

SCFP 2026/27 - Category 2 - Application

Form Preview

About the grant

* indicates a required field

An overview of the Surf Club Facility Program 2026/27

The NSW Government recognises the critical role Surf Life Saving Clubs have in local communities delivering on-beach safety, training and education and keeping people active and connected. The Surf Club Facility Program (the Program) is part of the NSW Government's ongoing commitment to support the upgrade of local Surf Life Saving Clubs.

Key objectives

The Program aims to assist Surf Life Saving Clubs throughout NSW to create new, or upgrade existing facilities that are safe, adaptable, inclusive, environmentally sustainable and climate resilient.

Applications should seek to deliver positive environmental sustainability and/or climate resilience outcomes, proportionate to project scope and club capability.

Instructions for Applicants

THIS APPLICATION FORM IS LIMITED TO PROJECTS THAT ARE ELIGIBLE FOR CATEGORY 2 of the [Surf Club Facility Program 2026/27](#).

Application Number

This field is read only.

This category is restricted to planning projects. If your project is delivering construction or upgrade works, please review Category 1 and/or 3 for eligibility of those components.

Eligibility Confirmation

Please declare your awareness of the criteria limitations for Funding Category #2 (Guidelines section 1.3) and the Program applicant eligibility (Guidelines section 2.1):

It is being submitted by an eligible applicant:

- Surf Life Saving Club in NSW or
- Surf Life Saving Branch in NSW

NOTE Applications from Branches will only be considered after all eligible applications from Surf Life Saving Clubs have been assessed and the funding has not been exhausted.

The application includes:

- a valid Incorporation number and/or ABN.
- a project location within NSW.
- a copy of your Public Liability Insurance policy that demonstrates appropriate coverage as required, or confirmation that if successful you will provide Public Liability Insurance in line with requirements.

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- a request for grant funding up to \$100,000.
- a project that can be completed (i.e. design package is complete, and the appropriate planning request submitted) by March 2028.

The applicant agrees:

- They will only make one (1) application in this category
- to accept funds via Electronic Funds Transfer with Recipient-Created Tax Invoice.
- to enter a funding agreement with the office within 6 weeks of notification. Grant payments will be made in instalments following achievement of milestones.

I confirm that the applicant and the project is eligible according to the criteria outlined in the Program Guidelines *

☐ Yes

Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application does not guarantee funding will be granted for any project, and the Agency expressly reserves its right to accept or reject this application at its discretion;
- it must bear the costs of preparing and submitting this application and the Agency does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- it has read the Funding Guidelines for the Program and has fully informed itself of the relevant program requirements.

Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;
- the Agency will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- in some circumstances the Agency may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Notice

By submitting this Application form, the Applicant acknowledges and agrees that:

- the Agency is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Agency in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>);
- the information it provides to the Agency in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Applicant Details

* indicates a required field

Organisation Details

Organisation Name *

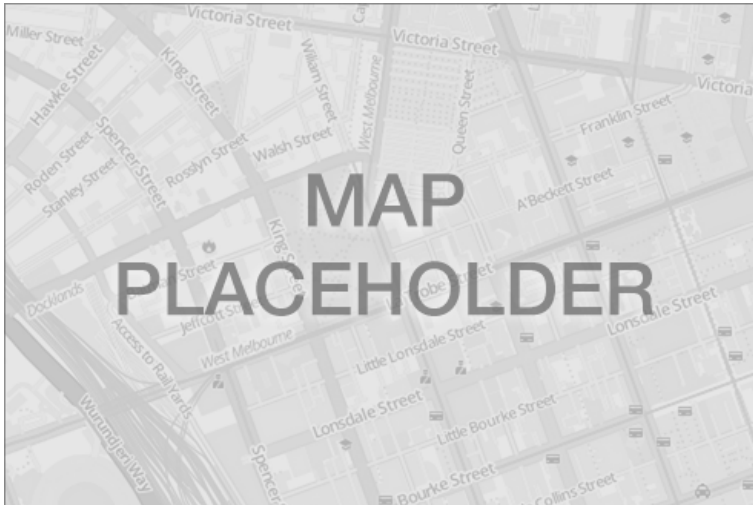
Organisation Name

For organisations: please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Applicant Primary Address *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Coordinates Required. Country must be Australia

Applicant Postal Address

Address

Applicant Primary Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Applicant Email Address *

Must be an email address.

Applicant Website

Must be a URL.

Primary Contact Details

Primary Contact *

Title First Name Last Name

This is the person we will correspond with about this grant.

Primary Contact Position *

e.g., Manager, Board Member or Fundraising Coordinator.

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Primary Contact Phone Number *

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Primary Contact Other Phone Number

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Primary Contact Email *

This is the address we will use to correspond with you about this grant.

