

# NSW Football Legacy Fund

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## Participation Program Guidelines 2023/2024 (Round 2)

**Open** 8 June 2023

**Close** 1pm, 7 July 2023







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# 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.

Published by NSW Office of Sport

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

Guidelines

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# Minister for Sport Message

The NSW Government is a proud supporter of the FIFA Women's World Cup 2023™, which is undoubtedly the world's largest women's sporting event.

Large by its reach and audience, and in the positive legacy it leaves for the next generation of players, coaches, referees, and sports leaders, from grassroots to elite-level competition.

In partnership with Football Australia, Football NSW and Northern NSW Football, the NSW Government is delivering a \$10 million NSW Football Legacy Program that will support football at all levels through the construction of new community facilities, participation initiatives and leadership and development programs as well as tourism and international engagement.

This Program will ensure the entire NSW football family will benefit from the state hosting matches at the tournament, supporting associations and clubs to meet the needs of NSW's fast-growing football community by increasing access to facilities and developing players of all forms.

Round 2 of the Program has two streams available; Infrastructure, with up to \$2.67 million available for the upgrade or construction of new community facilities; and Participation, with up to \$560,000 available for programs that support increased football participation and leadership development.

Inclusive projects that encourage the participation of females and people with disability are a priority of both streams.

With more than 100 projects benefitting from Round 1 of this Program, I encourage the NSW football community to apply for a grant and ensure that people of all ages, abilities and backgrounds who share a love of the World Game have the opportunity to benefit directly from our hosting of the tournament.

**The Hon. Stephen Kamper, MP**

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# Introduction

These Guidelines outline key objectives, eligibility criteria, assessment criteria, assessment process and timeframes for the NSW Football Legacy Fund (Participation stream).

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

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## About the NSW Football Legacy Fund

The NSW Football Legacy Fund ('the Fund') is an initiative of the NSW Government, Football NSW (FNSW) and Northern NSW Football (NNSWF) as a result of NSW hosting FIFA Women's World Cup matches in Sydney in July 2023. The Fund is administered by the Office of Sport in the lead up to and post the 2023 FIFA Women's World Cup.

The Fund aims to improve football facilities and support infrastructure, increase participation opportunities, and improve female player pathways. These improvements will create a tournament legacy ensuring all of NSW is positively impacted from hosting the 2023 FIFA Women's World Cup.

The Fund will support football at all levels through the construction or upgrade of community facilities, participation initiatives, leadership and development programs as well as tourism and international engagement.

The NSW Football Legacy Fund has two separate funding streams, Infrastructure and Participation, and each stream has its own guidelines that define the eligibility, assessment criteria and key dates.

The Infrastructure stream has been allocated \$5 million over two rounds. The Participation stream has been allocated \$1.21 million over two rounds. These guidelines apply to round 2 of the program with up to \$560,000 available for the Participation stream.

The NSW Football Legacy Fund will be delivered by the Office of Sport in collaboration with Football Australia, Football NSW and Northern NSW Football.

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## Key objectives - Participation

The key objectives of the Participation stream of the Fund are to:

- Increase participation in football.
- Increase participation of women and girls and/or new markets.
- Improve female leadership opportunities for players, officials and coaches.



## Important Dates

Applications open	8 June 2023
Applications close	7 July 2023 at 1pm
Outcomes advised	From October 2023
Projects commence	From November 2023
Projects must be completed within	One year from date of notification

## Funding availability

A total of \$560,000 (Ex GST) is available in Round 2 for participation projects. If possible, funding availability will be split for projects delivered in regions managed by Football NSW (75%) and Northern NSW Football (25%). The final distribution of funds will depend on a number of factors including the subscription level and quality of applications.

The grant amount requested by an applicant must be a minimum of \$2,500 and cannot exceed \$15,000. There is no limit to the number of applications you can submit and applicants should submit separate applications where you have different programs rather than combining them into one application. The maximum combined funding allocation that a single organisation can be awarded in this round is \$30,000.

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

Co-contribution can be financial or in kind (such as field hire costs, volunteer coaching hours etc), however you cannot use another NSW Government grant as part of your contribution to this project. For example:

- Your female development program total cost is \$10,000. You can apply for \$7,500 in grant funding and you must contribute the remaining \$2,500 to the project.

