



**Communities**  
Sport & Recreation

# Sport and athlete development grant program

## Guidelines

Opening date: 18 July 2011  
Closing date: 5.00pm 18 August 2011

1. INTRODUCTION..... 3

2. ABOUT THE SPORT AND ATHLETE DEVELOPMENT GRANT PROGRAM ..... 3

3. PROGRAM OBJECTIVES ..... 3

4. FUNDING AVAILABLE ..... 4

5. WHO IS ELIGIBLE TO APPLY? ..... 4

6. WHO IS INELIGIBLE TO APPLY? ..... 4

7. WHAT TYPE OF PROJECTS MAY BE FUNDED? ..... 5

8. WHAT COSTS WILL NOT BE FUNDED? ..... 5

9. ASSESSMENT PROCESS ..... 6

10. HOW TO APPLY ..... 6

11. NOTIFICATION ..... 6

12. PAYMENT OF GRANTS ..... 6

13. INSURANCE REQUIREMENTS ..... 7

14. DISCLAIMER ..... 7

15. GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 ..... 7

16. PRIVACY POLICY ..... 7

18. DECLARATION BY APPLICANT ..... 9

19. IMPORTANT NOTES ..... 9

20. FURTHER INFORMATION ..... 9

## 1. INTRODUCTION

The Office of Communities 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 recreation, sport and community life at all levels
- Investing in community facilities including sport and recreation infrastructure.

Sport and Recreation, within the Office of Communities, assists the people of NSW participate in sport and recreation as a contribution to community well being.

Sport and active 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 SPORT AND ATHLETE DEVELOPMENT GRANT PROGRAM

The primary focus of the Sport and Athlete Development Program is to invest in the industry to provide increased opportunities for participation in sport and recreation.

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

**Please note that you MUST demonstrate how your project will strongly achieve one or more of these objectives.**

The Sport and Athlete Development Program objectives are to:

1. Increase opportunities for athletes, coaches, officials, sports leaders and volunteers in activities such as professional development and attendance in representative competition within NSW.
2. Encourage innovative and flexible approaches to increasing opportunities and reducing barriers to participation particularly for disadvantaged or under-represented groups.
3. Contribute to building industry capacity.
4. Assist the industry change and grow in a sustainable manner and respond to emerging issues and challenges.

Objective 2 recognises that people from some identified groups face additional barriers to

participating as athletes, coaches or officials, for example:

People from culturally and linguistically diverse backgrounds  
Indigenous people  
Refugees  
People from rural and remote areas  
People from areas of high socio-economic disadvantage  
Women and girls, and  
People with a disability.

#### **4. FUNDING AVAILABLE**

- Grants from \$1,000 - \$15,000
- Funding is available for projects throughout NSW

Organisations may apply for multiple projects, however the maximum available to any one organisation is \$15,000. 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 12 months of the date of signing the funding agreement.

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

NSW State sporting organisations and industry bodies that are recognised by the Sport and Recreation Division through the Sport Development Program or equivalent funding programs.

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

Individuals, groups of individuals and unincorporated organisations  
For profit, commercial organisations  
Government departments and agencies  
Educational institutions including schools, universities and TAFE colleges  
Councils  
Community based not-for-profit organisations  
Regional Academies of Sport

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

Projects eligible to be funded include those:

- That develop the capacity and sustainability of the industry, including initiatives for the education, training and up-skilling of coaches, officials, administrators and volunteers.
- That create opportunities for disadvantaged or under-represented athletes, coaches, officials, administrators or volunteers to regularly participate in sport.
- That provide accreditation or recognised training to enable the sport or activity to be conducted at new locations or for specific communities that are not currently serviced.
- That assist athletes, coaches and officials travel to representative competition or training (within NSW), from regional, rural or remote areas or areas of social/economic disadvantage within NSW.
- That address industry issues such as risk management, spectator behaviour, sport rage and alcohol in sport.
- Projects that will be completed within 12 months of signing of the agreement.

Applications must clearly demonstrate an identified need for the project.

**Note:** *No more than 50% of project expenditure may be used for equipment costs, venue hire, uniforms 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 come 'n' try days)
- Programs 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 interstate or international travel and accommodation (cross state/territory border issues will be considered on merit)
- Cost of appearance fees, prize money, trophies or presentation functions
- Cost of uniforms or clothing
- 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 Division on 13 13 02 or email [srgrants@communities.nsw.gov.au](mailto:srgrants@communities.nsw.gov.au)

## 9. ASSESSMENT PROCESS

An initial eligibility assessment will be undertaken to determine that:

- The application has been made by a recognised NSW State Sporting Organisation or Industry Body.
- The applicant is eligible to apply and has Public liability Insurance with a minimum of \$5m cover.
- The application is complete, submitted by the closing date and meets program requirements in regards to project commencement and completion dates and the amount of funding requested.

An assessment panel with representatives from the Sport and Recreation Division and an independent person with knowledge in sport 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 provides opportunities to develop the skills of individuals involved in the activity; significant participation opportunities for people facing barriers; and/or significantly contributes to building the capacity of the industry
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. Visit the grants website: [www.dsr.nsw.gov.au/grants](http://www.dsr.nsw.gov.au/grants), read the information about the grant programs and decide which one(s) you are eligible for. Download or print the Guidelines
2. Read the Guidelines to familiarise yourself with the program requirements
3. Register your organisation
4. Register your project/s
5. Complete the application
6. Submit the application.

## 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 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 [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 Athlete Development Program grants.

Projects must be completed within 12 months of the date of accepting the Terms and Conditions.

### **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 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. 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 Sport and Recreation Division 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.

### **16. PRIVACY POLICY**

Sport and Recreation Division 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 Division is required to comply with the *Privacy and Personal Information Protection Act 1998*. Sport and Recreation Division 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 Sport and Recreation Division 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 Division 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 Division’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 Division staff are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. Please direct enquiries to Sport and Recreation on 13 13 02 or [srgrants@communities.nsw.gov.au](mailto:srgrants@communities.nsw.gov.au)