The background image shows two female lacrosse players in blue and black uniforms celebrating on a field. One player is in the foreground, smiling broadly with her mouth open, and the other is behind her, also smiling and raising her hand. They are holding lacrosse sticks. The image is overlaid with a blue diagonal graphic element.

OFFICE OF SPORT

# Local Sport Grant Program Guidelines

**2020/21**

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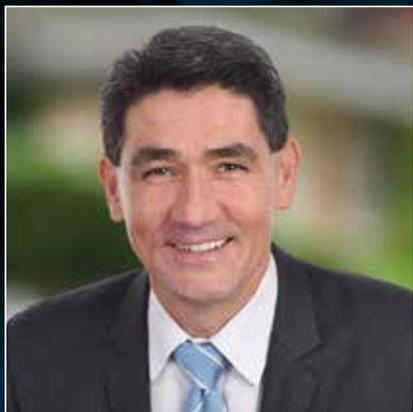
**Opens** 31 August 2020  
**Closes** 7 October 2020

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# Minister's Message



The NSW Government is committed to increasing regular and ongoing participation in sport and active recreation for NSW residents.

By improving the accessibility and quality of sport and recreational facilities and programs, we can improve the health, social and economic wellbeing of the community.

The Local Sport Grant Program aims to support grassroots sporting clubs to increase participation opportunities, host local events, improve access and enhance sport and recreation facilities.

In 2019/20 almost 1,000 organisations across NSW shared in more than \$4.6 million through the program. These projects will help these sporting organisations continue to support the health, social and economic wellbeing of communities.

This year, we've seen significant challenges for sport and active recreation organisations across NSW.

So, as we respond to these challenges, I encourage sport organisations to apply for these grants which will assist in rebuilding and strengthening our communities.

A handwritten signature in white ink that reads "Geoff Lee". The signature is fluid and cursive.

**The Hon. Geoff Lee, MP**

*A/Minister for Sport*

# About the Local Sport Grant Program

The Local Sport Grant Program (LSGP) aims to increase regular and on-going participation opportunities in sport in NSW. Through this program we are working towards our goals to achieve:

**Participation:** Everyone in NSW participating in Sport and recreation throughout their life.

**Places and Spaces:** Everyone in NSW having access to places and spaces for sport and active recreation.

**Sustainability:** The sector continues to grow sport and active recreation across NSW.

## Program objectives

Applications must clearly demonstrate an identified need for the project and articulate how the project outcomes will be achieved. Specifically, applications should demonstrate how the project will address **at least one** of these objectives:

- Increase regular and on-going participation in sport
- Increase participation and access for women, girls or population groups with low rates of participation
- Address barriers to participation in sport or structured physical activity
- Assist sport clubs to provide quality service to their members and meet community needs.

Applications should also demonstrate alignment to the [Office of Sport Strategic Plan](#).

## Funding available

- Funding available for this Program is up to \$4,650,000
- Funding of \$50,000 will be allocated to all 93 electorates throughout NSW

- Any remaining funds from under-subscribed electorates will be made available to over-subscribed electorates
- Applicant must identify the electorate where their 'home ground' is situated as well as the GEO code of the location e.g. your training ground

Approved funding for projects that are declined, withdrawn or are unable to go ahead will be re-allocated to the next ranked project(s) in the same electorate.

The maximum requested amounts available are:

- Sport Development: \$2,000
- Sport Event: \$5,000
- Sport Access: \$5,000
- Sport Facility \$15,000

The minimum requested amount available is \$500 for all project types.

The maximum available to any one organisation under this round of the Local Sport Grant Program is \$20,000 in a financial year. The amount organisations request should reflect the scale of the project/s.

Organisations may only receive State Government funding once for the same project or same component of a project from this program or any other State Government funded grant program.

Organisations must contribute to the project, the higher the contribution the more favourably it will be looked upon. This can be a financial contribution or through use of voluntary labour\*\*, donated materials and/or equipment or other resources directly related to the project.