## Eligible applicants

Eligible applicants are:

- Incorporated, not for profit clubs, associations, zones or other deliverers that are affiliated, recognised and/or sanctioned by Football NSW and/or Northern NSW Football
- Incorporated, not for profit organisations that provide football programs or services. (These organisations require a letter of support from Football NSW or Northern NSW Football).

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## Ineligible applicants

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

- Individuals, groups and/or football organisations or deliverers who are not affiliated by Football NSW and/or Northern NSW Football and do not supply a letter of support from either Football NSW and/or Northern NSW Football as part of their application. These include but are not limited to:
  - Individuals
  - Private football academies
  - Local Government Authority
  - A-League clubs (men and women)
  - Unaffiliated schools, universities and TAFEs
  - Parents and Citizens (P&C's) 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.

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## Eligible projects

The Fund can be used to support increased football participation and leadership programs. Priority will be given to projects that demonstrate how the project will contribute to greater gender equity in football or the applicant organisation.

Examples of eligible projects include:

- New or enhanced programs targeting women and girls' participation (e.g. girls only holiday clinics, girls leagues)
- New or enhanced programs targeting participation of under-represented groups and/or new markets
- Programs or projects aimed at ensuring clubs are welcoming and safe for all participants
- Purchase of equipment that supports increased participation
- Programs or projects which support accredited coaching, officiating or inclusivity education, leadership development or training

Programs or projects should be supported by a clear scope, approach, realistic timeframes and adequate risk management and child safety considerations.

Programs should also consider the NSW Government's Women in Sport Strategy, [Her Sport Her Way](#).

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## Ineligible projects

### Ineligible Projects:

- Projects that are not primarily for football activities
- Project location is not located in NSW
- Projects that have already been funded by the NSW Government unless significant new and additional project scope is identified

### Ineligible Project Costs:

- Food, drink, catering or hospitality
- Prize money, trophies/awards or attendance incentives not related to proposed activity
- Subsidy for registration fee
- Entertainment
- Events that are organised for the primary purpose of fundraising, including charity fundraising events
- Individual scholarships/sponsorships
- Subsidy for school sporting activities and events
- Wages for administrative and/or executive staff
- Purchase or rental of land or premises, vehicles, office equipment (eg: office furniture, printers, photocopiers, technology hardware) and other general administration costs
- Retrospective funding e.g., projects that have already commenced or been completed prior to June 2023





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# What is the application process?

## How to apply

Follow the steps below to submit your application.



### Step 1 Check your eligibility

- See Eligible Applicants section of these Guidelines to see which organisations can apply for funding.
- If you are a club or an association/zone, ensure you are recognised by Football NSW or Northern NSW Football (or have a letter of support) and your organisation is incorporated. You can check your status on the [NSW Fair Trading](#) or ASIC websites.
- If you are not eligible, you can partner with an eligible organisation, although they will need to be the applicant organisation and submit the application.



### Step 2 Understand the requirements

- Before you apply, please read these guidelines and related materials including the application checklist to make sure you understand all relevant requirements, including whether you are eligible to apply.
- You can find the relevant information on the Office of Sport's website: [NSW Football Legacy Fund | NSW Government](#)



### Step 3 Prepare your application

- Seek support for the project by forming partnerships with key stakeholders (Football NSW, Northern NSW Football, Councils, Football Clubs/Associations/Zones, landowners, other land/facility users etc).
- Gather your evidence including letters of support, funding commitments, development approvals, images/plans, participation data etc.
- For questions relating to the grants program or for specific assistance with the online system, email the Office of Sport Grants Unit at [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) or call 13 13 02 during standard office hours.



### Step 4 Submit your application

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

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

- Late applications can only be made where an applicant has started an application in SmartyGrants prior to the closing date/time.
  - If for some unforeseen reason you are not able to lodge your application on time, you must contact the Office of Sport at the earliest possible time and no later than one hour after the closing date/time.
  - A late application will only be considered where its acceptance would not compromise the integrity and competitiveness of the process. The final determination on whether a late application will be accepted will be made by the Grant Assessment Panel supported by a probity advisor.
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## Late supporting documentation

- If any document is not available prior to the closing date/time and you would like to submit this for consideration you must contact [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) no later than one hour after the closing date/time.
  - Late supporting documentation will only be accepted for applications already submitted in SmartyGrants and it will only be considered where its acceptance would not compromise the integrity and competitiveness of the process. The final determination on whether a late supporting documentation will be accepted will be made by the Grant Assessment Panel supported by a probity advisor.
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## Assessment process

The NSW Football Legacy Fund is administered by the Office of Sport in two stages:

1. Eligibility check
2. Merit assessment.

Throughout the assessment process the Office of Sport may request additional information from the applicant.

