


Organisation Support Program

2022/23 Guidelines

July 2022

sport.nsw.gov.au





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 Jasmne Sarin

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Minister for Sport

Sport has a critical role in supporting health and wellbeing in our community.

The pandemic and recent natural disasters have had a major impact on everyone's lives, including the State's sport and recreation sector.

The Organisational Support Program (OSP) provides \$2.4 million in annual grants to eligible State Sporting Organisations (SSOs) and peak bodies to support the sector and boost participation.

I encourage your organisation to apply for its annual grant as we all work to increase participation and improve community health and well-being after the pandemic.

A handwritten signature in black ink that reads "Alister Henskens". The signature is written in a cursive style and is underlined with a thick black horizontal line.

The Hon. Alister HENSKENS, SC MP

Introduction

These Guidelines outline key objectives, eligibility criteria, compliance check process, and timeframes for the 2022-23 Organisation Support Program.

Eligible organisations must read this document before filling out an application.

About the Organisation Support Program

The Organisation Support Program (OSP) is designed to assist eligible State Sporting Organisations (SSOs), and Peak Bodies to develop their sport and active recreational activities at all levels in NSW. It aims to provide flexible financial support to assist these organisations to achieve outcomes detailed in their Strategic or business plan and support Office of Sport and NSW Government priorities.

The Organisation Support Program 2022/23 will provide a single year of one-off grant funding for operational support to Office of Sport recognised SSOs, and Peak Bodies (eligible applicants).

Program objectives

The key objectives of the Organisation Support Program are to:

1. Increase the capability of the sector to respond to emerging trends and challenges
2. Increase the capability of the sector to create fair, safe and inclusive environments for everyone, including children
3. Increase participation, including of under-represented groups
4. Build governance capability for the organisation and/or sector
5. Support the function of the organisation

Key Dates

Program Open	10 October 2022
Program Closes	30 November 2022
Approval of funding	30 days from submission
Execution of funding agreements	Within 2 weeks of approval of funding
Delivery commences	From 1 July 2022
Delivery must be completed by	30 June 2023

Funding availability

Funding of up to \$2.4million has been allocated to the Organisation Support Program from the Sport and Recreation Fund. Funding is available to eligible organisations as outlined in your invitation to apply letter.

Each eligible organisation has been conditionally approved by the Minister to receive funding. The funding is conditional upon you submitting a compliant application for funding by the closing date 30 November 2022 and entering a funding agreement within 2 weeks of being advised your funding has been approved.

Eligible organisations

Eligible organisations are:

- Funded SSOs and Peak Bodies as recognised by the Office of Sport and listed at **Appendix A**.

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 expenditure and key deliverables

Key Deliverables can be any project, program or activity identified in your organisation's strategic plan or other planning documents that contribute to the Organisation Support Program objectives. For some organisations this may be operational costs such as cost of utilities or insurance or to partially fund employee costs.

The project / funded activities must have identifiable and reportable deliverables and expenditure. Key deliverables that align to the program objectives are provided at **Appendix B**. Key deliverables must be completed prior to 30 June 2023. If the deliverables are part of a longer-term strategy implementation you can identify staged delivery with key deliverables related to the relevant stage.



What is the application process?

How to apply

Follow the steps below to submit your application

Step 1: Check your eligibility

- Eligible organisations have been invited to apply.

Step 2: Understand the requirements

- Before you apply, please read these guidelines and related materials to make sure you understand all relevant requirements.

Step 3: Plan your application

- Select funded activities / key deliverables that align to the program objectives. Refer **Appendix B** for examples.
- For questions relating to the grants program or for specific assistance with the online system, email the Office of Sport Grants Unit at grantsunit@sport.nsw.gov.au or call 13 13 02 during standard office hours.

Step 4: Submit your application

- Applying for a grant is a simple process using the SmartyGrants platform <https://sport.smartygrants.com.au/OSP-2022-2023>
- 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.
- 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 submission

- If for some unforeseen reason you are not able to lodge your application on time, you must contact the Office of Sport at the earliest possible time of the closing date/time.
- Late applications will only be considered where its acceptance would not compromise the integrity of the Program.
- The final determination on whether a late application will be accepted will be made by the Office of Sport supported by a probity advisor.

Eligibility and compliance check

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

- Applicant organisation is an eligible applicant as listed at **Appendix A** and meets all eligibility criteria.
- Applicant has provided required information and documentation including key deliverables that align with the program objectives and demonstrate value for money.
- Applicant is compliant, including any reporting or acquittal requirements, with the terms and conditions of any previous funding agreements with the Office of Sport.

Throughout the assessment process the Office of Sport may request additional information from the applicant. An independent probity advisor will oversee the grant process.

The Office of Sport will make recommendations to the Chief Executive, who will have final approval over the distribution of funds.

