

Surf Club Facility Program 2022/23 Application Form

Form Preview

Eligibility Page

* indicates a required field

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.

Eligibility Overview

Before you apply please read the guidelines and related materials including the 2022/23 Application Eligibility Checklist to make sure you understand all relevant requirements.

All grant applications must meet the following mandatory criteria to progress to full assessment:

- be lodged by an eligible organisation type (refer to Program Guidelines regarding Eligible Applicants)
- be in an eligible location (refer to Program Guidelines and Eligible locations on Fund web page)
- be an Eligible Project (refer to Program Guidelines)
- the facility must be on eligible land categories and have landowner consent (refer to Program Guidelines)
- be for a grant amount with a minimum request of \$30,000 and a maximum of \$650,000
- a statement of support from Surf Life Saving NSW outlining if the club is in poor or unserviceable condition or is addressing a community need
- All required documents are uploaded.

Eligible Applicants

Eligible applicants are:

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

Surf Club Facility Program 2022/23 Application Form

Form Preview

- applicant has Public Liability Insurance with a minimum \$20 million cover

Applications must have the landowner's consent and a current Development Application (if required) at the time of application.

Ineligible Applicants

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

- Applicants not affiliated with Surf Life Saving NSW are not eligible.
- Applications from Individuals
- Applications must be made by a person authorised to submit the application on behalf of the Surf Life Saving Club or Branch

Organisations named by the [National Redress Scheme for Institutional Child Sexual Abuse](#) on its list of Institutions that have not joined or signified their intent to join the Scheme are not eligible for funding under this program.

Eligible Projects

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

*

- Crown reserve land (applicant must ensure Native Title clearance where relevant)
- Land owned by a public authority (for example municipal property)
- Land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public
- Land vested in Aboriginal Land Councils under the (NSW) Aboriginal Land Rights Act 1983;
- Private land that benefits the community's interests in sport and active recreation

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

Surf Club Facility Program 2022/23 Application Form

Form Preview

- 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.

Ineligible projects or project components

Applicants must confirm that they have read and understood the ineligible projects and project components outlined in the 'Ineligible Projects costs' section of the 2022/23 Surf Club Facility Program guidelines.

NB: Projects that have already been funded by the NSW Government unless significant new and additional scope is identified are ineligible to be funded.

This application is not for an ineligible project or project component *

I confirm

Proof of Landowners Consent

Please upload your property or landowner's consent *

Attach a file:

More than one file may be uploaded if required

Proof of current Development Approval?

It is not mandatory have have an approved DA but if one is required for the proposed works, applications with development consent will be priortised. If a DA is not required you will need to provide evidence of this.

Does your project require Development Approval *

Yes

No

Do you have an approved Development Application?

*

Yes

No

Please upload a copy of your current Development Approval *

Attach a file:

Surf Club Facility Program 2022/23 Application Form

Form Preview

What is the current status of your DA? *

- In development/not submitted submitted/awaiting approval by local authority

Please upload evidence from Council confirming development approval is NOT required *

Attach a file:

Construction Certificate

Do you have a current Construction Certificate?

- Yes No

Please upload current Construction Certificate *

Attach a file:

Surf Life Saving NSW letter of support

Upload a letter of support from Surf Life Saving NSW outlining if the club is in poor or unserviceable condition and/or is addressing a community need

Please attached your letter of support from Surf Life Saving NSW

Attach a file:

Insurance

It is a condition of funding that applicants (funded organisations) have at least \$20 million Public Liability Insurance.

NB: 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.

It is recommended, but not a condition of funding, that applicants have Personal Accident, Professional Indemnity and Directors and Officers insurance.

Applicants that employ staff must comply with the Workplace Injury Management and Workers Compensation Act 1998 (NSW).

Does your organisation have public liability insurance for at least \$20 million? *

- Yes No

Surf Club Facility Program 2022/23 Application Form

Form Preview

It is recommended, but not a condition of funding, that applicant organisations have Personal Accident, Professional Indemnity and Directors and Officers insurance

Noted

Does your organisation hold Workplace Injury Management and Workers Compensation Act 1998 (NSW) insurance? *

Yes

No

Does your organisation have \$5 million public liability insurance?

