.

Applicants must read this document before filling out an application.

About the program

The NSW Government has committed up to \$25 million to the Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program (the Program). The Program investment will revive sport facilities by providing new and redeveloping existing sport facility bathrooms and change rooms. Funding will also support the provision of new and upgraded lighting that will enable more women and girls to train and compete in sport in a safe and inclusive environment.

The Program will support quality projects that meet community need demonstrated by consultation with women and girls to deliver a quality facility that makes women and girls feel safe, welcome and included. Quality infrastructure

is not only reflected in the physical form, but how it is designed, integrated with its environment, maintained and through the ongoing sport activities it supports.

The Program will support the delivery of sport facility projects that can directly support sport participation across all levels by providing programs for women and girls across New South Wales

The NSW Government is supporting local communities to provide sport infrastructure that is universally designed and moves beyond compliant and provides dignified inclusion and accessibility for all.

Key objectives

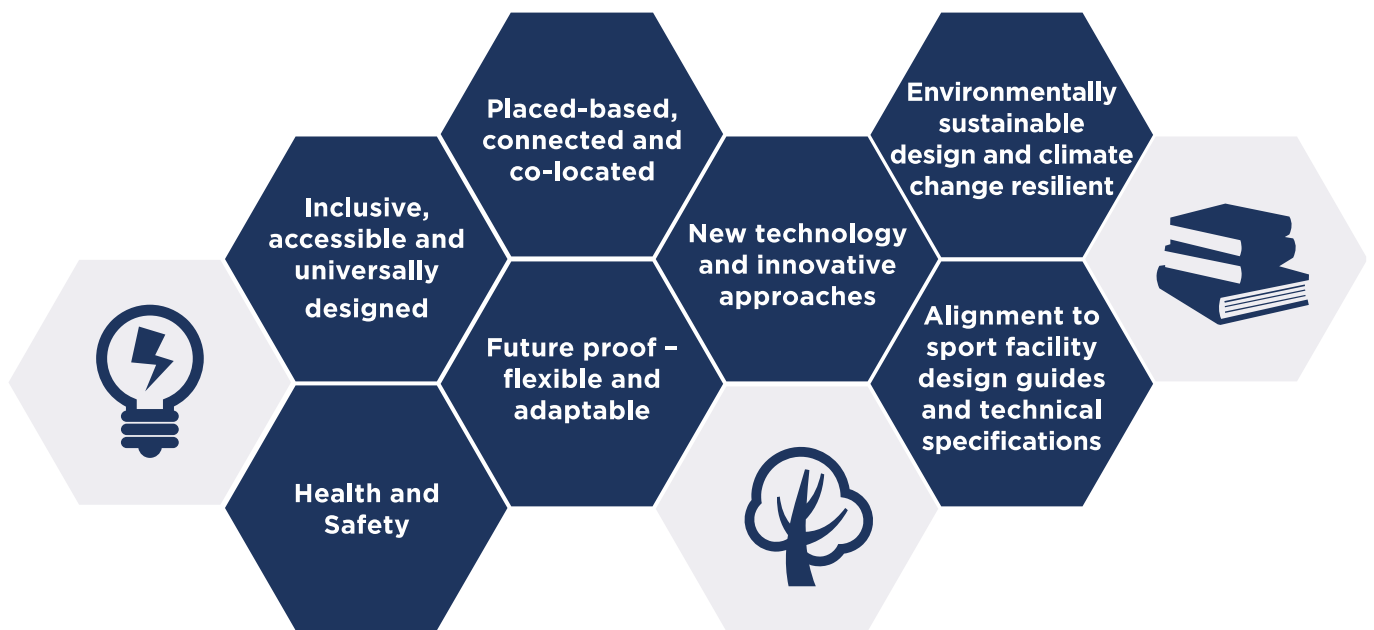
The primary objectives of the Program are to:

- Increase the number and type of safe, equitable, accessible, and inclusive sport and active recreation facilities across NSW
- Foster positive sport and active recreation experiences for women and girls through the provision of welcoming and supportive community spaces and environments
- Increase utilisation of sport and active recreation facilities for women and girls through enabling more female participation opportunities.

Secondary objectives of the Program are to:

- Increase utilisation of sport and active recreation facilities for people with disability, First Nations peoples and people from culturally and linguistically diverse communities through enabling more participation opportunities
- Contribute to the evidence base in supporting best-practice female inclusive design
- Incorporate environmental sustainability and climate resiliency into design, construction, and operation.

Design 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 demonstrated community need
- Demonstrate stakeholder engagement, consultation, co-design and support
- Connecting with Country and/or Designing with Country
- Partnerships and collaboration
- Sustainable and climate resilient design incorporating consideration of all-weather uplift (i.e., 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 National Sporting Organisation
- Benchmarked to comparable projects and facilities.