Does the applicant have an Australian Business Number (ABN)? *

☐ Yes ☐ No

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Goods & Services Tax

For ease of response - Please see/copy information above (Australian Business Register Information), under: Goods & Services TAX (GST)

Is your Organisation registered for GST? *

☐ Yes ☐ No

Joint Applications

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Where the local council is providing expertise, by way of procurement or project management please consider them as an auspice organisation and complete the details below.

Is the applicant auspiced by another organisation for the purpose of this grant? *

- ☐ Yes ☐ No

An auspice arrangement is when a larger, incorporated organisation assists a smaller, unincorporated organisation to fund a grant activity or event. The larger organisation is known as the auspice organisation. Your community group or organisation is known as the grant recipient.

Tripartite agreement

Has the auspice organisation agreed to be a tripartite partner on the funding agreement if successful? *

- ☐ Yes ☐ No

Tripartite partners may deliver the project and be responsible for the reporting, including managing the budget. The tripartite does not have to provide a co-contribution.

Organisation Details

* indicates a required field

Applicant Organisation ACN or AIN *

Enter Organisation ACN (Australian Company Number) or AIN (Association Incorporation Number) if ABN not provided.

Applicant Organisation Financial Details

Is the applicant able to provide the required financial co-contribution and contingency funds for this category?

- ☐ A minimum financial co-contribution of 30% of the total project cost and a contingency of 20% additional to the total project cost to cover overspends.
☐ This organisation cannot meet the minimum contributions. This is a hardship application.

Examples include a letter from the organisation's authorised officer, stating the funding amount committed to the project and a current bank statement/s demonstrating the funding amount is held by the organisation.

Attach a file:

Does the applicant organisation have at least \$20 million in public liability insurance, or is willing to obtain \$20 million in public liability insurance? *

- ☐ Yes
☐ No, but willing to obtain

Applicants are required to hold at least \$20 million public liability insurance in order to enter into a funding deed with the NSW Government.

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Hardship application

Please upload a copy of your most recent Annual Report and a support letter from Surf Life Saving NSW to support your hardship request.

Attach a file:

If you do not have a copy of your most recent Annual Report, please provide recent Financial Statements.

Please provide evidence that the applicant organisation holds Public Liability Insurance. *

Attach a file:

Applicants are required to hold at least \$20 million public liability insurance in order to enter into a funding deed with the NSW Government.

Auspice Organisation Details

Auspice organisation name *

Organisation Name

Please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Auspice ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

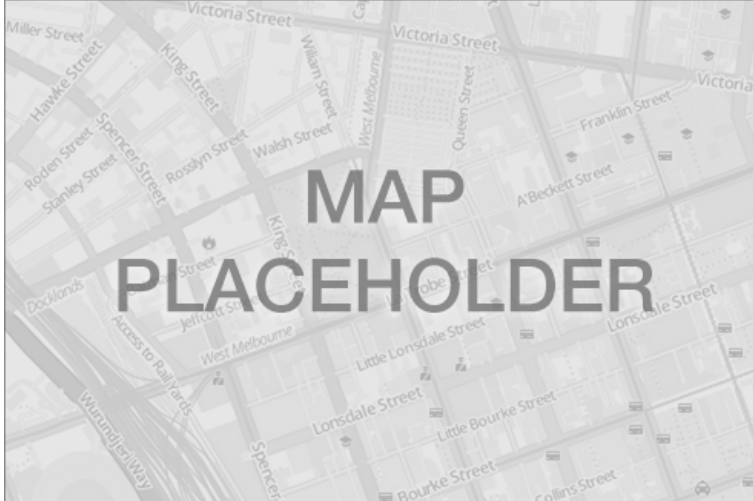
Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Auspice Primary Address

Address

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Primary Contact Person at Auspice Organisation *

Title First Name Last Name

We may contact this person to verify that the auspice arrangement is valid and current.

Position *

e.g., Manager, Board Member or Fundraising Coordinator.

Phone Number *

Must be an Australian phone number.

Country code not required, area code for landlines is required.

Email Address *

Must be an email address

Please attach a letter from the auspice organisation confirming that the auspice arrangement is valid and current. *

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair) and must include: name, position, signature and date.

Project Details

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* indicates a required field

Title *

Word count:

Must be no more than 25 words.

Please DO NOT USE CAPITALS for the whole name. Provide a short but descriptive name for your initiative. e.g.: Design package for DA - club cafe extension

Brief description *

Word count:

Must be no more than 50 words.

Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

Anticipated start date *

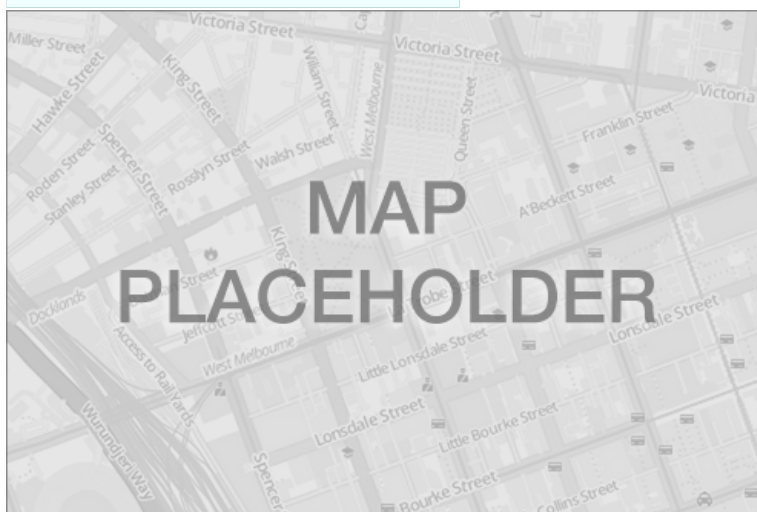
Must be a date.

Anticipated end date *

Must be before March 2028

Primary location of your initiative *

Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Coordinates Required. Country must be Australia

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Primary location does not need to be a specific address, and can be postcode, suburb, state (NSW), etc. If delivered online, please specify the area of focus for delivery.

Please update anticipated start/end date

You have indicated above that your project ends after March 2028, the timeframe for delivery under this Program. Please update the details to ensure your dates fit within these timeframes if you have made an error. If these dates are correct your project is not eligible.

Merit Criteria - see sections 2.2 and 4.3 of Program Guidelines for detail

Key objectives

The Program aims to assist Surf Life Saving Clubs throughout NSW to create new, or upgrade existing facilities that are safe, adaptable, inclusive, environmentally sustainable and climate-resilient.

Intended outcomes

Outcomes are the changes you expect to occur for the beneficiaries of your project. For this Program, intended outcomes that meet the key objectives of the fund include:

Quality of facility and increased participation

- Improve the safety and/or quality of the Surf Life Saving facility
- Improve the adaptability and/or inclusivity of the Surf Life Saving facility (for all people)
- Increase capacity of the Surf Life Saving facility to service members and the public
- Increase membership registrations and/or participation

Environmental sustainability & climate resilience

- Improve the environmental performance of surf clubs, consistent with industry best practice
- Enable surf clubs to identify and implement practical opportunities to reduce operational energy use
- Enable surf clubs to improve water efficiency
- Strengthen surf clubs' resilience and preparedness for climate-related and severe weather events

Assessment criteria and supporting documentation (see section 2.2 of the Guidelines)

This section of the form is designed to collect information that specifically addresses the Merit Criteria associated with the grant program.

There are four criteria that will be scored (from 0-10) and then weighted using the following method:

- Criterion 1: Strategic justification = 40%
- Criterion 2: Project scope = 20%

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- Criterion 3: Project affordability/Value for Money = 20%
- Criterion 4: Project deliverability and applicant capability = 20%

Supporting documentation (see table in section 2.3 of the Guidelines)

Please refer to the table in the guidelines for information regarding the required and desired supporting documentation. Please submit all mandatory documentation with your application to ensure eligibility and demonstrate project readiness. Desired supporting documentation is not a requirement however the quality of the documentation will be assessed in line with the relevant merit criterion and inclusion is likely to strengthen the application.

Criterion 1 - Strategic Justification (assessment value is 40% of the score)

* indicates a required field

Project Focus (see Program Guidelines section 2.2 Assessment criteria)

Demonstrate how the proposed project will meet an identifiable need within your community. Priority will be given to projects who clearly demonstrate the need and/or urgency. *

Word count:

Must be no more than 200 words.

Describe why the project is a priority need. Refer to data, research or surveys conducted in the sport/community/target population group or other relevant information to support your proposal

See Program Guidelines section 2.3 Supporting documentation. Upload evidence to support your response. *

Attach a file:

Provide evidence of current condition of the facility. Examples are reports and photographs.

Program key objectives - This project will use universal design principles to create new, or upgrade existing facilities that are safe, adaptable, inclusive.

Read the 7 principles of universal design below and indicate those that will be incorporated into your project design.

Equitable use

Equitable use means that all users can access and utilise the space comfortably and effectively. Environments are designed in a way that promotes inclusion, providing flexible and equivalent options to accommodate different users.