NB. Supplier discounts should not be included in the budget as an applicant contribution.

Local Government Authorities are encouraged to contribute, and these contributions will be counted towards the club project contribution.

\*\*Voluntary labour: Breakdown of 'Voluntary Labour' details should be uploaded in the quote upload section of the application. Hourly rates should be determined as follows:

Un-skilled labour - no more than \$25 per hour

Skilled Labour -trade hourly rate as determined by the award [List of Awards](#)

# Timeline

The assessment process can take between 3 to 6 months depending on the number of applications received – **dates below are anticipated only and are subject to change**

Program Opens for applications	31/08/2020
Program Closes for applications	07/10/2020 5pm
Stage 1, Eligibility Assessment process	Up until 06/11/2020
Stage 2, Merit Assessment process	From 09/11/2020 to 23/11/2020
Recommendations to Minister	December 2020
All applicants notified of application outcome	Anticipated January 2021 based on the above dates

Applications open

**31 August 2020**

Applications close

**7 October 2020**



# Who is eligible to apply for funding?

To be eligible for this grant program, the applicants must be an:

- Incorporated, not-for-profit grassroots 'sport club' (see the definition in the [FAQ](#)) and refer to list of sports at Appendix B
- Applications from Licenced Sporting Clubs may be considered providing the project directly benefits the sport, not the administration processes of the licenced club or upgrades of the licenced premises
- Applications may be considered from Sport Clubs associated with a school, church or university providing they are a not for profit club incorporated in their own right.

# Who is not eligible to apply for funding?

Applicants that are not eligible include:

- Individuals, groups of individuals and unincorporated organisations
- Incorporated not-for-profit organisations that are not a Sport associated with the list of sports at Appendix B
- Clubs whose activities are considered to be of a recreational nature e.g. Remote/ Radio controlled activities, fishing
- Sporting Zones or Sporting Groups that are not based at a specific Location within an electorate
- Individual Sporting Competitions
- State Sporting Organisations and State Sporting Organisations for People with a Disability
- National Sporting Organisations
- Regional Academies of Sport
- For profit, commercial organisations
- Organisations Limited by Shares
- Government departments and agencies
- Educational institutions including schools and their P & Cs, Universities, TAFE, Colleges and child care centres
- Local Government Authorities operating under the Local Government Act, 1993
- Local Government Committees
- Organisations that are the responsibility of another Minister's portfolio
- PCYC's/YMCA/Scouts/Gyms/Surf Life Saving



# Eligible expenditure

Applicants can use the grant funding for the following activities:

## **Projects eligible to be funded for Sport Development include:**

- Training programs that will lead to volunteer coaches, officials and club administrators gaining required education and accreditation e.g. a club could apply for funds to allow it to run a coach accreditation course
- Facilitation of programs that will increase the skill level of players/participants
- Projects that improve a club's community presence, ability to communicate with members or undertake administrative functions e.g. a club could develop or upgrade their website or, purchase accounting software to assist it manage its finances

## **Projects eligible to be funded for Sport Event include:**

- Events that promote participation in sport and physical activity and provide a focal point for community building and engagement e.g. a club could host a specific event/tournament within their electorate. An event must be conducted on a specified day or consecutive days at a specified location
- Events that primarily involve sporting competition or mass participation in an organised sport e.g. an exhibition sporting match, hosting a gala day, regional or state championships
- Regional clubs host a sporting event that attracts tourists and visitors to the region

**Note:** An event does not include regular ongoing weekly/monthly sporting competition/activities. The event date must be included in the application.

Events must be held within 12 months of receiving funding.

Events are not to be scheduled prior to 1 January 2021 and will be required to comply with the Public Health Orders and COVID-19 Safety Plan requirements at time of hosting. Consideration should be given to travel restrictions and scheduling when preparing for the event.