*

Yes

No

Please provide proof of PLI for at least \$20 million *

Attach a file:

Please provide proof of PLI for \$5 million *

Attach a file:

Upload PLI (Certificate of Currency) form

I understand that the organisation will need to hold at least \$20 million public liability insurance if the application is successful *

Agreed

Applicant Organisation Details

* indicates a required field

Organisation Name *

Organisation Name

Does your organisation have an ABN? *

Yes

No

Surf Club Facility Program 2022/23 Application Form

Form Preview

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Please click on the following link to find your ABN: <https://www.abr.business.gov.au/>

Does your organisation have a NSW Fair Trading Incorporation Number *

Yes No

At least 1 choice must be selected.

Please click on the following links to find your number/s as applicable:

- [NSW Fair Trading Incorporation Number](#)

NSW Fair Trading Incorporation Number

Organisation Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

Organisation Street Address *

Address

Surf Club Facility Program 2022/23 Application Form

Form Preview

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

Organisation Phone Number *

Must be an Australian phone number.
Please include area code eg. 02 9999 9999

Organisation Email *

Must be an email address.
Organisation generic email address preferable if one available.

Organisation Website *

Must be a URL.

Organisation social media (e.g. Facebook, Twitter, Instagram etc. if relevant)

Authorised Organisation Contact

The Authorised Organisation Contact will receive formal correspondence from the Office of Sport and will be the **organisation's authorised delegated contact who has delegated authority to sign on behalf of the organisation and should be, for example, the General Manager, CEO or Executive Officer, President, Organisation Board or Committee of Management Chair, Chancellor.**

It is your responsibility to update the Office of Sport of any contact details change during the delivery of the project.

Name *

Title First Name Last Name

Position *

Business Phone Number *

Must be an Australian phone number.
Please include area code eg. 02 9999 9999

Mobile Phone *

Surf Club Facility Program 2022/23 Application Form

Form Preview

Must be an Australian phone number.

Email Address *

Must be an email address.

Project Contact Person

Please provide the name of the contact person from the organisation who is submitting the application and who will be the contact person throughout the project. It is your responsibility to update the Office of Sport if these contact details change during the delivery of the project.

This person should be different to the Authorised Organisation Contact above.

Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Position *

Business Phone Number *

Must be an Australian phone number.

Please include area code eg. 02 9999 9999

Mobile Phone *

Must be an Australian phone number.

Email Address *

Must be an email address.

Project Details

* indicates a required field

Project Title *

Must be no more than 10 words.

Will be used in correspondence. Please capitalise the first letter of every word. Use a project title that accurately describes the project (e.g. Smithville SLSC Ground Floor Refurbishment)

Surf Club Facility Program 2022/23 Application Form

Form Preview

Short Project Description *

Word count:

Must be between 30 and 200 words.

Please provide a short description for publication purposes (What, where and why)

Project Location

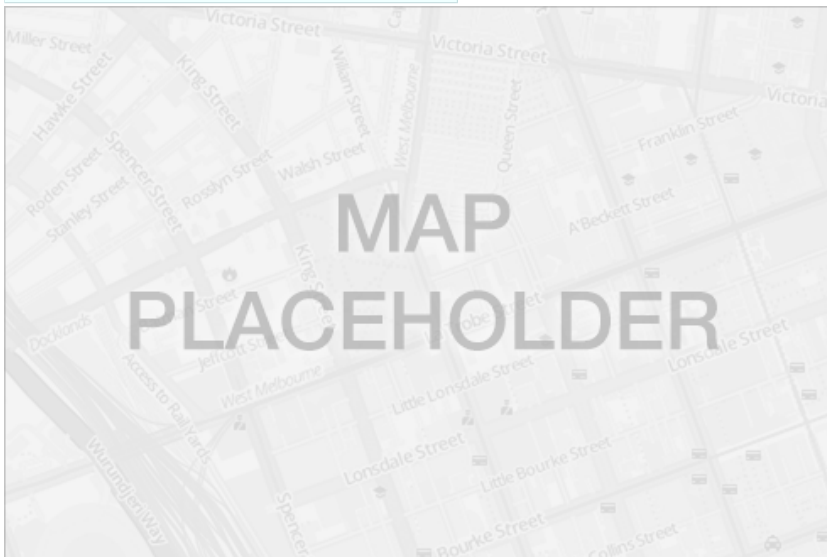
State must be NSW. This is the address where the project will take place.

*

Project Location Name

Street Address *

Address



Address Line 1, Suburb/Town, State/Province, and Postcode are required. Coordinates Required. Country must be Australia

State Electorate

LGA

Project Priority Ranking

Surf Club Facility Program 2022/23 Application Form

Form Preview

How many applications is this organisation submitting? *

Must be a whole number (no decimal place) and at least 1.