Flexibility in use

The principle of flexibility in use recognises and accommodates for the diversity in user

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preferences and abilities. This principle ensures that designs are adaptable and offer users choice and flexibility when accessing and engaging in spaces.

Simple and intuitive use

In the built environment, the principle of simple and intuitive use refers to spaces that are predictable, consistent and easy to understand. A wide variety of users can easily navigate the space, understand its purpose and effectively use the space consistent with its function.

Perceptible information

Design elements that promote perceptible information ensure that essential information is easily recognised and understood by all users. Important information should be presented in multiple formats such as text, images, Braille, or symbols, and easy for everyone to see and interpret.

Tolerance for error

This principle pre-empts and accounts for human error through design. Designing spaces with a tolerance for error means minimising hazards of unintended use, implementing fail safe features, providing warnings of hazards, and considering error feedback.

Low physical effort

The principle of low physical effort considers the diversity of users to a space and ensures that the design promotes ergonomic positioning and lowers demands for physical exertion and repetitive actions. Spaces are designed to be used efficiently and comfortably by all users.

Size and space for approach and use

This principle refers to how users approach, access and engage in a space and ensures that designs account for different ways of being in the space (e.g., sitting versus standing), different types of mobility or strength, and different types of supports that may be required to assist someone in the space.

The project brief for this development, requires designers to respond to the following universal design principles: *

- | | | |
|---|--|--|
| ☐ Equitable use | ☐ Perceptible information | ☐ Low physical effort |
| ☐ Flexibility in use | ☐ Tolerance for error | ☐ Size and space for approach and use |
| ☐ Simple and intuitive use | | |

At least 1 choice and no more than 3 choices may be selected.

Select only what you can evidence, assessment score will not be improved by selecting more options than you can evidence.

Describe how the selected principles will be applied to your project. *

Word count:

Must be no more than 200 words.

Provide comments regarding current issues, who is affected, what options have been considered as solutions etc. Explain the impact that the feature is expected to have.

Upload supporting documentation

Attach a file:

How does your project intend to enhance the quality of the facility and increase participation?

This project will primarily: *

- ☐ improve the safety and/or quality of the Surf Life Saving facility.
- ☐ improve the adaptability and/or inclusivity of the Surf Life Saving facility (for all people).
- ☐ increase capacity of the Surf Life Saving facility to service members and the public.
- ☐ increase membership registrations and/or participation.

At least 1 choice and no more than 1 choice may be selected.

Describe how the project will achieve this. *

How does the project intend to contribute toward environmental sustainability & climate resilience?

Select one (1) intended outcome for the Program that this project will deliver.

You are required to select the Program's intended outcome that best aligns to your project's goals.

This project will also: *

- ☐ Improve the environmental performance of surf clubs, consistent with industry best practice.
- ☐ Enable surf clubs to identify and implement practical opportunities to reduce operational energy use.
- ☐ Enable surf clubs to improve water efficiency.
- ☐ Strengthen surf clubs' resilience and preparedness for climate-related and severe weather events.

At least 1 choice and no more than 2 choices may be selected.

Buildings Sustainability Checklist

The NSW Government is supporting the provision of sport infrastructure that moves beyond compliance and focuses on the highest standard of design. The Program Guidelines design principles identify that the project design, construction, and operation should incorporate Inclusive Design principles such as [Universal Design Goals and Principles](#) and [Designing for Dignity Guidelines](#), to ensure the public money provided to successful organisations, will deliver the 'best value for money' outcomes for the community. Projects that successfully apply the principles of Inclusive Design will help create sport facilities where everyone feels like they belong.

This checklist is provided to facilitate your description of how this project will incorporate environmental sustainability and climate resiliency into design, construction, and operation. You will be asked to provide a brief description of the project's approach to meeting the requirements. Evidence to substantiate responses should be uploaded as supporting documentation.

To assist you, advisory notes on the aims of each requirement, and possible ways of addressing them, are provided separately here:

[Climate resilience and inclusive design resources | NSW Government.](#)

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Select the minimum compliance requirements the project will achieve to improve the environmental performance of surf clubs, consistent with industry best practice: *

- ☐ Facility is designed to meet requirements of a formal rating system - You must state which tool and level (e.g.: Green Star, NABERS) in the free text box below.
- ☐ Develop a facility manager's manual including user-friendly information on environmental features of the systems, buildings and/or facilities, and advice on how to optimise performance and running costs.
- ☐ Provide user-friendly advice on how to optimise performance of the systems, buildings and/or facilities.
- ☐ Disaster resilient at local level
- ☐ Minimum standard: NABERS Energy Performance Indicator (NEPI) rating - Provide NEPI assessment information in the free text box below.
- ☐ All equipment and appliances on site are electrical (no gas)
- ☐ Energy efficient equipment, lighting and appliances to be best practice
- ☐ Install solar PVs (photovoltaic) - Briefly describe the system in your response below.
- ☐ Heat pumps for all domestic hot water needs - State selected hot water system in your response below.
- ☐ Energy efficient lighting to be best practice
- ☐ Maximum 1% construction and demolition waste to landfill - describe the approach in your response.
- ☐ Use materials with low environmental impact
- ☐ Reuse and renovate buildings in preference to replacement; salvage materials and equipment
- ☐ High quality equipment and/or fitting selection to increase lifespan of project and reduce landfill

Select the option that best aligns with your project, you can explain differences in the space below should you need to.

