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# Surf Club Facility Program

Program Guidelines 2022/2023

**Open** Tuesday 4 October 2022

**Close** 1pm, Tuesday 1 November 2022





Office of Sport

# 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.

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Published by NSW Office of Sport  
[sport.nsw.gov.au](http://sport.nsw.gov.au)

Guidelines

First published: September 2022

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Artwork

**“Jennebe”**

By Jasmine Sarin

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# Minister for Sport

With 129 clubs spanned across our state, Surf Life Saving Clubs play a vital role in our community, keeping people safe in the water and providing opportunities for people to get fit and healthy. The important work of our surf volunteers extends far beyond patrolling beaches and ensuring our swimmers can enjoy our beautiful coastline safely – they also form a vital part of our Australian identity.

Recognising the important role both our clubs and volunteers play, it gives me great pleasure to welcome applications for the sixth round of the Surf Club Facility Program which will provide over \$5.2 million to Surf Life Saving Clubs in NSW for facility upgrades. The Program will assist eligible Surf Life Saving Clubs throughout NSW to develop facilities that will enable increased facility usage, improve safety and increase participation in Surf Life Saving.

The NSW Government have committed \$16 million to support the upgrade, restoration, or construction of surf lifesaving facilities across NSW over four years until 2024/25. This funding will not only benefit our lifesaving volunteer force and surf club users, but also the wider NSW community. These grants will provide funding for surf lifesaving facilities that are inclusive and accessible, enabling people from all sections of the community to participate.

With grants available from \$30,000 to \$650,000, Surf Clubs have the opportunity to submit projects that enhance operations and increase capacity for use by members and the general public for years to come.

I encourage everyone, whether you're an active member of your local Surf Life Saving Club or a supporter of the great work that they do, to spread the word about this wonderful opportunity.

Please take the time to read these guidelines notes and, if you believe your project is eligible, submit an application by 1pm, Tuesday 1 November 2022.

**The Hon. Alister HENSKENS, SC MP**

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# Introduction

These Guidelines outline key objectives, eligibility criteria, assessment criteria, assessment process and timeframes for the Surf Club Facility Program 2022/23.

**Applicants must read this document before filling out an application.**

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## About the Surf Club Facility Program

The NSW Government recognises the critical role Surf Life Saving Clubs have in local communities delivering on-beach safety, training and education and keeping people active and connected.

The Surf Club Facility Program (the Program) is part of the NSW Government's ongoing commitment to support the upgrade of local Surf Life Saving Clubs. The Program is in its sixth year, and since round one (2017/2018) the NSW Government has invested over \$20 million in Surf Life Saving Clubs to create fit-for-purpose facilities in local communities to increase participation, access, and safety on our NSW beaches.

In the 2021/22 Budget the NSW Government announced a further four years of funding (\$16 million) to continue the Program from 2021-22 to 2024-25 financial years. The 2022/2023 Program will continue to support the upgrade, expansion and construction of new safe and inclusive surf club facilities in NSW.

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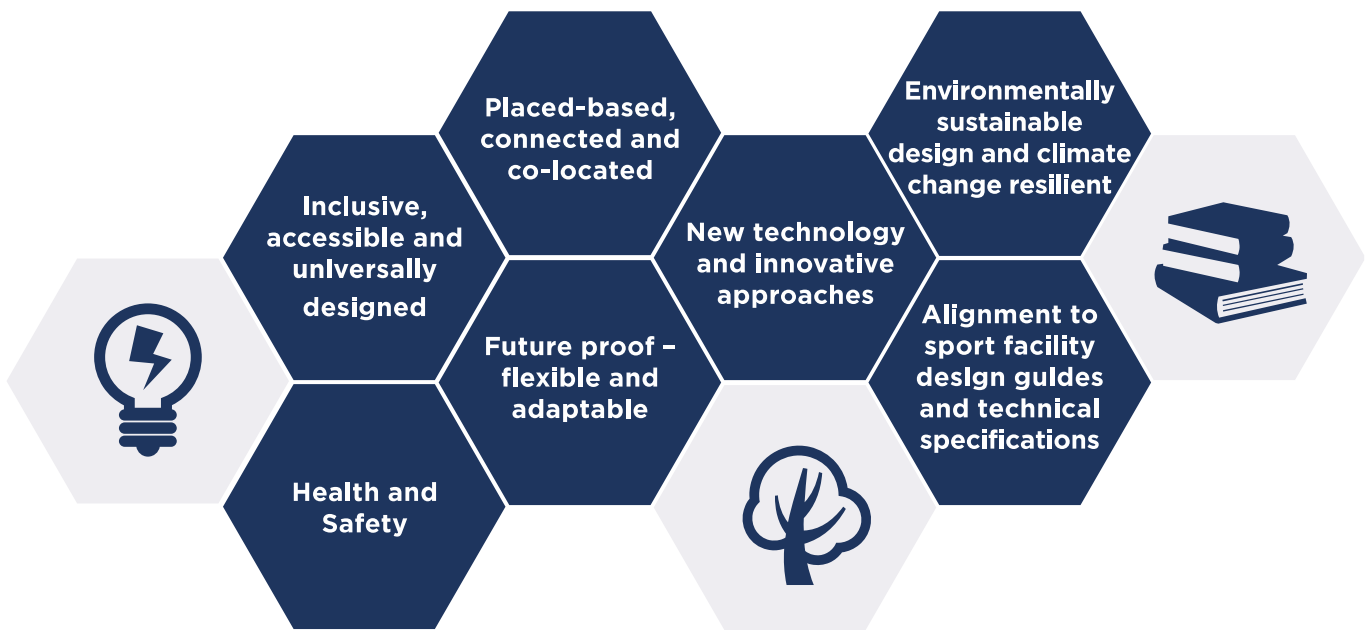
## Key objectives

