

Surf Club Facility Program 2024/25

Information Session

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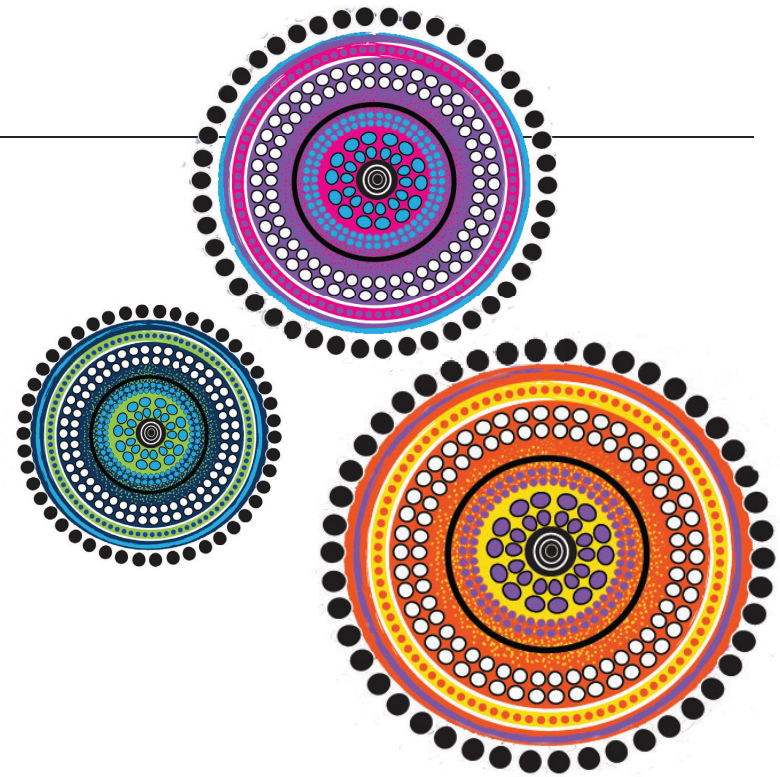


Acknowledgement of Country



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.



About the Surf Club Facility Program



The NSW Government recognises the critical role Surf Life Saving Clubs have in local communities delivering on-beach safety, training and education and keeping people active and connected.

The Surf Club Facility Program is part of the NSW Government's ongoing commitment to support the upgrade of local Surf Life Saving Clubs.

Key objectives



The Program aims to assist eligible Surf Life Saving Clubs throughout NSW to create new and upgraded inclusive and accessible facilities incorporating best practice design principles that:

- Reduce 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 the use of Surf Life Saving facilities by other community groups and/or the public
- Improve safety at Surf Life Saving facilities and the beaches they patrol
- Improve the financial and/or environmental sustainability of Surf Clubs

Summary of the 2024/25 program

Key areas

- Total funding available \$5,404,000.00
- Grants available from \$30,000 and up to \$1,000,000
- Three funding categories; scaled according to project size and complexity defined by total project cost of the scope of works.
- No co-contribution requirement for category 1
- Mandatory and scaled financial co-contribution for category 2 and category 3 based on grant amount requested
- Each category has its own application form



Total project cost for scope of work



Scope of work defines what the grant request is intended to cover. It differentiates the project being applied for and any other related, but separate stages of a larger project.

Example 1:

- Replace roller door/s on the emergency vehicle storage room and addressing non-compliance with Australian Standards (i.e.. disability access)
- These two project elements have a combined total project cost (substantiated with quotes) of **\$94,000**
- This project would be a **Category 1**.

Example 2:

- A complete rebuild of your club with an expected total project cost of \$16 million
- Your club is seeking funding towards components such as the changerooms, lifeguard viewing room/tower & first aid room
- These elements are the high-level scope of works and have a **total project cost** estimate of **\$900,000**.
- This project would be a **Category 3**
- Your application can reference the larger project, but the details and costings should relate only to the \$900,000 scope of works.

