

Safe Shooting Program 2024/25 Application Form

Form Preview

About the grant

* indicates a required field

The NSW Government seeks to enhance shooting sport facilities across New South Wales in order to provide safe, inclusive and accessible shooting environments for local communities and has committed up to \$800,000 to the Safe Shooting Program (the Program).

The NSW Government is supporting local communities to provide sport infrastructure that is universally designed and moves beyond compliance with standards and provides dignified inclusive and accessible facilities for all.

Instructions for Applicants

Before you apply, please read the Safe Shooting Program 2024/25 Guidelines and related materials available on the [fund website](#) to make sure you understand all relevant requirements.

Before you apply please read the Safe Shooting guidelines and related materials available on the [fund website](#) to make sure you understand all relevant requirements.

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

- Applicant organisation is an eligible applicant. See [Program Guidelines](#) > Eligible applicants
- Applicant has provided an ABN/ACN and/or Incorporation number and/or Indigenous Incorporation Number
- Proposed project is in NSW
- Grant request is a minimum of \$10,000 and does not exceed \$50,000
- The applicant organisation is eligible to apply and has Public Liability Insurance with a minimum \$5m cover. (However, in exceptional circumstances, the Office of Sport may, in its sole discretion, consider a lower amount of cover based on the nature and risks of the particular project).

The Office of Sport will undertake an eligibility check on all grant applications, including any late applications and make recommendations to the Grant Assessment Panel on ineligible applications. The Grant Assessment Panel will make the final determination on eligibility.

Application Number

This field is read only.

Program Details

Grant Program Name

This field is read only.

The program this submission is in.

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Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application does not guarantee funding will be granted for any project, and the Office of Sport 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 Office of Sport 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 Office of Sport 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 Office of Sport 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:

- 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 (or otherwise with your consent).
- The Office of Sport is required to comply with the Privacy and Personal Information Protection Act 1998.
- The Office of Sport collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

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- Applicants must ensure that people whose personal details are supplied with applications are aware that the Office of Sport is being supplied with this information and how this information will be used.
- The Office of Sport may engage external service providers to assist it in assessing applications, evaluating grant programs and/or ensuring probity of programs. Any such service provider is required to comply with privacy laws.

Eligibility Confirmation

Applicants must confirm that they have read and understood the ineligible projects and project components outlined in the 'Ineligible projects' section of the Safe Shooting Program 2024/25 [Guidelines](#)

An eligible organisation will be deemed not eligible for funding under this program if they are an organisation named:

- (i) by the National Redress Scheme for Institutional Child Sexual Abuse on its list of institutions **that have not joined or signified their intent not to join the Scheme**; or
- (ii) in the Royal Commission into Institutional Responses to Child Sexual Abuse that has not yet joined the National Redress Scheme.

Please declare this application meets the Program eligibility criteria:

- Applicant organisation is an eligible applicant. See [Program Guidelines](#) > Eligible applicants
- Applicant has provided an ABN/ACN and/or Incorporation number and/or Indigenous Incorporation Number
- Proposed project is in NSW
- Grant request is a minimum of \$10,000 and does not exceed \$50,000
- The applicant organisation is eligible to apply and has Public Liability Insurance with a minimum \$5m cover. (however, in exceptional circumstances, the Office of Sport may, in its sole discretion, consider a lower amount of cover based on the nature and risks of the particular project).

The Office of Sport will undertake an eligibility check on all grant applications, including any late applications and make recommendations to the Grant Assessment Panel on ineligible applications. The Grant Assessment Panel will make the final determination on eligibility.