Describe the project's approach to meeting the requirements that you have selected. *

Word count:

Must be no more than 200 words.

Dot points only or as you choose.

Evidence to substantiate your response should be uploaded as supporting documentation. Assessors will favour applications that do provide evidence.

Attach a file:

Building Sustainability Checklist

This checklist is provided to facilitate your description of how this project will incorporate environmental sustainability and climate resiliency into design, construction, and operation. You will be asked to provide a brief description of how the outcomes will be met (dot points only). Evidence to substantiate responses should be uploaded as supporting documentation.

To assist you, advisory notes on the aims of each requirement, and possible ways of addressing them, are provided separately here:

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[Climate resilience and inclusive design resources | NSW Government.](#)

Select how the project will reduce operational energy costs through design: *

- ☐ Design of facility/upgrade reduces average operating costs, compared with business as usual
- ☐ Design of building/upgrade will maintain thermal comfort conditions with minimal heating and cooling
- ☐ Using technology or automation where possible to improve efficiencies and reduce cost
- ☐ Energy efficient lighting

Describe the project's approach to meeting the requirements that you have selected. *

Word count:

Must be no more than 200 words.

Dot points only or as you choose.

Evidence to substantiate your response should be uploaded as supporting documentation. Assessors will favour applications that do provide evidence.

Attach a file:

Buildings Sustainability Checklist

This checklist is provided to facilitate your description of how this project will incorporate environmental sustainability and climate resiliency into design, construction, and operation. You will be asked to provide a brief description of how the outcomes will be met (dot points only). Evidence to substantiate responses should be uploaded as supporting documentation.

To assist you, advisory notes on the aims of each requirement, and possible ways of addressing them, are provided separately here:

[Climate resilience and inclusive design resources | NSW Government.](#)

Select how the project will meet minimum sustainability for water use by aiming for water independent site, buildings and community: *

- ☐ Employ Water Sensitive Urban Design: manage stormwater
- ☐ WELS minimum standard: Handbasin taps 6 star Toilets and all other taps 4 star Washing machines 4.5 star Dishwashers 6 star - list key fixtures and appliances with ratings in your response
- ☐ Provide a source of non-potable water for irrigation and exterior cleaning

Describe the project's approach to meeting the requirements that you have selected. *

Word count:

Must be no more than 200 words.

Dot points only or as you choose.

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Evidence to substantiate your response should be uploaded as supporting documentation. Assessors will favour applications that do provide evidence.

Attach a file:

Buildings Sustainability Checklist

This checklist is provided to facilitate your description of how this project will incorporate environmental sustainability and climate resiliency into design, construction, and operation. You will be asked to provide a brief description of how the outcomes will be met (dot points only). Evidence to substantiate responses should be uploaded as supporting documentation.

To assist you, advisory notes on the aims of each requirement, and possible ways of addressing them, are provided separately here:

[Climate resilience and inclusive design resources | NSW Government.](#)

Select how the project will strengthen surf clubs' resilience and preparedness for climate-related and severe weather events: *

- ☐ Maximise the ecological value of the site (biodiversity, permeable surfaces, urban greening)
- ☐ Mitigate urban heat island effect
- ☐ Avoid light pollution
- ☐ Mitigate land subsidence and/or erosion
- ☐ Provide user-friendly advice for staff, volunteers, spectators and participants on how to optimise performance of the facility/equipment
- ☐ Mitigate storm damage

Describe the project's approach to meeting the requirements that you have selected. *

Word count:

Must be no more than 200 words.

Dot points only or as you choose.

Evidence to substantiate your response should be uploaded as supporting documentation. Assessors will favour applications that do provide evidence.

Attach a file:

Your metrics

This is how the outcomes can be measured. You may add your own metrics here, it is not mandatory, but assessors will consider the response when scoring the application.

We recommend the applicant consult with their designer prior to completing this section. Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct

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- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to "ask one good question and answer it reliably" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

Metric	Target	Collection method	Explanatory notes
One per row. Add more rows if you want to list additional metrics.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, administrative data (e.g. case management data), observation/estimation, government or public dataset (e.g. Census), other datasets.	Add notes if you need to provide more context.

