

Surf Club Facility Program 2024/25

Program Guidelines

Open 12 September 2024
Close 1pm, 21 October 2024 - Category 1
1pm, 11 November 2024 - Category 2 and Category 3



Roof Replacement and Solar Project – Cudgen Head Surf Life Saving Club



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

Updated: August 2024

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Minister for Sport Message

Surf Life Saving Clubs provide a vital service, protecting people in the water and supporting a healthy lifestyle for members.

Our volunteer surf lifesavers never waver in their commitment to protecting the community and ensuring safety at our beaches.

The NSW Government recognises this commitment and is steadfast in its support of Surf Life Saving NSW to ensure our 129 Surf Life Saving Clubs continue to deliver a world-class service.

That's why we are providing more than \$21 million over four years to ensure our surf life saving clubs have modern, inclusive and accessible facilities that enable people from all sections of the community to participate in surf life saving.

Last year the NSW Government awarded more than \$5 million to 32 NSW surf life saving clubs through the Surf Club Facility Program and in 2024/25 we will provide \$5.4 million for the upgrade, restoration and construction of surf club facilities across NSW,

With grants up to \$1 million available, I encourage Surf Life Saving Clubs across NSW to submit applications for projects that will increase facility usage, improve safety and increase participation in surf life saving.

Please read these guidelines and, if you believe your club has an eligible project, submit an application.

A stylized, handwritten signature in black ink, consisting of several loops and 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 Surf Club Facility Program 2024/25.

Applicants should read this document before filling out an application.

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 (the Program) is part of the NSW Government's ongoing commitment to support the upgrade of local Surf Life Saving Clubs. The Program is in its eighth year, and since round one (2017/2018) the NSW Government has invested over \$28 million in Surf Life Saving Clubs to create fit-for-purpose facilities in local communities to increase participation, access, and safety on our NSW beaches. In the 2023/24 Budget the NSW government announced an additional \$5 million over four years to enhance the Program. The 2024/2025 round will continue to support the upgrade, expansion, and construction of new, safe and inclusive Surf Club facilities in NSW.

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:

- 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 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.



Important dates and program details

Opening date and time	12 September 2024
Closing date and time	Category 1: 1pm, 21 October 2024 Category 2 and 3: 1pm, 11 November 2024
Application outcome date	March 2025 onwards
Project delivery timeframe (for successful applicants)	Projects must be completed within: Category 1: 12 months from notification Category 2: 24 months from notification Category 3: 36 months from notification
Grants must be accepted within	Within 6 weeks of notification via an executed Funding Agreement
Decision-maker	Minister for Sport
NSW Government Agency	Office of Sport
Type of grant opportunity	Targeted, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	\$5,404,000 available for individual grants within three categories: Category 1: grants between \$30,000 and \$100,000 Category 2: grants between \$30,000 and \$400,000 Category 3: grants between \$30,000 and \$1,000,000
Enquiries	Sports Grants Unit 13 13 02 (Option 5, option 2) grantsunit@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 has allocated up to \$5,404,000 for this Program in 2024/25.

In 2024/25, the Program will take applications across three funding categories. The three categories have been designed so that the requirements for grant applications are scaled according to project size and complexity.

The categories are defined by the total project cost of the scope of works for which you are applying.

Category 1 - Facility Improvements Projects - Projects with a total project cost less than \$100,000

Provides grants from \$30,000 up to \$100,000 per project. Grant requests in this category do not require a co-contribution, however, organisations may contribute to the project, and this will be considered favourably during the merit assessment process.

Category 2 - Small-Medium Construction Projects - Projects with a total project cost from \$100,000 up to \$500,000

Provides grants from \$30,000 up to \$400,000 per project. Applications in this category require a financial co-contribution that is a minimum 25% of the grant amount requested.

Category 3 - Large Construction Projects - Projects with a total project cost of \$500,000 or more

Provides grants from \$30,000 up to \$1,000,000 per project. Applications in this category require a financial co-contribution that is at least equal to, or greater than the grant amount requested.

Examples of funding categories for total project costs

The below table shows examples of a total project cost, the grant amount requested and the minimum required co-contribution amounts against each category.

