

Organisation Support Program 2024/25 – 2025/26

Guidelines

Open 2 October 2024

Close 1:00pm, 29 November 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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sport.nsw.gov.au

Guidelines

Updated: September 2024

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Minister for Sport Message

Sport has a critical role in supporting health and wellbeing in our community. State Sporting Organisations (SSOs) and State Sporting Organisations for People with a Disability (SSOD) play an essential role administering their sports in NSW, ensuring fair, safe and inclusive environments for everyone involved in their sports and in growing participation in sport, particularly in historically under-represented groups.

In 2024/25, the amount being provided under the Organisation Support Program (OSP) doubles to \$10 million annually for eligible SSOs and SSODs to support the sector and boost participation.

As part of this increased investment in the sector, the NSW Government will seek renewed focus to increase female participation and leadership and work towards gender equity in sport.

I encourage your organisation to apply for its Organisation Support Program grant as we all work to increase participation, particularly by women and girls, and ensure that the sector has the capacity to meet its operational and governance requirements.

The Hon. Stephen Kamper, MP

Introduction

These Guidelines outline key objectives, eligibility criteria, compliance check processes and timeframes for the 2024/25 - 2025/26 Organisation Support Program.

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

About the Organisation Support Program

The Organisation Support Program (OSP) is designed to assist eligible State Sporting Organisations (SSOs) and State Sporting Organisations for People with Disability (SSODs) to develop their sporting activities at all levels in NSW. It aims to provide flexible financial support to build capacity, invest in governance processes, increase participation, including of underrepresented groups in sport at all levels, create and deliver sporting activities and competitions at all levels in NSW and support Office of Sport and NSW Government priorities.

The OSP 2024/25 – 2025/26 will provide multi-year (2 years) grant funding for operational support to Office of Sport recognised SSOs and SSODs.

Program objectives

The key objectives of the OSP are to:

- Increase the capability of the sector to respond to emerging trends and challenges;
- Increase the capability of the sector to create fair, safe and inclusive environments for everyone, including children;
- Increase participation, including of under-represented groups (particularly the participation of women and girls);
- Build governance capability of the organisation and/or sector;
- Support & enhance pathways for sport participants; and
- Support the function of the organisation

Important dates and program details

Opening date and time	2 October 2024
Closing date and time	1pm, 29 November 2024 (unless otherwise set out in your invitation to apply)
Application outcome date	October 2024 onwards
Project delivery timeframe	For 2024/25 funded initiatives 30 June 2025 For 2025/26 funded initiatives 30 June 2026
Timeframe for grant acceptance (via an executed Funding Agreement)	Within 6 weeks of notification
Decision-maker	Chief Executive, Office of Sport
NSW Government Agency	Office of Sport
Type of grant opportunity	Closed, non-competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	\$20 million distributed over two years Individual grant amounts in line with invitation to apply
Consultation with the Office of Sport to finalise 2024/25 plans	Within 2 months of executing the funding agreement
Delivery Commences	From 1 July 2024
Enquiries	Program queries Sector Capability sectorcapability@sport.nsw.gov.au Application queries Sports Grants Unit 13 13 02 (Option 5, option 2) grantsunit@sport.nsw.gov.au

Funding availability

Funding of up to \$20 million has been allocated to OSP for 2024/25 – 2025/26. Funding is available to eligible organisations recognised as SSOs or SSODs in NSW by the Office of Sport through the State Sporting Organisation Recognition Program.

The maximum funding amount each recognised SSO and SSOD is eligible to apply for is determined by the Office of Sport based on the Minister approved categorisation model and is outlined in your invitation to apply.

Application of the model is based on data collected by the Office of Sport over a period of three years (except for newly recognised SSOs/SSODs).

Funding distribution

Successful applicants will enter a funding agreement which includes reporting milestones and two payments milestones:

- An initial milestone payment upon funding agreement execution for project delivery July 2024 – June 2025
- A subsequent milestone payment after July 2025 for project delivery July 2025 – June 2026.

Payment of the subsequent milestone in 2025/26 is dependent upon the funded organisation:

- retaining its recognition status with the Office of Sport
- completing the 2024/25 reporting requirements
- completing the data collection tools for 2024/25
- Submission of approved Participation Plans for 2025/26
- Submission of approved Governance Plans for 2025/26

Recipients that are not meeting the 40:40:20 gender equity targets for their Board, and do not demonstrate how they are moving toward these targets will receive a reduced milestone payment in 2025/26 (as specified in their funding agreement).

