
Centre of Excellence Fund

Program Guidelines – 2022 - 2023 (Round 2)

Opens Monday 31 October 2022

Closes 1pm, Monday 5 December 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.

The Office of Sport would also like to pay respect to the Aboriginal Elders past, present, and emerging.

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Artwork
“Jennebe”
By Jasmine Sarin



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Minister for Sport

The Centre of Excellence Fund is a key sporting initiative of the NSW Government. The Centre of Excellence Fund is aimed at improving talent pathways and community engagement for sporting codes through the development of integrated high-performance training, administration, and community facilities.

The NSW Government's investment in Centres of Excellence will establish world-leading high-performance sporting infrastructure across the state and provide athletes and community groups with the best opportunity for success.

Every athlete on a sporting pathway should have access to training environments that are fit for purpose and adaptable and offer holistic support in their progression to success. Centres of Excellence provide sporting codes the opportunity to improve their talent and development pathways and at the same time expand their community reach and interaction.

Each project will deliver on the Fund's primary focus of creating functional, flexible, and future proof facilities that meet the needs of multiple user groups.

Six projects received funding under round one (2021-2022) of the Centre of Excellence Fund. I am proud to announce that for round two of the Centre of Excellence Fund (2022-2023) up to \$90 million will be available to eligible applicants for the construction of new or enhancement of existing Centres of Excellence.

I look forward to seeing new and existing Centres of Excellence supported through round two of the Centre of Excellence Fund.

The Hon. Alister Henskens, SC MP

Introduction

The Centre of Excellence Fund Guidelines set out the funding rules for the Centre of Excellence Fund Grant Program (the Fund) for applicants, including eligibility and the process for assessing and allocating funding to successful grant applicants.

Applicants must read this document before filling out an application.

About the fund

The NSW Government committed \$150 million to support the development of integrated high-performance sporting facilities as part of the 2021-2022 State Budget. This commitment continues in 2022-2023. The Centre of Excellence Fund is a key sporting initiative of the Budget, aimed at improving talent pathways and community engagement for all sporting codes.

Centres of Excellence will feature multi-purpose facilities, enabling sports to bridge the gap

between elite sport and the general community and expand their community programs and outcomes. The Fund will assist eligible organisations to develop integrated facilities that include high-performance training and administration areas to assist talent identification and development opportunities. The Fund focuses on infrastructure that delivers the best outcomes for the community and ensures that the best possible value for money is achieved.

Key objectives

The primary objectives of the Fund are to:

- Provide elite performance sport infrastructure
- Support talent identification and development pathways (i.e., athletes moving from pre-elite to elite)
- Support the enhancement of dedicated female programs and facilities to improve pathways for women and girls, in line with the NSW Government's women in sport strategy [Her Sport Her Way](#)
- Support Olympic and Paralympic sports
- Improve the level of community engagement (e.g., an increase in the number of community health and wellbeing education workshops held at a Centre of Excellence).

Secondary objectives of the Fund are to:

- Create multipurpose and multi-use facility components
- Create inclusive facilities that meet the needs of females, people with disability, First Nations peoples and people from culturally and linguistically diverse communities
- Establish a diversified funding model
- Improve operational sustainability

- Promote and incorporate environmental sustainability and climate resiliency into design, construction, and operation
- Promote innovation in sports science, sports medicine, and technology
- Promote partnerships that maximise outcomes.

Centres of Excellence support athlete performance and wellbeing and typically include the following facility components:

- High performance training environments - indoor (e.g., strength and conditioning gymnasium and hard court(s)) and/or outdoor (e.g., natural turf playing fields)

Note – high performance training environments should comply with relevant national and international infrastructure standards/guidelines and support talent identification testing (e.g., indoor training environments being able to conduct physiological tests such as shuttle runs or 40 metre sprints) and performance analysis (e.g., multi-view and adaptable camera systems) among other capabilities.