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

- I acknowledge

Applicant Organisation Details

* indicates a required field

Organisation Details

Organisation Name *

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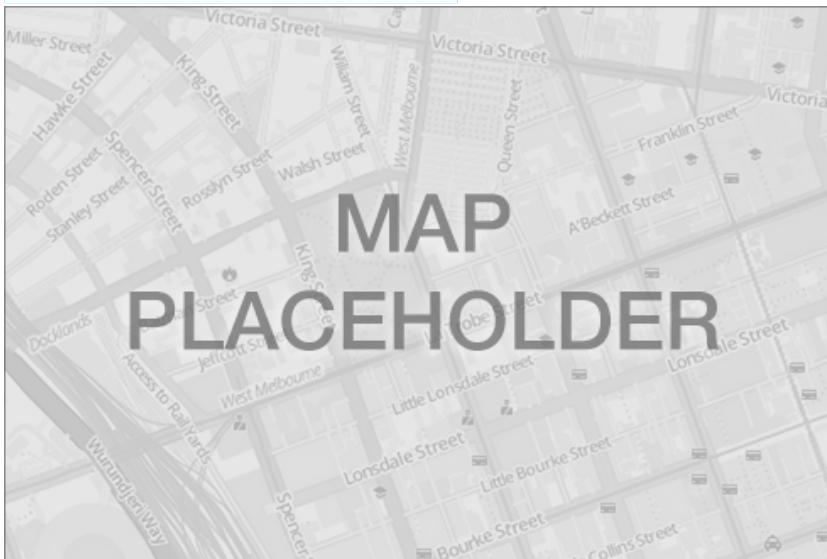
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Organisation Name

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

Primary Address

Address



Postal Address

Address

Primary Phone Number *

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

Other 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.

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Website

Must be a URL.

Can't find your address?

If you can't find your address, or wish to enter a P.O Box, please:

1. Select the '**Can't find your address?**' option in the search box, (this will populate in the Applicant Primary Address Field).
2. Manually type in your address or PO Box details into the 'Address Line 1' field

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

- Yes No

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.

Please select one of the following statements *

- The applicant organisation has an ACN or Incorporation number
 The applicant organisation has an Indigenous Corporation Number
 The applicant organisation is not entitled to an ACN or AIN due to its legal structure and confirms that it is not an individual/sole trader

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Indigenous Corporation Number *

Applicant Organisation ACN or Incorporation number *

Insurance

- Applicants (funded organisations) must have Public Liability Insurance with a minimum \$5 million cover however, in exceptional circumstances, the Office of Sport may, in its sole discretion, consider a lower amount of cover based on the nature and risks of the particular project. The determination will be made on the level of risk posed by a proposed project. If an applicant proposes Public Liability Insurance cover lower than \$5 million then they must outline the exceptional circumstances warranting that lower amount of insurance cover.
- It is recommended, but not a condition of funding, that applicants have Personal Accident and Professional Indemnity insurance.
- Organisations that employ staff must comply with the Workplace Injury Management and Workers Compensation Act 1998 (NSW).

Does the applicant organisation have a minimum Public Liability Insurance cover for at least \$5million? *

- Yes No

Does the applicant organisation have Public Liability Insurance cover for less than \$5million? *

- Yes No

Does your organisation hold Workplace Injury Management and Workers Compensation Act 1998 (NSW) insurance? *

- Yes No

Please provide proof of Public Liability Insurance for at least \$5 million *

Attach a file:

Please provide proof of Public Liability Insurance of up to \$5 million *

Attach a file:

I understand that the organisation will need to hold at least \$5 million public liability insurance if the application is successful. *

- Yes No

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Please provide information on why your organisation is not required to hold Workplace Injury Management and Workers Compensation Act 1998 (NSW) insurance

Applicant Organisation Contact Details

Primary and Secondary Contacts MUST be different people.

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.

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 *

Must be an email address.

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

Secondary Contact *

Title First Name Last Name

Secondary Contact Position *

Secondary Contact Primary Phone Number *

Must be an Australian phone number.

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

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Secondary Contact Other Phone Number *

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

Secondary Contact Primary Email *

Must be an email address.

Project Details

* indicates a required field

Program Timeframe

Project construction should commence by 31 May 2025, and project construction must be completed by 31 May 2026. Funding approval may also have specific conditions that have been determined during the assessment process.

Title *

Word count:

Must be no more than 25 words.
Provide a name for your initiative. Your title should be short but descriptive.

