

Safe Shooting Program 2024/25

Program Guidelines

Open 25 September 2024
Close 1pm, 23 October 2024





Acknowledgement of Country

The Office of Sport acknowledges and celebrates the Traditional Custodians of the lands and waters of NSW where we work, live and play.

We pay our respects to Elders past and present, and recognise their strengths, knowledge, and continuing connection to Country.

Artwork

“Jennebe”

By Jasmine Sarin

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Guidelines

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Minister for Sport Message

The NSW Government is committed to providing safe, inclusive and accessible shooting facilities across NSW.

The Safe Shooting Program 2024/25 will provide up to \$800,000 to increase participation in shooting through improvements to the quality and safety of shooting facilities.

Funding is available for new or upgraded firearms equipment as well as new or upgraded infrastructure.

Increasing participation of women and girls, people with disability, First Nations peoples, people from culturally and linguistically diverse communities, and LGBTQIA+ people is also a focus of the Program.

Applications are open until 23 October 2024. I strongly encourage NSW shooting clubs and shooting organisations to apply for a grant.

A handwritten signature in black ink, appearing to be 'S. Kamper', with a long horizontal stroke extending to the right.

The Hon. Stephen Kamper, MP

Introduction

These Guidelines outline key objectives, eligibility criteria, assessment criteria, assessment process and timeframes for the Safe Shooting Program 2024/25.

Applicants should read this document before filling out an application.

About the Safe Shooting Program

The NSW Government seeks to enhance sport shooting facilities across New South Wales in order to provide safe, inclusive and accessible shooting environments that support participation for local communities and has committed up to \$800,000 to the Safe Shooting Program (the Program).

Key objectives

The primary objectives of the Program are to:

- Improve the quality and safety of existing shooting facilities across New South Wales
- Remove barriers to participation in sport and recreation for everyone but particularly for women and girls, people with disability, First Nations peoples, people from culturally and linguistically diverse communities, and LGBTQIA+ people
- Increase utilisation of existing shooting facilities



Important dates and program details

Opening date	25 September 2024
Closing date and time	1pm, 23 October 2024
Application outcome date	February 2025 onwards
Project delivery timeframe (for successful applicants)	Commencement by 31 May 2025 Completion by 31 May 2026
Grants must be accepted within	2 weeks of notification of successful outcomes
Decision-maker	Minister for Sport
NSW Government Agency	Office of Sport
Type of grant opportunity	Targeted, competitive
Total grant program value (funding available)	\$800,000
Value for each individual grant	Between \$10,000 and \$50,000 per application (exclusive of GST)
Number of applications per facility	1
Enquiries	Infrastructure Grants Unit 13 13 02 infrastructuregrants@sport.nsw.gov.au

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

Funding availability

The NSW Government is allocating up to \$800,000 to the Safe Shooting Program.

The grant amount requested by an applicant must be a minimum of \$10,000 and cannot exceed \$50,000.

Funding will support projects that meet primary objectives of the program and specifically deliver:

- New or upgraded firearms capital equipment (fixed and non-fixed) and/or;
- Construction or implementation of new or upgraded infrastructure.

A co-contribution is not required; however, organisations may contribute financially or in-kind to the project and this will be considered as part of the merit assessment process.

Regardless of your grant request, the greater the financial and/or in-kind contribution the more favourably the project will be looked upon.

Supplier discounts should not be included in the co-contribution. Applicants may choose to include a breakdown of 'Voluntary Labour' as part of their in-kind co-contribution. Hourly rates should be determined as follows:

- Un-skilled labour – no more than \$25 per hour.
- Trade hourly rate as determined by the award: <https://www.fairwork.gov.au/pay-and-wages/minimum-wages/pay-guides>

An applicant may only submit one (1) application per facility to the 2024/25 round of the Program.



Eligible applicants

Eligible applicants are:

- NSW incorporated, community based not-for-profit shooting organisations (clubs and associations) that are approved by the NSW Firearms Registry.
- Shooting ranges in NSW approved and administered by the NSW Firearms Registry.
- NSW State Sporting Organisations relevant to the sport of shooting including NSW Amateur Pistol Association, NSW Clay Target Association and NSW Rifle Association.