Eligible applicants

Eligible organisations are Office of Sport recognised SSOs/SSODs. The current list of SSOs/SSODs are shown at **Appendix A**.

Where a SSO/SSOD is newly recognised during the 2024/25 – 2025/26 period, the SSO/SSOD will become eligible for funding and may be invited to apply for funding under OSP, at the absolute discretion of the Office of Sport.

Ineligible applicants

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

- Any organisation no longer recognised as an SSO/ SSOD by the Office of Sport

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 Programs, Projects or Activities

Mandatory Programs, Projects or Activities

The following items must be included in the application:

1. A commitment to progress towards and achieve Gender Equity in Board Governance by 1 July 2027.
2. Participation Strategies and Plan to be implemented including information relating to increasing gender equity in your sport
3. Governance Strategies and Plan to be implemented including information relating to improving gender equity on your Board

Other Programs, Projects or Activities

Funding can also be used to support any other program, project or activity that is aligned with, or that contributes to, the OSP's objectives.

The funded activities must have identifiable and reportable deliverables and expenditure.

All funded activities must be completed prior to 30 June 2026. If the deliverables are part of a longer-term strategy implementation you can identify staged delivery with deliverables related to the relevant stage.

Examples of eligible projects include:

Program objective	Examples of funded activities
1. Increase the capability of the sector to respond to emerging trends and challenges	<ol style="list-style-type: none">1.1 Review / analyse any emerging trends and/or issues in order to determine a strategy which will improve organisational health, build resilience and the capacity to meet the challenges into the future.1.2 Implement a strategy or actions previously developed in line with 1.1.
2. Increase the capability of the sector to create fair, safe and inclusive environments for everyone, including children	<ol style="list-style-type: none">2.1 Conduct training or education for coaches, officials, staff or volunteers on inclusion and diversity.2.2 Conduct training or education for clubs and club staff and/or volunteers on member protection or child safety2.3 Implement integrity frameworks and policies as required by a National Sporting Organisation.2.4 Conduct training or education for relevant stakeholders on the organisation's integrity framework and policies.2.5 Implement strategies that create fair, safe and inclusive environments such as reducing or eliminating violence by spectators.
3. Increase participation, including of underrepresented	<ol style="list-style-type: none">3.1 Employ or contribute to employing a development officer to work with clubs to increase participation and /or introduce new participation programs. This may be specific for

Program objective

Examples of funded activities

groups (particularly the participation of women and girls)

underrepresented groups your sport is targeting i.e. Indigenous, women and girls, multi-cultural communities, people with disability, LGBTQIA and the aged (active for later life).

3.2 Improve or create programs and services that encourage greater participation in the sport and/or assist existing participants to increase the frequency of participation. This may be specific for underrepresented groups your sport is targeting i.e. Indigenous, women and girls, multi-cultural communities, people with disability, LGBTQIA and the aged (active for later life).

3.3 Implement strategies or actions to address outcomes identified in the Female Participation Planning Tool report.

4. Build governance capability for the organisation and/or sector

4.1 Improve board processes and systems.

4.2 Director/Board training.

4.3 Board evaluation projects.

4.4 Improve performance reporting.

4.5 Improve stakeholder relationships and/or whole of sport communication.

4.6 Strategic planning.

4.7 Implement strategies to move towards gender equity on the Board.

4.8 Employ or contribute to employing a staff member to enhance Governance

5. Support & enhance pathways for sport participants

5.1 Development of pathway programs to support gender equity.

5.2 Introduction of aligned pathway programs that enhance the participant experience, consistent with the Office of Sport Future Champions Strategy

6. Support the function of the organisation

6.1 Improve the effectiveness of financial controls and management.

6.2 Improve risk assessment and risk reporting processes and systems.

6.3 Review or improve the business operating model.

6.4 Enhance the coaching or officiating functions of the organisation.

6.5 Enhance the elite pathways available for athletes, coaches or officials.

6.6 Employ or contribute to employing a staff member to undertake work relating to the regulatory and compliance obligations of the organisation

The above listed projects are examples of eligible projects. All projects proposed will be assessed by the Office of Sport during the Eligibility and Assessment stage.

