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# Sport Infrastructure Recovery Fund

## Essential Community Sport Assets Program Guidelines 2022-2023

**Opens** Thursday 3 November 2022  
**Closes** 2pm Friday 9 December 2022





Office of Sport

# Acknowledgement of Country

The Office of Sport would like to acknowledge and pay respects to the traditional custodians of our land, the Aboriginal people of NSW.

The Office of Sport would also like to pay respect to the Aboriginal Elders; past, present, and emerging.

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Artwork  
**“Jennebe”**  
By Jasmine Sarin

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# Minister for Sport

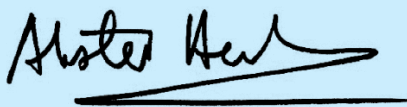
The NSW Government recognises the critical role sport plays in keeping communities healthy, active, and connected. In May 2022, the NSW Government announced the \$55 million Sport Infrastructure Recovery Fund to support the repair and reconstruction of flood-damaged community sporting facilities. For the first stage of funding, \$12 million was allocated to the Sport Priority Needs Program to support councils in the eight most affected Local Government Areas (LGAs). This program resulted in 61 projects receiving funding across the eight eligible LGAs.

I am pleased to announce the opening of the second stage of the NSW Government's funding, the \$43 million Essential Community Sport Assets Program. The funding will support sporting organisations and councils repair, reconstruct, and improve the resilience of directly damaged sport facilities from the February and June 2022 floods and storms. These floods and storms have caused considerable damage to sport facilities and had a devastating impact on communities across NSW.

Please take the time to read these guidelines and make use of the available resources when preparing your application.

I encourage all eligible organisations to apply by 2.00pm Friday, 9 December 2022.

Yours sincerely



Minister for Sport  
**The Hon. Alister Henskens, SC MP**



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## Overview

The NSW Government is committed to providing ongoing support for communities impacted by the 2022 severe weather and flood events that have caused significant damage to local community sport facilities. These sporting assets play an important role in community cohesion, ensure people have a place to participate in sport and encourage our communities to be healthy and active.

The Essential Community Sport Assets Program (ECSAP) is a program under the \$207 million Community Local Infrastructure Recovery Package (CLIRP 2022). ECSAP is a key recovery measure of the Sport Infrastructure Recovery Fund to help communities assess, repair, reconstruct and build flood resilience into sport facilities enabling normal activities to return sooner.

The ECSAP comprises an allocation up to \$43 million in funding for eligible community sport infrastructure projects in 74 eligible LGAs that were included in the Australian Government declared natural disasters from:

- 22 February 2022 onwards: NSW severe weather and flooding disaster. Australian Government reference Number (AGRN) 1012.
- 27 June 2022 onwards: NSW floods and storms. AGRN 1025.

All projects supported under the ECSAP will be funded by the NSW Government.

Due to the extent of damage from the severe weather and flooding events, community sport asset owners have faced difficulties in absorbing the cost of infrastructure repair following these devastating natural disasters. These events coupled with the severe bushfire events and the isolation that the COVID-19 pandemic caused have heightened the need for community sport facilities to bring people together, provide support and help create a sense of belonging, identity, and community.

These Guidelines outline key objectives, eligibility criteria, assessment criteria, assessment processes and timeframes for the 2022-2023 ECSAP.

***Applicants must read this document before filling out an application.***

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## Program purpose and design

Community sport activities have been interrupted by the severe weather and flood events that NSW has endured so far in 2022. The ECSAP will provide financial support to eligible LGAs for the repair, restoration, and betterment (i.e., improvement) of directly damaged local community sport facilities.

As part of CLIRP 2022, the Department of Regional NSW, in consultation with state and regional recovery subcommittees and various NSW Government agencies, conducted analysis to better understand and document the direct damage to community infrastructure from the 22 February 2022 onwards and 27 June 2022 onwards severe weather, flood and storm events. In addition, the Office of Sport directly consulted with impacted councils, sport organisations and the community, to understand the diversity of the damage to community sport facilities including the type and scale of damage, expected project delivery timelines and the impact on community sport training and competition. The combined analysis, evidence and consultation has informed the program design principles.

The ECSAP has been designed:

- To support a partnership approach between all levels of government and to complement existing flood recovery package support measures
- To support eligible LGAs and sporting organisations to establish partnerships and engage with their communities, user groups and members, to demonstrate and prioritise project need and urgency

- In two streams with notional funding allocations for each stream to support diversity in project grant requests, types of projects, sport beneficiaries and deliverability of projects.