- Aquatic and non-aquatic recovery facilities
- Athlete lounge and nutrition spaces, learning and wellness areas

- Education theatres and other meeting and multipurpose spaces
- Science laboratory and testing areas and medical facilities
- Athlete change and preparation areas
- Property and storage areas
- Administration and associated amenity areas.

Community engagement includes community participation and other supported activities that increase the use of the facility by community

members. Examples of community engagement may include but are not limited to:

- Community outreach programs and workshops
- Development of new community partnerships
- Use of the facility for social participation programs
- Grassroots sporting workshops and camps
- Primary, secondary, and tertiary educational workshops.

Focus

Applications should focus on the highest standard of design that considers (where appropriate) the following:

- Connecting with Country and Designing with Country
- Best practice guides for sustainable development and climate change resilience
- Legislative requirements (e.g., Building Code of Australia and Disability Discrimination Act 1992)
- Exceeding best practice design principles (e.g.

universal design, designing for dignity and accessible design)

- Crime prevention through environmental design (CPTED)
- Child safety standards
- Alignment to the infrastructure strategy(ies) or plan(s) of the NSW Government, relevant council, State Sporting Organisation, National Sporting Organisation
- Benchmark comparable projects and facilities.

Important dates

The following indicative dates apply to this funding round.

Applications Open	Monday 31 October 2022
Applications Close	1.00pm, Monday 5 December 2022
Outcomes advised	February 2023 onwards
Funding agreements executed for successful projects	February 2023 onwards
<p>Project construction is to commence by February 2024, and project construction is expected to be completed within two years of commencing.</p>	

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

Funding availability

The NSW Government has allocated \$150 million to the Centre of Excellence Fund.

Up to \$90 million will be available in 2022-2023 (Round 2).

Centre of Excellence Fund grants are for the capital cost of the project only. Applicants are responsible for project administration costs, non-fixed or movable equipment, and the ongoing operation of the facility.

The grant amount requested by an applicant must be a minimum of \$5 million and cannot exceed \$15 million.

All applications are expected to provide a minimum 50% financial co-contribution of the estimated total project cost (e.g., if the total project cost is \$30 million, at least a \$15 million co-contribution is required).

Applicants that cannot meet the 50% funding co-contribution expectation may apply for financial hardship. A financial hardship application provides applicants the opportunity to outline why they should be exempt from the requirement to provide a minimum 50% financial co-contribution of the estimated total project cost. Financial hardship applications can be made through the application process.

An exemption from the minimum 50 per cent financial co-contribution may be granted where a project is located in a disadvantaged area of NSW, and/or is recovering from a significant natural disaster or pandemic e.g., COVID-19 or other exceptional circumstances. The Socio-Economic Index for Areas (SEIFA), published by the Australian Bureau of Statistics (ABS), will assist in measuring disadvantage.

All successful applicants must enter into a funding agreement with the Office of Sport. Grant payments will not be made until an executed

funding agreement is in place and the Office of Sport will not be responsible for funding any project expenditure until this time. 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.

Project governance (e.g., establishment and operation of a project steering committee, or equivalent, to oversee the delivery of the project) and planning activities (e.g., activities associated with obtaining planning approval including submitting a Development Application) are to commence within three months of the execution date of the funding agreement. Project construction is to commence by February 2024, and project construction is expected to be completed within two years of commencing. Funding approval may include certain conditions that have been determined throughout the assessment process.

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.

Projects that are not the focus of the Centre of Excellence Fund will be encouraged to consider an application under other grant programs (e.g., Female Friendly Community Sport Facilities and Lighting Upgrades and Local Sport Grant Program).