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 *

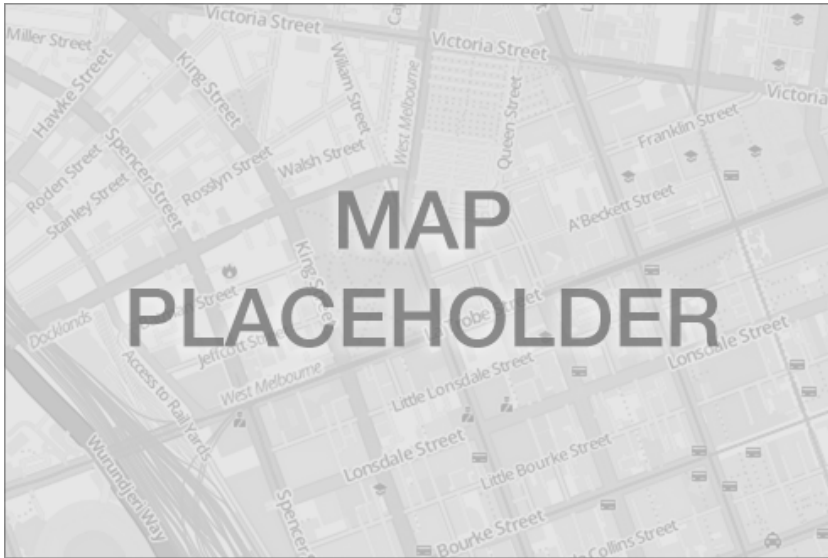
Anticipated end date *

Primary location of your initiative

Address

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

You have entered dates outside of those allowed in the Program Guidelines

You have entered dates outside of the allowable range, found in the [Program Guidelines](#) please edit this field above.

(Project construction should commence by 31 May 2025, and project construction must be completed by 31 May 2026.)

Eligibility

* indicates a required field

Eligible applicants

To be eligible for funding your organisation must be: *

- NSW incorporated, community based not-for-profit shooting organisations (clubs and associations) that are approved by the NSW Firearms Registry
- Shooting ranges in NSW approved and administered by the NSW Firearms Registry
- NSW State Sporting Organisations relevant to the sport of shooting including NSW Amateur Pistol Association, NSW Clay Target Association and NSW Rifle Association

Please select one

Is your Organisation currently registered with the NSW Firearms Registry? *

- Yes No

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NSW Firearms Registry Licence Number

Please enter your NSW Firearms Registry Licence Number. *

NSW Firearms Registry Licence Number

You have indicated that:

- Your Organisation is currently not registered with the NSW Firearms Registry.

Please review your answers above to ensure you are submitting an eligible application *

- I understand this application is currently ineligible, and if submitted will not be considered for funding

Eligible Projects

The Program can be used for upgrading existing facilities to cover the capital cost of a project only. Staged components of a larger facility development are eligible, providing the stage being applied for meets the program eligibility criteria.

What best describes your project? *

- New or upgraded firearms capital equipment which includes items not permanently attached to buildings or grounds and can be purchased straight off the shelf.
- Construction or implementation of new or upgraded infrastructure. These are generally more complex projects which require the coordination, execution, and planning of construction phases. Staged components of a larger facility development are eligible, providing the stage being applied for meets the program eligibility criteria.
- A combination of the above options.

Has this project already been funded by the NSW Government? *

- Yes No

Which NSW Government Agency/Department(s) was this funding received from? *

What is the total funding awarded to the project by the NSW Government to date? *

\$

Must be a dollar amount.

This is the total amount(s) awarded by the NSW Government to this project, not only those received by your organisation.

Has significant new and additional project scope been identified to be delivered for this project in this application? *

- Yes No

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THIS APPLICATION IS CURRENTLY INELIGIBLE

You have indicated that:

- This project has already been funded by the NSW Government, and
- Significant new and additional project scope is NOT identified to be delivered.

Please review your answers above to ensure you are submitting an eligible application *

I understand this application is currently ineligible, and if submitted will not be considered for funding

Ineligible projects or project components

Applicants must confirm that they have read and understood the ineligible projects and project components outlined in the 'Ineligible projects' section of the Safe Shooting Guidelines.

This application is not for an ineligible project or project component *

I confirm

Criterion 1: Strategic Justification (30% weighting)

* indicates a required field

This page provides the applicant an opportunity to provide information to improve the Grant Assessment Panel's understanding of the project.