Important dates

The following indicative dates apply to this funding round.

Wednesday 19 October 2022	Applications Open
1.00pm, Wednesday 23 November 2022	Applications Close
January 2023 onwards	Outcomes advised
Within 3 months of notification	Funding agreements executed
30 June 2023	Project construction is to commence
30 June 2025	Project construction is expected to be completed

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

Funding availability

The NSW Government is allocating up to \$25 million to the Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program.

The Program is for the capital cost of a 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 \$50,000 and cannot exceed \$500,000. All applications are required to provide a minimum 25% financial co-contribution of the grant amount requested (e.g., if an applicant's grant amount requested is \$200,000, they should demonstrate at least a \$50,000 financial co-contribution, therefore the total project cost will be \$250,000).

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 requirement to provide a minimum 25% financial co-contribution of the grant amount requested. Financial hardship applications are to be made as part of 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 Australian Bureau of Statistics (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 30 June 2023, and it is expected that project construction will be completed by 30 June 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. The applicant can advise of their project priority ranking in the application form. All projects will then be assessed in line with the Guidelines.

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
- 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 a sporting organisation with a council. 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, TAFEs, and Universities
- Parents and Citizens (P&C's) Associations
- Progress Associations
- NSW Institute of Sport, Australian Sports Commission (incorporating the Australian Institute of Sport) and NSW Regional Academies of Sport
- Australian Universities with NSW campuses

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

An eligible organisation will be deemed not eligible for funding under this program if they are an organisation 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.

Eligible projects

Applications should be limited to constructing new or redeveloping existing sport amenities (change rooms and bathrooms) and lighting projects. The Program will prioritise facilities that demonstrate inclusive and accessible design, maximise women and girls' sports participation and can 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 or redeveloped.

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 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 (including prefabricated modular facilities) unisex and universally designed change rooms for female participants, coaches, and officials.
- New and/or improved lockable shower and toilet cubicles.
- Provision of parent and child change spaces.
- Construction of new or upgraded lighting to sports fields, sports courts or playing areas (e.g., bowling greens) that support increased use time and area coverage and/or achieve environmentally and operationally sustainable outcomes.
- Construction of new or upgraded lighting around sport facilities that improve safety for women and girls (e.g., connectivity pathway lighting between fields and clubhouses).

Project's design components for change rooms, bathrooms, and lighting:

- New and upgraded provision of disability access and universally designed female change room and bathroom amenities that are beyond compliant and provide dignified inclusion in sport participation.
- Environmentally and operationally sustainable initiatives that support energy savings including new or upgrades to sport field/court lighting including technology-controlled and LED lighting and installation of solar panels and smart metering technology.



Ineligible project costs

The Program will not fund the following projects or project components:

- Costs associated with preparing and submitting the application or feasibility, design, or development stages including feasibility studies, business cases and masterplans
- Projects that do not meet relevant Australian standards
- Projects 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
- Projects related to buying or upgrading non-fixed equipment (e.g., computers, office goods, sports equipment)
- 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 could proceed without any NSW Government financial assistance
- Projects that have already been funded by the NSW Government unless significant new 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 costs 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
- Upgrading or redeveloping public toilet facilities, except as part of a larger project that meets the objectives of the Program
- For the maintenance or construction of car parks.



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 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:
<https://www.sport.nsw.gov.au/grants/female-friendly-community-sport-facilities-and-lighting-upgrades-grant-program#supporting-documents>
- Projects must be submitted through the SmartyGrants website to be considered eligible.



Step 2 Prepare your application

- Applying for the Program is a simple process using the SmartyGrants platform
sport.smartygrants.com.au/FFSFLU-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.



Step 3 Submit your application

- Complete the application by filling in each of the sections including required 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 considered where an applicant has started an application in SmartyGrants prior to the closing date/time.
- If for an 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.
- Any requests received prior to closing will have their application form re-opened for late submission in SmartyGrants until 5pm on the day of closing.
- 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 where its acceptance would not compromise the integrity and competitiveness of the process. Any late supporting documentation received within 24 hours after the closing date/time will be taken into consideration for assessment by the Program Team.
- 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 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.

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

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.

To avoid duplication of State Government funding, the Office of Sport may request comment on applications from stakeholders such as other government agencies, state/national sporting organisations and members of parliament.

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

1. 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 \$50,000 and does not exceed \$500,000.

The Office of Sport will make recommendations to the Grant Assessment Panel on ineligible applications and ineligible project components. The Grant Assessment Panel will make the final determination on eligibility.



2. Merit assessment

The Office of Sport will support the Grant Assessment Panel by conducting a preliminary assessment of all eligible applications against the Program 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 to 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 the 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 will consider geographical spread across local government areas and electorates, 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.