## Complementary Programs

The CLIRP 2022 includes complementary programs to the ECSAP. Specific funding has been allocated for the repair, reconstruction and betterment of Essential Community Assets and Arts and Culture assets that will be delivered by [Department of Regional NSW](#) and [Create NSW](#) respectively. The Office of Sport encourages applicants (particularly eligible LGAs) to carefully consider which program best fits their project.

Refer to the [NSW Government Grants and Funding webpage](#) for other recovery funding programs.

## Program objectives

The Program objectives are:

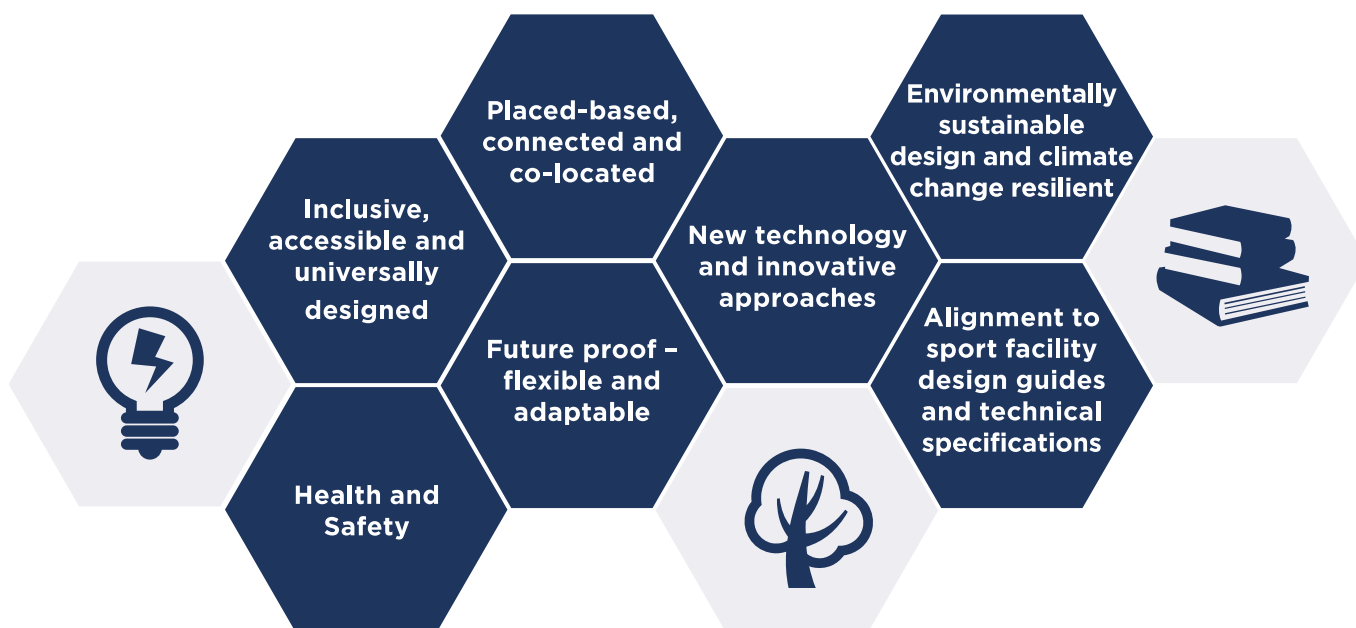
- Improve the standard of directly damaged community sport facilities to enable the return of sport activities as soon as possible through repair, reconstruction, and betterment
- Increase the utilisation of community sport facilities
- Provide inclusive and accessible community sport facilities to grow participation for women and girls, people with disability, First Nations peoples and people from culturally and linguistically diverse communities
- Upgrade sport facilities to be more resilient to future extreme climate events/ natural disasters.

Important dates	
Applications open	Thursday 3 November 2022
Applications close	2pm Friday 9 December 2022
Assessment	December 2022 – January 2023
Outcomes advised	February 2023 onwards

Project construction is to commence by December 2023, and project construction is expected to be completed by 31 December 2025.

