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# Her Sport Her Way Grant Program

Program Guidelines 2022/2023

**Open** Wednesday 19 October 2022

**Close** 1pm, Wednesday 16 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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Guidelines

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Artwork

**“Jennebe”**

By Jasmine Sarin

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# Minister for Sport

It is with great pleasure I announce the opening of round four of the Her Sport Her Way Grant Program. A key initiative of the Her Sport Her Way strategy aims to build a stronger NSW sport sector where women and girls are valued, recognised, and have equal choices and opportunities to lead and participate.

The grant program will provide more than \$2.5 million in funding over four years to assist State Sporting Organisations to grow their sports for women and girls, on and off the field.

The program provides a platform to drive powerful change, explore and test new ideas and ways of doing things to reduce barriers to participation, improve leadership opportunities and promote safe and inclusive sport experiences.

Continual insights and data on girls' mental health and participation in sport highlights the need for innovative solutions to encourage adolescent girls to stay in sport and this remains a focus of this funding round.

The program provides opportunities to explore innovative approaches to engage and encourage adolescent girls' participation, that address emerging barriers and improve retention of this age group, to ensure the long-term benefits from participating in team sport is attained.

Grants from \$10,000 - \$50,000 are available for eligible organisations and successful organisations will be supported with resources for project planning and evaluation.

I encourage all eligible State Sporting Organisations to read these guidelines, make use of the resources when preparing your application and submit an application by 1pm, Wednesday 16 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 Her Sport Her Way Grant Program.

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

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## About the Her Sport Her Way Program

Her Sport Her Way (2019-2023) is a four-year strategy that aims to build a stronger NSW sport sector where women and girls are valued, recognised, and have equal choices and opportunities to lead and participate.

It provides a clear role for the NSW Government to work with the sector and new partners in innovative ways to shape the future of women's sport.

The Her Sport Her Way Grant Program (the Program) is a key initiative under this strategy

and supports Her Sport Her Way annual action plans, sports participation plans and Office of Sport Strategic Plan 2020-2024.

It provides support to NSW State Sporting Organisations (Organisations) to develop and deliver new initiatives to increase participation of women and girls in sport, on and off the field, and build cultures of diversity and inclusion. This year the Program continues to have a particular focus on initiatives that target adolescent girls.

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## Program objectives

The Program aims to increase opportunities for women and girls, on and off the field, throughout NSW. The key objectives of the Program are to:

- Increase the number of women and girls playing sport
- Improve the retention of adolescent girls
- Increase the number of women and adolescent girls in leadership positions both on and off the field
- Improve gender inclusive sporting cultures and environments.

## Important dates

Applications open	Wednesday 19 October 2022
Applications close	1.00pm, Wednesday 16 November 2022
Outcomes advised	January 2023 onwards
Projects commence	From 1 February 2023
Projects must be completed by	30 June 2024

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## Funding availability

A total of \$650,000 (Ex GST) is available for the Program in 2022/23.

The grant amount requested by an applicant must be a minimum of \$10,000 and cannot exceed \$50,000 per project.

Applicants may apply for more than one project, or multiple locations however the maximum available to any one Organisation is \$50,000.

The amount requested should reflect the scale and reach of the project and the Organisation's contribution to the project.

All applications are required to provide a minimum 25% co-contribution of the total project cost.

- Co-contributions can be financial, or in-kind, such as staff time directly related to the funded project or through use of voluntary labour or services.
- If you have an established partnership and the agreement includes a financial component, this can be included in the

applicant contribution as part of the overall budget or scope of the project.

- Contributions will be considered as part of the assessment process. The greater the contribution the more favourably the project will be looked upon.

The Office of Sport reserves the right to recommend part-funding of projects where there is insufficient funding available for the whole project or where only a component of the project is ineligible. Applicants should identify whether their project may not proceed if the full grant amount requested is not approved.

Should a reduced amount be approved, adjustments to the project scope may be negotiated during the contract phase.

Applicants seeking funding for multiple projects can advise of their project priority ranking in the application form. All projects will be assessed individually in line with the Guidelines.

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## Eligible applicants

NSW State Sporting Organisations recognised by the Office of Sport. Check your eligibility against [Recognised State Sporting Organisations in NSW](#).

Eligible Organisations are encouraged to partner with other organisations, including those with specific experience working with women and girls and under-represented communities.