What is your priority ranking of this project? *

Must be a whole number (no decimal place) and at least 1.

This is the organisation's priority ranking of this project compared to other submitted projects. This will be used by the Grant Assessment Panel for indicative purposes only.

Project Data

Which identified age group will the project primarily benefit? *

- Preschool
- School Aged Children (5-12 years)
- Young People (12-24 years)
- Adult
- Seniors (60+ years)
- All Age Groups

Which gender group will the project primarily benefit? *

- Female
- Male
- Self-Described
- All Genders

What is the primary community (if any) that your project demonstrates benefit to? *

- Disadvantaged communities (low SEIFA)
- People from culturally and linguistically diverse (CALD) backgrounds
- First Nations/Aboriginal people
- People with a disability
- Regional and remote
- Women and girls
- None of the above

Does your project demonstrate benefit to any other communities? *

- Disadvantaged communities (low SEIFA)
- People from culturally and linguistically diverse (CALD) backgrounds
- First Nations/Aboriginal people
- People with a disability
- Regional and remote
- Women and girls
- None of the above

Project Type

Please select the most relevant project type *

- Construction of new sport infrastructure project

Surf Club Facility Program 2022/23 Application Form

Form Preview

- Construction of improved, upgraded or replaced infrastructure

Which of the following represents your highest competition training level? *

- Neighbourhood
- Local
- Regional
- State
- National/International
- High Performance
- Centres of Excellence

Which of these facility types best represents your project? *

- Aquatic - pool
- Aquatic - waterways
- Administration facilities
- Canteen/Kiosk/Kitchen
- Changeroom new/upgraded
- Clubhouse/Amenity
- Digital technology uplift/smart technology
- Fixed capital equipment
- Landscaping and pathways
- Lighting / smart metering
- Modular amenity facility
- Solar project
- Storage

Primary Project Beneficiary *

- Surf Life Saving

Are there any secondary beneficiaries? *

- yes
- no

Secondary Project Beneficiaries *

- | | |
|--|---|
| <input type="checkbox"/> Adventure Camping | <input type="checkbox"/> Lawn Bowls (Blind / Vision Impaired Sport) |
| <input type="checkbox"/> Aeromodelling | <input type="checkbox"/> Little Athletics |
| <input type="checkbox"/> Archery / Archery Field | <input type="checkbox"/> Masters swimming |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Mixed Martial Arts |
| <input type="checkbox"/> Australian Football League | <input type="checkbox"/> Modern Pentathlon |
| <input type="checkbox"/> Badminton | <input type="checkbox"/> Motorcycling |
| <input type="checkbox"/> Balloon Soccer (Powerchair Sport) | <input type="checkbox"/> Motorsport |
| <input type="checkbox"/> Ballooning | <input type="checkbox"/> Mountain Biking |
| <input type="checkbox"/> Ballroom Dancing | <input type="checkbox"/> Netball |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Netball (Deaf Sport) |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Non-Sport - Recreational Dancing |
| <input type="checkbox"/> Basketball (Deaf Sport) | <input type="checkbox"/> NSW Institute of Sport |
| <input type="checkbox"/> Basketball (Wheelchair Sport) | <input type="checkbox"/> Orienteering |
| <input type="checkbox"/> Biathlon | <input type="checkbox"/> Outrigger |
| <input type="checkbox"/> Billiards | <input type="checkbox"/> Oztag Football |
| <input type="checkbox"/> Blind Cricket (Blind / Vision Impaired Sport) | <input type="checkbox"/> Paddle Sports |
| <input type="checkbox"/> Blindsport NSW | <input type="checkbox"/> Para - cycling |
| <input type="checkbox"/> BMX - Freestyle / Racing | <input type="checkbox"/> Parachute |
| <input type="checkbox"/> Bobsleigh | <input type="checkbox"/> Paragliding |