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

## Design principles



### **Applicants should focus on the highest standard of design and demonstrate industry best practice in project development, including but not limited to:**

- Project’s capacity to provide increased participation for women and girls, people with disability, First Nations peoples and people from culturally and linguistically diverse communities through accessible and inclusive facilities with equitable program offerings
- Project’s capacity to increase utilisation and user satisfaction
- The development or upgrade of multi-sport facilities which can also be used for other events that contribute to the local community
- Addressing a significant gap in current facilities and/or demonstrated community need
- Demonstrate stakeholder engagement, consultation, co-design, and support
- Connecting with Country and/or Designing with Country
- Partnerships and collaboration
- Sustainable and climate resilient design incorporating consideration of all-weather uplift (i.e., 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 including enhanced capacity for activation and socialisation
- The role of green infrastructure and increasing the tree canopy
- Alignment with the infrastructure strategy or plan of the relevant council (local government authority), State Sporting Organisation, and National Sporting Organisation
- Benchmarked to comparable projects and facilities.

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## Funding availability

Under the 2022 CLIRP, up to \$43 million has been allocated to the ECSAP from the Sport Infrastructure Recovery Fund announced by the NSW Government in May 2022.

There are two streams of funding under the ECSAP. These include:

### Stream one

- Total funds: \$33 million
- Eligible: refer to Eligible Applicants section of these Guidelines
- Minimum grant amount: \$150,000
- Maximum grant amount: \$1,000,000

### Stream two

- Total funds: \$10 million
- Eligible: refer to Eligible Applicants section of these Guidelines
- Minimum grant amount: \$15,000
- Maximum grant amount: \$500,000

If the funding allocation per stream is not fully exhausted, then funding from either stream may be redistributed to projects in the other stream for projects that align to the ECSAP objectives and purpose and meet the eligibility criteria. Redistribution will be undertaken on the recommendation of the Grant Assessment Panel, in accordance with the assessment criteria, with approval by the Minister for Sport.

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## Eligible applicants

Eligible applicants for Stream one and two must be from Australian Government natural disaster declared LGAs listed in Appendix A.

### Stream one

- Councils in an Australian Government natural disaster declared LGA listed in Appendix A (including Joint Organisations or Regional Organisations of Councils where at least one member council is from an Australian Government natural disaster declared LGA listed in Appendix A).

### Stream two

- NSW Office of Sport recognised NSW State Sporting Organisations (including National Sporting Organisations 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)
- Organisations providing sport programs that benefit the community, such as PCYCs, YMCA and YWCA
- Private enterprises (companies established under the *Corporations Act 2001 (Cth)*, incorporated associations established under the *Associations Incorporation Act 2009 (NSW)* or incorporated limited partnerships established under the *Partnership Act 1892 (NSW)*).

Applications involving partnerships between government and non-government groups are encouraged and will be considered favourably. If successful, eligible applicants will be the grant recipient and responsible for the project's delivery.



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## Ineligible applicants

Ineligible applicants for the ECSAP are any organisation types not listed in the ‘eligible applicants’ section of the guidelines, and include (but are not limited to):

- Individuals
- Schools, TAFEs, and Australian Universities with NSW campuses
- Parents and Citizens (P&C’s) Associations
- Progress Associations
- NSW Institute of Sport, Australian Sports Commission (incorporating the Australian Institute of Sport) and NSW Regional Academies of Sport
- Other community based or religious groups that do not have a primary purpose of sport and/or recreation
- NSW based professional sporting organisations competing in national or state competitions
- NSW Department of Education operated specialist sports high schools
- NSW Government agencies.

An eligible organisation will be deemed not eligible for funding under the ECSAP if they are an organisation named: (i) by the National Redress Scheme for Institutional Child Sexual Abuse on its list of institutions that have not joined or signified their intent not to join the Scheme; or (ii) in the Royal Commission into Institutional Responses to Child Sexual Abuse that has not yet joined the National Redress Scheme.

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## Eligible projects

Projects must:

- Be in an eligible LGA (listed in Appendix A)
- Be submitted by an eligible applicant
- Be for the repair, restoration, or betterment of directly damaged community sport facilities in eligible LGAs that were included in the Australian Government declared natural disasters from:
  - 22 February 2022 onwards: NSW severe weather and flooding disaster (AGRN 1012)
  - 27 June 2022 onwards: NSW floods and storms (AGRN 1025).
- Have a project grant request which is:
  - a minimum of \$150,000 and does not exceed \$1,000,000 under Stream one
  - a minimum of \$15,000 and does not exceed \$500,000 under Stream two
- Not be covered by insurance or any other NSW or Australian Government grant programs or flood recovery initiatives.

Applicants should submit a landowner consent form for the project on the land on which the facility is located. For projects located on public land a signed letter of consent or declaration from the appropriate authorised delegate must be provided.