Eligible applicants

To be considered eligible, the project must be submitted through the Office of Sport SmartyGrants website:
<https://sport.smartygrants.com.au/COEF-2022-23>

Eligible applicants are:

- NSW Office of Sport recognised State Sporting Organisations (including National Sporting Organisations where the state body is part of a unitary governance model)
- National Sporting Organisations
- NSW Institute of Sport, Australian Sports Commission (incorporating the Australian Institute of Sport) and NSW Regional Academies of Sport
- Australian Universities with NSW campuses
- NSW Department of Education operated specialist sports high schools
- NSW based professional sporting organisations competing in a national or state competition

- NSW based sporting clubs and associations, with the approval of their state or national body
- NSW Local Government Authorities, the Unincorporated Far West Region, and the Lord Howe Island Board
- Private enterprises (companies established under the *Corporations Act 2001* (Cth), incorporated associations established under the *Associations Incorporation Act 2009* (NSW) or incorporated limited partnerships established under the *Partnership Act 1892* (NSW)).

Applicants are encouraged to engage with all levels of government (i.e., federal, state, and local), other State and National Sporting Organisations, NSW based professional sporting organisations, and relevant peak sporting bodies in the development of their project. The applicant will be the grant recipient and responsible for project delivery.

Ineligible applicants

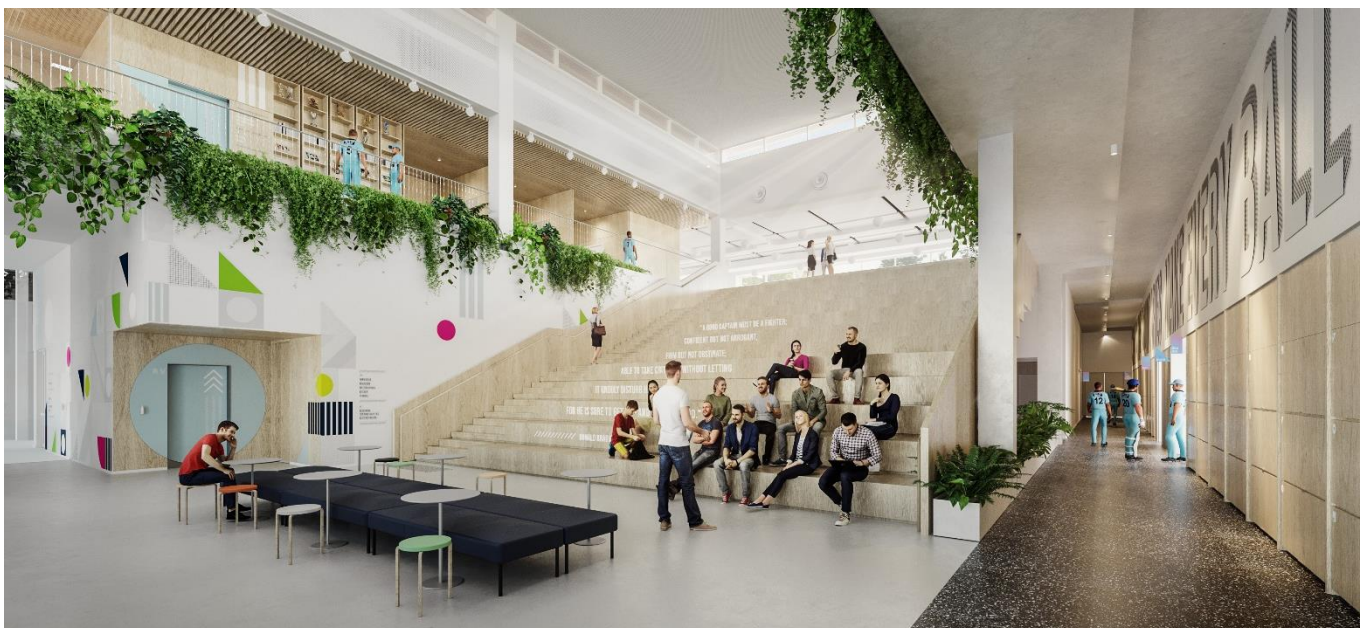
Ineligible applicants are any organisation types not listed in the 'Eligible Applicants' section, and include (but are not limited to):

- Individuals (including sole traders), schools (other than NSW Department of Education operated specialist sports high schools) and TAFEs
- Parent and Citizens (P&C's) Associations
- Other community based or religious groups that do not have a primary purpose of sport and/or

recreation

- Progress associations.