Ineligible projects

Ineligible projects:

- Undertaking the NSW Office of the Children’s Guardian Self-Assessment Tool or the Office of Sport’s Female Participation Planning Tool.
- Projects that are not aligned with or contribute to the OSP’s objectives.
- Project location is not 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 or participation 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.
- Salaries for executive staff or Board members (Category 4 and 5 SSOs/SSODs exempted for appointment of Executive staff only).
- Purchase or rental of land or premises, vehicles, office equipment (e.g.: office furniture, printers, photocopiers, technology hardware) and other general administration costs.
- Retrospective funding e.g., projects that commenced or have been completed prior to 1 July 2024.

Participation and Governance Plans

These plans will be developed via the Australian Sports Commission (ASC) Game Plan platform and uploaded to SmartyGrants as part of your reporting requirements, after you enter into a funding agreement with the Office of Sport. These plans can be designed to support your organisation’s strategic priorities that align to the objectives of the OSP.

Approval of plans

These plans will only be approved following consultation with the Office of Sport. Plans that are not approved by the Office of Sport may result in the offer of funding being withdrawn, at the Office of Sport’s absolute discretion.

Eligible organisations who received OSP funding in 2023/24 were required to complete a series of self-assessments to identify strengths and areas for improvement in their organisational capability. Organisations are encouraged to review the results of the self-assessments to help determine your OSP programs, projects or activities.

The self-assessments that should be considered when developing your plans include:

- The Sports Governance Standards (completed in the ASC's Game Plan platform)
- The Female Participation Planning Tool
- The Gender Equity in Governance Self-Assessment
- The Office of the Children's Guardian Child Safe Self-Assessment

Step-by-step guide

The process for developing, implementing and reporting OSP plans for 2024/25 will be as follows:

Step	Requirement	Estimated timeframe
Submit your grant application	<ul style="list-style-type: none"> Align to your strategic priorities Achieves the OSP objectives Complete the data collection tool on the ASC platform Demonstrate its contribution to sport's participation strategy Builds your governance & organisational capability 	Applications close 29 November 2024 (unless otherwise stated in your invitation to apply)
Execute Funding Agreement	<ul style="list-style-type: none"> Accept grant funding via execution of a two-year funding agreement between applicant and the Office of Sport 	October / November 2024 Within 6 weeks of notification of outcome
Consult with Office of Sport	<ul style="list-style-type: none"> Meet with appointed Office of Sport representative (within 1 month of executed agreement) Determine agreed plan with Office of Sport representative (within 2 months of executed agreement) Record in identified format/platform 	December / January 2025
Deliver Plans	<ul style="list-style-type: none"> Participation plan to support growth overall and in gender equity Governance plan to enhance governance frameworks, policies and capability to achieve organisational goals Develop Gender Equity in Board Governance Action Plan to progress towards National Gender Equity in Sports Governance Policy targets 	January to June 2025
Record Progress	<ul style="list-style-type: none"> Provide participation data at the start and end Utilise Game Plan to record and monitor progress Meet with appointed Office of Sport representative in early 2025 to discuss progress 	January to March 2025

Step	Requirement	Estimated timeframe
Report and Acquit	<ul style="list-style-type: none"> • Complete Gender Equity in Governance Action Plan Report (June 2025) • Complete the Sports Governance Standards in Game Plan (June 2025) • Upload Participation Report and Governance Report to SmartyGrants • Report and acquit for activities to 30 June 2025 via SmartyGrants 	June 2025
Consult with Office of Sport	<ul style="list-style-type: none"> • Meet with appointed Office of Sport representative to finalise & approve 25/26 plans • Year two payment made (subject to achievement of 24/25 Milestone, progress and reporting requirements) 	July 2025
Deliver Plans	<ul style="list-style-type: none"> • Participation plan to support growth overall and in gender equity • Governance plan to enhance governance frameworks, policies and capability to achieve organisational goals • Implementation of Gender Equity in Governance Action Plan to progress towards National Gender Equity in Sports Governance Policy targets 	July to December 2025
Record Progress	<ul style="list-style-type: none"> • Provide participation data at the start and end • Utilise Game Plan to record and monitor progress • Meet with appointed Office of Sport representative in early 2026 to discuss progress 	January to June 2026
Report and Acquit	<ul style="list-style-type: none"> • Final acquittal of all expenditure as per requirements in funding agreement 	By September 2026

The Office of Sport will apply the categorisation criteria to information provided by SSOs/SSODs at the completion of 2025/26 in preparation for categorisation of SSOs/SSODs for OSP in 2026/27.