The Program aims to assist eligible Surf Life Saving Clubs throughout NSW to develop facilities that will enable increased participation in Surf Life Saving for all people, increased facility usage, and improved safety.

The key objectives of the Program are:

- Provide inclusive and accessible multi-sport facilities that support participation in sport and increase opportunities for women and girls, people with disability, First Nations peoples and people from culturally and linguistically diverse communities
- Increase the usage and/or participant numbers in Surf Life Saving
- Increase the use of Surf Life Saving facilities by community groups and/or the public
- Improve safety at Surf Life Saving facilities
- Improve the standard and sustainability of surf club facilities incorporating best practice design principles.

## 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 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), Surf Life Saving NSW and Surf Life Saving Australia
- Benchmarked to comparable projects and facilities.

## Important dates

Applications open	Tuesday 4 October 2022
Applications close	1pm, Tuesday 1 November 2022
Outcomes advised	February 2023 onwards
Funding Agreements Executed	Within 2 months of notification
Construction must commence	Within 6 months of notification
Projects must be completed	Within 2 years of notification

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 has allocated up to \$5.2 million for this Program in 2022/23. The Surf Club Facility Program provides grants between \$30,000 and \$650,000 per project.

If your grant request is less than \$500,000 a co-contribution is not required, however, organisations may contribute to the project and this will be considered as part of the merit assessment process.

If your grant request is \$500,000 or more, you must have a financial co-contribution that is at least 50% of the grant amount requested. (e.g your grant request is \$600,000, you must have at least a \$300,000 cash contribution to the project. Total project cost in this case would be \$900,000.

Regardless of your grant request, the greater the financial and/or in-kind contribution the more favourably the project will be looked upon.

Local Government Authorities are encouraged to contribute and will be considered as part of the co-contribution.

Supplier discounts should not be included in the co-contribution.

Applicants may choose to include a breakdown of 'Voluntary Labour' as part of their in-kind co-contribution. Hourly rates should be determined as follows:

- Un-skilled labour – no more than \$25 per hour.
- Trade hourly rate as determined by the award:  
<https://www.fairwork.gov.au/awards-andagreements/awards/list-of-awards>.

Applicants may submit more than one application, however an organisation will not be granted more than \$650,000 in a funding period.

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## Eligible applicants

Eligible applicants are:

- Surf Life Saving Clubs in NSW; or
- Surf Life Saving NSW Branch. Branches are able to apply for surf club related works e.g. storage sheds for emergency equipment but will only be considered if all eligible applications from Surf Life Saving Clubs in the round receive funding.

Applicants must have Public Liability Insurance with a minimum \$20 million cover however, in exceptional circumstances, the Office of Sport may, in its sole discretion, consider a lower amount of cover based on the nature and risks of the particular project.

The determination on level of risk posed by a proposed project will be made by the Office of Sport. If an applicant proposes Public Liability Insurance cover lower than \$20 million then they must outline the exceptional circumstances warranting that lower amount of insurance cover.

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## Ineligible applicants

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

- Organisations not affiliated with Surf Life Saving NSW
- Individuals.

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) by the Royal Commission into Institutional Responses to Child Sexual Abuse that has not yet joined the National Redress Scheme.





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## Eligible projects

Applications should be limited to constructing new or enhancing existing surf clubs that demonstrate inclusive and accessible design.

Projects must be on be on land within NSW.

All projects must provide a landowner consent form or signed letter of consent from the appropriate authorised delegate, for the project, on the land on which the facility is to be developed, including native title clearance where required. For example, for projects located on public or crown land, the local Council is often the landowner or land manager with delegation to provide owner's consent.

If the applicant surf club is the landowner, a letter stating this will be sufficient.

It is not mandatory to have a current approved Development Application however applicants who can demonstrate the project is ready to be delivered by providing evidence of an approved Development Application or that development consent is not required will be prioritised.