An eligible organisation will be deemed not eligible for funding under this program if they are an organisation named: (i) by the National Redress Scheme for Institutional Child Sexual Abuse on its list of institutions that have not joined or signified their intent not to join the Scheme; or (ii) in the Royal Commission into Institutional Responses to Child Sexual Abuse that has not yet joined the National Redress Scheme.



Eligible projects

Applications should be limited to constructing new or enhancing existing Centres of Excellence that maximise community engagement and demonstrate enhanced inclusion of dedicated female programs and facilities to improve pathways for women and girls.

Projects must be on land within NSW. Applicants

must provide a signed letter of consent from all landowner(s) on which the project is to be developed.

Additional information also sought includes evidence of applicant's tenure and lease arrangements.

Ineligible projects and project components

The Centre of Excellence Fund will not support the following projects or project components:

- Facilities classified as Tier 1 under the NSW Stadia Strategy 2012
- The purchase or lease of land
- Projects without landowner consent (unless owned by applicant organisation)
- Facilities where little or no public access is available (i.e., community engagement outcomes cannot be supported)
- Ongoing facility management expenses
- Non-fixed or movable equipment (excl. rehabilitation and recovery facilities) that is not integral to the operation of a centre of excellence
- Uniforms
- Projects that do not meet relevant Australian standards
- Temporary relocation costs
- Rent or other occupancy payments
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans
- Costs associated with preparing and submitting the Centre of Excellence Fund funding application
- Administrative or running costs that are normally the responsibility of businesses, state or territory agencies, or local councils
- Projects requiring ongoing funding from the NSW Government or Commonwealth Government
- Development application fees
- Community consultation costs
- Car parking
- Project management and/or design delivered by the organisation's staff

- Project management/project director/client representative fees that exceed 5% of the total project cost
- Retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement, or which would proceed without any NSW Government financial assistance
- Projects that have already been funded by the NSW Government unless where:
 - Project delivery has been adversely affected by the COVID-19 pandemic, and/or
 - Significant new and additional project scope is identified to be delivered
- Arts, music, craft, and recreation facilities that provide experiences that do not meet the Office of Sport's definition of sport and active recreation
- General maintenance or replacement costs because of normal wear and tear (e.g., painting, running costs and minor repairs to existing facilities)
- Playgrounds and play spaces, including aquatic play spaces
- Repair of facilities if the damage is not able to be claimed under insurance
- Upgrading or redeveloping kitchen or public toilet facilities
- For the building or upgrade of licensed areas and gaming areas
- Projects located outside eligible local government areas.

Where project components are to be delivered as part of a project (e.g., car parking or development application fees), they are to be funded by the applicant or another funding source that is not the NSW Government (via the Centre of Excellence Fund) and this must be clearly demonstrated in the project budget submitted with your application.

What is the application process?

How to apply

Follow the steps below to submit your application.



Step 1 Check your eligibility

- Before you apply, please read the [guidelines](#) and related materials to make sure you understand all relevant requirements.
- You can find the relevant information on the Office of Sport's website <https://www.sport.nsw.gov.au/grants>.



Step 2 Prepare your application

- Applying for the Centre of Excellence Fund is a simple process using the [SmartyGrants platform](https://sport.smartygrants.com.au/COEF-2022-23) <https://sport.smartygrants.com.au/COEF-2022-23>.
- The Office of Sport recommends that applicants familiarise themselves with the online application form ahead of preparing the application and plan ahead of the closing date. You can download a copy of the application form prior to commencing your application.
- Applicants must prepare a detailed business case in line with [NSW Government Business Case Guidelines](#) that includes a case for change, cost benefit analysis, financial analysis, commercial analysis, and management analysis. The complexity and the size of the business case should be proportional to the scope, value, and complexity of the project.
- A [business case template](#) is available on the Office of Sport's website. Applicants are permitted to use their own format given it follows the same structure as the business case template.