What is the application process?

How to apply

Follow the steps below to submit your application.



Step 1 Check your eligibility

- Eligible organisations have been invited to apply.
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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 requirements.
 - If you are uncertain you can contact the Office of Sport at sectorcapability@sport.nsw.gov.au.
 - You can find additional information on the Office of Sport's website: [Organisation Support Program | NSW Government](#)
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Step 3 Prepare your application

- Identify and select funded activities that align to the program objectives.
 - You can include as many funded eligible activities as you require to fully expend your allocated funding, as set out in your invitation to apply.
 - You will need to identify the amount of your allocated funding that will apply to each funded activity (even if only one activity is funded).
 - Gather your evidence including letters of support, funding commitments, images/plans, participation data etc.
 - To submit a complying application all mandatory fields must be completed, and mandatory support documents 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 grantsunit@sport.nsw.gov.au or call 13 13 02 during standard office hours.
-



Step 4 Submit your application

- The Office of Sport recommends that applicants familiarise themselves with the online application form ahead of preparing the application and 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.
- Applications must be submitted 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.

Late application

- A late application will only be considered where its acceptance would not compromise the integrity of the program.
 - The final determination on whether a late application will be accepted will be made by the Office of Sport following receipt of probity advice.
 - Failure to submit an application for funding by the closing date may result in the offer of funding being withdrawn, at the Office of Sport's absolute discretion.
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Assessment Process

The Program is a closed, non-competitive grant program where applications are assessed individually against the assessment criteria, without reference to the comparative merits of other applications. Applications will be assessed as they are received, which may include during the open period of the Program.

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 process and attend all Grant Assessment Panel meetings.

The Office of Sport will assess all eligible applications and make recommendations to the Chief Executive, Office of Sport. The Chief Executive, Office of Sport, is the decision-maker for this program and will consider the recommendations 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 and is not deemed an ineligible applicant.
- Applicant has provided required information and documentation including projects that align with the program objectives and demonstrate value for money.
- Applicant is compliant with past OSP funding requirements, including any reporting or acquittal requirements, with the terms and conditions of any previous funding agreements with the Office of Sport.

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 Chief Executive, Office of Sport on ineligible applications. The Chief Executive, Office of Sport will make the final determination on eligibility.

Merit assessment

The Program is a closed, non-competitive grant program where applications are assessed individually against the assessment criteria, without reference to the comparative merits of other applications.

Assessors from the NSW Office of Sport will consider each application and supporting evidence submitted, to recommend if the application has met, or not met, the merit assessment criteria (outlined below). The Office of Sport will then make recommendations for funding to the Chief Executive, Office of Sport.

If ineligible project scope and components are included in the application and seek grant funding, the Office of Sport will adjust the requested grant amount accordingly. The Office of Sport may recommend a reduced grant amount at their discretion.

The Office of Sport may seek information from other State Government agencies and other organisations to avoid duplication of funding for the project.

Merit Assessment Criteria

Criterion 1: Strategic Alignment	<ul style="list-style-type: none">• Confirm the project will effectively deliver the 2024/25 – 2025/26 Organisation Support Program key objectives and is aligned the Office of Sport Strategic Plan.
Criterion 2: Scope and deliverables	<ul style="list-style-type: none">• Confirm the application clearly describes what the project is and what the key deliverables/outputs will be.• Confirm all project components are eligible.• Confirm the project will meet the identified need effectively.
Criterion 3: Value for money and project affordability	<ul style="list-style-type: none">• Confirm the budget clearly identifies the project costs and revenues and identifies the project components that will be funded by the grant.• Confirm the project has been costed appropriately.• Confirm the project can realistically be achieved within the available budget.• There is evidence to support committed funding co-contribution(s) (where relevant).
Criterion 4: Deliverability	<ul style="list-style-type: none">• Confirm the targets and measures identified are sufficient for the requested funding allocation• Confirm the applicant and partner organisation/s have the capacity, commitment and experience to deliver the project to achieve the set outcomes within the timeframe available.• Confirm the applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant.