Which of the following program objectives will the project address? *

- Improve the quality and safety of existing shooting facilities across New South Wales
- Remove barriers to participation in sport and recreation for every but particularly for women and girls, people with disability, First Nations peoples, people from culturally and linguistically diverse communities, and LGBTQIA+ people
- Increase utilisation of existing shooting facilities

At least 1 choice must be selected.

Describe how the project will improve the quality and safety of existing shooting facilities across New South Wales

Word count:

Must be no more than 150 words.

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Describe how this project removes barriers to participation in sport and recreation for everyone but particularly for women and girls, people with disability, First Nations peoples, people from culturally and linguistically diverse communities, and LGBTQIA+ people.

Word count:

Must be no more than 150 words.

Describe how this project increases utilisation of existing shooting facilities.

Word count:

Must be no more than 150 words.

How the project will meet an identifiable need within your community

Demonstrate how the proposed project will meet an identifiable need within your community e.g. photos of current conditions, notice of non-compliance, WHS logs, etc..

Note: Priority may be given to facilities where evidence shows it as:

- being in poor or unserviceable condition
- addressing a demonstrated need for the community
- high urgency to address facility building compliance requirements e.g. safety, building standards, including the DDA.

Describe how you project will meet an identifiable need within your community. *

Word count:

Must be no more than 150 words.

Please attach photos of your current facility (if relevant) to justify the need for your project.

Attach a file:

A maximum of 1 file may be attached.

The upload should be used to evidence the current condition of your facility. If you would like to upload multiple photos, please add to a pdf/doc etc. and attach as one file.

Please attach any evidence that supports the need for your project scope.

Attach a file:

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Attach any reports, facility audits, structural reports, feasibility studies, need to address sport facility guidelines and technical designs. You may upload more than one document here if required.

Community consultation

Describe community and stakeholder consultation, management, and project support. *

Must be no more than 150 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

Please attach any letters of support from local sport/community groups/schools and support letters from Members of Parliament, Government (if available) and/or evidence of any formal consultation undertaken

Attach a file:

A maximum of 1 file may be attached.

This is a letter of support, NOT PROJECT CONSENT/APPROVAL. If you have more than one letter of support, please combine and upload as one document.

Additional letters of support

Attach a file:

Additional letters of support

Attach a file:

Facility Usage

* indicates a required field

Current Use

Please select the season/s your facility is used: *

Summer Winter Not applicable, project is a new facility

Summer

How many weeks are in the training and competition season? *

Must be a whole number (no decimal place).

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Winter

How many weeks are in the training and competition season? *

Must be a whole number (no decimal place).

Summer User Groups

Please enter details of the user group below. Add more groups by clicking '**Add More**' or '+/-'.

Please enter number of users per week.

Organisation Name	Number of female users	Number of male users	Number of self-described users	User Group Type	Community Beneficiary
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Organisation Name	Number of female users	Number of male users	Number of self-described users	User Group Type	Community Beneficiary
	Must be a number.	Must be a number.	this includes non-binary, inter-sex, transgender and any other self described genders. Must be a number.	Club members are users from your organisation. Community users are other groups that use the facility.	Does the User provide opportunities that benefit any of these community groups. Tick all that apply.
					<input type="checkbox"/> Disadvantaged communities (low SEIFA) <input type="checkbox"/> People from culturally and linguistically diverse (CALD) backgrounds <input type="checkbox"/> First Nations/ Aboriginal people <input type="checkbox"/> People with a disability <input type="checkbox"/> Regional and remote <input type="checkbox"/> Women and girls <input type="checkbox"/> LGBTQIA+ <input type="checkbox"/> All of the above <input type="checkbox"/> None of the above

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Winter User Groups

Please enter details of the user group below. Add more groups by clicking 'Add More' or '+/-'.

