Surf Club Facility Program

Guidance notes
2016/17

Opening date: 21 December 2016
Closing date: 10 February 2017
1. INTRODUCTION

Sport and Recreation, within the Office of Sport, assists the people of NSW participate in sport and active recreation.

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.

The NSW Government has targets under its 2021 Plan to:
- Increase participation in sport, recreational, arts and cultural activities in rural and regional NSW from 2010 to 2016 by 10%.
- Increase participation in sport, recreational, arts and cultural activities in Sydney from 2010 to 2016 by 10%.

2. ABOUT THE SURF CLUB FACILITY PROGRAM

The primary focus of this program is to assist with the funding for the development of local surf life saving clubs.

The program aims to increase the availability, standard and quality of surf life saving clubs in NSW for the benefit of their members and the wider community.

3. PROGRAM OBJECTIVE

The Surf Club Facility Program assists surf clubs throughout NSW to develop their facilities to increase the usage, safety and/or participant numbers in Surf Life Saving and at Surf Life Saving facilities by the general public and/or club members.

4. FUNDING AVAILABLE

Grants are available from $40,000 - $350,000.

NB: Over the lifespan of the program a funding cap of $400,000 applies. An individual Surf Life Saving Club will not be awarded more than $400,000 in total.

Organisations may only receive State Government funding once for the same project or component of a project from this program or any other State Government funded grant program.

Organisations must contribute 25% or more to the project. This can include voluntary labour which should be substantiated with written quotes, donated materials and/or equipment or other resources. Administration costs are to be covered by the applicant and should not be included in the project budget. Funding should be expended within 18 months of the date of signing the funding agreement.

5. WHO IS ELIGIBLE TO APPLY?

Surf Life Saving Clubs in NSW

6. WHO IS INELIGIBLE TO APPLY?

Applicants that are not affiliated with Surf Life Saving NSW (SLSNSW)
7. WHAT TYPE OF PROJECTS MAY BE FUNDED?

- Construction of new surf club facilities
- Capital enhancement of existing facilities
- Priority will be those clubs identified as being in poor or unserviceable condition

8. WHAT WILL NOT BE FUNDED?

- Projects that have little or no public benefit
- Projects that are not used primarily for surf life saving activities
- Projects that have been commenced or completed at time of application
- Projects that involve the development of private or commercial ventures
- Projects that will not be completed within 18 months of accepting the grant
- Purchase of land
- General annual maintenance e.g. painting
- Equipment including computers, printers, office machinery, surf boards, stop watches, sails on boats, flagpoles, etc.
- Requests for grants of more than $350,000 or less than $40,000
- Requests for more than 75% of the total project cost
- Applications that have not verified that all other funds are available for the project
- Applications that do not have the land owner’s consent
- Requests for feasibility, design or development stages of a project
- Projects that are in the planning phase and yet to receive development consent from Council (i.e. if a DA is required, council determination must be made at the time the grant application is submitted)
- Projects not based in NSW

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
- The application has received development consent or can demonstrate that consent is not required by providing written evidence from their Local Council or other relevant authority.

An assessment panel with representatives from Sport and Recreation, SLSNSW 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 on the program’s objective. The panel may consider the club’s lifesaving and community presence based on patrol hours, visitation rates etc.
2. The project will effectively meet an identified need. Clubs that are in poor or unserviceable condition will be prioritised where the proposed projects address the issues identified in the audit process.
3. The applicant organisation has the capacity and experience to deliver the project. Evidence of project partners will be considered as adding to your capacity to deliver the project.
4. The budget is cost effective. The panel will also consider other grant funding the Club may have received for this or similar projects, under previous facility funding or other related grant programs.

10. HOW TO APPLY

There are six steps in the application process:
1. Visit the grants website: www.sportandrecreation.nsw.gov.au, read the information about the grant program and determine if you are eligible. Download or print the Guidelines
2. Read the Guidelines to familiarise yourself with the program and information you will need during the application process
3. Register your organisation (only if not already registered in the online system)
4. Register your project
5. Complete the application
6. Submit the online application by the closing date/time.

11. NOTIFICATION

Applicants will receive a system generated email containing a pdf copy of the application when submitted successfully. If you feel you have submitted and do not receive a confirmation email check your junk mail, if not received please email grantsunit@sport.nsw.gov.au to verify. Un-submitted applications will not be assessed. Once the recommendations have been made all applicants will be notified in writing of the outcome and details of successful projects will be published on the Sport and Recreation website.

12. TERMS AND CONDITIONS

To receive funds successful clubs will be required to formally accept the terms and conditions of the grant that include the following conditions:

- The project must be completed within 18 months of the date of accepting the funding Terms and Conditions.
- Clubs may be required to complete and return progress reports.
- Any variation to the project as detailed in your application form must be agreed to in writing by Sport and Recreation.
- If, for whatever reason, an organisation is unable to proceed with a project, Sport and Recreation must be informed in writing as soon as possible.
- All projects will need to provide a photo of the completed project.
- Sport and Recreation 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 3 months of completion of the project. The project report will report against the outputs and outcomes information provided by the applicant in the submitted application. Applicants that do not provide a financial acquittal and project report by the required date will be ineligible for future Sport and Recreation grants until this is provided.
• The organisation must provide appropriate public acknowledgment of the NSW Government’s provision of grant monies for projects supported under this program.

If a Club breaches any of the terms and conditions of the grant program Sport and Recreation reserves the right to reclaim the grant in part or in whole at its discretion.

If you require further details of the terms and conditions please contact 13 13 02.

13. PAYMENT OF GRANTS

After accepting the terms and conditions successful applicants will be required to provide an invoice for the total amount of the grant plus GST (where applicable).

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

14. 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 and Workplace Injury Management and Workers Compensation Act 1998.

15. DISCLAIMER

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

16. 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 Sport and Recreation 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.

17. PRIVACY POLICY

Sport and Recreation 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.
Sport and Recreation is required to comply with the Privacy and Personal Information Protection Act 1998. Sport and Recreation collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Applicants must ensure that people whose personal details are supplied with applications are aware that Sport and Recreation is being supplied with this information and how this information will be used.

18. DISCLOSURE OF PROJECT INFORMATION

Should your application be successful, Sport and Recreation will 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. The contact details supplied by the person submitting the application may also be provided to Members of Parliament for promotional purposes.

19. 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 e.g. CEO, General Manager or authorised member of the Board of Management.

20. IMPORTANT NOTES

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

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

An applicant may commence their project after the advertised closing date for applications. This is on the understanding that if unsuccessful the applicant is responsible for the full cost of the project.

21. DEFINITIONS

Sport and Recreation grant programs have published definitions and these are available at www.sportandrecreation.nsw.gov.au/clubs/grants.

22. FURTHER INFORMATION

Sport and Recreation staff are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. They can also provide advice on the online application process. Please direct enquiries to grantsunit@sport.nsw.gov.au.