Surf Club Facility Program 2022/23 Application Form

Form Preview

- Bocce
- Boccia
- Boxing
- Calisthenics
- Campdraft
- Canoeing
- Carriage Riding
- Cerebral Palsy Sport and Recreation Association of NSW
- Cheerleading
- Clay Target Shooting
- Climbing / Rock Climbing
- Council
- Cricket
- Cricket (Deaf Sport)
- Croquet
- Curling
- Cycling Track
- Dancesports
- Darts
- Deafsports Australia
- Disabled Winter Sports
- Diving
- Dodgeball
- Dragon Boating
- Education/Schools
- Eight Ball
- Endurance Riders
- Equestrian
- Fencing
- Floorball
- Flying Disc / Ultimate Frisbee
- Football
- Football / Futsal (Blind / Vision Impaired Sport)
- Football / Futsal
- Football / Futsal (Deaf Sport)
- Football (Powerchair Sport)
- Gaelic Football
- Gliding
- Goal Ball (Blind / Vision Impaired Sport)
- Golf
- Golf (Amputee)
- Golf (Blind / Vision Impaired Sport)
- Gridiron
- Gymnastics
- Handball
- Hang Gliding
- Hockey
- Hockey (Powerchair Sport)
- Hockey (Wheelchair Sports)
- Ice Hockey
- Ice Racing
- PCYC
- Pistol
- Polo
- Polocrosse
- Pony Club
- Powerlifting
- Racquetball
- Racquetball (Deaf Sport)
- Regional Academies of Sport
- Riding for the disabled
- Rifle
- Road Racing
- Rodeo
- Roller Blading
- Roller Derby
- Roller Skating
- Rowing
- Royal Life Saving
- Rugby (Powerchair Sport)
- Rugby League
- Rugby League (Wheelchair Sports)
- Rugby Union
- Sailing
- Sailing (disability)
- Show Jumping
- Skateboarding
- Skeleton
- Skiing
- Snooker
- Snooker (Deaf Sport)
- Snowboarding
- Social and Community Groups
- Softball
- Speedway
- Squash
- Surf Life Saving
- Surfing
- Swimming
- Synchronised Swimming
- Table Tennis
- Table Tennis (Deaf Sport)
- Taekwondo
- Tai Chi
- Tennis
- Tennis (Blind / Vision Impaired Sport)
- Tennis (Wheelchair Sports)
- Tenpin Bowling
- Touch Football
- Track and Road Cycling (Wheelchair Sports)
- Trail walking/running/riding
- Transplant Sports

Surf Club Facility Program 2022/23 Application Form

Form Preview

- | | |
|---|--|
| <input type="checkbox"/> Ice Skating | <input type="checkbox"/> Triathlon |
| <input type="checkbox"/> Indoor Bowls | <input type="checkbox"/> University Sports |
| <input type="checkbox"/> Judo | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Judo (Deaf Sport) | <input type="checkbox"/> Wakeboarding |
| <input type="checkbox"/> Jujitsu | <input type="checkbox"/> Water Aerobics |
| <input type="checkbox"/> Karate | <input type="checkbox"/> Water Polo |
| <input type="checkbox"/> Karting | <input type="checkbox"/> Water Skiing |
| <input type="checkbox"/> Kayaking | <input type="checkbox"/> Weightlifting |
| <input type="checkbox"/> Kendo (Laido/Jodo) | <input type="checkbox"/> Wheelchair Dancing |
| <input type="checkbox"/> Kickboxing | <input type="checkbox"/> Wheelchair Sport NSW |
| <input type="checkbox"/> Korfball | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> Kung Fu | <input type="checkbox"/> Yachting |
| <input type="checkbox"/> Lacrosse | <input type="checkbox"/> YMCA/ YWCA |
| <input type="checkbox"/> Lawn Bowls | <input type="checkbox"/> Other: <input type="text"/> |

Project Outputs

* indicates a required field

Target Group/Beneficiary

Specific key user groups/organisations/community groups that will benefit from the project: *

Word count:

Must be no more than 200 words.

Please provide a list of the key user groups/organisations/community groups etc. by name. E.g. Nippers, local community organisations etc.

Number of Participants? *

Must be a number.

Benefits to Participants - How will the above named groups benefit from proposed works? *

Word count:

Must be no more than 100 words.

How

Criterion 1 - Strategic Justification

* indicates a required field

Surf Club Facility Program 2022/23 Application Form

Form Preview

Describe how the project will deliver a functional, flexible, accessible and safe facility *

Word count:

Must be no more than 200 words.

Explain how the project will increase capacity and usage of this facility (attach a Facility Usage Schedule below to support your predictions) *

Word count:

Must be no more than 200 words.

Facility Usage Schedule

Please download the [Facility Usage Schedule](#), complete it and attach it below.

Please ensure you complete both sheets within the spreadsheet - 'Current Usage' and 'Proposed Usage'. Note that for new facilities where there is no current usage, the 'Current Usage' sheet may be left blank.

Upload Facility Usage Schedule *

Attach a file:

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 *

Word count:

Must be no more than 200 words.