Applicants must have Public Liability Insurance with a minimum \$5 million cover however, in exceptional circumstances, the Office of Sport may, in its sole discretion, consider a lower amount of cover based on the nature and risks of the particular project. The determination will be made on the level of risk posed by a proposed project. If an applicant proposes Public Liability Insurance cover lower than \$5 million then they must outline the exceptional circumstances warranting that lower amount of insurance cover.

Ineligible applicants

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

- Incorporated, community-based, not-for-profit sporting organisations (clubs and associations whose primary purpose is to organise sporting activities/deliver sport programs) outside of the sport of shooting.
- Individuals.
- Schools, TAFEs, and Universities.
- Parents and Citizens (P&Cs) Associations.
- Progress Associations.
- NSW Institute of Sport, Australian Sports Commission (incorporating the Australian Institute of Sport) and NSW Regional Academies of Sport.
- NSW based professional sporting organisations competing in national or state competitions.
- NSW Department of Education operated specialist sports high schools.
- NSW Office of Sport recognised NSW State Sporting Organisations (including National Sporting Organisations where the state body is part of a unitary governance model) outside of the sport of shooting.
- Australian Universities with NSW campuses.
- NSW Government agencies.
- Local government authorities in New South Wales.
- Regional Joint Organisations of councils, the Lord Howe Island Board and the Unincorporated Far West groups.
- Organisations providing sport and recreation programs that benefit the community, such as PCYCs, YMCA and YWCA.
- 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).

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

The Program can be used for:

- New or upgraded firearms capital equipment which includes items not permanently attached to buildings or grounds and can be purchased straight off the shelf, and/or;
- Construction or implementation of new or upgraded infrastructure. These are generally more complex projects which require the coordination, execution, and planning of construction phases. Staged components of a larger facility development are eligible, providing the stage being applied for meets the program eligibility criteria.

Grant funding is available to cover only the capital cost of a project and any directly related project administration costs up to 10% of total costs. The project must be on land within NSW. Applicants should submit a landowner consent form for the project on the land on which the facility is to be developed or redeveloped. For projects located on public land, a landowner consent form or signed letter of consent from the appropriate authorised delegate must be provided. Additional information also sought includes evidence of applicant's tenure and lease arrangements.

Examples of eligible project types and project components include (but are not limited to):

- Upgrade of firearms capital equipment and/or facilities to comply with Workplace Health & Safety legislation or as directed by the NSW Firearms Registry.
- Construction or implementation of new or upgraded security infrastructure that improves safety for users and the wider community.
- New and upgraded provision of universally designed amenities that are beyond compliant with regard to the Disability Discrimination Act (DDA) and provide dignified inclusion in sport participation, for example disability access, unisex toilets or change rooms designed to be female-friendly, including parent and child change spaces.
- Environmentally and operationally sustainable initiatives that support water, energy and financial savings including new or upgrades to lighting including technology-controlled and LED lighting and installation of solar panels and smart metering technology.
- Projects that contribute to the financial sustainability of eligible shooting associations or clubs.
- Erection of higher earth mounds or safety baffles to combat urban encroachment.
- Buying or upgrading non-fixed equipment (e.g., electronic targetry, movable baffles and moveable bullet traps).
- Projects that improve the storage, security and safety capability of shooting clubs.
- Note that Office of Sport will not cover the cost of project overruns. Costs exceeding the budget must be covered by the grant recipient. Contingency may be requested via the application but is not mandatory.
- Priority may be given to facilities identified as:
 - Being in poor or unserviceable condition.
 - Addressing a demonstrated need for the community.
 - High urgency to address facility building compliance requirements e.g. safety, building standards, including the DDA.

Ineligible projects

Ineligible projects are any projects or project components that don't meet the "Eligible projects" section and include but are not limited to:

- Purchase of firearms or ammunition.
- Purchase of protective clothing.
- Projects that do not meet relevant Australian standards.
- Projects on private land unless there is clear public benefit to the community's interest in sport and active recreation and have documented consent from the landowner.
- Costs associated with preparing and submitting the application for funding under this program.
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans.
- Facilities where little or no public access is available.
- For the purchase or lease of land/facility.
- Related to administrative or operational expenditure which are normally the responsibility of businesses, state agencies or local councils.
- Retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement, or which could proceed without any NSW Government financial assistance.
- Projects that have already been funded by the NSW Government unless significant new and additional project scope is identified.
- General maintenance or replacement costs through normal wear and tear (e.g. painting, running costs and minor repairs to existing facilities).
- For the building or upgrade of licensed areas and gaming areas.
- Repair of facilities where the damage can be covered by insurance.
- Ancillary infrastructure e.g. car parks or accommodation.
- Project administration costs and costs for the ongoing operation of the facility.

