

# Local Sport Defibrillator Grant Program Guidelines

Opening      3 December 2018  
Closing      6 May 2019



## Message from the Minister for Sport



I was pleased to announce last year the funding of \$4 million over four years to assist sporting clubs in purchasing and maintaining Automated External Defibrillators (AEDs).

Since then, over 760 AEDs have been purchased for sporting facilities across the state.

Spectators and players at community sports clubs are already benefiting from the state-wide rollout of AEDs purchased under the Program. Familiarisation of use is provided as part of the AED package, but the devices are designed to be used by anyone in the community.

In NSW, up to 7,000 people will experience an out-of-hospital cardiac arrest (OHCA) this year. About a quarter of these incidents will occur outside the home and publicly available defibrillation will assist in improving the prospects of survival.

The first eight minutes after a person has a cardiac arrest are the most critical and early access to CPR and defibrillation can increase the likelihood of survival significantly.

An AED is a small, portable device designed to deliver a controlled electrical shock to a person experiencing cardiac arrest. With thousands of spectators and players attending sporting events around the state every week, having AEDs at those venues will save lives.

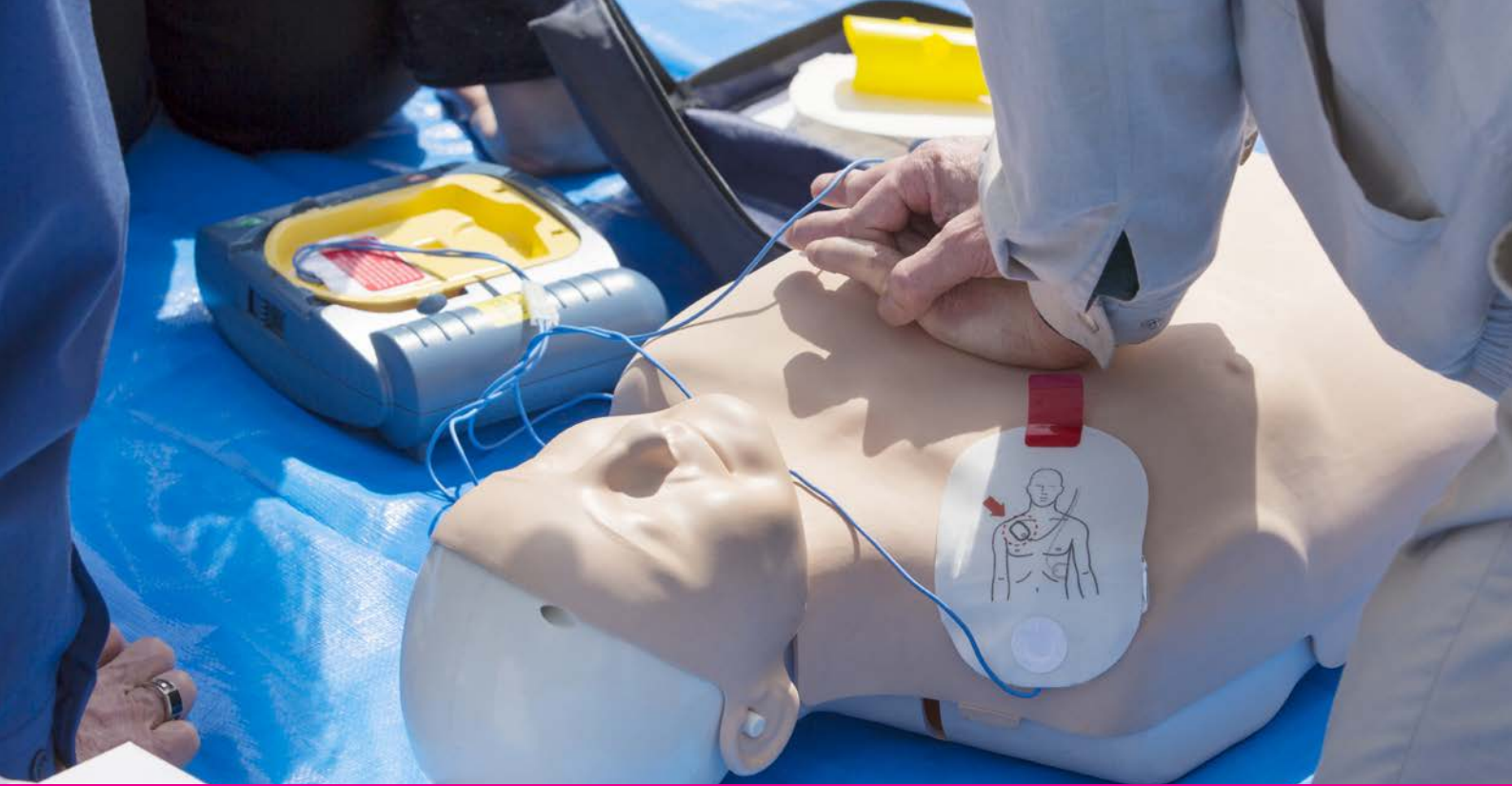
Please take the time to read these guidelines and, if eligible, apply for a grant.