Step 3 Submit your application

- Complete the application by filling in each of the sections (including completing a business case and providing supporting documentation).
- Submit the application by the closing date/time of 1pm, Monday 5 December 2022.

- Successful submissions will be issued with a SmartyGrants system generated acknowledgement email containing a PDF copy of the application which will confirm the time the application was submitted.

Late applications and supporting documentation

- If for some unforeseen reason you are not able to lodge your application or supporting document(s) on time, you must contact infrastructuregrants@sport.nsw.gov.au at the earliest possible time and within one hour of the closing date/time.
- Late applications and supporting document(s) can only be considered where an applicant has started an application in SmartyGrants prior to the closing date/time and where its acceptance would not compromise the integrity and competitiveness of the process.
- Any late supporting documentation received within five working days after the closing date/time may be taken into consideration for assessment by the Program Team.
- The final determination on whether a late application or supporting document(s) will be accepted will be made by the Grant Assessment Panel supported by a probity advisor.

If you applied under round one

Unsuccessful applicants under round one may elect to reapply under round two by:

- Contacting the Office of Sport within one week of the opening date to have their round two application prepopulated with details from their round one application form to update and resubmit, or
- Prepare and submit a new application.

Assessment process

The Centre of Excellence Fund is administered by the Office of Sport as follows:

1. Eligibility check as outlined below
2. Merit assessment as outlined below.

The Office of Sport will undertake an eligibility check on all grant applications and make recommendations to the Grant Assessment Panel on ineligible projects.

An independent probity advisor will oversee the grant process and attend all Grant Assessment Panel meetings.

The Grant Assessment Panel will review applications against the Fund objectives, focus and eligibility and assessment criteria outlined in this document.

Where the Grant Assessment Panel believes an independent professional is required to confirm their assessment of an application, an Independent Viability Assessment may be undertaken. The Independent Viability Assessment will be undertaken by an appropriately qualified external consultant engaged by the Office of Sport and the findings of the Independent Viability Assessment will be included in the assessment. All information provided by applicants may be subject to an Independent Viability Assessment.

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

Eligibility check

The Office of Sport conducts a preliminary assessment of all applications ensuring that the:

- Applicant organisation is an eligible applicant
- Project is in an eligible location
- Applicant has provided an ABN/ACN and/or Incorporation number and/or Indigenous Incorporation Number.

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



Merit assessment criteria

The Grant Assessment Panel will consider the extent to which the applicant has addressed the assessment criteria and provided evidence. The Office of Sport will support the Grant Assessment Panel who will provide 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 any minimum scoring requirement adopted during the assessment process, the Grant Assessment Panel reserves the right to not consider the application.