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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):

- Sporting clubs and associations
- Individuals and groups of individuals.

An Eligible Applicant will be deemed ineligible 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 not signified their intent 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

Project category and description	Eligible project examples
<p><b>Participation</b></p> <p>Projects that aim to reduce barriers to participation for women and girls and create innovative, inclusive sport experiences that reflect what women and girls want</p>	<ul style="list-style-type: none"> <li>• Projects or programs designed to attract new women and girl participants e.g. where a new program is created or an existing program offering is adapted to address specific barriers for women and girls, and where relevant, the needs of under-represented groups</li> <li>• Projects or programs that are based on or include consultation with women and girls in order to inform a new program or adaption of an existing program or participation offering will be prioritised</li> <li>• Initiatives that engage with adolescent girls and are designed to address adolescent drop out e.g. initiatives that are designed and led by adolescent girls</li> <li>• Programs that engage key influencers to facilitate girls' participation in sport, such as parents, coaches, and teachers</li> </ul>
<p><b>Leadership</b></p> <p>Projects that aim to attract, develop, and retain women and girls as coaches, officials and leaders, and projects that recognise and celebrate their achievements</p>	<ul style="list-style-type: none"> <li>• Initiatives that support and promote leadership opportunities for adolescent girls including those not currently involved in sport</li> <li>• Projects that lead to improved pathways and the visibility of women and girls as coaches and officials e.g. mentoring and scholarship programs</li> <li>• Projects with a youth engagement approach that encourage and support young women to advance their careers in sport and aspire to leadership positions</li> <li>• Initiatives that recognise and increase the visibility of role models to inspire women and girls to aspire to leadership roles or increase participation e.g. case studies and digital storytelling</li> </ul>
<p><b>Capability</b></p> <p>Projects that aim to build the capability of the organisation to increase the participation of women and girls both on and off the field, and projects that build gender inclusive sporting cultures and environments</p>	<ul style="list-style-type: none"> <li>• Community activation events, forums and education sessions that share experiences and successful engagement strategies for women and girls in sport</li> <li>• Initiatives that engage with adolescent girls to guide policy and product development e.g. peer to peer platforms and youth advisory groups</li> <li>• Projects that increase the effectiveness of boards and management in relation to participation of women and girls such as improvements to policies, processes, stakeholder relationships, strategic planning and whole of sport communication</li> <li>• Projects that build a positive, gender inclusive culture across the organisation</li> <li>• Research projects that contribute to the information/evidence base about women and girls as participants to assist sport organisations make decisions about operations, planning and future delivery options e.g. facility audit, data collection, consumer insights</li> </ul>

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## Ineligible projects

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

- Retrospective funding, where projects have commenced or have been completed at the time of application
- Projects that have already been funded by the NSW Government unless significant new and additional scope is identified
- Projects that will not be completed by June 2024
- Project administration costs and staff wages not directly related to the project
- Appearance fees, prize money, trophies, and presentation functions
- Entertainment, hospitality, catering, food and drink
- Events that are organised for the primary purpose of fundraising, including charity fundraising events
- Purchase of land, rental of premises or associated occupancy payments
- General running costs including capital equipment or office equipment
- Insurance costs (public liability, general liability, etc.)
- Infrastructure projects (e.g. construction, upgrade, maintenance, and repairs).

Each application will be checked for eligibility by the Office of Sport. All applications including those with uncertain eligibility assessment will be referred to the Grant Assessment Panel for final determination on eligibility.





# What is the application process?

## How to apply

Follow the steps below to submit your application.



### Step 1 Check your eligibility

- Check your eligibility against [Recognised State Sporting Organisations in NSW](#).
- 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 including the Supporting Document checklist to make sure you understand all relevant requirements, including whether you are eligible to apply.
- You can find the relevant information on the Office of Sport's website: [Her Sport Her Way Grant Program](#)
- For questions relating to the grants program please refer to the [Frequently Asked Questions \(FAQs\)](#)



### Step 3 Prepare your application

- Seek support for the project by forming partnerships with key stakeholders
- Gather your evidence including letters of support, consultation reports and participation data etc.
- Complete the [Her Sport Her Way Participation Planning Tool](#)

- Check your project's alignment with [Her Sport Her Way strategy](#), [State/ National sports plans](#), and the [Office of Sport Strategic Plan 2020-24](#)
- Review [information session presentation](#) and [Think Tanks resources](#) including latest research and insights, practical case studies and promising programs
- For specific assistance with the SmartyGrants system, email [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

- Projects must be submitted through the [SmartyGrants website](#) to be considered eligible.
- Applying for a grant is a simple process using the Projects must be submitted through the [SmartyGrants website](#).
- 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.
- 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 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 [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) 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 Her Sport Her Way Grant Program assessment process will be managed by the Office of Sport supported by an independent probity advisor 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.