The Program will open on 3 December 2018 and will remain open until 6 May 2019.

**The Hon Stuart Ayres**  
Minister for Western Sydney  
Minister for WestConnex  
Minister for Sport

## Contents

About the program .....	4
Program objectives .....	4
Funding available .....	5
Who is eligible to apply?.....	6
What is not included? .....	6
Assessment process .....	8
How to apply.....	9
Further information .....	10
Appendix .....	12



## About the program

The Local Sports Defibrillator Program is about providing life saving equipment to NSW Sporting Clubs at a reduced cost.

Sporting clubs have a choice of approved Service Providers and a variety of approved AED products and services.

### The provision of an AED package will include:

- An AED
- AED familiarisation instruction
- A minimum of six years of essential defibrillator maintenance

Approved AED Service Providers, and AED products and services are required to meet and maintain the minimum requirements under the panel contract with the Office of Sport. Applicants must rely on their own enquiries as to the suitability of the AED Panel Service Provider they engage.

Further information is provided in the Appendices.



## Funding available

Grants are available up to 50% of the selected AED package price in Zones 1 and 2 and up to 75% in Zone 3, capped at the levels stated below.

Applicants can request more than one AED.

**Funding should be expended within six months of the date of signing the funding agreement.**

Grants for AED packages are available up to:

- Zone 1: \$1,250
- Zone 2: \$1,300
- Zone 3: \$1,900



## Who is eligible to apply?

- Incorporated, not-for-profit sports clubs or other organisations in NSW
- State or national sporting organisations on behalf of member clubs located in NSW
- Licensed sporting clubs, providing that the project directly benefits sporting activities
- Sport clubs associated with a school, church or university providing they are an incorporated not for profit club in their own right
- Councils, sport and recreational facilities owners on behalf of sports clubs
- Service clubs such as Rotary, CWA and Lions, on behalf of sports clubs

## What is not included?

- Ongoing maintenance outside of the scope of the maintenance schedule and any extended warranty as specified by the Approved AED Panel Service Provider
- Accredited CPR, First Aid, ongoing or additional face to face AED familiarisation instruction
- Out of warranty repair of equipment
- Replacement costs of consumables including batteries and electrode pads
- Replacement or temporary replacement of the AED if it is damaged or unrecoverable through wear and tear, vandalism, accident, theft or misuse
- General first aid maintenance items or equipment (items requiring cleaning and disinfecting after use)

**Note: This is a general guide only. Sport clubs/organisations should refer to the details set out in the particular AED Providers' packages when making a choice of provider.**





## Assessment process

**An initial eligibility assessment will be undertaken to determine that:**

- Applicant organisation is eligible to apply and has public liability insurance with a minimum \$5 million cover
- Application is complete, submitted by the closing date and meets program requirements and amount of funds requested
- Details are provided of facilities, teams or clubs intended to use the device, as requested.