Provide detail of community profile, demonstrated need and project urgency *

Word count:

Must be no more than 200 words.

Please upload supporting documentation *

Attach a file:

Surf Club Facility Program 2022/23 Application Form

Form Preview

Photo evidence of current condition and/or data/statistics/reports on community profile. etc

Describe community and stakeholder consultation and provide evidence of community support for the project *

Word count:

Must be no more than 200 words.

*

Attach a file:

evidence of consultation and community support

Please demonstrate how the project aligns to one or more of the following:

- the Office of Sport Strategic Plan and priorities; [Strategic Plan 2020-2024](#)
- Surf Life Saving NSW [Strategic Plan](#);
- Local Council plan

Office of Sport, Strategic Plan and priorities

Word count:

Must be no more than 200 words.

Surf Life Saving NSW Strategic Plan

Word count:

Must be no more than 200 words.

Local Council Plan

Council Strategic Plan, Disability Inclusion Action Plan etc.

Criterion 2 - Project Scope and Design

* indicates a required field

Project Scope

Project Scope - please use dot points to itemise works that will be delivered with Surf Club Facility Program funding for this project *

Surf Club Facility Program 2022/23 Application Form

Form Preview

Must be no more than 200 words.

Will be used in the funding agreement if successful. Describe exact project components that will be delivered. E.g. new amenities block including 2 universally designed and accessible changerooms, 1 storage area, 1 canteen/kiosk etc. Use dot points.

Please list the outcomes this project will achieve. These should be quantifiable and measurable. *

Word count:

Must be no more than 150 words.

. E.g. Air conditioning installation in function room. Increase on base income from external hire/bookings by 40%

Provide supporting documentation such as facility design brief, concept, schematic or detailed design plans *

Attach a file:

To add more than one file, click on 'Choose Files' for each additional file to be uploaded

Is this project part of a broader masterplan/precinct plan? *

Yes

No

Provide a brief overview of the masterplan/precinct plan that this PROJECT is part of *

Word count:

Must be no more than 200 words.

Upload related master plan/precinct plan documents *

Attach a file:

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 *

Word count:

Must be no more than 200 words.

Surf Club Facility Program 2022/23 Application Form

Form Preview

Include details of facility access arrangements, programs and other opportunities that will have a positive effect on outcomes.

Select the Design Principles outlined in the program guidelines that have been incorporated into the project: *

- Inclusive, accessible & universally designed (beyond compliant)
- Placed-based, connected & co-located (community & neighbourhood integration)
- Alignment to sport facility design guides & technical specifications
- Environmentally sustainable design & climate change resilient
- Future proof (flexible & adaptable)
- New technology & innovative approaches
- Health & Safety (Crime prevention through environmental design and Child Safety)
- Diversification for operational sustainability (multi-sport & use)

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 *

Word count:

Must be no more than 200 words.

Outline any best practice approaches in the design, development and delivery of the project that address the Program's objectives *

Word count:

Must be no more than 200 words.

Criterion 3 - Value for money & project affordability

* indicates a required field

Budget

Please complete the following section in order to demonstrate the income sources, and expenditure required to complete, your project.

Prior to doing so please review the following documents:

- **2022/23 Surf Club Facility Program Guidelines. Refer specifically to sections on Eligible Projects and Ineligible Projects to ensure your budget only includes eligible scope items.**

Things to consider when requesting your funding:

Surf Club Facility Program 2022/23 Application Form

Form Preview

- **Organisations registered for GST:** When applying for funding please exclude GST from the amount of funding requested in your project budget. GST will be paid to your organisation if successful, for each instalment.
- **Organisations not registered for GST:** When requesting funding for your project, please include GST in the costs for your project budget. Please ensure that quotes you receive are inclusive of GST that will be charged by trades to deliver the works.
- **Contingency:** All project budgets must include a contingency to cover uncertainty. This contingency should be a minimum of 10% of the total project cost (not the grant amount). For more complex projects, the contingency may be up to 20% of the total project cost. You may include contingency in the grant requested amount
- Provide a clear project budget that clearly identifies the income sources and the expenditure items.
- Your expenditure table should clearly identify the income source that is intended to pay for it.
- Provide evidence to support budgeted costs and revenues, e.g., cost estimates or assumptions, quotes to support your costs.
- Provide evidence of approval for committed funding co-contribution(s). All applications are required to provide a minimum 50% financial co-contribution.
- ***NOTE: Please ensure that financial information presented in the application form below matches financial information presented in other documents provided (cost evidence, quotes etc). Mismatched financial information (without a clear rationale or explanation) may effect your scoring against the project affordability merit criterion.***

Total Funding Requested

The grant amount must be a minimum of \$30,000 and maximum of \$650,000.