Where a project is located on private land, or land not owned by council then information on ownership/title and lease tenure is required as part of the project documentation.

Eligible grant costs include:

- Capital cost of the repair, restoration and/or betterment of sport facilities directly related to storm and flood damage
- Project management costs not exceeding 20 per cent of the requested funding amount
- Detailed damage assessments, feasibility studies, detailed designs and technical reports, and preparation of business cases
- Capital costs that enhance future resilience to extreme climate events/ natural disasters
- Retrospective costs may be eligible in exceptional circumstances on the basis that the works were required to be undertaken to ensure safety and/or accessibility to the public or property. This will be determined by the Office of Sport.

Examples of eligible project types and project components for infrastructure that has sustained damage as a result of AGRN 1012 or AGRN 1025 include repair, reconstruction, and betterment of:

- Sport playing fields drainage and irrigation
- Sport playing field and court surfaces
- Indoor sports facilities including damaged flooring, electrical and fittings
- Sport training facilities including cricket nets
- Fixed sport equipment (e.g., scoreboards and soccer posts)
- Fixed shelters, seating, and grandstands
- Landscaping directly related to the damaged sport facility
- Sports facility amenity, administration, and storage buildings / areas
- Sport facility change rooms, kiosks, and canteens
- Fencing and connectivity pathways directly related to the damaged sport facility
- Sport facility lighting and electrical repairs
- Aquatic and leisure centres
- Walking, running, fixed outdoor exercise equipment, or off-road cycling trails that are an integral component of the sport facility development
- Storage, security, and safety capability of sport facilities
- Digital technology projects, including installation of Wi-Fi, increased automation and other innovative smart technologies that support future facility resilience
- Environmentally and operationally sustainable measures that support water and energy savings including water harvesting, new or upgraded drainage and irrigation infrastructure, more efficient lighting including technology controlled and LED lighting and installation of solar panels and smart metering technology.

## Betterment

A key component of the ECSAP Guidelines and intent of the funding is to ensure that any projects funded contain a component of works that support future resilience and enhancement.

This includes repairing or building-back an asset that can better withstand future natural disasters while delivering benefits associated with improved climate resilience and generating productivity, economic and social outcomes. This is made up of the following core values:

1. Resilience – Reduce the risk of impact to an asset over its lifecycle to better withstand natural disasters, and improve the ability to respond, recover and adapt after asset disruption.
2. Productivity – Maintain or improve the level of service and sustainable function that an asset provides.
3. Economic – Achieve net benefits across the asset lifecycle based on the enhanced value proposition and provide a return on investment.
4. Social – Maintain or improve a community's ability to function during and after a disruption to an asset.

Applicants are encouraged to demonstrate consideration of betterment principles in their application, where applicable. For more information and how this could relate to your project, please visit [nsw.gov.au/betterment](https://nsw.gov.au/betterment).

## Accessibility and Inclusion / Universal Design

Many population groups including people with disability, the aged and those less mobile, First Nations peoples and people from culturally and linguistically diverse communities often experience compounded issues during and after a natural disaster. This includes access to appropriate services, communications, and infrastructure. Building back damaged sport facilities provides a unique opportunity to improve accessibility to important community assets.

Applicants must demonstrate consideration of accessibility and inclusion measures in their application.

Applicants will be asked to identify how projects go above and beyond the base line compliance standards and support people to participate independently with equity and dignity.

Applications are encouraged to adopt universal design principles within their project design and to demonstrate their commitment to accessibility and inclusion as a key part of their application.

# Ineligible projects

Examples of ineligible project types, project components and costs include:

- Repair of facilities where the damage can be covered by insurance or costs that have already been covered or claimed under insurance or from other NSW or Australian Government grant programs
- Assets that were not directly damaged from the 22 February 2022 onwards and 27 June 2022 onwards storm and flood events (AGRN 1012 and/or AGRN 1025)
- Projects located outside of the eligible LGAs at Appendix A
- On private land unless there is clear public benefit to the community's interest in sport and have documented consent from the landowner
- Facilities where little or no public access is available
- Local council costs for the primary purpose of waste clean-up and/or make-safe works for directly damaged community sport facilities (except for in exceptional circumstances where the Office of Sport has specifically approved the costs as eligible)
- Costs related to buying or upgrading non-fixed equipment or supplies unless it is a small component of a larger fixed project (e.g., computers, office goods, footballs, clothing and footwear, ride-on mowers)
- Project components that do not meet relevant Australian standards
- Arts, music, craft, and recreation facilities that provide experiences that do not meet the definition of sport and active recreation unless it is a multi-purpose facility providing a clear public benefit to the community's interest in sport
- Playgrounds and playspaces, including aquatic playspaces
- Costs associated with the building or upgrade of licensed areas and gaming areas
- Costs associated with the maintenance or construction of local roads, car parks (public or private) or any other core service infrastructure works that are ordinarily the responsibility of council, other level of government or private enterprise
- Applicants and/or projects that have received grant funding from another NSW or Australian Government grant program for the same project, unless there is significant new and additional scope
- Financing of budget deficits or insurance shortfall
- Operational and/or maintenance costs not related to the project
- Costs that require recurrent or ongoing funding from the NSW Government.

# What is the application process?



## Step 1: Check your eligibility

- Before you apply, please read these guidelines and related materials to make sure you understand all relevant requirements, including whether you are eligible to apply and whether projects you have identified are eligible.
- You can find the relevant information on the [Office of Sport's website](#).
- Projects must be submitted through the [SmartyGrants website](#) to be considered eligible.



## Step 2: Prepare your application

- Applying for the ECSAP is a simple process using the SmartyGrants platform [sport.smartygrants.com.au/ECSAP-2022-23](http://sport.smartygrants.com.au/ECSAP-2022-23).
- The Office of Sport recommends that applicants familiarise themselves with the online application form ahead of preparing the application and plan ahead of the closing date. You can download a copy of the application form prior to commencing your application.



## Step 3: Submit your application

- Complete the application by filling in each of the sections including required documentation.
- Submit the application before the closing date and time.
- An authorised delegate must approve the grant submission.
- Successful submissions will be issued with a SmartyGrants system generated acknowledgement email containing a PDF copy of the application which will confirm the time the application was submitted.

## Late applications

- Late applications can only be considered where an applicant has started an application in [SmartyGrants](#) prior to the closing date/time.
- If for an unforeseen reason you are not able to lodge your application on time, you must contact the Office of Sport at the earliest possible time and within one hour after the closing date/time.
- A late application will only be considered where its acceptance would not compromise the integrity and competitiveness of the process.
- Any requests received prior to closing will have their application form re-opened for late submission in SmartyGrants until 5pm on the day of closing.
- The final determination on whether a late application will be accepted will be made by the Grant Assessment Panel supported by a probity advisor.

## Late supporting documentation

- If any document is not available prior to the closing date/time and you would like to submit this for consideration you must contact [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au) within one hour after the closing date/time.
- Late supporting documentation will only be accepted for applications already submitted in [SmartyGrants](#) and where its acceptance would not compromise the integrity and competitiveness of the process. Any late supporting documentation received within 24 hours after the closing date/time will be taken into consideration for assessment by the Program Team.
- The final determination on whether late supporting documentation will be accepted will be made by the Grant Assessment Panel supported by a probity advisor.



# Assessment process

The ECSAP is administered by the Office of Sport in two stages:

1. Eligibility check
2. Merit assessment.

Throughout the assessment process the Office of Sport may request additional information from the applicant.

An independent probity advisor will oversee the grant process, attend all Grant Assessment Panel meetings, and complete a Probity Report.

A Grant Assessment Panel, appointed by the Office of Sport, will assess all applications, and make recommendations to the Minister for Sport. Project assessment may include seeking expert advice from relevant NSW Government agencies or other subject matter experts.

The Office of Sport reserves the right to recommend grant amounts that may differ from the amount requested for a project in the application. Any such details will be specified in a written offer as well as in the funding agreement. Applications should identify the risk of each project not proceeding should the full grant amount requested not be approved.

To avoid duplication of NSW Government funding, the Office of Sport may request comment on applications from stakeholders such as other government agencies, state/national sporting organisations and members of parliament.

The Minister for Sport will consider the recommendations of the Grant Assessment Panel and make decisions relating to the approval of funding.

