Sport and Recreation Events Program

Guidelines
2014

Opening date: 5 November 2014
Closing date: 30 January 2015

Having confirmation of an event budget is sound practice in event planning and management. It is recommended your application is lodged in the timeframe that will allow the success or otherwise of funding for your event to be known prior to your actual event dates. **Applications must be received at least 3 months before the start of the event.**
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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 deliver 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%.

The Sport and Recreation Events Program will assist events that provide participation opportunities.

2. ABOUT THE SPORT AND RECREATION EVENTS PROGRAM
The primary focus of the Sport and Recreation Events Program is to attract and support financially viable sporting events in NSW. An event is conducted on a specified day or days at specified location/s e.g. 2014 World Championships on 1-5 Feb 2014 at Sydney Olympic Park.

Eligible events are those that primarily involve sporting competition/s or mass participation in organised physical activity.

There are two distinct event categories within the Sport and Recreation Events Program, these are:
- International and National Sporting Events.
- Community Events (includes state level sporting events).

3. PROGRAM OBJECTIVES
Event category objectives:
- The key objective for International and National Sporting Events is to attract international and national sporting events to NSW which provide an opportunity for talented athletes, officials and coaches to develop their skills through exposure to and participation in international and national standard competition in their home state.

- The key objective for Community Events is to support events that provide participation opportunities at the state or community level and provide a focal point for community building and engagement.

If you are not sure of the event category please contact Sport and Recreation on 13 13 02 or email grants@sport.nsw.gov.au for assistance.
4. FUNDING AVAILABLE
Funding is available for events held in NSW only. The amount organisations request should reflect the scale of the event.

Grants are capped at:
- $30,000 for International Sporting Events;
- $15,000 for National Championships; and
- $10,000 for Community Events.

Organisations may apply for funding for multiple events, however the maximum funding available in a year to any one organisation through this program is $30,000.

Organisations may only apply for funding for an event once.

Organisations must contribute 50% or more to the running of the event. This can include voluntary labour, use of existing facilities, 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?

International and National Sporting Events:
- National Sporting Organisations (NSO)
- State Sporting Organisations (SSO)
- Recognised industry bodies
- Incorporated not for profit sporting organisations e.g. host sporting club
- Event organisers that have a contractual arrangement with, or letter of support from, an international, national or state sporting organisation to deliver an event. Note: Where an event is being jointly submitted by a state or national sporting body in conjunction with another organisation, the application should be submitted by the recognised state or national sporting organisation for consideration of funding.

To be eligible for funding under the international and national sporting event component:
1. The event must be sanctioned or endorsed by recognised international or national body and/or SSO (or equivalent). Note: Confirmation of sanctioning arrangements is required to be submitted as part of application.
2. The event must be international or national in focus.
3. International events must have a significant proportion of international competitor representation (e.g. 25%).
4. National championships are events where a National Title is on offer and must have a significant proportion of inter-state competitor representation (e.g. 25%). Some international representation is allowed.
5. The event must provide opportunities for talented athletes, officials and coaches to develop their skills through exposure to and participation in the event.
6. The event must be part of the competition pathway for the sport (for example World Championships, Olympic qualifier).
Community Events:
- Incorporated, community based not-for-profit organisations
- NSW Local Government Authorities (LGA) operating under the Local Government Act, 1993
- Event organisers that have a contractual arrangement with a LGA or not-for-profit organisation to deliver an event.

To be eligible for the community event component:
1. The event must promote participation in sport and physical activity and provide a focal point for community building and engagement
2. The event must primarily involve sporting competition or mass participation in an organised physical activity event

6. WHO IS INELIGIBLE TO APPLY?
- Individuals, groups of individuals and unincorporated organisations
- For profit, commercial organisations that do not have a contractual arrangement with an international, national or state sporting organisation, LGA or not-for-profit organisation to deliver an event
- Government departments and agencies
- Educational institutions not limited to schools and their P&C’s, School Sport Units, Universities, TAFE colleges and child care centres

7. WHAT TYPES OF EVENTS MAY BE FUNDED?
- International or national open championships
- International or national youth or masters events
- State and community level sport events
- Community level mass participation events in organised sport or physical activity

7.1 WHAT TYPES OF EVENTS WILL NOT BE FUNDED?
- Private or commercial ventures
- Events offered for the primary purpose of fundraising
- Events where applications are received inside 3 months of the event date (except in special circumstances and with approval from the Executive Director, Sport and Recreation)
- Events not held in NSW
- School sporting events

8. WHAT COSTS MAY BE FUNDED?
- Volunteer related expenses (event workforce, training, events uniforms/t-shirts, catering)
- Operational and logistical expenses (venue hire, waste management, cleaning, security)
- Event infrastructure (sound/lighting/staging, equipment hire and furniture hire)
- Marketing and communications expenses directly related to promoting the event (printing/publications), e.g. event flyer
- Medical services
- Expenses related to event officials (judges, timekeepers, referees, umpires), this may
include officials’ transport and accommodation)