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

<p>Criterion 1: Talent and development pathways (25%)</p>	<ul style="list-style-type: none"> • Demonstrate how the project will improve existing or deliver new talent pathway outcomes (i.e., assisting in athlete progression from pre-elite to elite and supporting the holistic development of the pre-elite athlete and their effective case management). • Demonstrate how the project will enhance or deliver new talent pathway outcomes for women and girls (i.e., dedicated female pathway programs improved through facility enhancements, welcoming environments, and programs). • Demonstrate how the proposal will improve and/or support athlete welfare opportunities throughout talent and development pathways. • Demonstrate how the project will create new and/or foster existing strategic partnership(s) to deliver talent and development pathway outcomes. • Provide evidence of support from the relevant National / State Sporting Organisation(s). • Describe how this project fits into your (and partner(s)) organisation's strategic plan and supports growth. • Describe how this project aligns to the objectives and focus of this Fund and broader Office of Sport strategies.
<p>Criterion 2: Community engagement (25%)</p>	<ul style="list-style-type: none"> • Demonstrate how the proposed Centre of Excellence will meet the needs of and be accessible to community users in the facility's catchment area. Provide detail of community profile, demonstrated need, project urgency, key user groups and project beneficiaries. • Provide evidence of how the increase in community engagement will be enhanced as part of this project. • Demonstrate how the project will maximise facility utilisation and access opportunities for a range of community user groups. Attach a Facility Use Schedule that illustrates such use. • Describe how the project will create new and/or foster existing strategic partnership(s) to deliver community engagement outcomes.
<p>Criterion 3: Exemplar facilities that are inclusive (20%)</p>	<ul style="list-style-type: none"> • Provide evidence that the project is a new Centre of Excellence development or enhancement of an existing Centre of Excellence. Existing projects should clearly demonstrate how project delivery has been adversely affected by the COVID-19 pandemic, and/or where significant new and additional scope is to be delivered. • Outline the proposed scope of works and include supporting documentation (e.g., facility brief and concept, schematic or detailed design plans). • Describe the elements of the facility design and physical environment that will specifically cater to female users (pathway athletes and/or community users) and how these changes were informed through consultation or evidence. • Demonstrate how the project will lead to additional participation and program content/scheduling for a range of user groups including women and girls, people with disability, First Nations peoples and people from culturally and linguistically diverse communities (if applicable). • Describe how the project delivers a functional, flexible, and future proof facility (i.e., multipurpose, and multi-use facility components). • Demonstrate how the project has incorporated the design principles identified in the Fund guidelines (e.g., universal design principles and design for dignity). • Demonstrate how the project will include environmentally sustainable and climate

	<p>resilient materials, technologies, and practices.</p> <ul style="list-style-type: none"> • Explain how the project will include the Premier’s Priority - <u>Greening our city and Greener public spaces</u> • Explain any placed-based planning showing the location of the project, if it is accessible, convenient, and connected (Connecting with Country and Designing with Country for priority user groups).
<p>Criterion 4: Value for money (15%)</p>	<ul style="list-style-type: none"> • Provide a detailed budget including project capital costs and funding sources. The budget should clearly explain the project components that will be funded by the grant and the components to be funded by the applicant. • Provide evidence of approval for committed funding co-contribution(s). All applications are expected to provide a minimum 50% financial co-contribution of the estimated total project cost. Applicants that cannot meet the 50% funding co-contribution expectation may apply for financial hardship through the application process. • Provide evidence of the applicant’s capacity to fund and manage ongoing operations including routine and lifecycle maintenance costs. • Provide evidence of robust itemised cost planning and include supporting documentation (e.g., cost estimates, revenue projections or co-contributions).
<p>Criterion 5: Project deliverability and applicant capability (15%)</p>	<ul style="list-style-type: none"> • Provide evidence of landowner(s) consent for the project. • Demonstrate the capacity to deliver the project through robust strategies for procurement, project management and risk management. • Outline any partnership model(s) (including asset management) that would be established or continued to deliver the project (e.g., joint use agreements). • Provide evidence of the ability to commence project governance (e.g., establishment and operation of a project steering committee, or equivalent, to oversee the delivery of the project) and planning activities (e.g., activities associated with submitting a Development Application) within three months of the execution date of the funding agreement, and project construction will be completed within two years of commencing. • Provide a detailed project plan that illustrates key project tasks and milestones and forecast delivery timeline. • Demonstrate proven experience in delivering similar scale and type of project(s). This should consider the applicant’s proposed project management resources and any specialist external resources to be engaged to deliver the project. • List any assumptions, constraints, risks, and dependencies in delivering the project. • Demonstrate how the project will contribute to economic employment opportunities (estimated number of direct and indirect FTE and PTE positions) <ul style="list-style-type: none"> ○ Job creation during design and construction (e.g., design team, project managers, contractors and supply chain opportunities including materials and maintenance), and ○ Job creation during operation (e.g., facility managers and other economic benefits such as hosting future events that provide a visitor economy benefit).