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

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## Eligibility check

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

- Applicant organisation is an eligible applicant
- Applicant has provided an ABN and Incorporation number
- Proposed project is in NSW
- Grant request is between \$10,000 and \$50,000

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 Grant Assessment Panel will consider the extent to which the applicant has addressed each 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 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 and seeking grant funding, the Grant Assessment Panel may adjust the requested grant amount accordingly

In addition to the merit assessment criteria, the Grant Assessment Panel in determining the final recommendations, may also consider geographic and sport spread and distribution across funding categories in line program objectives.

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## Merit assessment criteria

Criterion 1: Strategic justification (30%)	

Criterion 3:  
Project  
deliverability  
and applicant  
capability  
(30%)

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## Available supporting documents

Documents available on the [Program webpage](#) to assist your application include:

- [Recognised State Sporting Organisations in NSW \(Eligibility list\)](#)
- [Think Tanks resources](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Funding Agreement Template](#)
- [Her Sport Her Way strategy](#)
- [Her Sport Her Way Participation Planning Tool](#)
- [Office of Sport Strategic Plan 2020-24](#)

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 Applications must provide:

- Evidence confirming co-contribution sources
- Evidence to support budget costs including estimates, assumptions or quotes (where possible) to validate your project expenditure
- Letters from partners and stakeholders (if applicable) that indicate how they will either support the delivery of the project or benefit from the project

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## Program evaluation and reporting

Organisations will be required to report against the Her Sport Her Way Grant Program Evaluation Framework and any evaluation conditions outlined in the Funding Agreement.

Successful applicants will be required to:

- Attend an evaluation workshop that will address the evaluation framework requirements
- Provide progress reports against key milestones

- Develop a case study and/or digital story to share and promote successful approaches and/or strategies

Successful applicants will be supported with evaluation requirements in partnership with Sydney University's SPRINTER (SPort & Recreation INTervention & Epidemiology Research) program.



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## 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](#).

The Office of Sport will contact the successful applicants to 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.

Any conflict of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Office's staff, any member of a committee or advisor and/or any of the applicant's personnel:

- has a professional, commercial or personal relationship with a party who is able, or may be perceived, to influence the application selection process, such as a NSW Government officer;
- has a relationship with, or an interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

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.

### 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 uploaded into SmartyGrants and 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](#).

### Funding obligations

Funding terms and conditions outline grant recipient obligations for the project. The project must be completed by 30 June 2024. The standard 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 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 terms and conditions have been accepted (forming a funding agreement with the Office of Sport). 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.

- Successful applicants will be required to complete periodic project updates.
- 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 project completion report must be submitted within 30 days of the project being completed and will report against the outputs and outcomes information provided by the applicant in the submitted application. This will include a signed declaration by an office holder that the Funding has been used only for the project.
- Case study and/or digital story of the project must be provided.
- 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.
- 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.

## Insurances

Organisations approved for funding by 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).

## Publicity

The NSW Government reserves the right to be involved in media opportunities and speaking engagements relating to the funded project.

Recipients must ensure that any media opportunities, speaking engagements and signage relating to the Program or project are discussed with, and approved in advance by, Office of Sport.

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

## Disclaimer

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

## Probity

NSW Office of Sport has appointed Centium Probity as independent Probity Advisors for this program. If there are any concerns regarding the probity or integrity of this program, contact should be made with the NSW Office of Sport in the first instance via email on [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 Office of Sport 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 Office of Sport is required to comply with the Privacy and Personal Information Protection Act 1998. The Office of Sport collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application. Applicants must ensure that people whose personal details are supplied with applications are aware that the Office of Sport is being supplied with this information and how this information will be used.

## **Disclosure of project information**

Should your application be successful, the Office of Sport will provide certain information to the media and Members of Parliament for promotional purposes. This information may include applicant name, project name, project description, location 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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