Available supporting documents

Documents available to assist your application include:

- Program Guidelines
- Overview of Key Changes to the Program
- Template Funding Agreement

Funding agreement execution

- You must accept the Terms and Conditions of the Funding Agreement and submit a valid Tax Invoice within 2 weeks of being advised your funding has been approved.
- Failure to do so may result in the Office of Sport deciding, in its sole and absolute discretion, to not provide the funding.

Payment of grants

- The Office of Sport will process the grant payment in the next scheduled payment period which is expected to occur within 4 weeks from receipt of invoice by the Office of Sport.
- Successful applicants must 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 provided through SmartyGrants, the Office of Sport's electronic grants management system 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.

Reporting requirements

Reporting requirements are detailed in the funding agreement. You are required to provide all required reporting and acquittal through SmartyGrants.

Your organisation must provide the following reports:

- A Final Report in accordance with the template provided in SmartyGrants and within 30 days of the funded activities being delivered or 30 June 2023, whichever is earlier. This must include:
 - report on the Key Deliverables you have identified in your application
 - an update on the budget including, a declaration by an authorised office holder that the funding has been spent and was used only for the approved purposes.
- A Financial Acquittal in accordance with the template within 3 months of the organisation's Annual General Meeting. This must include:
 - Your organisations most recent financial statement and annual report
 - Evidence of the expenditure (excluding organisations receiving over \$50,000)
 - Gender representation on the Organisations governing board.
- Organisations receiving over \$50,000 will also be required to provide:
 - An independently audited financial acquittal report in relation to the income and expenses relating to the funded activities
- If you anticipate your funded activities will not be completed and grant funding spent by 30 June 2023, you must request a variation via the SmartyGrants system at least a month prior to this date. If the funded activities have not been completed by this time, the Department may terminate this Agreement and require the return of the funding, or any unspent balances, at its discretion.

Further information and funding terms and conditions

Notification

Once the recommendations have been made, all applicants will be notified in writing and details of successful projects will be published in the Office of Sport annual report.

The Office of Sport will contact the successful applicants to claim the grant shortly after they have been notified of success.

Conflicts of Interest and ethical conduct

A conflict of interest exists when a reasonable person might perceive that a public official's personal interest(s) could be favoured over their public duties.

Applicants should declare as part of their application, any perceived or existing situation which could or does give rise to a conflict of interest. If applicants later identify that there is

an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, they must inform the Office of Sport in writing immediately. All key decision makers of your organisations including persons who will be responsible for expending the funds (such as board/committee members, the CEO (or equivalent) and managers of the project) must also declare any conflicts of interest.

With respect to this Program, applicants must not:

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

Funding obligations

Funding terms and conditions outline grant

recipient obligations for the project. The project must be completed within the financial year (i.e. by 30 June) in which the grant recipient is notified of the grant. The standard terms and conditions were provided with the invitation to apply and no amendments will be considered.

The following reflects the intent of some key provisions that will be included in the terms and conditions 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) and any other pre-conditions have been met as specified in the funding agreement. 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 may 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 delivering the project is less than the amount funding awarded or any part of the funding awarded is expended on ineligible cost items or otherwise not in accordance with the agreement.

A final report will be required within 30 days of completion of the project as outlined in the terms and conditions. The project completion report will report against the outputs and deliverables information provided by the applicant in the submitted application.

An independently audited financial acquittal will be required within 3 months of your organisations AGM.

Photos of the project (in action) must be provided.

The Office reserves the right to request this information or 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.

Applicants must ensure 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 the end of the agreement.

If an eligible organisation breaches any of the terms and conditions of the funding agreement, the Office of Sport reserves the right to terminate the grant 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 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 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 (NSW) 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 (NSW). Under some circumstances a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.

Privacy policy

The NSW Government will collect and store the information you voluntarily provide to enable processing of your application. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

The NSW Government, is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW). 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

Information submitted in the application will be shared with the NSW Government and assessors. 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.

Appendix A: Eligible Organisations

Organisation Trading Name	
1	AFL (NSW/ACT) Commission Limited
2	Bowls New South Wales Limited
3	Golf NSW Limited
4	NSW Cricket Association
5	NSW Netball Association Limited
6	NSW Rugby League
7	NSW Rugby Union
8	Tennis NSW
9	AusCycling Limited
10	Australian Sailing (NSW)
11	Gymnastics NSW
12	Hockey NSW
13	Motorcycling NSW Limited
14	NSW Baseball League Inc
15	NSW Basketball Association Limited
16	NSW Softball Association Inc
17	NSW Squash Ltd
18	NSW Touch Association
19	NSW Water Polo Inc
20	Rowing NSW Incorporated
21	Surfing NSW
22	The Pony Clubs Association of NSW
23	Equestrian NSW Incorporated
24	Australian Olympic Committee
25	Swimming NSW Ltd
26	Athletics NSW
27	Little Athletics Association of NSW
28	Motorsport Australia
29	Football NSW Limited
30	Indoor Sports NSW Incorporated