Available supporting documents

Documents available to assist your application include:

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

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

Funding agreement execution

- You must execute the Funding Agreement and submit a valid Tax Invoice within 6 weeks of being advised your application has been approved.
 - Failure to do so may result in the Office of Sport deciding, in its sole and absolute discretion, to not provide the funding.
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Project evaluation, acquittal and reporting requirements

Reporting requirements are detailed in the funding agreement. You are required to provide all required reporting and acquittal through SmartyGrants. A template funding agreement is available on the Office of Sport website.

As a guide, your organisation must provide the following reports relating to the delivery of the funded activities:

At completion of funded year one;

- A Project Completion Report within 30 days of the funded activities being delivered or 30 June 2025, whichever is earlier. This must include:
 - a report on the Key Deliverables of the approved project/s.
- A Financial Acquittal within 3 months of the funded activities being delivered or 30 June 2025, whichever is earlier.
 - a Profit and Loss Statement relating to the approved project/s certified by independent qualified accountant.
 - Supporting evidence (such as invoices, receipts, remittances and bank transfers) covering all the expenditure items.

At completion of funded year two;

- A Project Completion Report within 30 days of the funded activities being delivered or 30 June 2026, whichever is earlier. This must include:
 - a report on the Key Deliverables of the approved project/s.
- A Financial Acquittal within 3 months of the funded activities being delivered or 30 June 2026, whichever is earlier. This must include:
 - a Profit and Loss Statement relating to the approved project/s certified by independent qualified accountant.
 - Supporting evidence (such as invoices, receipts, remittances and bank transfers) covering all the expenditure items.

Funded organisations that do not provide a financial acquittal, project completion report and any other required reporting by the required date(s) may be ineligible for future Office of Sport grants until this is provided. Also funded organisations will not receive any Organisational Support Program funding in future years until the required reporting is satisfactorily provided.

In addition to any reporting outlined above relating to the delivery of the funded activities your organisation must provide the following types of data and information. This will be collected either in the application form or at the time detailed in your funding agreement:

- Financial statement and annual report;
- Membership numbers and geographical reach;
- Governance and Corporate Planning policies;
- High performance and pathways;
- Detailed financial information;
- Completion of the Australian Sport Commission's Sports Governance Standards survey;
- Gender representation on the Organisation's governing board; and
- Photos of the project (in action), where applicable, must be provided.

Variations to approved projects

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, for which a grant has been approved, that constitute 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. This includes situations where a successful applicant is seeking a significant change to the project scope, budget or schedule.

In these circumstances, the grant recipient may request a variation via the grant management system SmartyGrants. Any variation will be reviewed and considered by the Office of Sport including how material the proposed variation is and whether the requested variation will be approved.

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. Requests for variations to the Funding Agreement or changes to the project will only be considered in limited circumstances and are subject to approval in writing by the Office of Sport.

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

If you anticipate your funded activities will not have been completed and grant funding spent by 30 June of the funded year, you must request a variation at least a month prior to this date. If the funded activities have not been completed by 30 June funded year, the Office of Sport may, at its discretion terminate the Funding Agreement and require the return of any unspent funds.

Acknowledging the NSW Government

Successful applicants must acknowledge the NSW Government's support through the provision of funding through the Organisation Support 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, 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 Funding Finder as required by the NSW Grant Administration Guide.

The Office of Sport will contact the successful applicants to finalise the project milestones and establish a funding agreement. Funding Agreements must be executed within six weeks of notification by the Office of Sport. Failure to execute a funding agreement within six 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 funding agreement, 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.

Applicants must provide accurate and honest information. Any misrepresentations may give rise to some consequence (e.g., exclusion from grant consideration; rescission of grant; breach of contract) at the absolute discretion of the Office of Sport.

Other Funding obligations

The successful applicants approved for funding will be required to enter into a funding agreement that covers their obligations. The project must be completed within the financial year (i.e. by 30 June 2025). The standard funding agreement 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 funding agreement with successful applicants:

- Grant payments will not be made until an executed funding agreement is in place and the Office of Sport will not be responsible for any project expenditure until this time.
- Successful applicants will be required to complete periodic project updates, project evaluation, and return progress reports on the agreed milestones of the project.
- If, for whatever reason, an organisation is unable to proceed with a project the Office of Sport must be informed in writing as soon as possible.