Category	Total Project Cost	Total Grant Amount Request	Minimum Financial (Cash) Co-contribution Required
Category 1	\$60,000	\$60,000	Not required but a co-contribution will be considered favourably
Category 2	\$375,000	\$300,000	\$75,000 (25% of grant amount requested)
Category 2	\$500,000	\$400,000	\$100,000 (25% of grant amount requested)
Category 3	\$1,400,000	\$700,000	\$700,000 (equal to grant amount requested)
Category 3	\$2,550,000	\$1,000,000	\$1,550,000 (greater than grant amount requested)

For all funding categories:

The total project cost, your financial co-contribution and contingency should relate only to the scope of works for which you are seeking grant funding. Where your financial co-contribution exceeds the minimum requirement for your category, the project will be looked upon more favourably during the merit assessment process.

There is no reserved funding allocation for each funding category. Applications will be assessed on merit and recommended for funding in merit order across all categories.

Applicants may submit more than one application however an organisation will not be granted more than \$1,000,000 from this Program in 2024/25.



Long Reef Surf Life Saving Club

Eligible applicants

Eligible applicants are:

- Surf Life Saving Clubs in NSW; or
- Surf Life Saving NSW Branches. Branches are able to apply for projects in line with the Program objectives for surf club related works e.g., storage sheds for emergency equipment. These applications will only be considered after all eligible applications from Surf Life Saving Clubs have been assessed and the funding has not been exhausted.

Applicants must have Public Liability Insurance with a minimum \$20 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 \$20 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):

- Organisations not affiliated with Surf Life Saving NSW

- Individuals
- Local Government Authorities, however, where the Council will be managing the project on behalf of the applicant Surf Club, the Office of Sport will enter into a tri-partite funding agreement with the Council and successful applicant. Local Government Authorities are encouraged to contribute to projects which will be considered as part of the financial co-contribution.

An eligible organisation will be deemed not eligible for funding under this program if they are an organisation named: 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 in the Royal Commission into Institutional Responses to Child Sexual Abuse that has not yet joined the National Redress Scheme.

Eligible projects

Applications must be limited to constructing new or enhancing existing surf clubs that demonstrate inclusive and accessible design. Priority will be given to surf club facilities identified as:

- Being in poor or unserviceable condition
- Addressing a demonstrated need for the community
- High urgency to address facility building compliance requirements.

Note: Projects that meet these conditions for priority must still be able to meet the delivery timeframe for the relevant category. This is demonstrated through provision of the necessary approvals, finalised designs and a clear project timeline.

Examples of eligible project types and project components for all categories include:

- 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. For example, solar panels and/or batteries, rainwater tanks for reuse in toilets or LED lighting.
- Digital technology uplift projects, including installation of WIFI, keyless entry, increased automation and other innovative smart technologies that contribute to safety and/or security.
- Projects that improve the storage, security and safety capability of surf clubs for example extension or construction of board storage room, bushfire protection measures on the facility, new roller or access doors.
- Fixed and non-fixed items related to rescue/safety activities that are part of a larger capital improvement project scope, e.g. portable storage racks for rescue boards or beach access mats for wheelchairs. The cost of non-fixed items cannot exceed 25% of the grant amount requested.
- Projects that improve safety on the beach, for example rooms for lifeguard surveillance or nipper training or improvements to beach access for rescue and patrol vehicles
- Projects that contribute to the Surf Clubs financial sustainability, eg kitchen and/or function room upgrades that generate increased bookings and revenue for the Surf Club.

Applicants for Category 2 and 3 projects are encouraged to use and include the cost of an external project manager which is limited to 10% of the total project cost. Note, this is not applicable where

local Council will be undertaking the project on behalf of an eligible applicant, unless the Council is engaging an external contractor to deliver the project.

Where the application is seeking funding for a project that is a component or stage of a larger facility upgrade/rebuild, you can reference the broader project in your project description, but the application should relate only to the project scope for which you are seeking funding. Your responses throughout the application should relate only to the application's scope of work including when defining the project scope, how the project meets the Program Objectives and the budget information (income and expenditure).

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:

- 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
- 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.