Total amount of funding requested *

\$

Must be a whole dollar amount (no cents) and between 30000 and 650000.

A whole dollar amount with a minimum of \$30,000 and not greater than \$650,000 (GST exclusive where applicable)

Financial co-contribution

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 also encouraged to contribute.

These co-contributions can include:

Surf Club Facility Program 2022/23 Application Form

Form Preview

- your **Applicant cash contribution** (recorded in the section below), and/or
- secured grants, donations or external funding (recorded in the section **Third Party Funding**).

Supplier discounts and in-kind contribution should not be included in the co-contribution

Are you providing a financial co-contribution

- Yes No

Financial Co-contribution

Which of the below funding sources are contributing to your project?

- Applicant Cash Contribution
 Third Party Funding
 Other

Applicant Cash Contribution

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/applicant should also upload bank or financial records showing the cash is available

Please provide a breakdown below of your funding sources and attach evidence of this funding.

How much cash is your organisation contributing to this funding? Attach evidence of this contribution

Must be a dollar amount.	This can include a letter from your treasurer, evidence of available funds from your bank. etc.
\$	

Third Party Funding

This party funding may be from Local Government and Federal government.

Projects already funded by NSW Government are ineligible unless significant and additional scope is identified.

Funding Organisation	Funding Amount	Evidence of Funding
	Must be a dollar amount.	This can include letter from organisation, funding agreement, scope documents from third party organisations etc
	\$	

Other Financial Contributions

Surf Club Facility Program 2022/23 Application Form

Form Preview

Financial Contribution Name	Amount	Evidence of Funding
	Must be a dollar amount.	
	\$	

Co-contribution

Co-Contribution as a % of Amount requested from this program

This number/amount is calculated.

Budget Expenditure - Capital Related Costs

Please list expenditure items *exclusive* of GST. Do not include the 10% tax.

Do not include your in-kind contribution in this table.

Cost Category	Expenditure Item	Expenditure Amount (ex GST)	Funding Source
	Itemise by component or trade	Must be a dollar amount.	Indicate which Funding source will cover these costs
		\$	

Budget Expenditure - Administration Costs

Please list expenditure items *exclusive* of GST. Do not include the 10% tax.

Do not include your in-kind contribution in this table.

Cost Category	Expenditure Amount (ex GST)	Funding Source
	Must be a dollar amount.	Indicate which Funding source will cover these costs
	\$	

Total Project costs excluding contingency

\$

This number/amount is calculated.

What is the value of a 10% contingency?

This number/amount is calculated.

What is the value of a 20% contingency?

Surf Club Facility Program 2022/23 Application Form

Form Preview

This number/amount is calculated.

What contingency are you applying to this project?

\$

Must be a dollar amount.

Contingency should be between 10% and 20% of total project cost (depending on project complexity)

Income vs Total Expenditure

These two amounts should match and be equal to your total project cost.

If these do not match, please amend your figures above.

Total Budget Income

\$

This number/amount is calculated.

What is your total Project Cost including contingency *

\$

This number/amount is calculated.

This includes your capital costs plus contingency.

In-kind contributions

In-kind contributions are non-monetary contributions of goods and/or services. This may include voluntary labour, donated goods (equipment etc.) and/or services (such as an electrician donating services to the project).

Voluntary labour:

Applicants may choose to include a breakdown of 'Voluntary Labour' as part of their co-contribution and can be uploaded with their application. Hourly rates should be determined as follows:

- Un-skilled labour - no more than \$25 per hour.
- Trade hourly rate as determined by the award [List of Awards](#).

Do you have in-kind contributions for this project? *

Yes

No

In-kind Contributions

Click on ADD MORE to add another row

Description of in-kind contribution

Value of in-kind Contribution

Description of in-kind contribution	Value of in-kind Contribution
<input type="text"/>	\$ <input type="text"/>
EG, Painting - 6hrs@\$25/hr x 4 days = \$600	Must be a whole dollar amount (no cents).

Total In-kind Contributions

\$

This number/amount is calculated.

Project Risk

Surf Club Facility Program 2022/23 Application Form

Form Preview

Applications should identify the risk of a project not proceeding should the full grant amount requested not be approved. 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 the funding agreement.

