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About the program

Office of Sport administers the Safe Shooting Program on behalf of the Office for Police, Department of Justice.

The focus for the 2018-2019 round of funding returns to the traditional objectives of the program. However, we encourage smaller organisations to continue to submit applications to enable clubs and ranges to connect with the new online systems developed by the NSW Firearms Registry.

For the 2018-2019 year we will also consider one off ‘micro-grants’ that do not require significant in-kind support or multiple quotes for a small non-ongoing project, for example:

- provision of first aid courses for volunteer members; or
- providing education sessions on safe hunting with the Department of Primary Industries; or
- the installation of safe storage facilities; or
- providing transport for people with a disability to attend an open day to try the sport of shooting (under section 6B of the Firearms Act 1996).

Micro-grants should be for no more than $1,000 and full details on the project would still be required.
Program objectives

The Safe Shooting Program objectives are to:

1. Increase opportunities for the community to safely participate in the sport of shooting;
2. Improve the safety of shooting facilities that are used by the community;
3. Assist people from groups that traditionally face barriers to participation or access to shooting facilities; and
4. Provide educational programs and opportunities to improve safety and compliance.

Funding available

• Grants are available from $500 - $20,000.

Except for micro-grants, organisations must contribute to the project, the higher the contribution the more favourably it will be looked upon. Club contribution must not be solely voluntary labour. A reasonable cash contribution should also be included in the budget. Evidence of any voluntary component should be uploaded at the upload tab as a quote. Administration costs are to be covered by the applicant and should not form part of the project budget.

Organisations may only receive State Government funding once for the same project or component of a project from this program or any other State Government funded grant program.
Who is eligible to apply?

- NSW incorporated, community based not-for-profit shooting clubs, and
- Shooting ranges in NSW approved and administered by the NSW Firearms Registry.

Who is ineligible to apply?

Only the above are eligible to apply.

What types of projects may be funded?

For the 2018-2019 year, the grant administrators have determined that this year will include a trial of providing small ‘micro-grants’ will be available to assist small clubs and ranges without significant administrative staff be able to use grants for small one-off projects.

Other eligible projects for this round of funding will be:

- Funding to enable online access as provided for in 2017-18 (noting this year this is not a priority but may be included), and
- Upgrade of firearms capital equipment and/or facilities to comply with WH&S legislation or as directed by the NSW Firearms Registry

What types of projects will not be funded?

- Purchase of land;
- Firearms or ammunition;
- General maintenance or replacement through normal wear and tear e.g. painting, running costs and repairs to existing facilities;
- Upgrade of car parks or roads;
- Office equipment e.g. printers, two way radios, phones;
- Protective clothing;
- Projects that have already commenced or been completed;
- Construction that is in the planning phase and yet to receive development consent from Council; and
- Training in general Information and Technology.
**Assessment process**

An initial eligibility assessment will be undertaken to determine that:

- The applicant organisation is eligible to apply and has Public Liability Insurance with a minimum $5m cover;
- The application is complete, submitted by the closing date and meets program requirements in regards to organisation eligibility, project commencement and completion dates and amount of funds requested; and
- The application has received development consent or can demonstrate that consent is not required.

The Office of Sport and Office for Police delegates will assess the eligible applications.

Applications will be assessed on merit and scored against the following criteria:

1. The project will effectively deliver one or more of the program’s objectives;
2. The project will effectively meet an identified need;
3. The applicant organisation has the capacity and experience to deliver the project, (evidence of project partners will be considered as adding to the club’s capacity to deliver the project), and
4. The budget is cost effective.

If the program is substantially over-subscribed, compliance projects as directed by the Firearms Registry will be prioritised, the Committee may also consider other grant funding the Club may have received for this or other projects, under previous rounds of the program.

The Committee will endorse the recommendations made to the Minister for Sport and a copy of the approved recommendations will be forwarded to the Minister for Police.
How to apply

There are six steps in the application process:

1. Visit the grants website: sport.nsw.gov.au, read the information about the grant program and determine if you are eligible. Download or print the guidelines.

2. Read the Guidelines to familiarise yourself with the program and information you will need during the application process.

3. Register your organisation (only if not already registered in the on-line system).

4. Submit the application by the closing date/time.

5. Complete the application.

6. Register your project.

Applicants will receive a system generated email containing a PDF of their application. If not received, email 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 the following conditions:

• 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.

• Agrees that any variation to the project, as detailed in the online application, must be agreed to in writing by the Office of Sport.

• Agrees to maintain the currency of its incorporation and liability insurance (minimum $5 million) until the terminating date of this agreement.

• Acknowledges that the project should be completed within 18 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.

• Agrees 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. (Certificate must be countersigned by a qualified CPA or equivalent for grants over $30,000).

If an organisation breaches any of the terms and conditions of the grant program the Office of Sport reserves the right to reclaim the grant in part or in whole at its discretion.

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

Payment of grants

Successful applicants will be required to accept the Program’s terms and conditions and provide an invoice for the total amount of the grant plus GST (where applicable).

Applicants that do not have an ABN must provide a signed ATO Statement by Supplier form that can be downloaded from https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/

A financial acquittal, photo of the completed project and project report will be required within 3 months of completion of the project. The project report will report against the outputs and outcomes information provided by the applicant. Applicants that do not provide a financial acquittal and project report by the required date will be ineligible for future Office of Sport grants.

Projects must be completed within 18 months of the date of accepting the funding terms and conditions.

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 have Personal Accident, Professional Indemnity and Directors and Officers insurance. Organisations that employ staff must 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 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.

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.

Disclosure of project information

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

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 may be deemed ineligible if all required information is not provided.

Apart from organisational and project 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 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.

The NSW Firearms Registry can assist with understanding the Information Technology requirements that may be required for the new online system to guide applicants in their needs. Please direct inquiries to: https://www.police.nsw.gov.au/services/firearms/contact_us or call the Customer Service Line: 1300 362 562.
More information
Website sport.nsw.gov.au/grants
Contact us
Email grantsunit@sport.nsw.gov.au

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