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## Eligibility check

The Office of Sport conducts a preliminary eligibility check of all applications ensuring that the:

- Applicant is an eligible applicant
- Applicant has provided an ABN/ACN and/or Incorporation number
- Project is in one of the 74 eligible LGAs listed in Appendix A
- Project is for the repair, restoration, and/or betterment of community sport facilities that were directly impacted by the severe weather and flood events in from the 22 February 2022 onwards and 27 June 2022 onwards (declared as AGRN 1012 and/or AGRN 1025)
- Project grant request is a minimum of \$150,000 and does not exceed \$1,000,000 for Stream one projects
- Project grant request is a minimum of \$15,000 and does not exceed \$500,000 for Stream two projects
- Project is not covered by insurance or any other NSW or Australian Government grant programs or flood recovery initiatives.

The Office of Sport will make recommendations to the Grant Assessment Panel on ineligible applications and ineligible project components. The Grant Assessment Panel will make the final determination on eligibility.

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## Merit Assessment

The Office of Sport will support the Grant Assessment Panel by conducting a preliminary assessment of all eligible applications against the Program criteria and provide administrative support.

The Grant Assessment Panel will consider the extent to which the applicant has addressed the assessment criteria and provided supporting evidence to determine the final merit assessment score.

During the assessment process, the Grant Assessment Panel may apply a minimum scoring requirement to one or more of the criteria. Where an application does not meet the minimum scoring requirement adopted during the assessment process, the Grant Assessment Panel reserves the right to not consider the application for grant funding.

If ineligible project scope and components are included in the application the Grant Assessment Panel may adjust the requested grant amount accordingly.

The Grant Assessment Panel may consider geographical spread across local government areas and electorates, sport/project type, grant amount requested, project size and/or suitability of projects for other government funding opportunities to determine successful projects and achieve objectives of the Program.

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## Merit assessment criteria

### Criterion 1: Strategic alignment and community need (30%)

- Explain how the project will lead to increased participation in sport or active recreation, and increased facility utilisation including for women and girls and other user groups including people with disability, First Nations peoples and people from culturally and linguistically diverse communities (attach a Facility Usage Schedule to support such increases)
- Provide details of community profile, key user groups, project urgency and that community needs are met. Consider factors such as availability of any alternative facilities and/or services.
- Explain how the project will expedite return to sport activities.
- Explain how repairing or restoring or betterment of the directly damaged asset will provide an improved standard of facility and resilience to future extreme climate events / natural disasters.
- Describe community and stakeholder consultation, management, and project support (provide relevant attachments and support letters).
- Describe how the project aligns with your organisation's strategic plans and those of the Office of Sport, NSW Government and/or sport policies and strategies, or council plans, where relevant.

### Criterion 2: Project scope, inclusive design, and resilience building (25%)

- Provide a clear scope of proposed project works. Identify eligible and ineligible project components.
- Provide supporting documentation such as facility design brief, concept, schematic or detailed design plans.
- Describe how elements of the project's design and physical environment will specifically cater to women and girls, people with disability, First Nations peoples, and people from culturally and linguistically diverse communities.
- Identify any Design Principles outlined in the ECSAP Guidelines that have been incorporated into the project, and specifically how the project incorporates climate resiliency into design, construction, and operation. Provide details such as choice of materials, technologies and practices that have been incorporated e.g., energy and water conservation taps, sustainable and climate resilient materials for flooring.
- Outline any other best practice approaches in the design, development and delivery of the project that address the Program's objectives.

Criterion 3:  
Project  
affordability  
(20%)

- Provide a detailed project budget including appropriate project management, capital costs, contingency and escalation costs, and funding sources. The budget should clearly explain the project components that will be funded by the grant and any project components to be funded by the applicant.
- Provide evidence to support budgeted costs and revenues, e.g., itemised cost estimates, assumptions for revenue projections.
- Provide evidence of approval for any committed funding co-contribution(s).
- Provide evidence of the applicant's capacity to fund and manage ongoing operations including routine and lifecycle maintenance costs.

Criterion 4:  
Project  
deliverability  
and applicant  
capability  
(25%)

- Provide evidence of landowner(s) consent for the project.
- Provide evidence of Development Application (DA) approval (if required) or declare that a DA is not required. Projects with approved DAs will be prioritised.
  - If no DA is required, confirm there are no planning, construction, zoning, environmental and/or Native Title impediments to delivering the project (e.g., Review of Environmental Factors).
- Provide a detailed project plan that identifies key project tasks and milestones and a forecast delivery timeline. The project plan must clearly illustrate that construction will commence by December 2023 and be completed by 31 December 2025.
- Demonstrate the capacity to deliver the project through robust strategies for procurement, project management and risk management.
- Demonstrate proven experience in delivering similar size projects. This should consider the applicant's proposed project management resources and any specialist external resources to be engaged to deliver the project.
- Demonstrate any partnership model (including asset management) that would be administered to deliver the project.
- Provide details on how the project will contribute to economic employment opportunities including job creation (i.e., the estimated number of direct and indirect FTE and PTE positions)
  - During design and construction (e.g., design team, project managers, contractors and supply chain opportunities including materials and maintenance), and
  - During operation (e.g., facility managers and other economic benefits such as hosting future events that provide a visitor economy benefit).