## **Projects eligible to be funded for Sport Access include:**

- Costs associated with overcoming a barrier to participation in sport e.g. training and playing sport equipment
- Subsidised travel costs to assist junior teams (aged under 18 years of age) access to first class coaching, or travel from rural/remote areas to participate in competition
- Sport access projects must comply with public health advice at the time of the activity
- Travel interstate will only be considered for clubs close to state borders where access to competition is not available within a reasonable distance in NSW. e.g. hire of a bus for weekly competition at away ground games

## **Projects eligible to be funded for Sport Facility include projects at sporting clubs and facilities used by sports clubs that:**

- Enhance existing facilities e.g. installation of watering systems, safety netting, lighting, upgrade of surfaces and installed electronic scoreboards. Provide ancillary facilities at established facilities e.g. fixed sun protection shelters, change rooms, shower and toilet blocks
- Are for construction of new facilities and infrastructure
- Have received development approval (DA) from the relevant Council or can demonstrate that such approval is not required and have evidence of landowners' consent. NB: This documentation is required before your club submits an application
- This project type does not include capital equipment and/or portable equipment (this would be captured as part of Sport Access above)

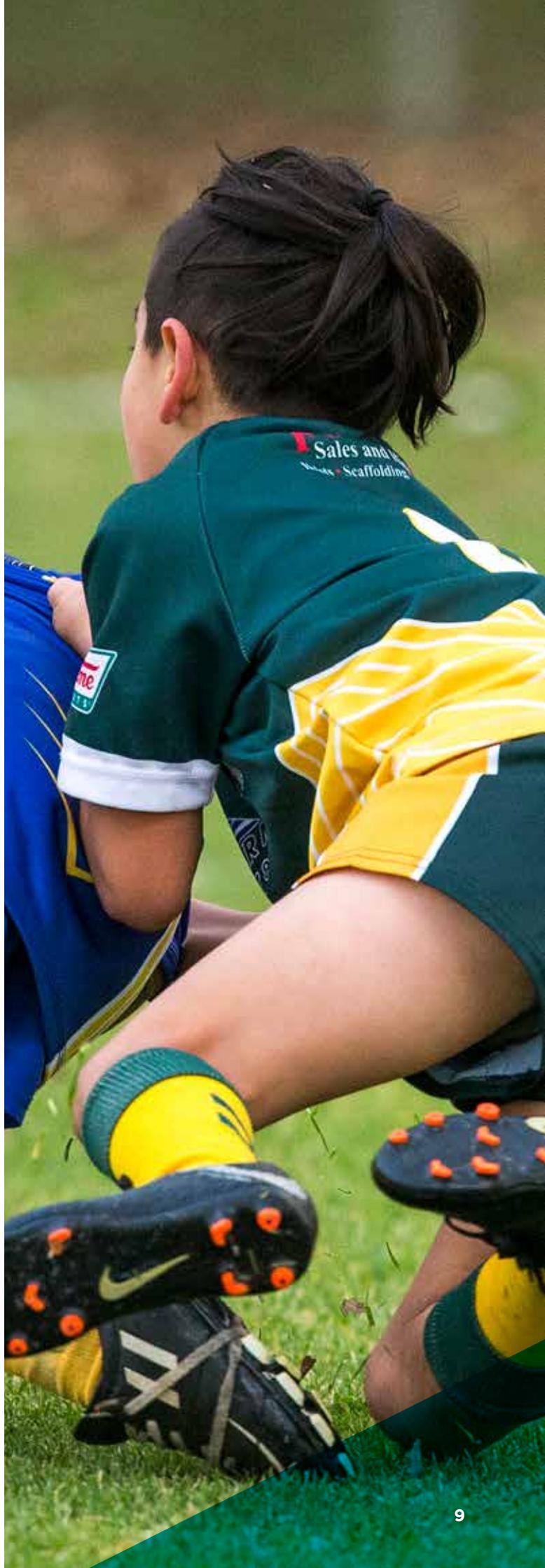
If you are not sure of the project type, please refer to Appendix A or contact the Office of Sport by email at [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au)

The Office of Sport may use its discretion, once the grant program has closed to move the application to a more suitable project type. If this does occur the relevant funding amount will be applied.