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

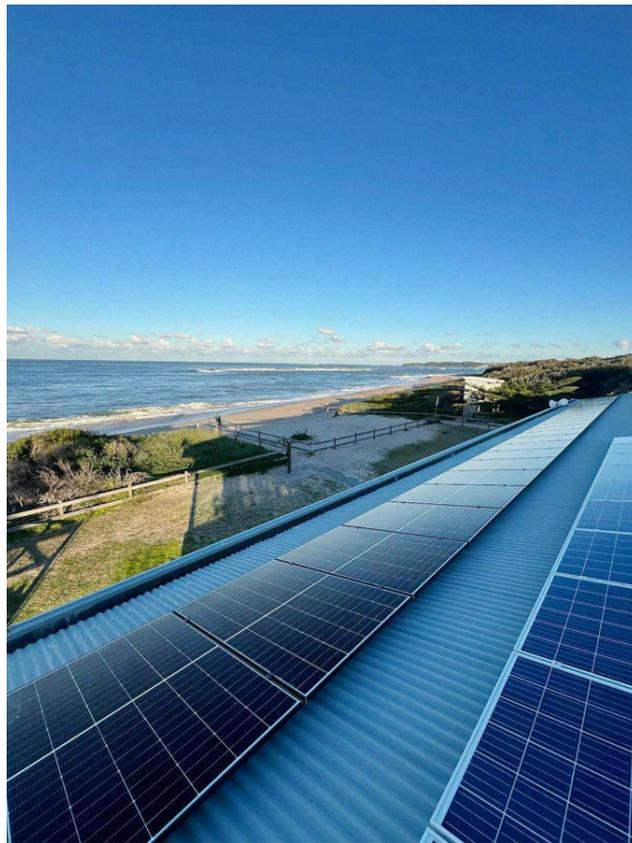
Contingency refers to additional funding that will only be used if the project actual costs exceed the expected total project cost. Most quotes will itemise a contingency cost in addition to the total project cost.

The total project cost is made up of the grant amount, any financial co-contribution from the applicant and the contingency. The application must be clear about whether the contingency will be funded by the awarded grant, by the financial co-contribution from the applicant or a combination of both.

In all circumstances the minimum financial co-contribution required must be maintained, which in some circumstances may lead to a reduced grant amount being paid.

Contingency relevant to the size and complexity of the project, as a guide:

- Category 1 projects - contingency generally will not be required for these projects and should not be included in the budget, unless it can be justified.
- Category 2 projects - contingency at least 5% - 10% of total project cost should be included.
- Category 3 projects - contingency at least 10% - 20% of total project cost should be included, plus cost escalation if required.



The Lakes Surf Life Saving Club

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/surf-club-facility-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 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

- Complete your application by filling in each of the sections.
- Upload all required supporting documentation.
- Submit your application before the closing date and time.
- Projects must be submitted through the [SmartyGrants website](#) to be considered eligible.

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

Late application

- Late applications can only be made where an applicant has started an application in SmartyGrants prior to the closing date/time.
- If for some unforeseen reason you are not able to lodge your application on time, you must contact the Office of Sport at the earliest possible time and 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 a 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 grantsunit@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 a probity advisor.

Assessment process

The Surf Club Facility 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 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. Where the Grant Assessment Panel changes the eligibility status of an application, the Program Team will undertake a preliminary merit assessment.

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 \$30,000 and does not exceed the maximum for the relevant category.
- Applicant meets the minimum required co-contribution for the relevant category
- The applicant organisation has confirmed that if successful they will provide Public Liability Insurance with a minimum \$20 million 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

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.

A Grant Assessment Panel with representatives from the NSW Office of Sport, and an independent member will consider each application and supporting evidence submitted, to score each project against the assessment criteria and determine the final merit assessment score. A representative from Surf Life Saving NSW will be present at the Grant Assessment Panel meeting as a subject matter expert but will not be a member of the Grant Assessment Panel or part of the decision-making process.

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

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

The Grant Assessment Panel may seek information from other State Government agencies and other organisations to avoid duplication of funding for the project. Written comment/feedback on applications may be requested from the following stakeholders to inform the assessment:

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

Merit assessment criteria – Category 1

Criterion 1: Strategic justification (40%)

- Describe how this project aligns with the aim of the Program and to one or more of the objectives of this Program:
 - 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 (CALD) 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.
- 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. Priority will be given to projects who clearly demonstrate the need and/or urgency.