Criterion 2 - Project scope (assessment value is 20% of the score)

* indicates a required field

Describe the project scope and list the deliverables

Project Scope - Clearly define the project. *

The high-level goals and a brief reference to exclusions if applicable..

Deliverables: List the individual, tangible products or services the project will produce *

Use dot points or a numbered list

Stakeholders

Please detail all other stakeholders interested or impacted by your project. Explain their interest or impact and explain the engagement strategy you will have with that stakeholder.

You can keep this high level (e.g. quarterly meetings / regular email communication) rather than identifying each individual meeting or communication.

Please include only one stakeholder per row. Add more rows if you want to list additional stakeholders.

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Stakeholder	Interest or impact	Engagement strategy	Evidence confirming advice/information from the user group.
Stakeholders may be key community members, other organisations, other funders, etc.	Please explain why the stakeholder is interested in the outcomes of the project, or how they may be impacted.	Please detail how you will reach out to the stakeholder before, during and after the project.	Examples include Design project stakeholder RACI. Community consultation report, meeting minutes, surveys results, and on-line feedback or similar.

Community Support

You may want to ask your State and/or National Sporting Organisations to use the [SSO NSO Statement of Support Form](#)

Does this project have community support? *

☐ Yes

☐ No

☐ Not Applicable

Evidence of community support is generally highly regarded as projects with community buy-in tend to be more successful.

Please provide explanation of your answer above, and detail any evidence of community support, if available. *

If you believe there is community support but this has not yet been confirmed, please detail your rationale.

Please upload letters of support (if available/relevant).

Attach a file:

A maximum of 5 files can be attached

Criterion 3: Project affordability/Value for Money (assessment value is 20% of the score)

* indicates a required field

Expenditure

Please include all expenditure items (including the amount requested and any GST attracted) that you are seeking to fund under the grant.

Please note, these items must be eligible under the grant as according to the guidelines. Any items that are necessary to the project, but ineligible must be covered by the applicant's co-contribution.

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Expenditure description	Expenditure type	Expenditure amount (ex. GST)	Expenditure GST	Expenditure amount (inc. GST)	This item is covered by:
		\$	\$	\$	
Description of the service or component.	Plans and reports may select Administration or Other.	Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.	

Project cost evidence *

Attach a file:

The quotes or QS should be recent (within 3-6 months of application submission), and the description should match the project scope and deliverables in the application and support the project budget. Provision of more than one quote is highly desired. The Office may set aside applications that cannot appropriately evidence this.

Total Project Cost & minimum required applicant contributions.

All applications in Category 2 and Category 3 are expected to provide a minimum financial co-contribution of 30% of the total project cost.

The total project cost should reflect only the scope of works for which grant funding is being sought. Where your financial co-contribution exceeds the minimum requirement, the project will be looked upon more favourably during the merit assessment process.

Value of in-kind contributions cannot be calculated toward the financial co-contribution. This means that the value of in-kind work will be in addition to the minimum financial co-contribution.

Any unspent project budget income (excluding contingency) will be share between the applicant and the Office on a pro-rata basis in line with the grant award and co-contribution percentages. E.g.: 70/30 for an application with minimum co-contribution of 30% with a grant to cover the remaining 70% of the project's costs.

Total Project Cost ex Contingency *

This number/amount is calculated.

This is the sum of the items listed in the table above ex-GST.

This application requires the following as a minimum co-contribution:

This number/amount is calculated.

30% of Total Project Cost.

Total Project Cost - organisation NOT registered for GST only

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All applications in Category 2 and Category 3 are expected to provide a minimum financial co-contribution of 30% of the total project cost.

The total project cost should reflect only the scope of works for which grant funding is being sought. Where your financial co-contribution exceeds the minimum requirement, the project will be looked upon more favourably during the merit assessment process.

Value of in-kind contributions cannot be calculated toward the financial co-contribution. This means that the value of in-kind work will be in addition to the minimum financial co-contribution.

Any unspent project budget income (excluding contingency) will be share between the applicant and the Office on a pro-rata basis in line with the grant award and co-contribution percentages. E.g.: 70/30 for an application with minimum co-contribution of 30% with a grant to cover the remaining 70% of the project's costs.

Total Project Cost Including GST (ex Contingency)

This number/amount is calculated.

This application requires the following as a minimum co-contribution:

This number/amount is calculated.
30% of Total Project Cost.

Income - this is the breakdown of the co-contribution funds offered by the applicant.

Please outline details of your cash co-contribution and any other funding that you are seeking as part of the project, whether it has been confirmed or not.