Please Note:

Project budgets should not include any ineligible costs and these will be removed by assessors if included, at the absolute discretion of the Office of Sport.

Contingency

Contingency refers to additional project funding that will only be used if the project actual costs exceed the expected total project cost. The total project cost is funded by the grant amount, any financial co-contribution from the applicant, and the contingency. A contingency of 5% - 10% of total project cost may be included but this is not mandatory.

Office of Sport will not cover the cost of project overruns. Any costs that exceed the expected total project cost must be covered by the grant recipient.

Any application that includes contingency must be clear about whether the amount will be funded by the awarded grant, by a financial co-contribution from the applicant, or a combination of both. Note that any unspent contingency funded by the awarded grant must be returned to Office of Sport.

Projects that have agreed to provide a financial co-contribution must maintain the percentage committed during the application process. If it is not maintained the Office of Sport may request the return of grant funds.

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 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 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: <https://www.sport.nsw.gov.au/grants/safe-shooting-program>



Step 3 Prepare your application

- Gather your evidence including letters of support, funding commitments, development approvals/exemptions, images/plans, quotes, participation data etc.
- 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.
- To submit a complying application all mandatory fields must be completed, and mandatory support documents should be uploaded and submitted.
- Applying for a grant is a simple process using the SmartyGrants platform.
- SmartyGrants offers a tool, SmartyFile that allows organisations to collaborate with team members, pre-fill information into forms and manage, view, search and sort submissions across multiple funders in one spot. Applicants with an ABN can use this function.
- For questions relating to the grants program or for specific assistance with the online system, email the Office of Sport Grants Unit at infrastructuregrants@sport.nsw.gov.au or call 13 13 02 during standard office hours.



Step 4 Submit your application

- Complete your application by filling in each of the sections.
- Upload all required supporting documentation.
- Submit your application before the closing date and time.
- 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, Chief Executive Officer, General Manager, or authorised member of the Board or Committee of the applicant.
- 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.

Late applications

- 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 within one hour of 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 an independent probity advisor.

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 infrastructuregrants@sport.nsw.gov.au to request late document submission and list the documents your request relates to.
- Late supporting documentation will only be accepted for applications already submitted in SmartyGrants before the closing date and time and 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 an independent probity advisor.

Assessment process

The Safe Shooting Program 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 seek to clarify statements or information provided in the application at its sole discretion.

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

A Grant Assessment Panel will assess all eligible 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.

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/or ABN.
- Proposed project is in NSW.
- Grant request is a minimum of \$10,000 and does not exceed \$50,000.
- The applicant organisation is eligible to apply and has Public Liability Insurance with a minimum \$5m cover.

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

Merit assessment

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

The Office of Sport will support the Grant Assessment Panel by conducting a preliminary assessment of all eligible applications against the Program criteria and provide administrative support.

The Grant Assessment Panel will assess all eligible applications against the Program criteria considering the extent to which the applicant has addressed the assessment criteria and providing supporting evidence to determine the final merit assessment score. The Office of Sport will provide administrative support.

During the assessment process, the Grant Assessment Panel may apply a minimum scoring requirement to one or more of the criteria, or the overall application score. Where an application does not meet minimum scoring requirement adopted during the assessment process, the Grant Assessment Panel reserves the right to not consider the application for grant funding.

The Grant Assessment Panel may, by agreement recommend a reduced grant amount at their discretion. If ineligible project scope and components are included in the application the Grant Assessment Panel may adjust the requested grant amount accordingly.

The Grant Assessment Panel will consider geographical spread across local government areas and electorates, grant amount requested and project size to determine successful projects and achieve objectives of the Program.