- 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 funding agreement and reclaim the grant in part or in whole at its discretion.

Payment of grants

Payments will be made against agreed milestones. Successful applicants will be required to enter into a funding agreement with the Office of Sport and provide a tax invoice for milestone payments. Invoices should be addressed to:

Office of Sport Locked Bag 1422 Silverwater NSW 2128

Invoices should be uploaded into the SmartyGrants Grant Management System as required.

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 [NSWs 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 O'Connor Marsden & Associates as independent Probity Advisors for this program. If there are any concerns regarding the probity or integrity of this program, contact should be made with the NSW Office of Sport in the first instance via email on grantsunit@sport.nsw.gov.au.

Records management

The Office of Sport complies with the management, storage and retention requirements of the *State Records Act 1998* 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, including the use of aggregated, de-identified data for program analysis and reporting within the sector, including peak bodies (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 NSW Government agencies assisting the Office of Sport with the grants process (including the application process, website/database and program evaluation). Such agencies are also required to comply with privacy laws. 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. The contact details supplied by the person submitting the application may also be provided to the relevant 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.

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: Eligible Organisations

Organisation Trading Name	
1	AFL NSW/ACT
2	Amputee Golf NSW
3	Archery NSW
4	Artistic Swimming NSW
5	Athletics NSW
6	AusCycling
7	Australian Deaf Sports Federation (Deaf Sports Australia)
8	Australian Powerchair Hockey Association (NSW)
9	Australian Sailing
10	Biathlon NSW
11	Billiards and Snooker Association of NSW
12	Blind Cricket NSW
13	Blind Sporting Association of NSW
14	Boccia NSW
15	Bowls NSW
16	Boxing NSW
17	Cerebral Palsy Sporting and Recreation Association of NSW
18	Confederation of Australian Motor Sport
19	Cricket NSW
20	Croquet NSW
21	Dancesport Australia
22	Disabled Wintersport Australia
23	Diving NSW
24	Dragon Boats NSW
25	Equestrian NSW
26	Field Archery NSW
27	Football NSW
28	Golf NSW
29	Gridiron NSW
30	Gymnastics NSW

Organisation Trading Name

- 31 Hockey NSW
- 32 Ice Hockey NSW
- 33 Ice Racing NSW
- 34 Indoor Sports NSW
- 35 Judo NSW
- 36 Karting Australia (NSW)
- 37 Karting NSW
- 38 Kung – Fu Wushu NSW
- 39 Lacrosse NSW
- 40 Little Athletics Association of NSW
- 41 Masters Swimming NSW
- 42 Motorcycling NSW
- 43 Netball NSW
- 44 NSW Amateur Pistol Association
- 45 NSW Badminton Association
- 46 NSW Baseball League
- 47 NSW Basketball Association
- 48 NSW Bocce Association
- 49 NSW Clay Target Association
- 50 NSW Council of the Australian Parachute Federation
- 51 NSW Darts Council
- 52 NSW Endurance Riders Association
- 53 NSW Fencing Association
- 54 NSW Flying Disc Association (NSW Ultimate)
- 55 NSW Gliding
- 56 NSW Goalball Association
- 57 NSW Handball Association
- 58 NSW Hang Gliding and Paragliding Association
- 59 NSW Ice Skating Association
- 60 NSW Karate Federation
- 61 NSW Kendo Association
- 62 NSW Polo Association
- 63 NSW Powerchair Football Association

Organisation Trading Name

- 64 NSW Rifle Association
- 65 NSW Rugby League
- 66 NSW Rugby Union
- 67 NSW Squash
- 68 NSW Touch
- 69 NSW Water Ski Federation
- 70 NSW Weightlifting Association
- 71 NSW Wrestling Association
- 72 Northern NSW Football
- 73 Orienteering NSW
- 74 Paddle NSW
- 75 Polocrosse Association of NSW
- 76 Pony Club Association of NSW
- 77 Rowing NSW
- 78 Sailability NSW
- 79 Skate NSW
- 80 Snow Australia
- 81 Softball NSW
- 82 Special Olympics Australia
- 83 Sports Climbing NSW/ACT
- 84 Sports 4 All
- 85 Surf Life Saving NSW
- 86 Surfing NSW
- 87 Swimming NSW
- 88 Table Tennis NSW
- 89 Tennis NSW
- 90 Tenpin Bowling Association of NSW
- 91 Transplant Australia
- 92 Triathlon NSW
- 93 Volleyball NSW
- 94 Water Polo NSW
- 95 Wheelchair Rugby League Australia
- 96 Wheelchair Sports NS