Criterion 2: Project scope and design principles (30%)

- Describe a clear scope of works proposed for the project and components that are to be delivered.
- Identify and describe how the project has incorporated one or more of the following design principles:
 - Inclusive and universal design
 - Functional design – flexible, adaptable (future proof)
 - Environmentally sustainable/climate change resilient design
 - Operational/financial sustainability
 - New technology & innovative approaches
 - Health and safety

Criterion 3:
Project
affordability and
deliverability
(30%)

- Provide evidence of landowner(s) consent for the project.
- Provide evidence of Development Application approval (if required) or demonstrate that a Development Application is not required. Failure to provide evidence in relation to the development application may result in an application being set aside from further consideration at the Office of Sport's absolute discretion.
- Provide a clear project budget. The budget should clearly identify and itemise all project costs relevant to the scope of works.
- Provide evidence of robust itemised cost planning and include supporting documentation (e.g. quotes from relevant suppliers). Provision of more than one quote will be weighted more highly.
- Provide evidence of approval for committed financial co-contribution(s), where relevant e.g. a letter from your organisation stating you have the funds available for this project or another source.
- Provide a project plan that illustrates key project tasks and forecast delivery timeline that demonstrates your ability to complete the project within 12 months of notification.
- Applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant.

As noted above, where any ineligible costs have been included in the budget, these will be removed by the assessors and the application assessed on this basis.



Merit assessment criteria – Category 2 & Category 3

Criterion 1: Strategic justification (30%)

- Describe how this project aligns with one or more of the objectives of this Program:
 - 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 (CALD) 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.
- Provide evidence of the need and the project urgency. This could be details of your community profile, key user groups, project beneficiaries including those in the general community, building condition reports and photos. Priority will be given to projects who clearly demonstrate the need and/or urgency.
- Describe and provide evidence for community and stakeholder consultation and provide evidence of support for the project.
- Describe how the project aligns to the Surf Life Saving NSW Strategic Plan, the Office of Sport Strategic Plan or other strategies.

Criterion 2: Project scope and inclusive design (20%)

- Describe a clear scope of works proposed for the project and components that are to be delivered.
- Provide supporting documentation such as facility design brief, concept, schematic or detailed design plans.
- Where relevant, describe how the facility design/project will specifically cater to the targeted communities, and how these changes were informed through consultation or evidence.
- Identify Design Principles outlined at Appendix A and B of this document that have been incorporated into the project, and specifically how the project incorporates:
 - Inclusive and universal design (compulsory),Along with any of the following Design Principles:
 - Functional design
 - Environmentally sustainable/climate change resilient design
 - Operational/financial sustainability
 - New technology & innovative approaches
 - Future proof – flexible and adaptable
 - Health and safety

Criterion 3:
Value for
money and
project
affordability
(20%)

- Provide a detailed (itemised) budget including project capital costs and funding sources.
- Provide evidence to support budgeted costs e.g. itemised cost estimates or quotes. Quotes and Cost estimates that are recent (within 3-6 months of grant submission) will be given higher rating. Applications where three quotes are provided will be given a higher rating than only one or two quotes.
- Provide evidence of committed financial co-contribution(s) in accordance with the requirements of the funding category. Evidence may include a letter from Council or club stating the project has allocated funding within the project delivery period and/or a copy of approved budget to support this.
- Provide evidence of the applicant's capacity to fund and manage ongoing operations including routine and lifecycle maintenance costs.

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

- Provide evidence of landowner(s) consent for the project on Office of Sport template.
- Provide evidence of Development Application approval (if required) or demonstrate that a Development Application is not required. Projects with approved Development Applications will be favoured.
 - If a Development Application has not yet been submitted or approved, you will be asked to provide an accurate timeframe for this to occur and evidence to support this. Projects should have undergone at least preliminary community consultation and have near final design documentation.
 - If no Development Application exists, confirm there are no serious planning, construction, zoning, environmental and/or Native Title impediments to delivering the project (e.g. Review of Environmental Factors).
- Provide a detailed project plan that illustrates key project tasks and milestones and forecast delivery timeline.
- List any assumptions, constraints, and dependencies in delivering the project.
- Demonstrate capacity to deliver the project and complete within the timeline for the relevant category through the provision of documentation such as schematic plans, current cost plans, robust strategies for procurement, project management and risk management.
- Demonstrate any partnership model (including asset management) that would be administered to deliver the project e.g. with Council.
- 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.
- Applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant.

