NSW Footy Facilities Fund
This program is funded by the NSW Government and the NRL

Guidelines

Opening date: 1 July 2015
Closing date: 12 August 2015
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1. ABOUT THE NSW FOOTY FACILITIES FUND

The NSW Footy Facilities Fund (the Program) is an initiative of the National Rugby League (NRL) and the NSW Government and assists clubs improve the quality, availability and standard of their facilities.

The Program aims to improve facilities for a variety of benefits including increasing participation, safety and security, environmental sustainability, social inclusion and building strong communities.

Project partnerships are encouraged and the identification of all project partners is required (e.g. Council, school, other landowner, local business partnership).

Applicants need to provide landowners consent where the project will occur on land that is not owned by the Club. A declaration from Council is required where there is a partnership with Council. This may include a letter of support, a letter outlining lease arrangements or support for favourable conditions for the Club. The conditions may include a lease extension, exclusivity, or first choice of use of facilities.

2. PROGRAM OBJECTIVES

The Program objectives are to:

- Increase regular and on-going participation opportunities in Rugby League
- Improve the standard of Rugby League grounds and facilities.

Your project must meet both of these objectives. Additionally, you may wish to address one or more of the following objectives to strengthen your application.

These objectives are:

- Improve safety at sport and recreation facilities (e.g. upgrade of field to provide a safer playing field, access pathways for players, disability ramps)
- Increase the security at sport and recreation facilities (e.g. installation of fencing)
- Remove barriers to promote inclusion in Rugby League (e.g. upgrade of amenities to increase female participation, provision of disability access, upgrade of referee amenities)
- Develop environmentally sustainable sport and recreation facilities (e.g. installation of drainage, rainwater tank, upgrade lighting for environmental impact)
- Build strong communities.

3. Development Consent Requirements

All applicants are required to provide evidence that:

- the project has been granted development consent by Council; or
- development application and consent is not required.
4. FUNDING AVAILABLE

- Grants are available up to $75,000
- The grant amount requested cannot be more than 50% of the project cost. The remaining 50% can be sourced from a variety of sources including in-kind support but should include, in part, Local Council support where the project is on Council-owned or managed land.

Applicants may apply for multiple projects or project types; however, funding will only be available to an organisation once during the life of the Program. Applications received from previous successful applicants will be deemed ineligible.

Applicants may only receive NSW Government funding once for a specific project from either this Program or other NSW Government programs including those offered by Sport and Recreation and the Community Building Partnership Program. You may apply under the different grant programs for different stages of a project.

Applicants must contribute 50% or more to the project. This can include voluntary labour, donated materials and/or equipment or other resources. It is expected that the applicant will cover any administration costs incurred with the project.

Funding must be expended within two years of the date of the funding agreement.

**Note: Verification required**

Applicants requesting a grant of more than $50,000 must provide evidence that their 50 per cent (plus GST) contribution is available. Appropriate evidence includes:

- Bank statements / loan details
- Local Council resolution
- Letter from the General Manager of the Local Council confirming Council’s contribution
- List of volunteer contributions
- Letters that advise of other grants awarded.

5. WHO IS ELIGIBLE TO APPLY?

- NSW incorporated, community based, not-for-profit organisations that are affiliated with Rugby League. This includes clubs or district associations.

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 and their P&Cs, universities, TAFE colleges and child care centres
- Community organisations not affiliated with Rugby League

7. WHAT TYPES OF PROJECTS MAY BE FUNDED?

The Program can be used for all Rugby League facilities.

Funds can be used to upgrade an existing ground or facilities, or for the development and construction of new facilities.

Upgrades and improvements could include field drainage and resurfacing, seating, goal posts,
canteens, lights, fencing, drainage, dressing rooms and storage spaces.