Appendix B - Program Changes for 2024/25

Funding

In 2024/25, the Organisational Support Program (OSP) provides \$10 million in annual grants to eligible SSOs and SSODs to support the sector and boost participation. This is an increase from \$5 million in 2023/24.

Categorisation

A new model for categorisation that closely aligns to that used by the Australian Sports Commission (ASC) but incorporating the NSW SSO/SSOD context, will be used in 2024/25-2025/26. Significant emphasis is placed on sports participation and participation growth, especially in female participation. It also covers other areas including governance, planning and pathways and performance.

In 2024/25, sports will be categorised into one of five categories, with One being the highest. This is a change from the previous 6-5-4-3-2-1A-1B model, where 6 was the highest.

OSP will help identify actions that will support SSOs/SSODs improve their capability towards meeting the requirements of higher categories.

Alignment to Australian Sports Commission frameworks

The Office of Sport has sought to modernise OSP in line with best practise across Australia. This responds to OSP consultation feedback from our SSOs/SSODs that alignment to the ASC categorisation and sport investment model while incorporating elements relevant to NSW SSOs/SSODs would achieve this.

OSP will adopt an evaluation model that prioritises participation, governance and organisational capability that enables sports to deliver their national priorities in NSW that align to the objectives of OSP. This supports a stronger alignment across the sport sector in achieving participation and organisational capability objectives.

OSP will also see SSOs/SSODs implement participation and governance plans that support gender equity, participation growth and retention and good governance practices. These will link SSO/SSOD strategic priorities, OSP objectives & areas of development identified through OSP reporting in 2023/24.

Supporting Gender Equity in Sport

OSP will require all SSOs and SSODs to support gender equity in their sport. All funded organisations will be required to implement actions to progress towards Gender Equity in Governance. All SSOs and SSODs will provide their planned strategies for 2024/25 by February 2025, with a report on their implementation and effectiveness submitted in June 2025. Funding approval will be conditional on compliance with gender equity requirements. In the event these are not met, the funding amount received in the future may be reduced.

Each SSO and SSOD will be encouraged to continue to implement strategies to achieve gender equity in their sport. All SSOs and SSODs in Categories 1-3 will be required to include the programs and projects they will implement in 2024/25 that are focused on achieving gender equity in their participation plans.

Participation and Organisational capability / governance plans

OSP will utilise the ASC's "Game Plan" platform to support SSOs/SSODs with their planning. Action Plans for Governance & Participation will be able to be created in Game Plan, with updates on

progress also available. The Sports Governance Standards survey SSOs/SSODs completed in 2023/24 form the basis of the Governance plan, with an SSO's/SSOD's compared to expected maturity levels of their category. The Office of Sport will also incorporate actions identified through OSP participation in 2023/24 to improve their organisational capability.

Greater emphasis on strategic priorities

Greater flexibility will be incorporated into what activities can be funded. All organisations will be able to include broader programs that support their governance & participation strategic priorities, as long as they achieve OSP objectives. This is a change from the short-term, project-focused approach previously used. For SSO's/SSOD's in Categories 4-5, this also includes the ability to support the employment of an executive role that supports their governance & participation strategic priorities.

Direction to enhance organisational capability and governance

The Office of Sport will utilise the Australian Sports Commission's Game Plan platform to assist all SSOs and SSODs with identifying areas to enhance organisational capability and governance. The Sports Governance Standards survey already completed will provide a ready-made action plan to implement and track.

SSOs and SSODs will be able to compare their current practice against the expected maturity of similar organisations in corresponding categories to determine which areas to improve.

Office of Sport consultation

SSOs and SSODs will be able to consult with the Sector Capability unit on their programs. The Sector Capability Unit will review previous reporting requirements to identify areas that should be included in their plans.

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