Important dates



Applications open	12 September 2024
Applications close	Category 1 - 14 October 2024 at 1pm Category 2 and 3 - 11 November 2024 at 1pm
Outcomes advised	March 2025 onwards
Grants must be accepted within	6 weeks of notification
Projects must be completed within	Category 1 - 12 months of notification Category 2 - 24 months of notification Category 3 - 36 months of notification

Funding availability

The NSW Government has allocated up to \$5,404,000 for the 2024/25 Program

Category 1 – grants between \$30,000 - \$100,000

Category 2 – grants between \$30,000 and \$400,000

Category 3 – grants between \$30,000 and \$1 million



Category 1



Facility improvements projects – with a *total project cost less than \$100,000*

Funding available	Grants between \$30,000 to \$100,000 per project
Co-contribution	No mandatory co-contribution, however, will be considered favourably
Contingency	Generally will not be required
Project completion	Must be completed within 12 months (1 year) of notification

Note: this category has an earlier closing date – 14 October 2024

Category 2



Small- medium construction projects - with a *total project cost* from \$100,000 up to \$500,000

Funding available	Grants between \$30,000 to \$400,000 per project
Co-contribution	<ul style="list-style-type: none">• Must be a minimum 25% of the grant amount requested• Can be sourced from your own funds or another source (e.g., local council)
Contingency	Should be between 5%-10% of the total project cost
Project completion	Must be completed within 24 months (2 years) of notification

Category 3



Large construction projects - with a *total project cost* of \$500,000 or more

Funding available	Grants between \$30,000 up to \$1,000,000 project
Co-contribution	<ul style="list-style-type: none">• Equal to or greater than the grant amount requested• Can be sourced from your own funds or another source (e.g., local council)
Contingency	Should be between 10%-20% of the total project cost, plus cost escalation if required
Project completion	Must be completed within 36 months (3 years) of notification

Eligible and ineligible applicants



Eligible applicants

- Surf Life Saving Clubs in NSW
- Surf Life Saving NSW Branches
 - Can apply for projects in line with the Program objectives for surf club related works

Ineligible applicants

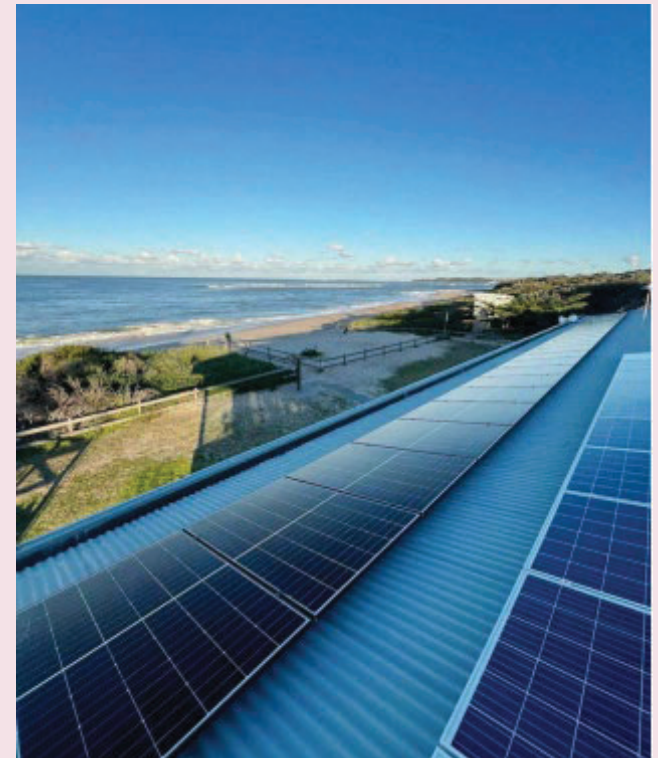
- Organisations not affiliated with Surf Life Saving NSW
- Individuals
- Local Government Authorities*

*Councils can be party to a Tri-partite funding agreement between the Office of Sport, and successful applicant.