Sporting clubs at a multi-use facility are encouraged to collaborate on planning for medical emergencies, including the sharing of resources and locating the defibrillator to maximise community access.

The Office of Sport will conduct regular assessments and make recommendations for funding during the program timeline.

Should the funding allocation be exhausted, applications will be consider in the following program round.

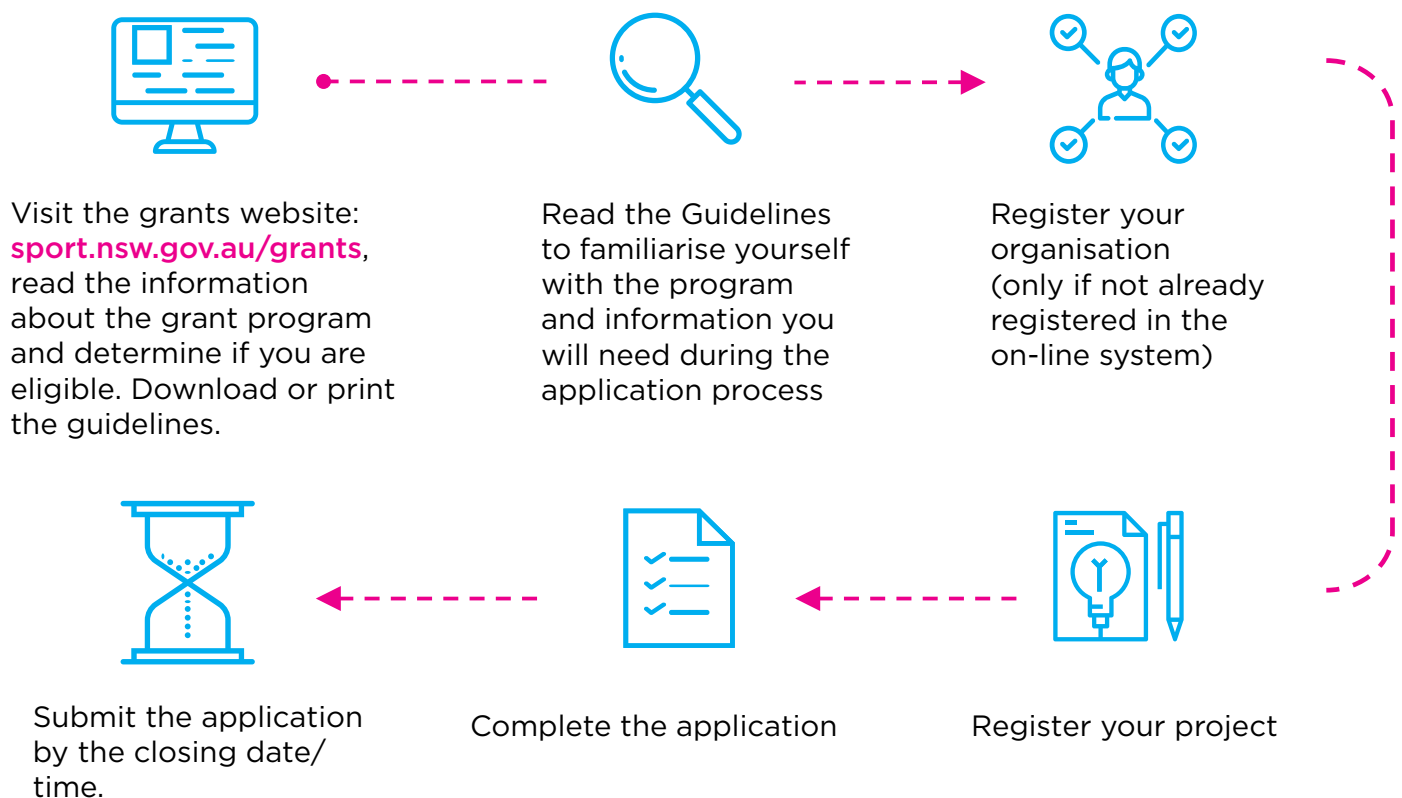
In determining priority for allocation of defibrillator packages, the Office of Sport may consider:

1. Profile of participants and spectators of club and facility i.e. type and size, calendar of events, season dates, game schedule etc.
2. Facilities that provide the highest community access to the AED i.e. strategies to maximise community awareness around AED availability and ease of use outside your clubs normal hours of operation.
3. Meet a demonstrated need in the community club or facility i.e. type of sport and physical activity undertaken, age profile and % of higher risk participants, stats of known medical conditions or previous incidents etc.
4. Address barriers faced by the club to access emergency services and clubs without an existing AED.
5. Capacity of organisation to apply systems and processes to successfully undertake the ongoing use, management and maintenance of AED.



## How to apply

There are six steps in the application process:



Sport clubs / organisations can submit applications until **6 May 2019**. The Office of Sport will conduct regular assessments and make recommendations for funding during this time. If an application has met the assessment criteria and has been recommended for funding, the Office of Sport will contact the applicant in writing to notify that they have been successful.

Applicants will receive a system generated email containing a PDF of their application. If not received, email [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au). Unsubmitted applications will not be assessed. Once the recommendations have been made, all applicants will be notified in writing and details of successful projects will be published on the Office of Sport website.

## Terms and Conditions

To receive funds, successful clubs will be required to formally accept the terms and conditions of the grant that include:

- If, for whatever reason, an organisation is unable to proceed with the project the funds provided by the Office of Sport will be withdrawn or required to be refunded.
- Agreement that any variation to the project as detailed in the online application must be agreed to in writing by the Office of Sport.
- Agreement to maintain currency of its incorporation and liability insurance (minimum \$5 million) until the terminating date of this agreement.
- Acknowledgement that the project should be completed within six months of accepting the grant. If it has not been completed by this date, the Office of Sport may withdraw the grant and require the return of the funding, or any unspent balances, at its discretion.
- Agreement to provide the Office of Sport with a certificate of the use of grant money verifying that the funds were used for the purpose they were granted.
- Establish a [service level agreement](#) with their selected AED Panel Service Provider. That agreement establishes the parties and their commitments and obligations to each other and sets out the general terms and conditions under which an AED package will be provided.
- Participate in the AED familiarisation instruction as part of this program (on delivery of the AED or within 28 days of delivery)
- Implement a medical emergency plan and provide a copy as part of the grant reporting requirements

## Acknowledgement

Organisations and clubs acknowledge the following as part of the terms and conditions of the grant:

- In the performance of the supply and delivery of Approved AED Products within Approved AED Packaged Services, the AED Service Provider is an independent prequalified service provider and is not the partner, employee or agent of the Office of Sport for any purposes whatsoever.
- The listing of AED Service Providers in this document or on the Office of Sport's website does not constitute and must not be taken by organisations/clubs participating in the program as a guarantee or endorsement by the Office of Sport of the service providers or their services or products.

- Organisations and clubs must rely on their own enquiries in regard to the suitability of the AED Service Provider that they engage and satisfy themselves that the services and products to be provided by that service provider are suitable for the organisation's/club's needs.

If you require any further details of the terms and conditions, please contact 13 13 02.

## Notification

Applicants will receive a system generated email to confirm that the application has been submitted, containing a pdf copy of the application. If you feel you have submitted and do not receive a confirmation email check your junk mail; if not received, please email [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) to verify. After panel assessment and 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.

## Payment of Grants

Successful applicants will be required to accept the grant and provide the below within 28 days of date of successful notification.

- Agree to Program's terms and conditions.
- Issue an invoice if your organisation has an ABN for the total amount of the grant (plus GST if registered for GST) made out to the Office of Sport.
- If your organisations does not have an ABN, you must provide a signed ATO Statement by Supplier form [www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/](http://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/)
- Upload a copy of the [service level agreement](#) signed by both the organisation and AED Service Provider selected in application.

