

OFFICE OF SPORT

# Greater Cities and Regional Sport Facility Fund

PROGRAM GUIDELINES

REGIONAL SPORT FACILITY  
FUND STREAM

**2020/2021**

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**Opens** 21 December 2020  
**Closes** 5pm, 26 February 2021

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# Message from the Minister



The 2020/2021 Budget continues the NSW Government's investment in community sport infrastructure across NSW, with the announcement of the Greater Cities and Regional Sport Facility Fund.

Sport plays a vital role in contributing to building strong, resilient and active communities. Participation in sport contributes to the health and well-being of individuals and keeps people connected.

The Regional Sport Facility Fund stream will see \$50 million in funding available over two-years, to support new and upgraded sporting facilities.

This investment in community sport infrastructure will particularly support the participation of women and girls and people with disability, and help to stimulate the economy through the delivery of these valuable community projects.

Our goal is to have sport facilities that are planned and designed to meet the needs and expectations of all members of our community.

As we respond to the challenges of the COVID-19 pandemic, I encourage organisations to apply for these grants which will assist in rebuilding and strengthening our communities.

A handwritten signature in white ink that reads "Geoff Lee". The signature is written in a cursive, flowing style. It is positioned over a dark blue background that features a blurred image of a window with horizontal blinds and a wooden floor.

**The Hon. Geoff Lee, MP**

*Acting Minister for Sport*

# About the Regional Sport Facility Fund

The NSW Government recognises the critical role local sport infrastructure plays in keeping communities healthy, active and connected. The NSW Government has committed \$50 million to the Regional Sport Facility Fund over two-years. The Regional Sport Facility Fund will create spaces and facilities that enable communities to enjoy and take part in sport.

The Fund will assist eligible organisations to develop quality core sport infrastructure that will meet the current and future needs of the community. The Fund will support the development of well-designed and utilised new and improved sport infrastructure projects that can directly impact and support participation and performance opportunities in sports at all levels. The Fund will focus on sporting facilities that deliver the best outcomes for the community. It will ensure that the best possible value for money is achieved.

## Fund key objectives

The key objectives of the Fund are to:

- increase the number and type of sporting facilities;
- improve the standard of existing sporting facilities;
- increase participation in sport.

# Available funding

\$50 million has been allocated to the Fund over two-years for sport facility projects.

## The NSW Government is allocating \$25 million in 2020/2021 (Round 1).

The Regional Sport Facility Fund provides grants between \$100,000 and \$1 million.

For projects costing more than \$1 million, a 25 percent financial co-contribution of the grant amount requested will be required. For all other projects, a financial co-contribution will be considered favourably.

All successful applicants must enter into a funding agreement with the Office of Sport. Grant payments will not be made until an executed funding agreement is in place and the Office of Sport will not be responsible for any project expenditure until this time. It is expected that projects will be completed within two-years of the execution of the funding agreement.

Projects must commence in 2021 and be completed within the timeframe specified in the funding agreement. Funding approval may have specific conditions that have been determined throughout the assessment process. Applications should identify whether the project may not proceed if the full grant amount requested is not approved. The Office of Sport reserves the right to recommend grant amounts that may differ from the amount requested in the application. Any such details will be specified in a written offer as well as the funding agreement.

Projects seeking funds of less than \$100,000 and/or projects that are not the focus of the Regional Sport Facility Fund will be encouraged to consider an application under other grant programs e.g. Local Sport Grant Program, Community Building Partnership Program and Office of Responsible Gambling Infrastructure Grants.

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## Important dates

The following dates apply to this funding round.

<b>Applications open</b>	21 December 2020
<b>Applications close</b>	5.00pm, 26 February 2021
<b>Outcomes advised</b>	April 2021
<b>Funding agreements executed for successful projects</b>	From May 2021 onwards
<b>Projects to be completed within two-years of the execution of the funding agreement.</b>	

Office of Sport reserves the right to amend any of these dates during the Program, at its absolute discretion.