As noted above, where any ineligible costs have been included in the budget, these will be removed by the assessors and the application assessed on this basis, including consideration against the co-contribution requirements.

Available supporting documents

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

- Program Guidelines
- Frequently Asked Questions (FAQs)
- Landowner Consent Form
- Funding Agreement Templates.

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

Supporting document checklist

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

- Evidence confirming all financial co-contribution sources (where applicable).
- Development approval, application, or exemption. Where a development application is required but not yet approved, the approval will be required as a stage gate in the funding agreement.
- Approval from landowner for project to proceed (where the applicant is the landowner, evidence to demonstrate this). ***This must be on the Office of Sport template*** – see “Available supporting documents”.
- Current images of current facility/development site.
- Quotes that clearly detail items/scope of works. Any quotes provided must be on company letterhead from the organisation that supplies the goods or services.*
- For larger construction projects a cost estimate prepared by a Quantity Surveyor is preferred.*
- For the supply of goods and services exceeding \$250,000 an open tender will be required. If this tender documentation is not available at grant application, it will need to be submitted as a milestone requirement for successful applications.
- Evidence of Public Liability Insurance (must be provided if successful).

* Quotes and Cost estimates that are recent (within 3-6 months of grant submission) will be given higher rating. Applications where three quotes are provided will be given a higher rating than only one or two quotes.

Project evaluation and reporting

A milestone-based progress report and evidence of expenditure will be required while the project is ongoing, and a project completion report will be required within one month of completion of the project as outlined in the funding agreement. The project completion report will require grant recipients to provide detail of the short-term outputs and outcomes that have been achieved since the completion of the project, reflecting on those proposed by applicants in the original grant application. A Post Project Evaluation Report, required 12 months after the completion of the project, will gather further detail on the medium to longer term outcomes and impact of the project including utilisation data for the improved facility. In addition to these reporting requirements, the Office reserves the right to request grant and project related data from successful applicants on an ad hoc basis for a period of up to five years following completion of the project.

It is essential that project delivery timelines are realistic and achievable to ensure milestone reporting can be achieved. Grant recipients who do not comply with the milestone schedule outlined in executed funding agreements risk their grant funding being terminated.

Financial acquittal and record keeping requirements

A financial acquittal will be required within three months of completion of the project. This will require preparation of a profit and loss statement relating to the project expenditure and funding sources. For grant amounts of \$50,000 and over this must also be certified by an independent qualified accountant. Acquittal must be for the total project cost for funded scope items (which includes grant amount plus any financial co-contribution that contributes directly to these scope items).

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. 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.

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, 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.

Acknowledging the NSW Government

Successful applicants must acknowledge the NSW Government's support through the provision of funding through the Surf Club Facility 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 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 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 organisation 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 specified timeframe for the relevant category from the date the grant recipient is notified of the grant. 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 Office of Sport will execute a funding agreement with successful applicants for the project in accordance with the approved scope, budget and schedule of the project set out in the approved application.

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. This may also include facility use schedules.

- If, for whatever reason, an organisation is unable to proceed with a project, or the project receives other grant funding for the same or similar scope of work, the Office of Sport must be informed in writing as soon as possible.
- Photos of the project at key milestones and project completion must be provided.
- 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 \$20 million. 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 on level of risk posed by a proposed project will be made by the Office of Sport. If an applicant proposes Public Liability Insurance cover lower than \$20 million then they must outline the exceptional circumstances warranting that lower amount of insurance cover.

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, the Office of Sport.

All recipients of NSW Government funding must acknowledge the NSW Government's support through the provision of funding.