## Reporting

Certificate of use of grant money and project report will be required within 6 months of the date of accepting the funding terms and conditions. The project report will report against expenditure and installation of the defibrillator, provision of an AED familiarisation instruction and must include a copy of the club's medical emergency plan. Applicants that do not provide a financial acquittal and project report by the required date will be ineligible for future Office of Sport grants (Certificate of use of grant money template will be provided).

## Insurance requirements

Organisations applying for funding via this program are required to have a minimum public liability insurance cover of \$5m.

It is recommended, but not a condition of funding, that applicant organisations also have Personal Accident, Professional Indemnity and Directors and Officers insurance. Organisations that employ staff are required to comply with the Workers Compensation Act 1987 and Workplace Injury Management and Workers Compensation Act 1998.

## Disclaimer

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

## Government Information (Public Access) Act 2009

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of 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 your grant application.

Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

The Office of Sport is required to comply with the Privacy and Personal Information Protection Act 1998 and collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Applicants must ensure that people whose personal details are supplied with applications are aware that the Office of Sport is being supplied with this information and how this information will be used.

## Disclosure of Project Information

Should your application be successful, the Office of Sport may wish to provide certain information to the media and Members of Parliament. This information may include project name and description, electorate, location, and amount of the grant. The contact details supplied by the person submitting the application may also be provided to Members of Parliament.

Names and contact details of successful applicants will also be provided to the AED Service Provider as nominated in the application, to facilitate the service level agreement.

## Declaration by applicant

The declaration section of the application form should be approved by a person who has delegated authority to sign on behalf of the organisation e.g. CEO, General Manager or authorised member of the Board of Management.

## Important notes

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

Apart from organisational and applicant contact details, no information provided in applications may be changed after the closing date.

## Definitions

The Office of Sport grant programs have published definitions and these are available at [www.sport.nsw.gov.au/clubs/grants](http://www.sport.nsw.gov.au/clubs/grants)

## Further information

The Office of Sport staff are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. They can also provide advice on the online application process. Please direct enquiries to [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au)

## Appendix A: Checklist for applicants

Application preparation	
<p>Research Approved Service Providers and AED packages via the <a href="#">OoS website</a></p> <ul style="list-style-type: none"> <li>- Appendix B: List of approved Service Providers</li> <li>- Appendix C: List of approved AEDs models</li> <li>- Appendix D: Template for <a href="#">Service Level Agreement</a></li> </ul>	
Steps for successful applicants:	
<p>Step 1: Establish a <a href="#">service level agreement</a></p> <ul style="list-style-type: none"> <li>- Liaise directly with selected AED Service Provider to purchase an approved AED package.</li> <li>- The service agreement outlines the general terms and conditions of the AED package including, costs, delivery, familiarisation instruction and service plan.</li> <li>- Agreement must be signed by both the sporting organisation and AED Service Provider.</li> </ul>	
<p>Step 2: Accept the grant</p> <ul style="list-style-type: none"> <li>- To be completed within 28 days of date of successful notification</li> <li>- Agree to Program's terms and conditions</li> <li>- Issue an invoice OR provided a statement by supplier form <ul style="list-style-type: none"> <li>- Organisation with an ABN issue an invoice for the total amount of the grant (plus GST if registered for GST) made out to the Office of Sport.</li> <li>- Organisation without ABN you must provide a signed ATO Statement by Supplier form (for the purpose of the grant your organisation is the supplier). Link provided in upload tab.</li> </ul> </li> <li>- Upload a copy of service level agreement</li> <li>- Confirm bank details on EFT tab.</li> </ul>	
Project delivery	
Manage the transaction between themselves and their selected approved AED Provider and establishing a <a href="#">service level agreement</a> to purchase an approved AED package - as noted above	
Contribute to the initial AED package purchase cost	
Undertake AED familiarisation instruction, to be conducted with delivery of device or within 28 days of delivery of AED	
Implement a medical emergency plan within 6 months, to be uploaded as part of the grant reporting requirements	
Resourcing considerations for the ongoing management of AED	
Be responsible for the ongoing management and maintenance of the AED for its expected life (outside inclusions of initial AED package)	
Replacement costs electrode pads, batteries, mounting bracket and signage (outside inclusions of initial AED package)	
Service and maintenance costs (outside inclusions of initial AED package)	
Record keeping e.g. training, maintenance, incidents, and investigations	
Training, education, and awareness costs (outside initial AED familiarisation instruction in initial AED package) e.g. refresher or due to staff/volunteer turn over	

