



**Communities**  
Sport & Recreation

# **Disability Sport Assistance Program**

## **Guidelines**

**Opening date: 11 November 2009**  
**Closing date: 5.00pm 21 December 2009**

1. INTRODUCTION .....	3
2. ABOUT THE DISABILTY SPORT ASSISTANCE PROGRAM .....	3
3. PROGRAM OBJECTIVES .....	4
4. FUNDING AVAILABLE.....	4
5. WHO IS ELIGIBLE TO APPLY?.....	4
6. WHO IS INELIGIBLE TO APPLY? .....	4
7. WHAT PROJECTS MAY BE FUNDED? .....	5
8. WHAT WILL NOT BE FUNDED? .....	5
9. ASSESSMENT PROCESS .....	5
10. HOW TO APPLY .....	6
11. NOTIFICATION .....	6
12. PAYMENT OF GRANTS.....	6
13. INSURANCE REQUIREMENTS .....	6
14. DISCLAIMER .....	7
15. FREEDOM OF INFORMATION .....	7
16. PRIVACY POLICY .....	7
17. DISCLOSURE OF PROJECT INFORMATION .....	7
18. DECLARATION BY APPLICANT .....	7
19. IMPORTANT NOTES.....	8
20. FURTHER INFORMATION .....	8

## 1. INTRODUCTION

Communities NSW aims to develop vibrant, sustainable and inclusive communities in New South Wales. This is achieved through:

- Strengthening opportunities for people across NSW to be involved in their communities
- Promoting the interests of specific population groups including children and young people and people from culturally and linguistically diverse backgrounds
- Increasing opportunities for participation in the arts, culture, recreation and sport at all levels
- Investing in facilities and community, cultural and sporting infrastructure
- Supporting enterprise and employment, particularly in the creative, sporting, recreation and hospitality industries
- Enhancing community safety by regulating and promoting responsible liquor, gaming, racing and charitable industry practice and responsible management of events in NSW, and
- Sustainable management of culturally and historically significant parklands, assets and precincts.

The Sport and Recreation Division of Communities NSW assists the people of New South Wales participate in sport and recreation as a contribution to community well being.

Sport and recreation delivers many personal and community benefits including developing self-esteem, maintaining health and fitness, nurturing talented athletes and contributing to individual enjoyment of life.

## 2. ABOUT THE DISABILITY SPORT ASSISTANCE PROGRAM

The NSW Government is committed to increasing community participation opportunities for people with a disability in sport and recreation throughout the state.

In January 2007, the Minister for Sport and Recreation released the *You're in the Game – NSW Disability Sport and Physical Activity Framework*, which is intended to guide the approach and performance of all organisations in the provision of sport and physical activity to people with a disability in New South Wales.

NSW Department of Ageing, Disability and Home Care's *Stronger Together* provides a new direction for disability services with three areas of effort, two of which highlight community inclusion, Strengthening families and Count me in.

The aim of the Disability Sport Assistance Program (DSAP) is to improve opportunities and reduce barriers for people with a disability to participate in sport and structured physical activity. The primary focus of the program is on increasing regular and on-going participation opportunities for people with a disability by supporting community based organisations with the capacity to provide such opportunities.

Increasing participation may include a focus on one or more of the following:

- Broadening participation – having more of the same people participating
- Diversifying participation – facilitating participation by those that don't currently participate
- Deepening participation – having more engaged participation by those currently participating.

### **3. PROGRAM OBJECTIVES**

The Disability Sport Assistance Program objectives are to:

1. Increase regular and on-going participation opportunities for people with a disability in sport or physical activity in a sustainable manner.
2. Facilitate long-term change that will benefit people with a disability facing barriers to participation in sport and physical activity.
3. Build the capacity of the organisation to enhance their provision of sport and physical activity programs for people with a disability.
4. Provide accreditation or training to develop the skills of volunteers to increase the capacity of the organisation to enable sport and physical activity programs for people with a disability.

### **4. FUNDING AVAILABLE**

- Grants up to \$10,000 for local or regional based programs
- Grants up to \$20,000 for state-wide programs (State organisations only)

Organisations may apply for multiple projects, however the maximum available to State organisations is \$20,000 and for all other eligible organisations is \$10,000.

The amount organisations request should reflect the scale of the project.

Funds may be sought for direct costs involved in delivering the project such as lecturer or presenter fees, travel and accommodation and equipment. Note that no more than 50% of project expenditure may be used for equipment costs, venue hire or catering.

Organisational contributions are encouraged and can include voluntary labour, use of existing facilities, equipment or other resources. Organisational contributions are not mandatory for this program, however, it is expected that the applicant will cover any administration costs incurred with the project.

Funding should be expended within 18 months of the date of signing the funding agreement.

### **5. WHO IS ELIGIBLE TO APPLY?**

- NSW incorporated, community based not-for-profit organisations that have the capacity to increase opportunities for people with a disability in New South Wales to participate in sport and physical activity within the community.