Disclaimer

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

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:

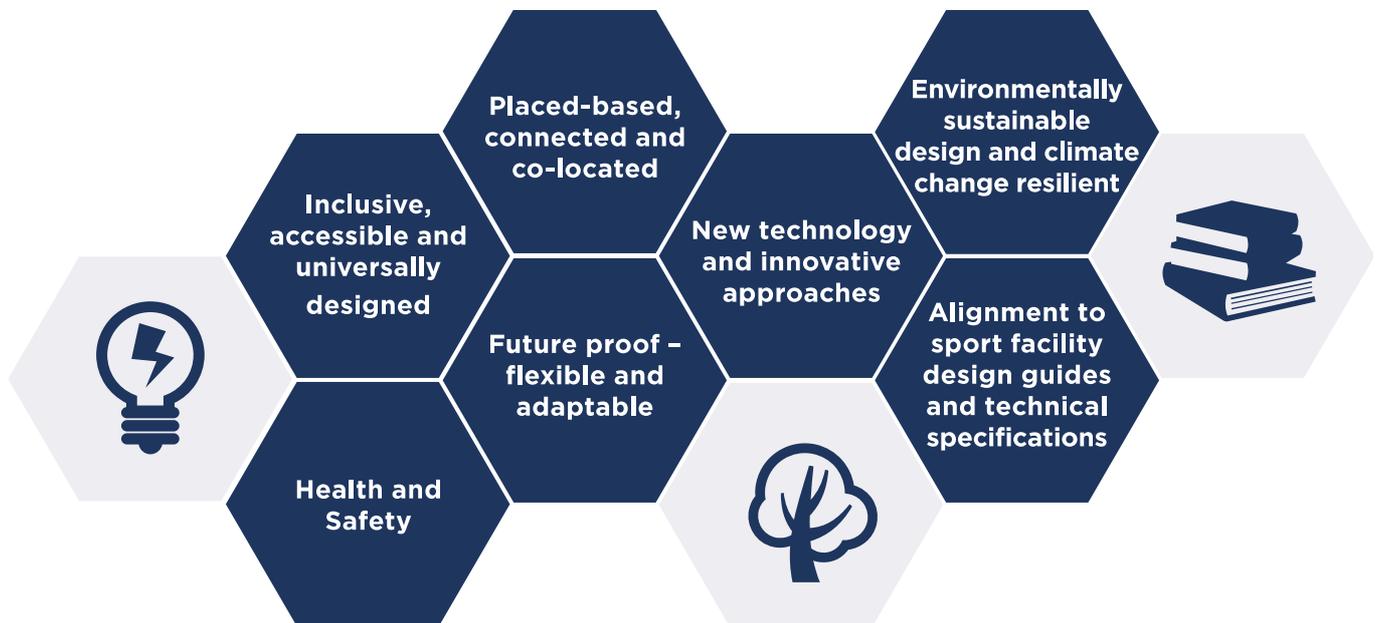
- AS 1428.1:2022 Design for access and mobility Part 1: General requirements for access – New building work
- DR AS 1428.2-2022 Design for access and mobility Enhanced and additional requirements - Buildings and facilities (Reconfirmed 2015)
- AS/NZS 1428.4.1:2009 Design for access and mobility Means 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).

Appendix B

Design Principles

Applications should focus on the highest standard of design that incorporates the following principles, where applicable:



Applicants should focus on the highest standard of design and demonstrate industry best practice in project development, including but not limited to:

- Project's capacity to provide increased participation for women and girls, people with disability, First Nations peoples, people from culturally and linguistically diverse communities and LGBTQIA+ people through accessible and inclusive facilities with equitable program offerings
- Project's capacity to increase utilisation and user satisfaction
- The development or upgrade of multi-sport facilities which can also be used for other events that contribute to the local community
- Addressing a significant gap in current facilities and/or demonstrated community need
- Demonstrate stakeholder engagement, consultation, co-design and support
- Connecting with Country and/or Designing with Country
- Partnerships and collaboration which maximise outcomes
- Sustainable and climate resilient design incorporating consideration of all-weather uplift (i.e., consideration of flood, drought, fire, sun safe and weather conditions that impact on utilisation)
- Provision of quality social infrastructure including safe places that support community
- Alignment with the infrastructure strategy or plan of the relevant council (local government authority), State Sporting Organisation, and National Sporting Organisation
- Benchmarked to comparable projects and facilities.
- All designs must comply with [National Construction Code](#).

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

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Disclaimer

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