## Appendix B: List of approved service providers

Allens Training with Adopt-A-Defib	02 8959 2298 1300 559 064	<a href="mailto:angie@adoptadefib.org">angie@adoptadefib.org</a> allenstraining.com.au or adoptadefib.org
Alsco	1300 077 391	<a href="mailto:lrecchi@alsco.com.au">lrecchi@alsco.com.au</a> <a href="http://alscofirstaid.com.au">alscofirstaid.com.au</a>
Australian Red Cross	02 9229 4111 0427 300 105	Amanda Lindsay <a href="mailto:alindsay@redcross.org.au">alindsay@redcross.org.au</a> <a href="http://redcross.org.au/nswsportaedgrant">redcross.org.au/nswsportaedgrant</a>
Cardiac Responder	02 9498 2228	<a href="mailto:sales@cardiacresponder.com">sales@cardiacresponder.com</a> cardiacresponder.com
Defib for Life	1300 880 309	<a href="mailto:sue@defibforlife.org.au">sue@defibforlife.org.au</a> defibforlife.org.au/nsw-defibrillator-grant
Defib Shop	1300 729 575	<a href="mailto:info@defibshop.com.au">info@defibshop.com.au</a> defibshop.com.au
Device Technologies	1300 853 563	<a href="mailto:sportgrant@defibtech.com.au">sportgrant@defibtech.com.au</a> <a href="http://defibtech.com.au">defibtech.com.au</a>
Integrity Health & Safety	1300 720 024 0417 401 828	Tim Cohen <a href="mailto:info@integrityhs.com.au">info@integrityhs.com.au</a> integrityhs.com.au/nsw-sports-clubs
Michael Hughes Foundation	0432 696 510	Julie Hughes <a href="mailto:customers@mhf.life">customers@mhf.life</a> <a href="http://mhf.life/office-of-sport-aed.html">mhf.life/office-of-sport-aed.html</a>
Rapid 1st Aid	02 9056 5070 0414 767 010	<a href="mailto:rapid1staid@bigpond.com">rapid1staid@bigpond.com</a> rapid1staid.com.au
Responder 1	1300 629 807 0477 178 243	<a href="mailto:info@responder1.com.au">info@responder1.com.au</a> responder1.com.au
Response For Life	0421 752 152	Julia Zuza <a href="mailto:julia@responseforlife.org.au">julia@responseforlife.org.au</a> responseforlife.org.au
Royal Life Saving	02 9634 3700 0401 780 666	Mark Donaldson <a href="mailto:markdonaldson@royalnsw.com.au">markdonaldson@royalnsw.com.au</a> <a href="http://royalnsw.com.au">royalnsw.com.au</a>
St Johns	02 9745 8764	<a href="mailto:clubs@stjohnnsw.com.au">clubs@stjohnnsw.com.au</a>
Surf Life Saving NSW	02 9471 8000 02 9471 8086	Holly Chave <a href="mailto:hchave@surflifesaving.com.au">hchave@surflifesaving.com.au</a> surflifesaving.com.au/resources/grants
Vital Resus	02 4954 8066 vitalresus.com.au	Danny Chard <a href="mailto:mail@vitalresus.com.au">mail@vitalresus.com.au</a>
Wollongong First Aid	1800 820 950	<a href="mailto:admin@wollongongfirstaid.com.au">admin@wollongongfirstaid.com.au</a> wollongongfirstaid.com.au
Zoll	1800 605 555 zoll.com.au	<a href="mailto:info_au@zoll.com">info_au@zoll.com</a> <a href="mailto:tmerry@zoll.com">tmerry@zoll.com</a>