Examples of eligible project types and project components include:

- New and upgraded provision of universally designed amenities that are beyond compliant with regard to the Disability Discrimination Act (DDA) and provide dignified inclusion in sport participation, for example disability access, unisex toilets or change rooms designed to be female-friendly, including parent and child change spaces
- Environmental and operational sustainable initiatives that support water, energy and financial savings
- 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 surf clubs
- Non-fixed items that are part of a larger capital improvement project scope e.g. portable storage racks for rescue boards. The cost of non-fixed items cannot exceed 25% of the grant amount requested
- Contingency calculated at 10% of the total project cost. Up to 20% maximum for more complex projects.

Priority will be given to surf club facilities identified as:

- Being in poor or unserviceable condition
- Addressing a demonstrated need for the community
- High urgency to address facility building compliance requirements e.g. safety, building standards, including the DDA.

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## Ineligible projects

Ineligible projects are any projects or project components that don't meet "Eligible Projects" section and include but are not limited to:

- Facilities that are not used primarily for surf lifesaving activities
- Purchase or lease of land/facility
- Projects that involve the development of private or commercial ventures
- Costs associated with preparing and submitting the funding application
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans
- Items that do not meet relevant Australian Standards
- Retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement
- Related primarily to operational expenditure, including but not limited to insurance
- General maintenance or minor repairs required following normal wear and tear (e.g., painting)
- Repair of facilities where the damage can be covered by insurance
- Administration costs with the exception of direct external / independent project management costs, limited to 10% of the grant amount requested
- Purchase of portable equipment including office equipment, rescue and training equipment such as surf boards, stop watches, sails on boats, flagpoles etc that are not part of a facility fit out
- Projects that have already been funded by the NSW Government unless significant new and additional scope is identified.



# What is the application process?

## How to apply

Follow the steps below to submit your application.



### Step 1 Check your eligibility

- See Eligible Applicants section of these Guidelines to see which organisations can apply for funding
- If you are not eligible, you can partner with an eligible organisation, although they will need to be the applicant organisation and submit the application



### Step 2 Understand the requirements

- Before you apply, please read these guidelines and related materials 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/surf-club-facility-program>



### Step 3 Prepare your application

- Gather your evidence including letters of support, funding commitments, development approvals/exemptions, images/plans, quotes, participation data etc
- To submit a complying application all mandatory fields must be completed, and

mandatory support documents must be uploaded and submitted

- For questions relating to the grants program or for specific assistance with the online system, email the Office of Sport Grants Unit at [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) or call 13 13 02 during standard office hours



### Step 4 Submit your application

- Applying for a grant is a simple process using the [SmartyGrants platform](#)
- The Office of Sport recommends that applicants familiarise themselves with the online application form ahead of preparing the application and plan to submit ahead of the closing date to reduce the risk of missing the deadline
- Complete your application by filling in each of the sections
- Upload all required supporting documentation
- Submit your application before the closing date and time
- Projects must be submitted through the [SmartyGrants website](#) to be considered eligible
- Successful submissions will be issued with a SmartyGrants system generated acknowledgement email containing a PDF copy of the application which will confirm the time the application was submitted.

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## Late application

- Late applications can only be made where an applicant has started an application in SmartyGrants prior to the closing date/time
- If for 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 [grantsunit@sport.nsw.gov.au](mailto:grantsunit@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.

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## Assessment process

The Surf Club Facility 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 will assess all applications and make recommendations to the Minister for Sport.



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## Eligibility check

The Office of Sport will undertake an eligibility check on all applications to confirm:

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

- Grant request is between \$30,000 and \$650,000.

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

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## 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.

A Grant Assessment Panel with representatives from the NSW Office of Sport, and an independent member will consider each application and supporting evidence submitted, to score each project against the assessment criteria and determine the final merit assessment score. A representative from Surf Life Saving NSW will be present at the Grant Assessment Panel meeting as a subject matter expert.

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 a minimum scoring requirement, the Grant Assessment Panel reserves the right to

remove the application from further consideration.

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

The panel may seek information from other State Government agencies and other organisations such as ROC's, sporting bodies etc to avoid duplication of funding for the project.

The Panel will make recommendations to the NSW Minister for Sport. The Minister for Sport will have final approval over the distribution of funds.