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

A Grant Assessment Panel will assess all applications and make recommendations to the Minister for Sport.

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

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## Eligibility check

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

- Applicant organisation is an eligible applicant
- Applicant has provided a valid Incorporation number and where relevant an ABN
- Proposed project is in NSW
- Grant request is a minimum of \$2,500 and does not exceed \$15,000 per application
- Applicant has demonstrated the 25% financial co-contribution.

Football NSW and Northern NSW Football will confirm applicant affiliation and support.

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

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## Merit assessment

A Grant Assessment Panel with representatives from the NSW Office of Sport, Football NSW and Northern NSW Football will consider the extent to which the applicant has addressed the assessment criteria and provided supporting evidence and will determine the final merit assessment score.

The Grant Assessment Panel will consider the extent to which the applicant has addressed each assessment criteria and provided supporting evidence to determine the final merit assessment score.

During the assessment process, the Grant Assessment Panel may apply a minimum scoring requirement to one or more of the criteria. Where an application does not meet a minimum scoring requirement, the Grant Assessment Panel reserves the right to remove the application from further consideration.

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

## Merit assessment criteria

Criteria	Evidence/information that will be considered
<p>Criterion 1: Strategic justification, project scope and need (50%)</p>	<ul style="list-style-type: none"> <li>• Provide a clear description of what the project is and what the key deliverables/outputs will be.</li> <li>• Explain how the project will lead to increased participation in football and program content/scheduling for a range of user groups.</li> <li>• Describe how the project will enhance or deliver new sport participation outcomes for women and girls (i.e. dedicated female participation). Projects demonstrating strong alignment to NSW Government’s women in sport strategy <u>Her Sport Her Way</u> will be prioritised.</li> <li>• Describe how the project will enhance or deliver new sport participation outcomes for new markets. These projects will be weighted more highly.</li> <li>• Provide detail of community profile, demonstrated need, consultation with the target group for the project.</li> <li>• Provide details and supporting evidence of National/State/Local Sporting Organisation support where relevant.</li> <li>• Describe how this project aligns to key football participation strategies.</li> </ul>
<p>Criterion 2: Value for money (25%)</p>	<ul style="list-style-type: none"> <li>• Provide a clear project budget. The budget should clearly identify the project costs and revenues.</li> <li>• Provide evidence to support budgeted costs and revenues, e.g., cost estimates or assumptions, quotes.</li> <li>• Provide evidence of approval for committed funding co-contribution(s). All applications are required to provide a minimum 25% financial or in-kind co-contribution of the total project cost. (e.g. volunteer labour, ground hire) Volunteer hours should be calculated at \$50 per hour.</li> </ul>
<p>Criterion 3: Project deliverability and applicant capability (25%)</p>	<ul style="list-style-type: none"> <li>• Provide a project plan that illustrates key project tasks and milestones and forecast delivery timeline which is aligned to Fund timeframe.</li> <li>• Demonstrate the capacity to deliver the project including approach for project management, risk management and overall governance.</li> <li>• List any assumptions, constraints, and dependencies in delivering the project.</li> <li>• Demonstrate proven experience in delivering similar size projects.</li> <li>• Applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant.</li> </ul>



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## Available supporting documents

Documents available on the Fund website to assist your application include:

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

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

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## Supporting document checklist

Failure to provide any of this supporting documentation will negatively impact the merit assessment score your application receives.

All Applications should provide:

- Evidence confirming co-contribution sources
  - Letters from partners that indicate how they will either support or benefit from the project
  - Quotes (where possible) to validate your project budget
  - Letters of support from Football NSW or Northern NSW Football (if applicant is not affiliated with either organisation)
  - Evidence of Public Liability Insurance (note: this is not mandatory at application stage but will be required if you are awarded funding).
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## Evaluation and reporting

A financial acquittal and a project completion report will be required within 60 days of completion of the project as outlined in the terms and conditions. The project completion report will require grant recipients to provide detail of the short term outputs and outcomes that have been achieved since the completion of the project, reflecting on those proposed by applicants in the original grant application. A Post Project Evaluation Report may be requested on an ad-hoc basis for a period of up to five years after the completion of the project in order to gather further detail on the medium to longer term outcomes and impact of the project.