## Appendix C: List of approved AEDs

<p>Cardiac Science G5</p>	
<p>Defibtech Lifeline View and Lifeline VIEW ECG</p>	
<p>Heartsine Samaritan® PAD 350P, 360P and 500P</p>	
<p>Philips HeartStart FRx</p>	
<p>Physio-Control Lifepak CR2</p>	
<p>ZOLL AED Plus and AED 3</p>	

## Appendix D: Service Level Agreement Template

Item 1. Parties to the Agreement	
Organisation (Buyer) Name: ABN/ACN (if applicable): Address:	AED Service Provider Name: ABN/ACN: Address:
Item 2. Agreement Term	
Term of Agreement ie 6 years	
Commencement date - enter date completing form	
Agreement Expiry Date	
Extension Option	
Item 3. AED Packaged Services Requested for Purchase	
Name of selected Approved AED Package	
Package itemised details (units/frequency etc.)	
Total Price Payable	
Agreed Delivery Timelines for Delivery	Preferred Date: Alternate Date:
Details of person who will accept delivery and arrange training	Name: Phone number: Email:
Delivery Address	
Item 4. Contact Details	
Organisation's Primary Contact Name: Phone number: Email:	AED Service Provider Contact Name: Phone number: Email:
Item 5. Special Conditions	
Any additional conditions	
Working with Children Checks Does the Sporting Organisation require a Working with Children Check for delivers of familiarisation training?	Yes, required, please provide proof No, not required
Item 6. Insurances	
AED Service Provider will ensure Certificates of Currency are in place for the term of the agreement	Product Liability Insurance Public Liability Insurance Workers Compensation (as per Law)
Item 7. Agreement Execution in accordance with the AED Service Providers Terms and Conditions	
Organisation's Authorised Officer Signature:  Sign _____  Date: ____/____/_____  Name: _____	AED Service Provider Authorised Signature:  Sign _____  Date: ____/____/_____  Name: _____

## Appendix E: Medical Emergency Plan template



# Medical Emergency Plan

## Step Two: Creating a Medical Emergency Plan

Add details

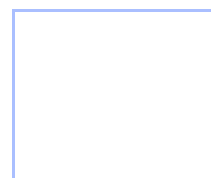
Club name:

Address:

Club phone number (if applicable):

Club President and contact number:

In case of medical emergency the following person is in charge  
(insert photo if applicable):



First Aid Officer/Sports Trainers and contact numbers  
(insert photo if applicable):



The first aid equipment is located:

The defibrillator is located:

Our members medical information is located:

Closest intersection for emergency services:

The closest access point for an emergency services is:

Important local medical contact numbers:

Local doctor

Local dentist

Local hospital (public)

Local hospital (private)

Map reference:

**Urgent Medical Emergency - Dial 000**

Please note the secondary emergency number is 112



## More information

Website [sport.nsw.gov.au/grants](http://sport.nsw.gov.au/grants)

## Contact us

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

### Disclaimer

While every reasonable effort has been made to ensure that the facts contained within this document are correct at time of printing, the state of NSW, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance or upon the whole or any part of this document.

### Copyright notice

In keeping with the NSW Government's commitment to encourage the availability of information, you are welcome to reproduce the material that appears in this document for personal, in-house or non-commercial use without formal permission or charge. All other rights reserved. If you wish to reproduce, alter, store or transmit material appearing in this document for any other purpose, request for formal permission should be directed to the Office of Sport, 6B Figtree Drive, Sydney Olympic Park. You are required to acknowledge that the material is provided by this document or the owner of the copyright.

©State of NSW 2018