# What will not be funded?

The items below should not be included in the application budget:

- Staff wages and administration costs
- Subsidised registrations
- Accommodation, Food/catering
- Appearance fees, prize money and trophies/medals
- Presentation/celebration functions
- Entertainment
- Medical equipment (defibrillators)
- Private or commercial ventures
- Events that are organised for the primary purpose of fundraising, including charity fundraising events
- Individual Scholarships/sponsorships
- Insurance (public liability, general liability, etc.)
- Retrospective funding e.g. projects that have already commenced or been completed
- Purchase or rental of land or premises; vehicles; office equipment (e.g. office furniture, printers, photocopiers etc.)
- Projects not based in NSW
- Subsidy for school sporting activities and events
- Supplier discounts



# What is the application process?



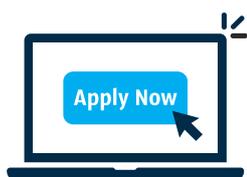
## 1 Check your eligibility

- Find out if your organisation is eligible to apply using page six of these guidelines



## 2 Plan your application

- Read the Guidelines to familiarise yourself with the program requirements and determine your application project type
- Visit the grants website: [www.sport.nsw.gov.au](http://www.sport.nsw.gov.au) read the [FAQs](#) and other up-to-date information about the program



## 3 Submit your application

- Register or search for your organisation through the Office of Sport's Grants website (only register if not already in the online system) - always use club generic emails where possible
- Register your project - always use club generic emails where possible
- Complete the application by filling in each of the sections including required documentation
- Submit the application by the closing date/time of 5:00pm Wednesday 7 October 2020. Late applications will not be considered.

## Required documentation

Required documentation is mandatory for all project types, this includes but is not limited to:

- Evidence of DA determination or, evidence that a DA is NOT required\*
- Landowners consent\*
- Quotes to verify project expenditure, which align to the information provided in your project budget

\* If this isn't relevant to your project type, you must still upload a document stating the reason why  
If the required documentation is not provided with your application it will not progress to assessment.

# Assessment criteria

The assessment process will be managed by the Office of Sport supported by an independent probity advisor. Assessments will be based on how the application has addressed the criteria and will consist of two stages:

## **Stage 1 - The Office of Sport will conduct an initial assessment to determine:**

- The applicant organisation is eligible to apply under the LSGP Guidelines and has Public Liability Insurance with a minimum \$5 million cover
- The application is complete, submitted by the closing date, contains the required supporting documentation and meets program requirements in regard to project commencement and completion dates and amount of funds requested
- The applicant has identified the correct electorate and the project is located in NSW
- The application demonstrates strategic alignment, capacity to deliver and a sound project budget.

Applications deemed eligible will then progress to Stage 2 assessment.

## **Stage 2 - Eligible applications will be assessed in the NSW electorate where the project is located.**

Assessments will be conducted by the Local Member of Parliament and/or their delegate and may include NSW Government representatives and/or independent persons to determine the applications merit against the project providing quality service to its members and meeting the community needs.

The Office of Sport works with the Local Member of Parliament to finalise the funding recommendations for projects in their respective electorate, before they are submitted to the A/Minister for Sport for final approval.

## **Each application will be assessed against the following criteria:**

1. The project will deliver on one or more of the program's objective and demonstrates strategic alignment to the [Office of Sport Strategic Plan](#).
2. The project will meet an identified need effectively.
3. The applicant organisation demonstrates the capacity and experience to deliver the project. Evidence of project partners will be considered as adding to your capacity to deliver the project.
4. The budget is reasonable and cost effective.

# Further information

## Notification of outcomes

Applicants will receive a system generated email containing a pdf copy of the application when submitted successfully. If you feel you have submitted and do not receive a confirmation email check your junk mail, if not received please email [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) to verify. Un-submitted applications cannot be assessed.