# Aim and Focus of the Fund

The Fund aims to increase participation in sport, through provision of universally designed, innovative and aspirational facilities that aim to be beyond compliant. The aim is to design and construct quality new sport facilities and upgrade and expand existing sport facilities for people and communities that need it most.

The Fund's focus is on universally designed and functional facilities for women and girls and removing barriers for people with disability. The focus is on

increasing capacity at well-utilised sport facilities and developing multi-purpose facilities that incorporate environmentally sustainable design. The focus also prioritises the ongoing management and maintenance of the facility to ensure it delivers a quality experience, including developing the most effective and efficient operating model and the programming of the facility.

Applications should focus on the highest standard of design that incorporates the following principles, where applicable:



Projects should demonstrate in their application industry best practice in project development, including but not limited to:

- demonstrated stakeholder engagement, consultation, co-design and support;
- project's capacity to impact on increased utilisation;
- project's capacity to provide increased participation for women and girls and people with disability, through fit-for-purpose, accessible and safe facilities and usage opportunities;
- project's focus on addressing a significant gap in current provision and/or demonstrated community need;
- the development or upgrading of multi-sport facilities, multi-use or multi-purpose facilities that are intended to be used for sport, but which can also be used for other events that contribute to the local community;
- partnerships and collaboration;
- all weather uplift (consideration of flood, drought, fire, sun safe and weather conditions that impact on utilisation);
- provision of quality social infrastructure including safe places that support community interaction;
- enhanced capacity for activation and socialisation; and
- alignment to the infrastructure strategy or plan of the relevant council, State Sporting Organisation, State Sporting Organisation for People with Disability and National Sporting Organisation.

# Ineligible projects

The Regional Sport Facility Fund will not fund the following projects or project components:

- facility planning including preparation of feasibility studies, business cases and masterplans;
- that do not meet relevant Australian standards (e.g. lighting projects or netball court dimensions);
- on private land unless there is clear public benefit to the community's interest in sport and active recreation and have documented consent from the landowner;
- facilities where little or no public access is available;
- related primarily to operational expenditure, including but not limited to regular repairs and maintenance;
- for any costs associated with preparing and submitting the funding application;
- for the maintenance or construction of local roads, car parks (public or private) or any other core service infrastructure works that are the ordinary responsibility of council, other level of government or private enterprise;
- related to buying or upgrading non-fixed equipment (e.g. computers, office goods, footballs, clothing and footwear);
- for the purchase or lease of land/facility;
- related to administrative or running costs that are normally the responsibility of businesses, state agencies or local councils;

- requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement or which would proceed without any NSW Government financial assistance;
- projects that have already been funded by the NSW Government unless significant new and additional scope is identified;
- arts, music, craft and recreation facilities that provide experiences that do not meet the definition of sport and active recreation;
- general maintenance or replacement through normal wear and tear (e.g. painting, running costs and minor repairs to existing facilities);
- repair of facilities where the damage can be covered by insurance;
- playgrounds and playspaces;
- upgrading or redeveloping kitchen or public toilet facilities, except as part of a larger project that meets the objectives and focus of the Fund;
- for the building or upgrade of licensed areas and gaming areas; and
- projects located outside eligible local government areas.

Each application will be checked for eligibility by Office of Sport staff. All applications, including those with uncertain eligibility assessments will be referred to the Grant Assessment Panel for a final determination on eligibility.







# Eligible applicants

Eligible applicants are:

- Local Government Authorities in Regional NSW, Lord Howe Island and the Unincorporated Far West;
- NSW State Sporting Organisations, State Sporting Organisations for People with Disability or the National Sporting Organisation where the state body is part of a unitary governance model;
- Incorporated, community-based, not-for-profit sporting organisations (clubs and associations whose primary purpose is to organise sporting activities/ deliver sport programs) and organisations providing sport and recreation programs that benefit the community, such as PCYCs, YMCA and YWCA;
- Organisations that own and administer public parklands; and
- Private enterprises (for-profit organisations).