8.1 WHAT COSTS WILL NOT BE FUNDED?

- Retrospective costs associated with events that have already commenced or been completed
- Costs associated with event bids
- Wages for administrative and executive staff
- Administration costs such as stationery, telephone usage incl. fixed and mobile phones
- Costs associated with the establishment of an ongoing competition (e.g. weekly, monthly, etc.)
- Rental of office premises
- Costs associated with seminars, workshops, skill sessions and conferences
- Office equipment such as computers, printers, photocopiers etc.
- Sports equipment not directly associated with the event
- Costs associated with appearance fees, presentations, ceremonies, event functions, trophies, prize money
- Capital work costs (e.g. establishment or maintenance of facilities and sporting fields)
- Capital equipment (e.g. boats, canoes, flagpoles, storage containers)
- Maintenance or replacement costs through normal wear and tear to existing facilities (e.g. facility upgrades)
- Participants (athletes) or event organisers (e.g. staff) travel and accommodation
- Insurance (public liability, general liability, etc.)

NB: Although the Government will not fund the above items, they may be included in the budget as part of the contribution by the event organisers.

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 at least three months prior to the commencement of the event and meets program requirements.

An assessment panel with representatives from Sport and Recreation and independent persons with appropriate knowledge will assess all eligible applications.

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

1. The project will effectively deliver on the key objectives of the program
2. The applicant can demonstrate the need in the sport and/or community for the event
3. The applicant organisation has the capacity and/or experience to deliver the event
4. The benefits to participants
5. The long term benefit to the sport, community or industry
6. The budget is reasonable and cost effective.
10. HOW TO APPLY
There are seven steps in the application process:
1. Visit the grants website: www.dsr.nsw.gov.au/grants 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 requirements and determine your application event type
3. Carefully consider the Sport and Recreation Events Program criteria for assessment
4. Register your organisation (only if not already registered in the on-line system)
5. Register your project
6. Complete the application (including detailed budget information, relevant sanctioning documentation and projected event attendance figures)
7. 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 of the outcome and details of successful projects will be published on the Sport and Recreation website. Successful notification letters are sent to the organisation contact person registered in the on-line grants system, please ensure that these details are updated by sending amendments to grantsunit@sport.nsw.gov.au.

12. TERMS AND CONDITIONS
To receive funds successful organisations will be required to formally accept the terms and conditions of the grant that include the following conditions:

- If, for whatever reason, an organisation is unable to proceed with the event the funds provided by Sport and Recreation will be withdrawn or required to be refunded.
- Agrees that any variation to the project, as detailed in the on-line application, must be agreed to in writing by Sport and Recreation.
- Agrees to maintain the currency of its incorporation and liability insurance (minimum $5 million) until the terminating date of this agreement.
- Acknowledges that the project should be completed within 18 months of accepting the grant. If it has not been completed by this date, Sport and Recreation may withdraw the grant and require the return of the funding, or any unspent balances, at its discretion.
- Agrees to provide Sport and Recreation with a certificate of the use of grant money verifying that the funds were used for the purpose they were granted. (Certificate must be countersigned by a qualified CPA or equivalent for grants over $30,000).

If an organisation 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
Successful applicants will be required to accept the terms and conditions and 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/statement-by-a-supplier–not-quoting-ABN-to-an-enterprise/

A financial acquittal and project report will be required within three (3) months of completion of the project. The project report will report against the outputs and outcomes information provided by the applicant. Applicants that do not provide a financial acquittal and project report by the required date will be ineligible for future Sport and Recreation grants.

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 program.

Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

Sport and Recreation 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 may wish to provide certain information to the media and Members of Parliament for promotional purposes. This information will include project name and description, electorate, town, and amount of the grant. 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 information is not provided.

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

21. DEFINITIONS

Sport and Recreation grant programs have published definitions and these are available at http://www.dsr.nsw.gov.au/grants/grants_faqs.asp#definitions.

22. FURTHER INFORMATION

Sport and Recreation staff are available to provide information to potential applicants on interpretation of these Guidelines including types of events eligible for funding. They can also provide advice on the on-line application process. Please direct enquiries to Sport and Recreation on 13 13 02 or grants@sport.nsw.gov.au

23. OTHER EVENT MANAGEMENT INFORMATION

It is recommended that Event Organisers refer to The Event Starter Guide – A resource for organising events in New South Wales. This site contains comprehensive information for event managers and there are many useful templates http://www.events.nsw.gov.au/event-starter-guide/.


The venue at which the event is to be staged must have appropriate alcohol management policies and practices including Responsible Service of Alcohol.