Organisation Trading Name

- 31 Northern NSW Football
- 32 NSW Amateur Pistol Association Inc
- 33 NSW Water Ski Federation Ltd
- 34 Paralympics Australia
- 35 Snow Australia
- 36 Triathlon NSW
- 37 Karting NSW Inc
- 38 Commonwealth Games Australia - NSW Division
- 39 Disabled WinterSport Australia (NSW)
- 40 Diving NSW Inc
- 41 Ice Hockey NSW
- 42 Masters Swimming NSW Inc
- 43 NSW Weightlifting Association
- 44 Orienteering Association of NSW
- 45 Paddle NSW Inc
- 46 Riding for the Disabled Association NSW
- 47 Sailability NSW
- 48 Special Olympics Australia (NSW)
- 49 Table Tennis NSW Inc
- 50 Wheelchair Sports NSW/ACT Inc
- 51 Croquet NSW Inc
- 52 Dragon Boats NSW Inc
- 53 Judo Federation of Australia (NSW) Inc
- 54 NSW Badminton Association Inc
- 55 NSW Clay Target Association
- 56 NSW Rifle Association
- 57 Skate NSW Inc
- 58 Volleyball NSW
- 59 NSW Wrestling Association
- 60 Amputee Golf NSW
- 61 Australian Powerchair Hockey Association (NSW) Incorporated
- 62 Australian Underwater Federation (NSW Branch)
- 63 Blind Cricket NSW

Organisation Trading Name

- 64 Blind Sporting Association of NSW
- 65 Boccia NSW
- 66 Boxing Australia (NSW) Inc
- 67 Cerebral Palsy Sport and Recreation Association of NSW
- 68 Dancesport Australia, NSW Branch
- 69 Deaf Sport Australia
- 70 NSW Council of the Australian Parachute Federation
- 71 NSW Darts Council
- 72 NSW Fencing Association
- 73 NSW Flying Disc Association
- 74 NSW Gliding Association
- 75 NSW Goalball Association
- 76 NSW Hang Gliding & Paragliding Association
- 77 NSW Ice Skating Association Incorporated
- 78 NSW Polo Association
- 79 Polocrosse Association of NSW
- 80 Sailing for Everyone Foundation Inc
- 81 SPORTS 4 ALL
- 82 Tenpin Bowling Australia
- 83 Transplant Australia Ltd (NSW)
- 84 NSW Endurance Riders Association Inc
- 85 Archery Society of NSW
- 86 Billiards and Snooker Association of NSW Inc
- 87 Field Archery NSW
- 88 Gridiron NSW
- 89 Ice Speed Skating Association of NSW Inc
- 90 Kung Fu Wushu NSW Inc
- 91 NSW Bocce Federation
- 92 NSW Handball Association
- 93 NSW Karate Federation Inc
- 94 NSW Lacrosse
- 95 NSW Powerchair Football Association Incorporated
- 96 Wheelchair Rugby League Australia (NSW)

Appendix B: Funded Activities / Key Deliverables

In your application for funding, you will be required to identify:

- the funded activity / key deliverables this funding will contribute to and the amount of grant funding you will apply to each
- you can add as many funded activity / key deliverables as you require to fully expend your funding.

Program objective	Examples of funded activities / key deliverables
1. Increase the capability of the sector to respond to emerging trends and challenges	1.1 Review / analyse any emerging trends and/or issues in order to determine a strategy which will improve organisational health, build resilience and the capacity to meet the challenges into the future. 1.2 Other (please specify)
2. Increase the capability of the sector to create fair, safe and inclusive environments for everyone, including children	2.1 Conduct training or education for coaches, officials, staff or volunteers on inclusion and diversity 2.2 Conduct training or education for clubs and club staff and/or volunteers on member protection or child safety 2.3 Utilise tools such as Her Sport Her Way Participation Planning Tool to identify and address gaps 2.4 Other (please specify)
3. Increase participation, including of under-represented groups	3.1 Employ or contribute to employing a development officer to work with clubs to increase participation and /or introduce new participation programs. This may be specific for underrepresented groups your sport is targeting i.e. Indigenous, women and girls, multi-cultural communities, people with disability, LGBTIQL and the aged (active for later life). 3.2 Improve or create programs and services that encourage greater participation in the sport and/or assist existing participants to increase the frequency of participation . This may be specific for underrepresented groups your sport is targeting i.e. Indigenous, women and girls, multi-cultural communities, people with disability, LGBTQIA and the aged (active for later life). 3.3 Other (please specify)
4. Build governance capability for the organisation and/or sector	4.1 Increases the effectiveness of boards including improvements to board processes and systems 4.2 Director/Board training 4.3 Board evaluation 4.4 Improve performance reporting 4.5 Improve stakeholder relationships and/or whole of sport communication 4.6 Strategic planning 4.7 Other (please specify)

- 5. Support the function of the organisation
 - 5.1 Improve the effectiveness of financial controls and management
 - 5.2 Improve risk assessment and risk reporting processes and systems
 - 5.3 Review or improve the business operating model
 - 5.4 Other (please specify)

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