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## Merit assessment criteria

### Criterion 1: Strategic Justification (30%)

- Describe how the project will deliver a functional, flexible, accessible and safe facility
- Explain how the project will lead to increased participation in sport and increased facility capacity and usage (attach a Facility Usage Schedule)
- Explain how the project will lead to increased participation in Surf Life Saving particularly for women and girls, people with disability, First Nations peoples and people from culturally and linguistically diverse communities
- Provide detail of community profile, demonstrated need, key user groups, project beneficiaries and project urgency
- Describe community and stakeholder consultation and provide evidence of community support for the project
- Describe how the project aligns to the Surf Life Saving NSW Strategic Plan, the Office of Sport Strategic Plan or local council plans where relevant

### Criterion 2: Project Scope and inclusive design (20%)

- Provide a clear scope of works proposed for the project and components that are to be delivered
- Provide supporting documentation such as facility design brief, concept, schematic or detailed design plans
- Describe how the facility design/project will specifically cater to women and girls, people with disability, First Nations peoples and people from culturally and linguistically diverse communities, and other community users 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 Program's objectives

**Criterion 3:  
Value for money  
and project  
affordability  
(20%)**

- 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 committed co-contribution(s) funding. All applications requesting \$500,000 or more are required to provide a minimum 50% financial co-contribution of the grant amount requested. Evidence may include a letter from Council or the Club confirming the project has allocated funding within the project delivery period. The Club should also upload bank or financial records showing the cash is available
- 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 exists, confirm there are no serious 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 illustrates key project tasks and milestones and forecast delivery timeline
- Provide evidence of the ability to commence construction within 6 months of funding notification through the provision of documentation such as schematic plans and current cost plans. All projects are expected to have been fully completed 2 years from notification
- 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

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## Available supporting documents

Documents available on the Grant Program website to assist your application include:

- Program Guidelines
- Frequently Asked Questions (FAQs)
- State/National Sporting Organisation Statement of Support Form
- Landowner Consent Form
- Facility Usage Schedule
- Funding Agreement Template

You can contact the Office of Sport at [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) or on 13 13 02 for assistance.

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## Supporting document checklist

All applicants must upload the following essential documentation for all projects as part of the application:

- Landowner's consent to undertake the project or confirmation applicant is the landowner
- Development approval, application, or evidence that project development is an exempt development if appropriate
- Baseline demographic data on current facility use and club participation/membership
- Evidence of the project's co-contribution (if a contribution is being provided)
- Quotes that clearly detail items/scope of works. Any quotes provided must be on company letterhead from the organisation that supplies the goods or services. For projects under \$100,000 internal cost estimates supported by appropriate evidence are acceptable
- For the supply of goods and services exceeding \$150,000 an open tender will be required. If this tender documentation is not available at grant application, it will need to be submitted before any funding agreement is established
- Letter of support from Surf Life Saving NSW





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## Evaluation and reporting

A financial acquittal and project report will be required at the end of each financial year while the project is ongoing and within three months of completion of the project and 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 as well as the deliverables and key performance indicators outlined in the pre-project evaluation report completed by applicants after the award of the grant but before the commencement of the project.

The Office reserves the right to request this data from successful applicants on an annual basis for a period of up to five year following completion of the project.

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## Acknowledging the NSW Government

Successful applicants must acknowledge the NSW Government's support through the provision of funding as per the NSW Government Funding Acknowledgement Guidelines and supporting evidence.

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.



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## Further information

### Notification of outcomes

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 2 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 organisation including persons who will be responsible for expending the funds (such as board/committee members, the CEO (or equivalent) and managers of the project) must also declare any conflicts of interest.

With respect to this Program, applicants must not:

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

### 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 within two years of the date the grant recipient is notified of the grant. 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 or ineligible cost items are included 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 as well as the deliverables and key performance indicators outlined in the pre-project evaluation report completed by applicants after the award of the grant but before the commencement of the project
- The Office reserves the right to request this data from successful applicants on an annual basis for a period of up to five years following completion of the project
- 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 terminate the funding agreement and reclaim the grant in part or in whole at its discretion.

## Payment of grants

Successful applicants will be required to accept funding terms and conditions and provide an invoice for the total amount of the grant or a tax Invoice for the grant amount plus GST (for those organisations registered for GST). Invoices should be addressed 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 form that can be downloaded from the [Australian Tax Office website](#).

## Insurances

Applicants must have Public Liability Insurance with a minimum \$20 million cover however, in exceptional circumstances, the Office of Sport may, in its sole discretion, consider a lower amount of cover based on the nature and risks of the particular project. The determination on level of risk posed by a proposed project will be made by the Office of Sport. If an applicant proposes Public Liability Insurance cover lower than \$20 million then they must outline the exceptional circumstances warranting that lower amount of insurance cover.

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

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email on [grantsunit@sport.nsw.gov.au](mailto:grantsunit@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 NSW Government will collect and store the information you voluntarily provide to enable processing of your 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 NSW Government 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 of the project, location of the grant recipient and amount funded. 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.

## 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. Chairperson, President, CEO (Chief Executive Officer), General Manager, or authorised member of the Board or Committee of the applicant.

## 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 [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au).

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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: [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au)

W: [sport.nsw.gov.au](http://sport.nsw.gov.au)

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