Eligible projects

- New and upgraded provision of universally designed change rooms and/or shower, toilets and parent and child change areas.
- Environmental and operational sustainable initiatives that support water, energy and financial sustainability
 - solar panels
 - batteries
 - rainwater tanks
- Digital technology uplift projects
 - installation of WIFI
 - keyless entry
 - increased automation



Eligible projects

- Projects that improve the storage, security and safety capability
 - extension or construction of board storage room
 - bushfire protection measures
 - new roller or access doors
- Fixed and non-fixed items that are part of a larger capital improvement project scope
 - portable storage racks for rescue boards
 - beach access mats for wheelchairs
- Projects that improve safety on the beach
 - rooms for lifeguard surveillance or nipper training
 - improvements to beach access for rescue and patrol vehicles



Ineligible projects



- Facilities that are not used primarily for Surf Life Saving activities
- Purchase or lease of land/facility
- Projects that involve the development of private or commercial ventures unrelated to the Surf Life Saving Club facility
- Costs associated with preparing and submitting the funding application
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans
- Items that do not meet relevant Australian Standards
- Retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement

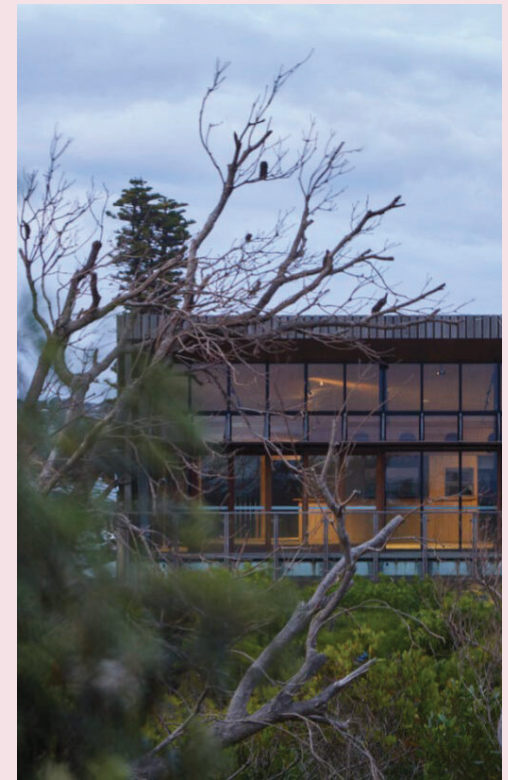
Ineligible projects

- Related primarily to operational expenditure, including but not limited to insurance
- General maintenance or minor repairs required following normal wear and tear (e.g. painting)
- Repair of facilities where the damage can be covered by insurance
- Administration costs with the exception of direct external / independent project management costs, limited to 10% of the grant amount requested
- Purchase of portable equipment including rescue and training equipment such as surf boards, IRB's, stop watches, sails on boats, flagpoles etc
- Purchase of office equipment (including computers and printers), kitchen appliances, Audio Visual equipment, furniture and furnishings
- Projects that have already been funded by the NSW Government unless significant new and additional scope is identified.

Universal Design

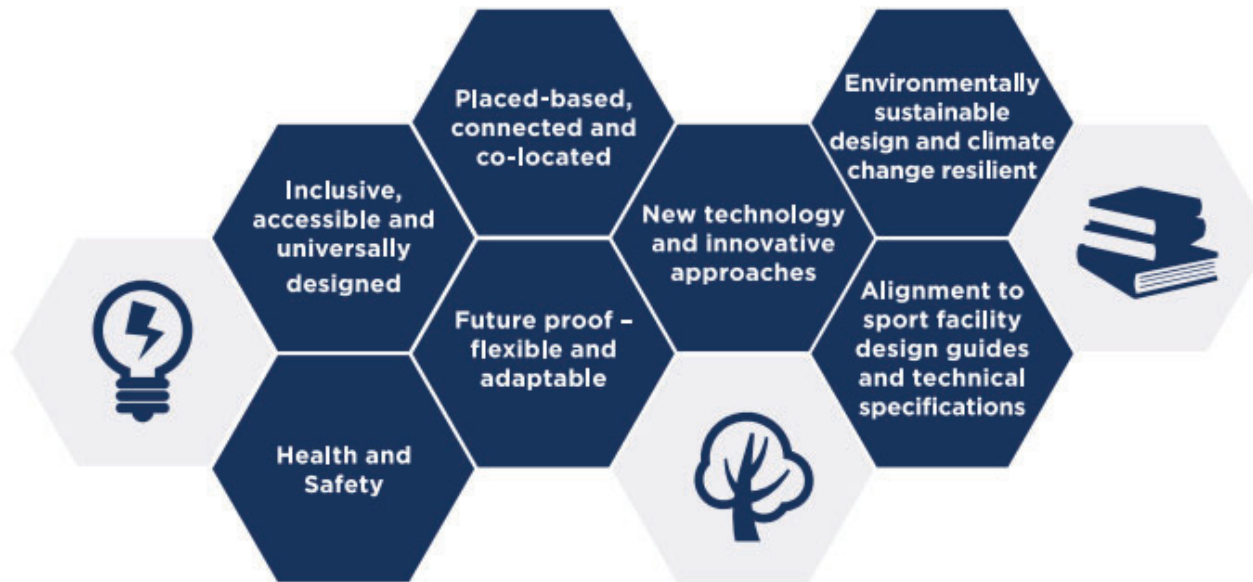
Universal Design is about creating an inclusive society. It helps everyone navigate their environment easily and makes them feel that they belong in that place