## Supporting resources

The [ECSAP website](#) provides resources to assist applicants prepare their application(s). Resources include:

- Program Guidelines
- Frequently Asked Questions
- State/National Sporting Organisation Statement of Support Form
- Landowners Consent Form Template
- Budget Template
- Facility Use Schedule
- Standard Funding Agreement Template.

An information session will be held during the application open period to enable applicants to ask questions and seek specific information about the ECSAP and the application process. Details of the information session will be available on the ECSAP website.

You can contact the Office of Sport at [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au) or on 13 13 02 for assistance.



## Further Information

### Notification of outcomes

Once recipients have been announced, all applicants will be notified in writing and details of successful projects will be published on the [Office of Sport website](#). General feedback for unsuccessful applicants will be available on the fund web page after the announcement of successful projects.

The Office of Sport will contact the successful applicants to finalise the project milestones and establish a funding agreement. Funding agreements must be executed within three months of notification by the Office of Sport.

### Conflicts of Interest and ethical conduct

A conflict of interest exists when a reasonable person might perceive that a public official's personal interest(s) could be favoured over their public duties.

Applicants will be asked to declare as part of their application, any perceived or existing situation which could or does give rise to a conflict of interest. If applicants later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, they must inform the Office of Sport in writing immediately. All key decision makers of your organisation including persons who will be responsible for expending the funds (such as board/committee members, the CEO (or equivalent) and managers of the project) must also declare any conflicts of interest.

With respect to this Program, applicants must not:

- do anything which could place a public official in a conflict of interest
- offer gifts or inducements to any public official.

### Funding obligations

The successful applicants approved for funding will be required to enter into a funding agreement that covers their obligations. The project must be completed by 31 December 2025. The standard funding agreement terms and conditions are published on the [Office of Sport website](#) and no amendments will be considered unless essential to the delivery of

a funded project. The Office of Sport will execute a funding agreement with successful applicants for each project in accordance with the approved project scope, budget and project schedule set out in the approved application.

Any changes requested by a successful applicant to a project, for which a grant has been approved, that constitute a change to the original application may require a renewed assessment and approval. This includes situations where a successful applicant is seeking to change the project scope, budget, or schedule.

The following reflects the intent of some key provisions that will be included in the funding agreement with successful applicants:

- 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.
- Any variation to the project as detailed in the application form must be agreed to in writing by the Office of Sport and may require Minister approval. Requests for variations to the funding agreement or changes to the project will only be considered in limited circumstances.
- Successful applicants will be required to complete periodic project updates, project evaluation, and return progress reports on the agreed milestones of the project. This may also include facility use schedules.
- If, for whatever reason, an organisation is unable to proceed with a project, Office of Sport must be informed in writing as soon as possible.
- The Office of Sport reserves the right to reduce proportionally the amount of the grant if the total cost of the project is less than the amount stated in the application.
- A financial acquittal and project report will be required within three months of completion of the project and at the end of each financial year as outlined in the funding agreement.
- The project completion report will report against the outputs and outcomes information provided by the applicant in the

submitted application and any other relevant reporting.

- The Office of Sport reserves the right to request this data from successful applicants for a period of up to five years following completion of the project.
- Successful applicants that do not provide a financial acquittal and project report by the required date(s) may be ineligible for future Office of Sport grants until this is provided.
- Successful applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding agreement.
- Successful applicants will be required to acknowledge the NSW Government's support through the provision of funding.
- Photos of the project at key milestones and project completion must be provided.
- The Office of Sport reserves the right to undertake an audit of grant funding to successful organisations within seven years of funding payment.

If a successful applicant breaches any of the terms and conditions of the funding agreement, the Office of Sport reserves the right to terminate the funding agreement and reclaim the grant in part or in whole at its discretion.

## Public acknowledgement

The NSW Government may choose to publicly announce successful applications and applicants may be requested to keep the funding confidential for a period of time if an announcement is to be made by the NSW Government.