Project applications involving partnerships between groups are encouraged. A council may submit an application on behalf of a sporting club or association; however, council will be the grant recipient and responsible for project delivery.

For a project to be eligible, it must be one of the following and as part of the application the applicant must provide a signed letter of consent from the landowner for the project on the land on which the facility is to be developed:

- Crown reserve land;
- land owned by a public authority (for example municipal property);
- land held for public purposes by trustees under a valid lease, title or trust deed that adequately protects the interests of the public;
- land vested in NSW Aboriginal Land Councils under the NSW Aboriginal Land Rights Act 1983; and
- private land that benefits the community's interests in sport and active recreation.

Additional information also sought includes evidence of applicant's tenure and lease arrangements.

For projects located on public land, a signed letter of consent from the landowner must be provided. For example, for projects located on public school land, a letter of support must be provided from School Infrastructure NSW as part of the application.

# Eligible projects

Examples of eligible project types include:

- amenity buildings such as kiosks, club rooms, change rooms and grandstands that are universally designed and enhance community connectivity and multi-purpose use;
- new and significant upgrades to playing surfaces (fields and courts), including multi-sport upgrades and resurfacing that supports increased use and/or improves safety;
- construction of new or upgraded unisex and universally designed change rooms to be inclusive and female-friendly including parent and child change spaces and officials' areas (this includes pre-constructed modular facilities);
- new and upgraded provision of disability access and universally designed amenities that are beyond compliant and provide dignified inclusion in sport participation;
- provision of administration facilities for a sporting organisation where attached to a new or existing sport facility;
- environmentally and operationally sustainable initiatives that support water and energy savings including water harvesting, new or upgraded irrigation infrastructure, more efficient lighting including technology-controlled and LED lighting and installation of solar panels and smart metering technology;
- new and upgraded all weather facilities including synthetics, shelter for outdoor activities, and irrigation projects;
- digital technology uplift projects, including installation of WIFI, increased automation and other innovative smart technologies;
- projects that improve the storage, security and safety capability of facilities; and
- construction of new or significantly improved walking, running, fixed outdoor exercise equipment, or off-road cycling trails that are an integral component of the sport facility development.

Projects must have an approved Development Application as part of their application or demonstrate that a Development Application is not required (projects must be "shovel ready"). Applications that do not demonstrate Development Application approval or that a Development Application is not required may be set aside from further consideration. It is expected that funding will be spent within two-years of signing the funding agreement.

# How to Apply



## 1 Check your eligibility

- Before you apply please read the guidelines and related materials including the 2020/2021 application checklist to make sure you understand all relevant requirements.
- You can find the relevant information at [sport.nsw.gov.au/regional-sport-facility-fund](http://sport.nsw.gov.au/regional-sport-facility-fund).



## 2 Prepare your application

- Applying for the Regional Sport Facility Fund is a one-step process: a detailed project plan for projects with a total cost under \$5 million and a business case for projects with a total cost of \$5 million or more.
- Eligible applicants must submit a detailed project plan or business case and supporting documents via the Office of Sport online grants system by 5pm, 26 February 2021.
- The proposal must include a realistic budget and identify other funding partners, where relevant. Applications should identify whether the project may not proceed if the full grant amount requested is not received.
- For projects over \$5 million, a statement of support from the relevant State/National Sporting Organisation is required.
- Project plan and business case templates are available at [sport.nsw.gov.au/regional-sport-facility-fund](http://sport.nsw.gov.au/regional-sport-facility-fund).
- The Grant Assessment Panel will review applications against the Fund objectives, focus and aim and eligibility criteria outlined in this document and assessment criteria contained in the fact sheet. Please refer to the fact sheet for the assessment criteria.



## 3 Submit your application

- Register or search for your organisation through the [Office of Sport's grants online website](#) (only register if not already in the online system) - always use generic organisation email address where possible.
- Register your project.
- Complete the application by filling in each of the sections including the detailed project plan or business case and supporting documentation.
- Submit the application by uploading the project plan or business case and supporting documents by the closing date/time of 5pm, Friday 26 February 2021.
- A late application will only be considered where its acceptance would not compromise the integrity and competitiveness of the process. The final determination on whether a late application will be accepted will be made by the Grant Assessment Panel supported by a probity advisor.