Please note, do not include the amount requested under this grant.

Income description	Income type	Income status	Income amount	Notes
--------------------	-------------	---------------	---------------	-------

			\$	
Where is the funding coming from?	How were the funds raised?		Must be a dollar amount.	

Applicant co-contribution

All applications in Category 2 and Category 3 are expected to provide a minimum financial co-contribution of 30% of the total project cost.

Value of in-kind contributions cannot be calculated toward the financial co-contribution. This means that the value of in-kind work will be in addition to the minimum financial co-contribution.

Any unspent project budget income (excluding contingency) will be share between the applicant and the Office on a pro-rata basis in line with the grant award and co-contribution percentages. E.g.: 70/30 for an application with minimum co-contribution of 30% with a grant to cover the remaining 70% of the project's costs.

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Total Applicant Cash Co-contribution *

\$

This number/amount is calculated.

What is the total monetary amount the applicant will be contributing toward the Total Project Cost? Do not include contingency funds here, they are separate.

Co-contribution % *

This number/amount is calculated.

The applicant must provide minimum of 30% of the total project cost as a cash co-contribution.

Provide details of Applicant In-kind Contribution if applicable:

Please do not add the value of the in-kind contribution to the co-contribution. Detail any in-kind contributions the applicant will be making to the project.

Provide evidence authorising the co-contribution funds for the purpose of this project and separate evidence of funds availability. *

Attach a file:

Examples include a letter from the organisation's authorised officer, stating the funding amount committed to the project and a current bank statement/s demonstrating the funding amount is held by the organisation. Where funding is from another government department, evidence of this funding via letter or funding agreement should be provided. The Office may set aside applications that cannot appropriately evidence this.

Total Project Cost *

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Total Amount Requested

*

\$

This number/amount is calculated.

What is the total financial support you are requesting under this grant?

This application is ineligible because the Total Applicant Cash Co-contribution entered in the question above is below 30% of the Total Project Cost and you have indicated this is not a hardship application.

See your response to page 3 (Organisation details) section 2 question of this application.

Contingency funds

The applicant must provide minimum of 20% of the total project cost as a contingency (in addition to the 30% co-contribution amount) to cover cost escalation/overruns.

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The contingency funds are not included in the budgeted total project costs, nor are they included in the income. These funds are held separately by the applicant and will not be used if the project is delivered within its budget.

Contingency - covered by the Recipient *

Must be a dollar amount.

Contingency as a % of total project cost *

This number/amount is calculated.

Minimum 20% of the total project cost

Provide evidence authorising the contingency funds for the purpose of this project and separate evidence of funds availability. *

Attach a file:

This application is ineligible because the contingency amount entered is below 20% of the Total Project Cost.

Contingent funding for Hardship application

Contingency refers to additional project funding that you will only need to use if the project actual costs exceed the expected total project cost.

All Category 2 and Category 3 applications require a contingency of 20% additional to the total project cost. This is to be covered by the applicant including hardship applications where the minimum financial co-contribution of 30% of the total project cost cannot be provided.

Contingency is to be provided by the applicant, any unspent contingency at the end of the project will remain with the organisation.

Recommendation: If you have used the funds available to you to put toward the project as a co-contribution and therefore you cannot meet the minimum contingency funds requirement; reduce the co-contribution until the 20% contingency is met.

You may use the field below to request contingency funds be included in the grant amount requested, the GAP will consider this request. Any hardship application that is awarded contingency funding must be return any unspent contingency to the Office of Sport.

Contingency - covered by the Office of Sport Funding

Must be a dollar amount.

Hardship - Total Amount Requested including Office of Sport funded contingency

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Total Grant Amount Requested including Office of Sport funded contingency

This number/amount is calculated.

Total Amount Requested - organisation NOT registered for GST only

Total Amount Requested - GST inclusive

This number/amount is calculated.

Your grant request is not eligible for this category as it exceeds \$100,000.00

Criterion 4 - Project Deliverability & applicant capability (value of 20% of total score)

* indicates a required field

Project Milestones and Key Deliverables

Please detail the administrative stages or activities expected to be completed as part of the project.

Milestone and Deliverables	Expected start date	Expected end date	Explanatory notes
----------------------------	---------------------	-------------------	-------------------

Please provide detail for one Milestone per row. e.g., Accept quote/return brief; User consultation; evaluation, review of plans, engage engineer/town planner, review reports, revision meeting, planning submission. Add more rows if you want to list additional milestones. Please include detail of all Deliverables that are part of the Milestone.	Must be a date.	Must be a date.	Add notes if you need to provide more context. For example risks and/or dependencies that may impact delivery.