To avoid duplication of State Government funding for projects, and/or to further assess risks when recommending funding for an application, written comment/feedback on applications may be requested from the following stakeholders to inform the assessment:

- Regional Organisation of Councils
 - Premier's Department
 - Office of Local Government
 - Other State Government entities/agencies providing funding for similar projects
 - State/national sporting organisations
 - Relevant experts.
-

Merit assessment criteria

<p>Criterion 1: Strategic justification (30%)</p>	<ul style="list-style-type: none"> • Describe how this project aligns to the objectives of this Program: <ul style="list-style-type: none"> ◦ Improve the quality and safety of existing shooting facilities across New South Wales ◦ Remove barriers to participation in sport and recreation for everyone but particularly for women and girls, people with disability, First Nations peoples, people from culturally and linguistically diverse communities, and LGBTQIA+ people ◦ Increase utilisation of existing shooting facilities • Demonstrate how the proposed project will meet an identifiable need within your community e.g. photos of current conditions, notice of non-compliance, WHS logs, etc.. Note: Priority may be given to facilities where evidence shows it as: <ul style="list-style-type: none"> ◦ being in poor or unserviceable condition ◦ addressing a demonstrated need for the community ◦ high urgency to address facility building compliance requirements e.g. safety, building standards, including the DDA. • Describe community and stakeholder consultation, management, and project support (provide relevant attachments and support letters).
<p>Criterion 2: Project scope and deliverables (20%)</p>	<ul style="list-style-type: none"> • Describe clearly what the project is and what the key deliverables/outputs will be. • Demonstrate how your project will support and maintain facility usage. • Identify how the project aligns with Universal Design principles to demonstrate how the project brings the community together and/or is usable by all people to the greatest extent possible. • Provide supporting documentation such as quotes, facility design brief, concept, schematic or detailed design plans.
<p>Criterion 3: Project affordability (20%)</p>	<ul style="list-style-type: none"> • Provide a clear project budget. The budget should clearly identify the project costs and revenues (if any financial co-contribution will be made). • Provide evidence to support budgeted costs and revenues, e.g., cost estimates, quotes. • Provide evidence of approval for any co-contribution to the project either financially or in-kind.

Criterion 4:
Project
deliverability
and applicant
capability
(30%)

- Provide a project plan that illustrates key project tasks and milestones and forecast delivery timeline which is aligned to grant timeframe.
- List any assumptions, constraints, and dependencies in delivering the project.
- Demonstrate proven experience in delivering similar size projects.
- Provide evidence of Development Application approval (if required) or demonstrate that a Development Application is not required.
- Provide Landowners Consent (if required) – using the Office of Sport template.
- Applicant organisation meets key reporting and acquittal obligations for previous Office of Sport funded projects.
- Projects with approved Development Applications or exemptions will be prioritised.
- If no Development Application is required, confirm there are no planning, construction, zoning, environmental and/or Native Title impediments to delivering the project (e.g. Review of Environmental Factors).
- Demonstrate proven experience in delivering similar size projects. This should consider the applicant’s proposed project management resources and any specialist external resources to be engaged to deliver the project.

Available supporting documents

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

- Program Guidelines
- Frequently Asked Questions (FAQs)
- Landowner Consent Form
- Funding Terms and Conditions Template

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

Supporting document checklist

All applications should provide:

- Recent (within 3-6 months) quotes or cost estimate to verify project expenditure, which align to the information provided in your project budget.
- Evidence confirming all financial co-contribution sources (where applicable).
- Development approval, application, or exemption (where applicable).
- Projects proposing fixed items are required to provide Landowners Consent and Development Approval or evidence that it is not required for the project. This must be provided on the Office of Sport Landowners Consent template – see “Available supporting documents”.
- Letters from other organisations that indicate how they will either support or benefit from the project.

Project evaluation and reporting

A project completion report will be required within 30 days of completion of the project as outlined in the funding agreement (accepted via grant terms and conditions). The project completion report will be completed within SmartyGrants and 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. Photos of the completed project must be provided as part of this report.

A post project evaluation report may be requested 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.

Financial acquittal and record keeping requirements

A financial acquittal will be required within 30 days of project completion within SmartyGrants. This will require you to provide evidence of expenditure on the project e.g. copies of receipts, paid invoices, remittance advice, transaction listings from your finance system, bank statement or similar. The acquittal certificate must be signed by two office bearers of the recipient organisation stating that the funding had been spent in accordance with the grant application and terms and conditions.

Successful recipients should ensure that all invoices, receipts, remittances, and bank transfers are retained in order for this to occur. 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. Where the amount you are paid is greater than what is spent, you may be required to repay a proportion of the grant. Applicants that do not provide a financial acquittal and project reports by the required date may be ineligible for future Office of Sport grants until this is provided.