## How to claim your grant

Successful applicants will be required to accept the Program's Terms and Conditions including:

- Executing a funding agreement with the Office of Sport
- Providing an invoice (plus GST if registered for GST) according to the agreed milestone payment schedule made out to the Office of Sport
- If your organisation does not have an ABN, you must upload a signed ATO [Statement by Supplier form](#)



# Lavington Sports Ground

Albury City

# Application assessment process

The Regional Sport Facility Fund is administered by the NSW Office of Sport. The Office of Sport will undertake an eligibility check on all grant applications and make recommendations to the Grant Assessment Panel on ineligible projects. A Grant Assessment Panel, appointed by the Minister for Sport will assess all eligible applications against the program criteria. An independent probity advisor will oversight the grant process and attend all Grant Assessment Panel meetings.

The Minister for Sport's role is to consider the recommendations of the Grant Assessment Panel and make decisions relating to the approval of funding. The Minister for Sport may accept or vary the recommendations of the Grant Assessment Panel, at their discretion.

## Supporting documents

Documents available on the Regional Sport Facility Fund web page to assist your application include:

- Program Guidelines;
- Fact Sheet;
- Frequently Asked Questions;
- Eligible local government areas;
- Application Eligibility Checklist;
- State/National Sporting Organisation Statement of Support Form;
- Project Plan template;
- Business Case template;
- Simplified Business Case Guidelines;
- Facility Usage Schedule; and
- Funding Agreement template.

You can contact the Office of Sport at [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) or on 13 13 02 for assistance. Contact Information is available at [sport.nsw.gov.au/regional-sport-facility-fund](http://sport.nsw.gov.au/regional-sport-facility-fund).

## Further Information

### Conflicts of Interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Office's staff, any member of a committee or advisor and/or any of the applicant's personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as a NSW Government officer or Local Member of Parliament, involved in the assessment process;
- has a relationship with, or an interest in, an organisation, which is likely to interfere with or

restrict the applicant from carrying out the proposed activities fairly and independently; or

- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the program. Applicants will be asked to declare, as part of their application, any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no conflict of interest.

### Notification of Outcomes

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. The lodgement of the application will be taken as consent to summary details of the project, if funded being made public. The Office of Sport will contact the successful applicants to finalise the project milestones and establish a funding agreement.

### Disclosure of Project Information

The Office of Sport may supply applications to other organisations for eligibility assessment and proposal appraisal. The Office of Sport may consult relevant stakeholders such as other NSW and federal government agencies, local councils, Members of Parliament, independent experts and external parties. The information submitted will be assessed against the assessment criteria.

Should your application be successful, the Office of Sport will provide certain information to the media and Members of Parliament for promotional purposes. The lodgement of the application will be taken as consent to summary details of the project, if funded being made public. This information may include applicant name, project name, project description, location, amount funded and total project cost. The contact details supplied by the person submitting the application may also be provided to Members of Parliament for promotional purposes.

Summary information about each proposed project may be published on the NSW Government/Office of Sport website and published in the Office of Sport's Annual Report.

### Funding Agreements

Successful organisations must not make financial commitments for funded activities until agreements have been executed. The funds must be spent on items or costs directly related to the project as specified in the application and funding agreement. Payments will be made according to agreed project milestones. Organisations will be required to pay back unspent funds or funds that have not been spent in accordance with the funding agreement. Requests for variations or changes to the project may be considered in limited circumstances and may be rejected or accepted subject to certain conditions. The information provided in the funding application will be used to create a funding and reporting schedule based on key milestones and key performance indicators. Refer to funding agreement template for further information.



## OFFICE OF SPORT

 6B Figtree Drive,  
Sydney Olympic Park  
NSW 2127

 Locked Bag 1422,  
Silverwater NSW 2128

 13 13 02 (Mon to Fri 9am to 5pm)

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

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

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