



Communities
Sport & Recreation

Participation grant program

Guidelines

Opening date: 18 July 2011
Closing date: 5.00pm 25 August 2011

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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 PARTICIPATION GRANT PROGRAM

The primary focus of the program is on increasing regular and on-going participation opportunities for people 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

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

The Participation Grant Program objectives are to:

1. Increase regular and on-going participation opportunities in sport, recreation or structured physical activity in a sustainable manner.
2. Address barriers to participation in sport, recreation and structured physical activity.
3. Build the capacity of the organisation to enhance provision of sport and recreation services.
4. Provide accreditation or training to develop the skills of volunteers to enable sport, recreation and structured physical activity programs to be conducted in locations across NSW.

It is recognised 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.

It is a specific goal of this program to assist these groups to better participate in sport and recreation.

4. FUNDING AVAILABLE

- Grants from \$500 - \$10,000
- Funding is available for projects throughout NSW

Organisations may apply for multiple projects, however the maximum available to any one organisation is \$10,000. If you are a sub-branch of an incorporated organisation you may be eligible to apply for a grant in your own right. Please contact the Sport and Recreation Division to discuss. 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 clothing/uniforms, 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 incorporated, community based not-for-profit organisations
- NSW Local Government Authorities operating under the Local Government Act, 1993

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
- State sporting organisations and peak industry bodies

7. WHAT TYPES OF PROJECTS MAY BE FUNDED?

Projects eligible to be funded include:

- Costs associated with overcoming a barrier to participation for a disadvantaged group eg modification of equipment, travel for participation in the remote area of NSW and/or subsidised registration, equipment, uniforms.
- Training costs that will lead to increased and/or improved participation opportunities eg costs associated with volunteers gaining required education and accreditation.
- Costs associated with providing a sport, recreation or structured physical activity service to a new location, community or specific community group.
- Development of new systems and processes that will increase the capacity of a community organisation to provide participation opportunities eg translation of promotional material into a different language.
- Lecturer or presenters fees.
- 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 can be attributed to clothing/uniforms, 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
- 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
- Travel and accommodation associated with representative levels of competition and school sport
- Interstate travel (except in some border areas where it is the norm to participate in the local sport competition in a neighbouring State)
- International travel and accommodation
- 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 the Sport and Recreation Division on 13 13 02 or email srgrants@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 the Sport and Recreation Division, and independent 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 provides significant benefit to one or more identified disadvantaged group/s
4. The applicant organisation demonstrates the capacity, experience and effective partnerships 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, 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 by the closing date/time.

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

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 Division grants.

Projects must be completed within 12 months of the date of accepting the funding 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 must 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 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. 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