- It considers the intended use of a space/facility, and the ability of all people to use a space/facility without judgement
- Australian Standards for universal design
- Designs that are not universally designed may be set aside from further consideration or require re-design works (at club expense)
- Further information on universal design can be found on the program website



Design Principles

Focus on the highest standard of design that incorporates the following principles



Application Process



Step 1 & 2: Check your eligibility and understand the requirements

- See Eligible Applicants section of Guidelines to see if you can apply for funding.
- Before you apply, please read the [guidelines](#) and [supporting documents](#) to make sure you understand all relevant requirements, including whether you are eligible to apply.



Step 3: Prepare your application

- Gather your evidence including letters of support, funding commitments, development approvals/exemptions, landowners consent, images/plans, quotes or cost estimates, participation data etc.
- Familiarise yourself with the online application form ahead of preparing the application and plan ahead of the closing date.
- You can download a copy of the application form prior to commencing your application.



Step 4: Submit your application

- Fill in each of the form's sections including any supporting documentation.
- Submit the application before the closing date and time.
- Successful submissions will receive a SmartyGrants system generated acknowledgement email.
- Projects must be submitted through the SmartyGrants website to be considered eligible.

Late submissions



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*.
- 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.

Late submissions



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 to request late document submission and list the documents your request relates to.
- 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 a probity advisor.

Assessment Process



Eligibility Check

Merit Assessment

Recommendation

Approval

An independent probity advisor will support the management of the grant process.

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

Eligibility Check



The Office of Sport conducts an eligibility check of all applications ensuring that the:

- Applicant organisation is an eligible applicant
- Applicant has provided a valid Incorporation number and where relevant an ABN
- Proposed project is in NSW
- Project is an eligible project
- Grant request is a minimum of \$30,000 and does not exceed the maximum amount for the relevant category
- The applicant organisation has confirmed that if successful they will provide Public Liability Insurance with a minimum \$20 million cover

Merit Assessment



Criteria Category 1 :

1. Strategic justification (40%)
2. Project scope and inclusive design principles (30%)
3. Project affordability and deliverability (30%)

Criteria Category 2 & 3:

1. Strategic justification (30%)
2. Project scope and inclusive design (20%)
3. Value for money and project affordability (20%)
4. Project deliverability and applicant capability (30%)

Selecting the correct application form



NSW Office of Sport



NSW Office of Sport

Current Rounds

[Surf Club Facility Program 24/25 - Category 1](#)

Submissions are now open.

Submissions close 1:00PM 14 October 2024 (AEDT).

[Find out more about Surf Club Facility Program 24/25 - Category 1...](#)

[Surf Club Facility Program 24/25 - Category 2](#)

Submissions are now open.

Submissions close 1:00PM 11 November 2024 (AEDT).

[Find out more about Surf Club Facility Program 24/25 - Category 2...](#)

[Surf Club Facility Program 24/25 - Category 3](#)

Submissions are now open.

Submissions close 1:00PM 11 November 2024 (AEDT).

[Find out more about Surf Club Facility Program 24/25 - Category 3...](#)

SmartyGrants



-
- Please allow yourself time to familiarise yourself with SmartyGrants.
 - As applications are now open, you can download a preview application form from the SmartyGrants website prior to commencing your application.
 - There is a *supporting document checklist* in the Program Guidelines which reminds you of the critical information you will need to support your application.
 - SmartyGrants will not allow applications to be submitted where all mandatory fields and document uploads are not complete.
 - Applications must be submitted on time through the SmartyGrants platform.
 - SmartyGrants is a NSW government approved grants software that is used by multiple NSW Government agencies. At times, SmartyGrants undertakes maintenance upgrades, usually after 8pm of an evening.