Variations to an approved project

The Office of Sport acknowledges that things may occur that will impact grant recipients and projects at any time. Any variation requested by a successful applicant to a project that constitutes a change to the original application will require a revised assessment of the application to determine whether the project should still be funded in accordance with the program guidelines.

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. In these circumstances, the grant recipients should request a variation via SmartyGrants. Requests for variations to the terms and conditions or changes to the project will only be considered in limited circumstances.

Applicants are encouraged to ensure that their application provides accurate cost and timelines to reduce the need for variations.

Acknowledging the NSW Government

Successful applicants must acknowledge the NSW Government's support through the provision of funding through the Safe Shooting Program 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 the Office of Sport.

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](#) and the [NSW Government Grant and Funding Finder](#). General feedback for unsuccessful applicants will be provided at the time of notification.

The Office of Sport will contact the successful applicants to claim the grant within two weeks of being notified of success. Failure to claim the grant within two weeks of notification may result in the Office of Sport withdrawing the offer of funding.

Conflicts of interest and ethical conduct

A conflict of interest exists when a person might reasonably perceive that the personal interests of a key decision maker of the funded organisation could be favoured over the duties to the funded organisation.

Applicants will be asked to declare as part of their application, and as part of continuous disclosure required by the terms and conditions, 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.

Other funding obligations

The successful applicants approved for funding will be required to agree to funding terms and conditions that covers their obligations. The project must be completed in accordance with the dates above. 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 an executed funding agreement (terms and conditions) is in place and the Office of Sport will not be responsible for any project expenditure until this time.
- Successful applicants may be required to complete periodic project updates and/or project evaluation. This may also include facility use schedules. The Office reserves the right to request this data from successful applicants on an annual basis for a period of up to five years following completion of the project.
- 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.
- Recognition of funding is required as per the [NSW Government Funding Acknowledgement Guidelines](#) and supporting evidence.
- Office of Sport will assess and manage risk of its grants administration processes in accordance with Section 6.1.2. of the NSW Government's *Grants Administration Guide*. Office

of Sport reserves the right to undertake an audit of grant funding to successful organisations within seven years of funding payment.

If a grant recipient breaches any of the terms and conditions of the funding agreement, the Office of Sport reserves the right to terminate the terms and conditions 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 must be written out to:

Office of Sport Locked Bag 1422 Silverwater NSW 2128

Invoices must be uploaded in SmartyGrants.

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).

Disclaimer

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant as are any costs incurred prior to entering into a funding agreement.

Probity

NSW Office of Sport has appointed O'Connor Marsden & Associates Pty Ltd (OCM) 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.

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 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 (or otherwise with your consent). 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

Information submitted in the application will be shared with the NSW Government. Should your application be successful, the Office of Sport may 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 and total project cost. Information provided in the grant application/milestone and project completion reports may be used to develop case studies including photos.

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 infrastructuregrants@sport.nsw.gov.au.

If you require additional support, including the use of a translator, please call the National Translating and Interpreting Service on 131 450, and ask them to call us on 13 13 02 (option 5, option 2). The service provides immediate phone interpreting.

Appendix A

Universal Design

* [Universal Design](#) is about creating an inclusive society. It helps everyone navigate their environment easily and makes them feel that they belong in that place.

By requiring all Office of Sport prospective grant applicants to comply with [Universal Design Goals and Principles](#) and [Designing for Dignity Guidelines](#), the public money provided to successful organisations will deliver the ‘best value for money’ outcomes for the community from the government via their proposals, e.g. everyone can use the infrastructure or program that the grant money is to be spent on.

To help organisations to successfully develop their grant proposals, the following Australian Standards legally must be complied with:

- AS 1428.1:2022 Design for access and mobility Part 1: General requirements for access – New building work
- DR AS 1428.2-2022 Design for access and mobility Enhanced and additional requirements - Buildings and facilities (Reconfirmed 2015)
- AS/NZS 1428.4.1:2009 Design for access and mobility Means to assist the orientation of people with vision impairment - Tactile ground surface indicators
- DR AS 1428.4.2:2022 Design for access and mobility Part 4.2: Means to assist the orientation of people with vision impairment - Wayfinding signs
- AS 1428.5:2022 Design for access and mobility Communication for people who are deaf or hearing impaired.

Further information on Universal Design can be found in the Frequently Asked Questions (FAQs).

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