Will the project proceed if the full grant amount requested is not approved? *

Yes

No

Comment about the project proceeding/not proceeding if the full grant amount is not approved

Cost evidence

Provide at least one quote (from a tradesperson or qualified contractor) or detailed estimate that addresses all key items in your budget..

For supply of any individual or collective goods or services between \$10,000 and \$150,000, please provide quotes for the goods or service. We recommend obtaining at least three quotes however understand remote clubs may only be able to obtain one or two.

Upload all Quotes and/or cost estimates. Please name the file so it is easily identifiable. *

Attach a file:

A minimum of 2 files must be attached.

For projects with a total project cost exceeding \$150,000 an open tender will be required. If this tender documentation is not available at the time of your grant application, it will need to be submitted if the project is recommended for funding, before any funding agreement is established. Funding may not be released if the tender documentation cannot be provided.

If your project falls within this category, an estimate of projected costs either by way of a single quote or Quantity Surveyors Estimate should be obtained to assist in developing your project budget.

Upload Tender Document

Attach a file:

Provide evidence of the applicant's capacity to fund and manage ongoing operations including routine and lifecycle maintenance costs *

Surf Club Facility Program 2022/23 Application Form

Form Preview

Must be no more than 200 words.

Criterion 4 - Project deliverability and applicant capability

* indicates a required field

Organisation Capacity

Outline applicants capacity to deliver the project (how will the project be managed?)

The application demonstrates the extent to which the organisation:

- has proven experience in delivering similar projects and personnel with appropriate experience, and or capacity to manage the project. This should consider the applicant's proposed project management resources and any specialist external resources to be engaged to deliver the project.
- if relevant, demonstrates there is a collaborative approach with a range of partners and indicates how they will contribute to the project (including any evidence of agreements to collaborate or conditions for contributing to project delivery)
- has in place robust strategies for procurement, project management and risk management

How will the project be managed? *

Word count:

Must be no more than 200 words.

Project Schedule

It is expected that projects will be completed within 24 months from successful notification.

Proposed start date of project *

Must be a date.

This is the date when planning for this project initially began. This date may be prior to the opening of this grant program.

Project Scheduled Construction Start *

Must be a date.

Construction date (must be within 6 months of executing of a funding agreement).

Project Scheduled Operational Date *

Surf Club Facility Program 2022/23 Application Form

Form Preview

Must be a date.

This is the date the facility is fully operational (i.e. after practical completion, occupancy certificate finalised etc). Must be within 2 years from successful notification

Project Readiness

Can the project commence and be completed on time?

The application:

- provides a detailed project plan that illustrates key project tasks and milestones and forecast delivery timeline.
- lists any assumptions, constraints and dependencies in delivering the project.
- provides supporting documentation that is required by the Office of Sport
- 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
- provides evidence of current Development Application approval (if required).
- confirms there is no serious planning, construction, zoning, environmental and/or Native Title impediments to delivering the project. Submit relevant approvals.
- Demonstrate any partnership model (including asset management) that would be administered to deliver the project.

Estimated Project Delivery Milestones

Please complete the following table with further details about the stages/phases involved in your project. Please consider including information on stages relating to:

- Planning
- Design
- Procurement of contractors
- Construction
- Fit out
- Certification
- Commencement of operations

Project Readiness

Key Milestones	Start Date	End date
	Must be a date.	Must be a date.

Detailed Project Schedule and Plans

Do you have a detailed project schedule, project management plan, gantt chart, and/or comprehensive delivery plan etc.? *

Yes

No

Surf Club Facility Program 2022/23 Application Form

Form Preview

Please upload a detailed project schedule, project management plan, gantt chart, and/or comprehensive delivery plan (if available) *

Attach a file:

Please name your file/s clearly: e.g. Project Schedule, Project Management Plan - More than one file may be uploaded here.

Project Management Experience

List any relevant project management history of the organisation that is delivering the project? *

Word count:

Must be no more than 200 words.

Procurement Management and Conflict of Interest

Please note: For the supply of individual goods and services (or projects) 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 if the project is recommended for funding, before any funding agreement is established. Funding may not be released if the tender documentation cannot be provided

Outline the procurement / tender processes that will need to be undertaken to secure contractor/s for the project and how this will be managed. *

Word count:

Must be between 30 and 150 words.

Does your organisation or any key personnel involved in delivering this project have any conflict of interests with the project or any potential third parties or contractors? *

Yes

No

If your application is successful you will be required to provide an updated conflict of interest declaration.