Budgets



The total project cost is made up of the grant amount, any financial co-contribution from the applicant and the contingency.

Total Project Cost *

\$500,000.0

What is the total budgeted cost (dollars) of your project?

Total Amount Requested *

\$400,000.0

What is the total financial support you are requesting under this grant?



The total project cost is made up of the grant amount, any financial co-contribution from the applicant and the contingency.

Total Project Cost *

\$600,000.0

What is the total budgeted cost (dollars) of your project?

Total Amount Requested *

\$400,000.0

What is the total financial support you are requesting under this grant?

Grant request and/or total project cost **do not align with Category 2 guidelines**

Your Total Amount Requested and/or your Total Project Cost does not align with the category you selected.

Category 2 - provides grant amounts from \$30,000 to \$400,000 - with a **total project cost between \$100,000 and \$500,000**

Please amend the Total Amount Requested and/or your Total Project Cost or your application may be deemed ineligible for funding.

Funding sources – project income



Example

Total grant request	\$400,000
+	
Surf club cash contribution	\$50,000
+	
Council cash contribution	\$50,000
<hr/>	
Total project income	\$500,000
(Total co-contribution)	\$100,000

Total Amount Requested *

What is the total financial support you are requesting under this grant?

Grant request

Total Applicant Cash Co-contribution *

Must be a dollar amount. What is the total monetary amount the applicant will be contributing to the project?

Club's Cash contribution

Income type	Income status	Income amount	Notes	Evidence of Cont ^
<input type="text" value="Governmen..."/> *	<input type="text" value="Confirmed"/> *	<input type="text" value="\$50,000."/> *	<input type="text"/>	Attach a file: * <input type="button" value="Choose Files"/> N
		Must be a dollar amount.		

Council cash contribution

Financial co-contribution

Financial contribution is

- not an in-kind contribution such as donated goods or labour
- where there is a financial transaction that occurs
- A percentage of the grant requested amount – not the Total Project Cost
- Can be from the Club, the local Council, a grant from the Australian Government, or private donations.
- Can not be the ‘same’ co-contribution that has been used for another stage of the project

Co-contributions summary	
Total cash co-contributions	
	\$100,000.00
This number/amount is calculated.	
Co-contribution %	
	25
This number/amount is calculated.	

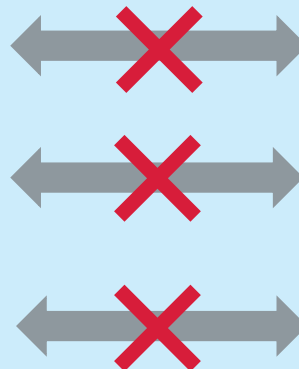
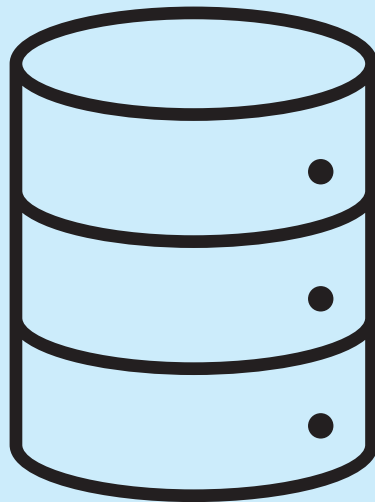
Separating project income per project

Changeroom upgrade project

Grant (e.g. Surf Club Facility Program 2024/25)

Club cash contribution to this project

Third party (e.g. Council) cash contribution to this project

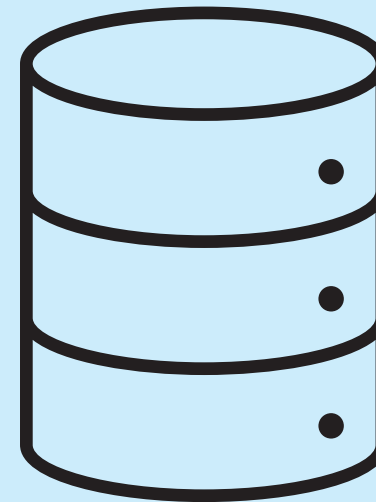


Solar panel upgrade project

Grant (e.g. Surf Club Facility Program 2022/23)