### **6. WHO IS INELIGIBLE TO APPLY?**

- Individuals, groups of individuals and unincorporated organisations
- For profit, commercial organisations
- Government departments and agencies
- Councils
- Peak industry bodies
- Educational institutions including schools, universities and TAFE colleges (consideration will be given to educational institutions that provide sound evidence that the project is beyond their core funding purpose and delivery outcomes)

## 7. WHAT TYPE OF PROJECTS MAY BE FUNDED?

Projects eligible to be funded include:

- Programs and inclusive practices that aim to facilitate long-term change that will benefit people with a disability facing barriers to participation in sport and physical activity.
- Costs associated with overcoming a barrier to participation for people with a disability eg modified equipment, modification of existing equipment, subsidised joint membership fees or specific training programs.
- Training costs that lead to increased and/or improved participation opportunities eg costs associated with volunteers gaining required education and accreditation.
- Development of new systems and processes that will increase the capacity of the organisation to provide participation opportunities for people with a disability.
- Projects that will be completed within 18 months of signing of the agreement.

Applications must clearly demonstrate an identified need for the project.

*Note: No more than 50% of project expenditure can be attributed to equipment costs, venue hire or catering.*

## 8. WHAT COSTS WILL NOT BE FUNDED?

- Wages for administrative and executive staff
- Administration costs
- One off projects that do not result in ongoing outcomes (eg gala day)
- Projects that have already been completed
- Rental of office premises
- Office equipment such as computers, printers, photocopiers etc
- Capital work costs (eg establishment or maintenance of facilities and sporting fields)
- Maintenance or replacement costs through normal wear and tear to existing facilities
- Cost of travel and accommodation associated with representative levels of competition
- Cost of appearance fees, prize money, trophies or presentation functions
- Fixed equipment such as signage or shade structures

If you are not sure if the project you are planning is eligible for funding under this program, please contact Sport and Recreation on 13 13 02 or email [srgnants@communities.nsw.gov.au](mailto:srgnants@communities.nsw.gov.au)

## 9. 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 project commencement and completion dates and amount of funds requested.

An assessment panel with representatives from Disability Council of NSW, Sport and Recreation and an independent person with persons with appropriate knowledge will assess

all 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 project demonstrates an effective partnership between sport and physical activity providers and disability organisations
4. The applicant organisation has the capacity and experience to deliver the project
5. The budget is cost effective.

## **10. HOW TO APPLY**

There are six steps in the application process:

1. Read the information about the grant programs and decide which one(s) you are eligible for. Download or print the Guidelines and "sample" application form
2. Read the Guidelines and "sample" application form to familiarise yourself with the program and information you will need during the application process
3. Register your organisation
4. Registering projects
5. Completing the application
6. Submitting the application.

Visit the grants website: [www.dsr.nsw.gov.au/grants](http://www.dsr.nsw.gov.au/grants)

## **11. NOTIFICATION**

Applicants will be notified in writing and successful applicants will be published on the Sport and Recreation website (where consent to this disclosure is provided).

## **12. PAYMENT OF GRANTS**

Successful applicants will be sent Terms and Conditions which will need to be signed and returned with a tax invoice for the total amount of the grant plus GST.

Applicants that are not registered for GST or do not have an ABN must provide a signed ATO Statement by Supplier form that can be downloaded from [www.ato.gov.au/content/downloads/nat3346.pdf](http://www.ato.gov.au/content/downloads/nat3346.pdf)

A financial acquittal 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 Sport and Recreation grants.

Projects must be completed within 18 months of the date of signing the funding agreement.

## **13. 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*.

#### **14. DISCLAIMER**

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

#### **15. FREEDOM OF INFORMATION**

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of Communities NSW are subject to the provisions of the *Freedom of Information Act 1989*. 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.

#### **16. PRIVACY POLICY**

Sport and Recreation will collect and store the information you voluntarily provide to enable processing of this grant program.

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.

Sport and Recreation is required to comply with the *Privacy and Personal Information Protection Act 1998*. Sport and Recreation 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 Sport and Recreation is being supplied with this information and how this information will be used.

#### **17. DISCLOSURE OF PROJECT INFORMATION**

Should your application be successful, Sport and Recreation may wish to 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.

If you consent to the disclosure of such information you should click yes to the consenting to the disclosure statement when prompted to do so in the online application.

#### **18. 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 eg CEO, General Manager or authorised member of the Board of Management.

## **19. IMPORTANT NOTES**

Sport and Recreation's capacity to efficiently assess your application is conditional upon you submitting a completed, accurate application. Applications may be deemed ineligible if all information is not provided.

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

## **20. FURTHER INFORMATION**

Sport and Recreation 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 Sport and Recreation on 13 13 02 or [srgrants@communities.nsw.gov.au](mailto:srgrants@communities.nsw.gov.au)