All recipients of NSW Government funding should acknowledge the NSW Government's support through the provision of funding. The NSW Government reserves the right to be involved in media opportunities and speaking engagements relating to the funded project. Prior agreement must be reached with the NSW Government on the nature and content of any subsequent events, announcements, promotional material or publicity. This includes but is not limited to media releases, events, social media, signage and advertising related to the Program. To obtain the required agreement, grant recipients must contact the Office of Sport at

infrastructuregrants@sport.nsw.gov.au.

## Evaluation

Evaluating government programs enables the success of programs to be robustly assessed, provides confidence in program integrity, and informs improvements for future programs. Successful applicants will be required to participate in a program evaluation to determine the extent to which their project(s) have contributed to the objectives of the Program. Information from applications and project reports may be used for this purpose. The Office of Sport and/or any external agencies we engage to undertake this work may contact you at any time during and up to five years after the project finishes for more information to assist with the evaluation.

## Payment of grants

In line with the funding agreement and agreed milestones, payment of the grant can only be made to the successful applicant issuing a milestone report for review and approval accompanied by a tax invoice to:

Office of Sport  
Locked Bag 1422  
Silverwater NSW 2128

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

## Insurances

Organisations approved for funding by this Program are required to have a minimum Public Liability Insurance cover of \$20 million. 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 Workplace Injury Management and Workers Compensation Act 1998 (NSW).

## Disclaimer

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

## Probity

The Office of Sport has appointed Centium Probity as independent Probity Advisors for this program.

If there are any concerns regarding the probity or integrity of this program, contact should be made with the Office of Sport in the first instance via email on [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au).

## Records management

The Office of Sport complies with the management, storage, and retention requirements of the *State Records Act 1998* to the extent it applies to any documents created by the Office of Sport, funding applicants or funding recipients under this program.

## 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. The Office of Sport may engage external service providers to assist it in assessing applications, evaluating grant

programs and/or ensuring probity of programs. Any such service provider is required to comply with privacy laws.

## 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 may include applicant name, project name, project description, location and amount funded. It may also use information provided in the grant application/milestone and project completion reports to develop case studies including photos. 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 should be approved by a person who has delegated authority to sign on behalf of the organisation e.g., CEO (Chief Executive Officer), General Manager, or authorised member of the Board of Management.

## Contact 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 relating to the online application process. Please direct enquiries to [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au).

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## Appendix A - Eligible LGAs

The NSW Government through Resilience NSW and in partnership with the Australian Government has declared 74 NSW LGAs as impacted by a natural disaster following the 2022 severe weather and flooding events of 22 February onwards and 27 June 2022 onwards (AGRN 1012 and AGRN 1025). The list of disaster declared LGAs is at the [Natural Disaster Declaration website](https://www.nsw.gov.au/disaster-recovery/natural-disaster-declarations) (<https://www.nsw.gov.au/disaster-recovery/natural-disaster-declarations>). The following LGAs are eligible for ECSAP:

Armidale	Kiama	Tenterfield
Ballina	Ku-ring-gai	The Hills
Bayside	Kyogle	Tweed
Bega	Lake Macquarie	Upper Hunter
<b>Bellingen</b>	Lismore	Upper Lachlan
Blacktown	Lithgow	Walgett
Blue Mountains	Liverpool	Warren
Bogan	Maitland	Waverley
Brewarrina	Mid Coast	Willoughby
Byron	Mid-Western	Wingecarribee
Cabonne	Muswellbrook	Wollondilly
Camden	Nambucca	Wollongong
Campbelltown	Narromine	
Canterbury Bankstown	Newcastle	
Central Coast	Northern Beaches	
Cessnock	Oberon	
Clarence Valley	Parkes	
Coffs Harbour	Parramatta	
Cowra	Penrith	
Cumberland	Port Macquarie Hastings	
Dubbo	Port Stephens	
Dungog	Queanbeyan Palerang	
Eurobodalla	Randwick	
Fairfield	Richmond Valley	
Georges River	Ryde	
Glenn Innes Severn	Shellharbour	
Goulburn Mulwaree	Shoalhaven	
Hawkesbury	Singleton	
Hornsby	Snowy Monaro	
Inner West	Strathfield	
Kempsey	Sutherland	

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6B Figtree Drive,  
Sydney Olympic Drive, NSW 2127

Locked Bag 1422,  
Silverwater NSW 2128

**Office hours:**

Monday to Friday  
9.00am — 5.00pm

T: 13 13 02

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

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

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