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## Acknowledging the NSW Government

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

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

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



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## Further information

### Notification of outcomes

Once the recommendations have been made, all applicants will be notified in writing and details of successful projects will be published on the [Office of Sport website](#), Football NSW, and Northern NSW Football websites. 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 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 will be asked to declare as part of their application, any perceived or existing situation which could or does give rise to a conflict of interest. If applicants later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, they must inform the Office of Sport in writing immediately. All key decision makers of your organisations including persons who will be responsible for expending the funds (such as board/committee members, the CEO (or equivalent) and managers of the project) must also declare any conflicts of interest.

With respect to this Program, applicants must not:

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

### Funding obligations

Funding terms and conditions outline grant recipient obligations for the project. The project must be completed within one year of the date the grant recipient is notified of the grant. The standard terms and conditions are published on the [Office of Sport website](#) and no amendments will be considered unless essential to the delivery of a funded project.

The following reflects the intent of some key provisions that will be included in the 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). 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 the project is less than the amount stated in the application or ineligible cost items are included in the application.
- A financial acquittal and project report will be required within 60 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.

- Photos of the project (in action) must be provided.
- The Office reserves the right to request this data from successful applicants on an annual basis for a period of up to five year following completion of the project.
- Applicants that do not provide a financial acquittal and project report by the required date(s) may be ineligible for future Office of Sport grants until this is provided.
- Successful applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding agreement.
- Recognition of funding as per the NSW Government Funding Acknowledgement Guidelines and supporting evidence.
- Office of Sport reserves the right to undertake an audit of grant funding to successful organisations within seven years of funding payment.

If a successful applicant breaches any of the terms and conditions of the funding agreement, the Office of Sport reserves the right to terminate the grant and reclaim the grant in part or in whole at its discretion.

## Payment of grants

Successful applicants will be required to accept funding terms and conditions and provide an invoice for the total amount of the grant or a tax Invoice for the grant amount plus GST (for those organisations registered for GST). Invoices should be addressed to:

Office of Sport Locked Bag 1422 Silverwater NSW 2128

Organisations that do not have an ABN must provide a signed ATO Statement by Supplier form that can be downloaded from the [Australian Tax Office website](#).

## Insurances

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

## Publicity

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

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

All recipients of NSW Government funding should acknowledge the [NSW Government's support through the provision of funding](#).

## Disclaimer

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



## Probity

NSW Office of Sport has appointed Centium Probity as independent Probity Advisors for this program. If there are any concerns regarding the probity or integrity of this program, contact should be made with the NSW Office of Sport in the first instance via email on [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au).

## Records management

The Office of Sport complies with the management, storage and retention requirements of the State Records Act 1998 to the extent it applies to any documents created by the Office of Sport, funding applicants or funding recipients under this program.

## Government Information (Public Access) Act 2009

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

## Privacy policy

The NSW Government, Football NSW, Northern NSW Football, and the FIFA Women's World Cup 2023 Local Organising Committee 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, Football NSW, Northern NSW Football, and the FIFA Women's World Cup 2023 Local Organising Committee are required to comply with the Privacy and Personal Information Protection Act 1998. The Office of Sport collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application. Applicants must ensure that people whose personal details are supplied with applications are aware that the Office of Sport is being supplied with this information and how this information will be used.

## Disclosure of project information

Information submitted in the application will be shared with the NSW Government, Football NSW and Northern NSW Football representatives and assessors. Should your application be successful, the Office of Sport, Football NSW and/or Northern NSW Football will provide certain information to the media and Members of Parliament for promotional purposes. This information may include applicant name, project name, project description, location of the project, location of the grant recipient and amount funded.

Information provided in the grant application/milestone and project completion reports to develop case studies including photos. The contact details supplied by the person submitting the application may also be provided to Members of Parliament

## Declaration by applicant

The declaration section of the application should be approved by a person who has delegated authority to sign on behalf of the organisation e.g. Chairperson, President, CEO (Chief Executive Officer), General Manager, or authorised member of the Board or Committee of the applicant.

## Contact information

Office of Sport staff are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. They can also provide advice relating to the online application process. Please direct enquiries to [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au).

# Office of Sport

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