Club cash contribution to this project

Third party (e.g. Council) cash contribution to this project



Project expenditure

Expenditure							Minimise
Expenditure description	Expenditure type	Expenditure amount (ex. GST)	Expenditure GST	Expenditure amount (inc. GST)	Funding Source	Notes	
Contingency	Contingency	\$50,000.00	\$5,000.00	\$55,000.00	Applicant co...		+ -
Plumbing	Construction	\$50,000.00	\$5,000.00	\$55,000.00	Grants amou...		+ -
Tiles	Construction	\$20,000.00	\$2,000.00	\$22,000.00	Applicant co...		+ -
Fixtures	Construction	\$10,000.00	\$1,000.00	\$11,000.00	Applicant co...		+ -
Electrical	Construction	\$15,000.00	\$1,500.00	\$16,500.00	Applicant co...		+ -
Project Manager	External Proj...	\$5,000.00	\$500.00	\$5,500.00	Applicant co...		+ -
				\$0.00			+ -
Response required.	Response required.	Response required.	Response required.				
		Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.	Select if expenditure is being covered by the grant amount or cash contribution	Include any additional notes here	

Add More

Balancing your budget

Project Budget Balancing

Validation check 1: Total Income (combined funding) minus Total Project Cost (i.e. your total project budget). This MUST be \$0

\$0.00

This number/amount is calculated.

Validation check 2: All Expenditure items (exc. gst) minus Total Project Cost. This MUST be \$0

\$0.00

This number/amount is calculated.

Balancing your budget



Project Funding Summary

Project Funding Summary		
Project Costs	Contingency	Contributions
Total Project Cost (excluding contingency) \$350,000.0 This number/amount is calculated.	Contingency covered by grant amount \$25,000.00 This number/amount is calculated.	Total Amount Requested \$300,000.0 This number/amount is calculated.
Total Project Cost (including contingency) \$400,000.0 This number/amount is calculated.	Contingency covered by applicant \$25,000.00 This number/amount is calculated.	Total cash co-contributions \$100,000.00 This number/amount is calculated.
	Total Contingency Amount \$50,000.00 This number/amount is calculated.	Total Income \$400,000.0 This number/amount is calculated.

Contingency

- Should be included in the total project cost and therefore included in the income calculations.
- Should be large enough to account for cost increases over the life of the project.
- In all circumstances the minimum financial co-contribution required must be maintained



Variations



- Any variation, 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.
- Changes to scope, budget or schedule
- Some variations require Ministerial approval
- Ensure your application provides accurate cost and timelines to reduce the need for variations

Acquittal of your grant

- Required within three months of completion of the project.
- Profit and loss statement relating to the project expenditure and funding sources.
- For grants over \$50,000 this must also be certified by an independent qualified accountant.
- Invoices, receipts, remittances and bank transfers are retained in order for this to occur
- Grant amount may be reduced proportionally if the total cost of the project is less than the amount stated in the application or ineligible cost items are included.
- In these instances, 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(s) may be ineligible for future Office of Sport grants until this is provided.



Supporting Documents

All applications should provide:

- ✓ Landowners Consent
- ✓ Development Application
- ✓ Letters of support
- ✓ Current images of the facility
- ✓ Quotes/cost estimates
- ✓ Design plans, incorporating Universal Design
- ✓ Evidence confirming all financial co-contribution sources
- ✓ Letter of support from Surf Life Saving NSW (optional)

Key takeaways

- Categories are defined only on the total project cost for funded scope of work
- Minimum co-contribution is defined by the Category but calculated on the grant requested amount.
- Describe and cost only the scope of work for which you are requesting funding. Quotes and/or cost estimates will significantly improve the quality of your application
- Honest and accurate timing
- Incorporate facility design and universal design.
- Provide other supporting documents i.e. Landowner consent, DA approval or status, photos of existing condition, if missing the application will be scored down.
- If you are successful – stay up to date with reporting – keep in contact with us and flag any issues as soon as they arise so we can help you.

Support for applicants

Call: 13 13 02 (option 5 and then option 2)

Email: grantsunit@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.

Thank you

Questions