Supporting documents

Documents available on the [Centre of Excellence Fund web page](#) to assist your application include:

- [Program Guidelines](#)
- [Budget Template](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Business Case Template](#)
- [State/National Sporting Organisation Statement of Support Form](#)
- [Facility Usage Schedule](#)
- [Landowner Consent Form](#)
- [Funding Agreement Template](#)

You can contact the Office of Sport at infrastructuregrants@sport.nsw.gov.au or on 13 13 02 for assistance.

Further information

Notification of outcomes

Applicants will receive a system generated email containing a PDF copy of the application when submitted successfully. If you believe you have submitted your application but do not receive a confirmation email, check your junk mail. If not received, please email infrastructuregrants@sport.nsw.gov.au to verify. Applications not submitted cannot be assessed.

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 establish a funding agreement. Funding Agreements must be executed, and the grant claimed within 28 days of notification by the Office of Sport.

Conflict 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 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.
- If, for whatever reason, an organisation is unable to proceed with a project, the Office of Sport must be informed in writing as soon as possible.
- Project construction is expected to have commenced by February 2024 and be completed within two years of commencing, unless an extension for the project's delivery is agreed to by the Office of Sport.
- The Office of Sport reserves the right to reduce proportionally the amount of the grant if the total cost of the project is less than the amount stated in the application.
- A financial acquittal and project report will be required within three months of completion of the project and at the end of each financial year as outlined in the funding agreement. The project completion report will report against the outputs and outcomes information provided by the applicant in the submitted application.
- 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 completed project should 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 reclaim the grant in part or in whole at its discretion.

Payment of grants

Payment of the grant can only be made to the successful applicant following acceptance of the funding agreement accompanied by a tax invoice to:

Office of Sport
Locked Bag 1422
Silverwater NSW 2128

Organisations that do not have an ABN must provide a signed ATO Statement by Supplier that can be downloaded from:

<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

Insurances

Organisations applying for funding via this Program are required to have a minimum Public Liability Insurance cover of \$5 million. It is recommended, but not a condition of funding, that applicant organisations have Personal Accident, Professional Indemnity and Directors and Officers insurance. Organisations that employ staff must comply with the Workplace Injury Management and Workers Compensation Act 1998 (NSW).

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. Successful applicants must 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

infrastructuregrants@sport.nsw.gov.au.

Government Information (Public Access) Act 2009

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of the Office of Sport are subject to the provisions of the Government Information (Public Access) Act 2009. Under some circumstances a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.

Privacy policy

The Office of Sport will collect and store the information you voluntarily provide to enable processing of this grant application. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected. The Office of Sport is required to comply with the Privacy and Personal Information Protection Act 1998. The Office of Sport collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application. Applicants must ensure that people whose personal details are supplied with applications are aware that the Office of Sport is being supplied with this information and how this information will be used. The Office of Sport may engage external service providers to assist it in assessing applications, evaluating grant programs and/or ensuring probity of programs. Any such service provider is required to comply with privacy laws.

Disclosure of project information

Should your application be successful, the Office of Sport will provide certain information to the media and Members of Parliament for promotional purposes. This information may include applicant name, project name, project description, location and amount funded. The contact details supplied by the person submitting the application may also be provided to Members of Parliament for

promotional purposes.

Declaration by applicant

The declaration section of the application should be approved by a person who has delegated authority to sign on behalf of the organisation, e.g., CEO, General Manager, or authorised member of the Board of Management.

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 on the on-line application process. Please direct enquiries to infrastructuregrants@sport.nsw.gov.au.

6B Figtree Drive,
Sydney Olympic Drive, NSW 2127

Locked Bag 1422,
Silverwater NSW 2128

Office hours:

Monday to Friday
9.00am — 5.00pm

T: 13 13 02

E: infrastructuregrants@sport.nsw.gov.au

W: sport.nsw.gov.au

Disclaimer

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