Project type

Select the option that best describes the project type: *

☐ Planning a new facility

☐ Development Application planning package

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- ☐ Plans to extend or upgrade of an existing facility
- ☐ Concept designs
- ☐ Construction certificate, detailed design for DA approved project
- ☐ Pre-DA consultants reports and concepts

Landowners Consent

[Office of Sport Landowner Consent form](#)

Do you have landowner consent for this development? *

- ☐ Yes ☐ In principle only at this time ☐ No

Provide landowner consent on Office of Sport template

Attach a file:

Clarification of landowner consent status

Explain why you cannot provide the consent as required, on the template provided. Describe the timetable to provide landowner consent on the template. *

Demonstrate proven experience in similar sized projects.

Describe other projects that has been completed using the same management structure that is proposed for this project.

Include the planned timeline and project budget information. Where the project may have gone overbudget or beyond the planned completion date, explain lessons learnt, if any. *

Provide evidence of the work. Include project documents such as and/or before and after photos if the design has been constructed. *

Attach a file:

Risks and Dependencies

Please detail any risks or uncertainties in the delivery of the project, and how each of these will be managed.

Please include only one risk or dependency per row. Add more rows if you want to list additional risks or dependencies.

Risk or dependency description

How the risk or dependency will be managed

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For example, you may require approval, have stretched resources, or time constraints for delivery.	You should provide an explanation of how you will prevent or treat the risk or dependency.

Other Office of Sport funded projects

Please provide application number and comment on the status of the Applicant Organisation's previous funding with the Office of Sport. *

Eg: Is the project On-Track, delayed (seeking a variation) or Acquitted.

Payment and Supporting Documents

* indicates a required field

Bank Details

Applicant Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Please provide a recent bank statement of the account you would use to receive the grant funding if you are successful. *

Attach a file:

You do not have to show transaction details, however, the statement must:

- Be for an account in the name of the applicant
- Clearly show the BSB, account number and name of the account holder
- Be a statement on financial institution letterhead
- Not be an online transaction list

Organisations that do not have an ABN.

Should the organisation be successful with the grant request and does not have an ABN, they will be required to complete - [Statement by a supplier not quoting an ABN](#).

Attach a file:

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Optional, this may be completed after the award phase.

Declaration and Authorisation

* indicates a required field

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the SUBMIT button please take a few moments to provide some feedback.

The objectives of the grant program were clearly communicated *

- ☐ Strongly disagree ☐ Disagree ☐ Agree ☐ Strongly agree

The range of eligible organisations aligned well with and supported the program's objectives *

- ☐ Strongly disagree ☐ Disagree ☐ Agree ☐ Strongly agree

The scope of eligible projects was appropriate considering the program's objectives *

- ☐ Strongly disagree ☐ Disagree ☐ Agree ☐ Strongly agree

I understood the requirements of the grant based on the information within the program guidelines *

- ☐ Strongly disagree ☐ Disagree ☐ Agree ☐ Strongly agree

The application process was easy to navigate *

- ☐ Strongly disagree ☐ Disagree ☐ Agree ☐ Strongly agree

The application form was easy to complete *

- ☐ Strongly disagree ☐ Disagree ☐ Agree ☐ Strongly agree

I received sufficient support from Office of Sport throughout the application process *

- ☐ Strongly disagree ☐ Disagree ☐ Agree ☐ Strongly agree

I had sufficient time to prepare and submit my application *

- ☐ Strongly disagree ☐ Disagree ☐ Agree ☐ Strongly agree

The application form allowed me to easily communicate my project objectives *

- ☐ Strongly disagree ☐ Disagree ☐ Agree ☐ Strongly agree

Which of the following best describes the project in your grant application? *

- ☐ We had a pre-planned project that the funding will help us deliver
☐ We designed a new project specifically to align with the grant requirements
☐ We adapted an existing project to take advantage of the funding opportunity

How did you find out about this grant funding opportunity? *

- ☐ Office of Sport newsletter
☐ Social Media (e.g., Facebook, LinkedIn, Instagram etc.)
☐ Member of Parliament

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- ☐ State Sporting Organisation
- ☐ Sport club
- ☐ Word of mouth
- ☐ Other:

Would you like to receive information in future from the Office of Sport by electronic direct mail (EDM) about future or repeat programs or other resources available from the Office of Sport that may be of interest to your organisation? *

- ☐ Yes
- ☐ No
- ☐ N/A

If yes, please add your Email Address to receive information by EDM from the Office of Sport

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider

Declaration

The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I agree for my project to be automatically considered in other NSW funding programs;
- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared

Authorisation

I agree *

☐ Yes

Name of authorised person *

Title	First Name	Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.