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

The terms and conditions of the grant must be accepted, and the grant claimed within 28 days of notification by the Office of Sport

## Governance

### Conflicts of Interest

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

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

Applicants will be asked to declare, as part of their application, any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no 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 in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

### Funding Obligations

Successful applicants can only accept the Program's Terms and Conditions in the online grants contract acceptance system. An invoice for the total amount of the grant (plus GST, only if registered for GST) must be uploaded to claim the grant.

Organisations that do not have an ABN must provide a signed ATO Statement by Supplier form that can be downloaded from <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>.

### Timing

Projects must be completed within 18 months of the date of the Minister's announcement of successful projects. A financial acquittal and project report will be required within 3 months of completion of the project. The project report will report against the outputs and outcomes information provided by the applicant. Applicants that do not provide a financial acquittal and project report by the required date will be ineligible for future Office of Sport grants.

### 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

Any media opportunities, speaking engagements and signage relating to the grant or program are to be discussed with, and approved by, Office of Sport.

## Disclaimer

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

## 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.

## Disclosure of project information

Your application will be provided to the

respective Local Member of Parliament and other persons involved in its assessment. 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 will include project name and description, electorate, town, and amount of the grant. 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.

## Important notes

The Office of Sport's capacity to efficiently assess your application is conditional upon you submitting a completed, accurate application. Applications may be deemed ineligible if all information is not provided.

Apart from organisational and applicant contact details, information provided in applications cannot be changed after the closing date.

An applicant may commence their project after the advertised closing date for applications. This is on the understanding that if the application is unsuccessful the applicant is responsible for the full cost of the project.

## Definitions

The Office of Sport grant programs have published definitions, these are available at <https://www.sport.nsw.gov.au/clubs/grants/faqs>.

## Further information

The 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 [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au).

# Appendix A

## Project type examples

Carefully consider which project type you are applying for; specific information is required in the application for each project type. You may apply for more than one project but must register individual applications for different project types.

Project type	Sport Development	Community Sport Event	Sport Access	Facility Development
Hold an exhibition sporting match Host a specific sport event/tournament		✓		
Purchase of uniforms, sport equipment (including capital equipment)  Subsidised travel costs to assist junior teams (aged under 18 years of age) access to first class coaching, or rural/remote travel to participate in competition  Travel interstate for clubs close to state borders where access to competition is not available within a reasonable distance in NSW. e.g. hire of a bus for weekly competition at away ground games.			✓	
Training programs that will enable sport volunteer coaches, officials & club administrators to gain education and accreditation, e.g. coach accreditation; MYOB training; increasing the skill level of players/participants  Development of new systems and processes to increase the capacity of a sport club e.g. purchase of accounting software to assist in managing finances.	✓			
Enhance existing facilities e.g. installation of watering systems, safety netting, lighting, upgrade of surfaces and installed electronic scoreboards.  Provide ancillary facilities at established facilities e.g. fixed sun protection shelters, change rooms, shower and toilet blocks. Construction of new facilities or upgrade to existing.				✓

**Refer to Page 9 for the list of ineligible items which should not be included in the expenditure or contributions section of the project budget.**

# Appendix B

## List of eligible sports

- AFL
- Archery
- Athletics
- Badminton
- Baseball
- Basketball
- BMX
- Bocce
- Boccia
- Boxing
- Cricket
- Croquet
- Cycling
- Diving
- Dragon Boat
- Equestrian
- Fencing
- Football
- Gliding
- Goalball
- Golf
- Gridiron
- Gymnastics
- Hang gliding
- Hockey
- Ice sports
- Karting
- Lacrosse
- Lawn bowls
- Martial arts
- Motorsport
- Netball
- Orienteering
- Paddle
- Paragliding
- Polo
- Polocrosse
- Pony Club
- Roller sports
- Rowing
- Rugby League
- Rugby Union
- Sailing
- Shooting sports
- Skiing
- Snowboarding
- Softball
- Squash
- Surfing
- Swimming
- Table Tennis
- Tennis
- Tenpin Bowling
- Touch
- Triathlon
- Volleyball
- Water polo
- Water Skiing
- Weightlifting
- Wrestling





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