8. WHAT COSTS WILL NOT BE FUNDED?

- Purchase of land
- Projects that are in the planning phase and require but are yet to receive development consent from Local Council
- Projects that do not have land owners consent (unless owned by the applicant organisation)
- General maintenance or replacement through normal wear and tear (e.g. painting, running costs and minor repairs to existing facilities)
- Equipment (including computers, office goods, footballs, clothing and footwear)
- Uniforms
- Rent or associated occupancy payments
- Requests for feasibility, design or development stages of a project
- Projects that are not primarily used for Rugby League activities
- Projects that will not be completed within a two year timeframe
- Projects that have been completed
- Wages for administrative and executive staff
- Administration costs
- Projects not based in NSW
- Construction or sealing of car parks or roads
- Projects that involve the development of private or commercial ventures including licensed areas of clubs.

9. ASSESSMENT PROCESS

An initial eligibility assessment will be undertaken to determine that:

- The applicant is eligible to apply and has Public Liability Insurance with a minimum $20m 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 club has completed the NSW Facilities Audit as required by the NRL.

Project information will be provided to the relevant NRL Regional Game Development Officer, CRL Regional Area Manager or NSWRL Management for a comment in relation to the importance and need for the project. It will also be noted if this application had been submitted previously under this Program. These comments will be available to members of the assessment panel.

Assessment panels with representatives from Sport and Recreation and assessment groups involving the NRL, NSWRL and CRL and an independent assessor will assess all eligible applications.

Applications will be assessed on merit and scored against the following criteria:

1. The project will deliver the Program’s objectives.
2. The project will meet an identified need.
3. The applicant demonstrates 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 for the project is reasonable and 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 Program and determine if you are eligible. Download or print the Guidelines.
2. Read the Guidelines to familiarise yourself with the Program requirements.
3. Register your organisation (only if not already registered in the on-line system)
4. Register your project
5. Complete the application
6. Submit the application by the closing date/time.

11. NOTIFICATION

Applicants will receive an email to confirm that the application has been submitted successfully. Once the recommendations have been made all applicants will be notified in writing and details of successful projects will be published on the NSW Sport and Recreation and NRL websites.

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). If you require further details of the Program Terms and Conditions please contact your Regional Game Development Officer or Manager.

Organisations 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 60 days of completion of the project. The project report will report against the outputs and outcomes information provided by the applicant. Photos of the completed project (before and after) also need to be included. Applicants that do not provide a financial acquittal and project report by the required date will be ineligible for future NSW Sport and Recreation grants and future funding from this Program.

Projects must be completed within two years of the date of accepting the Program’s Terms and Conditions.

13. INSURANCE REQUIREMENTS

Organisations applying for funding via this program are required to have a minimum Public Liability Insurance cover of $5,000,000.

It is recommended, but not a condition of funding, that applicant has Personal Accident, Professional Indemnity and Directors and Officers insurance. Applicants that employ staff must comply with the Workplace Injury Management and Workers Compensation Act 1998 (NSW).

14. DISCLAIMER

Submission of an application does not guarantee Project 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 NSW 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.

16. PRIVACY POLICY

NSW Sport and Recreation will collect and store the information you voluntarily provide to enable processing of the 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.

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

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

17. DISCLOSURE OF PROJECT INFORMATION

Information submitted in the application will be shared with NRL representatives and assessors.

Should your application be successful, NSW Sport and Recreation 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, location, and amount of the grant. The contact details supplied by the applicant may also be provided to Members of Parliament.

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

19. IMPORTANT NOTES

The capacity to efficiently assess your application is conditional upon you submitting a complete and accurate application. Applications may be deemed ineligible if all information is not provided.

Apart from organisational and applicant contact details, information provided in applications cannot be changed after the closing date.

20. FURTHER INFORMATION

The NRL is available to provide information to clubs on interpretation of these Guidelines including types of projects eligible for funding. Please email your enquiries to footyfacilities@nrl.com.au

For specific assistance with the online system, call 13 13 02 during standard office hours.