Please outline these conflicts and how they will be managed *

Word count:

Must be between 30 and 150 words.

Risk Management Plan

Surf Club Facility Program 2022/23 Application Form

Form Preview

Projects will not be funded if they represent a significant risk to the community and or reputational risk to the NSW Government. If the project is a risk to the community, then you are expected to have a risk management plan which outlines what steps are needed to mitigate these risks.

Please ensure you consider any risks related to impacts from COVID-19 on the project. This may include (but is not limited to) risks related to construction timeframes and/or costs.

Please provide advice on any risks you may anticipate in the process of delivering this project, and how you will work to control them.

Do you have a Risk Management Plan and/or Risk Register for your project? *

Yes

No

Risk Mitigation Strategies

Provide an overview of the key risks to the project, typically 3-5 risks. Describe how risks will be managed for the project.

Risk Description	What will you do to reduce the risk?

Please attach the Risk Management Plan and/or Risk Register for this project *

Attach a file:

The risk management plan and/or risk register contains all identified risks, their causes and impacts, and how they are controlled.

Declaration

* indicates a required field

Conflict of Interest

Any conflict of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if any key personnel, decision makers, member of a committee and/or advisors involved in delivering this project:

- 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 Fund

Surf Club Facility Program 2022/23 Application Form

Form Preview

Does your organisation or any key personnel/decision makers involved in delivering this project have any conflict of interests with the project or any potential third parties or contractors? *

Yes

No

Conflict of Interest Declared

Please contact the Team Leader, Sport Stream Grants to discuss further - email:

alison.osborne@sport.nsw.gov.au

Comment (if necessary) *

File upload (if necessary) *

Attach a file:

The declaration below must be agreed to by a person who has delegated authority to sign on behalf of the organisation e.g. CEO, General Manager, member of the Board of Management or authorised staff member.

I declare that: *

- I am duly authorised by the organisation to prepare and submit this application.
- This organisation is eligible to apply for funding in accordance with the eligibility criteria in the Funding Guidelines.
- The responses in this application and all supporting documents provided are to the best of my knowledge true and correct.
- I understand that the Office of Sport may disclose the information provided in this application to other Government agencies, Local Government, reviewers and staff assisting with the administration or promotion of State Government Grant Schemes and/or in the event of a request pursuant to the Government Information (Public Access) Act 2009.
- I understand that information in relation to this project will be made public in the event that the application for funding is successful and in other circumstances as outlined in the Program Guidelines.
- Where required, our project will comply with all the relevant codes, standards and applicable legislation of the Australian and NSW Governments.
- I understand that if the project is successful, the organisation is required to have a minimum Public Liability Insurance cover of \$20 million for the duration of the project.
- The applicant organisation is not named by the National Redress Scheme for Institutional Child Sexual Abuse on its list of Institutions that have not joined or signified their intent to join the Scheme.

At least 8 choices and no more than 8 choices may be selected.

Name *

Title

First Name

Last Name

Position *

Surf Club Facility Program 2022/23 Application Form

Form Preview

Business Phone Number *

Must be an Australian phone number.

Mobile Phone *

Must be an Australian phone number.

Email Address *

Must be an email address.

Child Safe Reporting Obligations

The Office of Sport is required to collect the following information as part of our child safe reporting obligations. Answering these questions will not have an impact on the eligibility/merit of your application.

Is your organisation aware of the NSW Child Safe Scheme? *

- Yes
- No

Is your organisation working to embed the 10 Child Safe Standards in it's systems, policies and processes? *

- Yes
- No
- Unsure
- Not applicable

Newsletter

Would you like to subscribe to the Office of Sport Sportshorts newsletter?

- Yes
- No

[Join the Office of Sport Sportshorts newsletter](#)

Application Feedback

Please provide us with feedback regarding the online application process so that we can continue to improve this for applicants. This section has no impact on the outcome of your application.

Please rate your experience completing this application form:

- Very easy and simple to complete

Surf Club Facility Program 2022/23 Application Form

Form Preview

- Somewhat easy and simple to complete
- Somewhat difficult to complete
- Very difficult to complete

Please estimate how many hours you spent completing this application

Must be a whole number (no decimal place).

How did you find out about this round of the Surf Club Facility Program?

- Our organisation has applied previously
- Office of Sport newsletter
- Social media (e.g. Facebook, LinkedIn etc)
- Member of Parliament
- Word of mouth