To avoid duplication of State Government funding for projects, and/or to further assess risks when recommending funding for an application, the Office of Sport may seek advice from other NSW government agencies, local councils or other relevant organisations.

Merit assessment criteria

Criterion 1: Strategic justification (30%)

- Describe how the project creates or enhances a safe, accessible facility that fosters welcoming community spaces and environments for women and girls.
- Explain how the project will lead to increased participation in sport or active recreation, and increased facility utilisation for women and girls and other user groups including people with disability, First Nations peoples and people from culturally and linguistically diverse communities (attach a Facility Usage Schedule to support such increases).
- Describe how the project aligns with your organisation's gender equality and participation plans and will support existing and proposed initiatives and policies to sustain equality for female participation. Provide details and supporting evidence of National/ State/ Local Sporting Organisation support for project(s) where relevant.
- Explain how the project will support existing gender equality plans of local government, NSW Government including the women in sport strategy - Her Sport Her Way and/or state sport organisation/peak body.
- Provide details of community profile, demonstrated need, key user groups, primary project beneficiaries and the project urgency specifically for women and girls.
- Describe community and stakeholder consultation, management, and project support (provide relevant attachments and support letters).

**Criterion 2:
Project scope
and inclusive
design (20%)**

- Provide a clear scope of proposed project works. Identify eligible and ineligible project components.
- Describe how elements of the project’s design and physical environment will specifically cater to women and girls who use the facility. Include details of who was consulted as part of developing the project proposal and highlight how women and girls were involved in co-creation of the design.
- Describe how elements of the project’s design and physical environment will specifically cater to women and girls, people with disability, First Nations peoples, and people from culturally and linguistically diverse communities.
- Provide supporting documentation such as facility design brief, concept, schematic or detailed design plans.
- Identify any Design Principles outlined in the program guidelines that have been incorporated into the project, and specifically how the project incorporates environmental sustainability and climate resiliency into design, construction, and operation. Provide details such as choice of materials, technologies and practices that have been incorporated e.g. energy and water conservation taps, sustainable and climate resilient materials for flooring.
- Outline any other best practice approaches in the design, development and delivery of the project that address the Program’s objectives.
- Explain any placed-based planning showing:
 - the location of the project
 - any co-location with other key infrastructure
 - if it is accessible and convenient
 - if it has considered Connecting with Country and Designing with Country.

**Criterion 3:
Project
affordability
(20%)**

- Provide a detailed project budget including 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 required to provide a minimum 25% financial co-contribution of the grant amount requested. Applicants that cannot meet a minimum 25% 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.

Criterion 4: Project deliverability and applicant capability (30%)

- 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 is required, confirm there are no planning, construction, zoning, environmental and/or Native Title impediments to delivering the project (e.g. Review of Environmental Factors).
- Provide a detailed project plan that identifies key project tasks and milestones and a forecast delivery timeline. The project plan must clearly illustrate that construction will commence by 30 June 2023 and be completed by 30 June 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.
- Provide details on how the project will contribute to economic employment opportunities including job creation (i.e., the estimated number of direct and indirect FTE and PTE positions)
 - During design and construction (e.g., design team, project managers, contractors and supply chain opportunities including materials and maintenance), and
 - 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 [Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program web page](#) to assist your application include:

- [Program Guidelines](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [State/National Sporting Organisation Statement of Support Form](#)
- [Landowner Consent Form](#)
- [Budget 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

Once the recommendations have been made, 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 program 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. 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.

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.

Funding obligations

The successful applicants approved for funding will be required to enter into a funding agreement that covers their obligations. The project must be completed by 30 June 2025. 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 and any other relevant reporting.
- The Office of Sport reserves the right to request this data from successful applicants for a period of up to five years following completion of the project.
- Successful 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.
- Successful applicants will be required to acknowledge the [NSW Government's support through the provision of funding](#).

- Photos of the project at key milestones and project completion must be provided.
- The 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 terminate the funding agreement and reclaim the grant in part or in whole at its discretion.

Evaluation

Evaluating government programs enables the success of programs to be robustly assessed, provides confidence in program integrity, and informs improvements for future programs. Successful applicants will be required to participate in a program evaluation to determine the extent to which their project(s) have contributed to the objectives of the Program. Information from applications, assessments and project reports may be used for this purpose. The Office of Sport and/or any external agencies we engage to undertake this work may contact you at any time during and up to five years after the project finishes for more information to assist with the evaluation.

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 (and associated evidence as required) 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, the 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

The 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 Office of Sport in the first instance via email on infrastructuregrants@sport.nsw.gov.au.

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.

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. 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.

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

The 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.



Office of Sport

6B Figtree Drive,
Sydney Olympic Park, 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