Organisation Name	Number of female users	Number of male users	Number of self-described users	User Group Type	Community Beneficiary
	if none, enter zero (0). Must be a number.	if none, enter zero (0). Must be a number.	if none, enter zero (0). this includes non-binary, inter-sex, transgender and any other self described genders. Must be a number.	Club members are users from your organisation. Community users are other groups that use the facility.	Does the User provide opportunities that benefit any of these community groups. Tick all that apply.
					<input type="checkbox"/> Disadvantaged communities (low SEIFA) <input type="checkbox"/> People from culturally and linguistically diverse (CALD) backgrounds <input type="checkbox"/> First Nations/ Aboriginal people <input type="checkbox"/> People with a disability <input type="checkbox"/> Regional and remote <input type="checkbox"/> Women and girls <input type="checkbox"/> LGBTQIA+ <input type="checkbox"/> All of the above <input type="checkbox"/> None of the above

Annual Major Events

Do you currently hold any major events at the facility?

- Yes
 No

Major Event

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Please enter details of the current major event/s that you host at the facility. Add more events by clicking '**Add More**' or '+/-'.

Event name *

Number of participants *
Must be a number.

Number of spectators *
Must be a number.

Total number of attendees *
This number/amount is calculated.

Proposed Use

Please enter details of user groups that will use the facility at the completion of your project.

Please select the seasons your facility will be used after your project is completed *

Summer Winter

Summer

How many weeks will be in the training and competition season? *
Must be a whole number (no decimal place).

Winter

How many weeks will be in the training and competition season? *
Must be a whole number (no decimal place).

Summer User Groups

Please enter details of the user group **PER WEEK** below. Add more groups by clicking '**Add More**' or '+/-'.

Organisation Name	Number of female users	Number of male users	Number of self-described users	User Group Type	Does the User provide opportunities that benefit any of these community groups
	Must be a number.	Must be a number.	Must be a number.	Club members are users	Does the User provide

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				from your organisation. Community users are other groups that use the facility.	opportunities that benefit any of these community groups. Tick all that apply.
					<input type="checkbox"/> Disadvantaged communities (low SEIFA) <input type="checkbox"/> People from culturally and linguistically diverse (CALD) backgrounds <input type="checkbox"/> First Nations/ Aboriginal people <input type="checkbox"/> People with a disability <input type="checkbox"/> Regional and remote <input type="checkbox"/> Women and girls <input type="checkbox"/> LGBTQIA+ <input type="checkbox"/> All of the above <input type="checkbox"/> None of the above

Winter User Groups

Please enter details of the user group **PER WEEK** below. Add more groups by clicking '**Add More**' or '+/-'.

Organisation Name	Number of female users	Number of male users	Number of self-described users	User Group Type	Community Beneficiary
	Must be a number.	Must be a number.	Must be a number.	Club members are users from your organisation. Community users are other groups that use the facility.	Does the User provide opportunities that benefit any of these community groups. Tick all that apply.
					<input type="checkbox"/> Disadvantaged communities (low SEIFA) <input type="checkbox"/> People from culturally and

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					<p>linguistically diverse (CALD) backgrounds</p> <p><input type="checkbox"/> First Nations/ Aboriginal people</p> <p><input type="checkbox"/> People with a disability</p> <p><input type="checkbox"/> Regional and remote</p> <p><input type="checkbox"/> Women and girls</p> <p><input type="checkbox"/> LGBTQIA+</p> <p><input type="checkbox"/> All of the above</p> <p><input type="checkbox"/> None of the above</p>
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Proposed Annual Major Events

Will there be any major events held at the facility after the completion of your project? *

- Yes No

Proposed Major Event

Enter details of any proposed annual major events that will be held at the project facility as a result of the project.

Add more events by clicking **'Add More'** or '+/-'.

Event name *

Number of participants *

Must be a number.

Number of spectators *

Must be a number.

Total number of attendees *

This number/amount is calculated.

Facility Use Totals

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CURRENT ANNUAL USE

Total female visits

This number/amount is calculated.

Total male visits

This number/amount is calculated.

Total self-described visits

This number/amount is calculated.

Total event visits

This number/amount is calculated.

TOTAL

This number/amount is calculated.

PROPOSED ANNUAL USE

Total female visits

This number/amount is calculated.

Total male visits

This number/amount is calculated.

Total self-described visits

This number/amount is calculated.

Total event visits

This number/amount is calculated.

TOTAL

This number/amount is calculated.

Criterion 2: Project Scope and Deliverables (20% weighting)

* indicates a required field

Project Scope

An example could be:

- Purchase an electronic moveable baffles
- Upgrade amenities block for disability access

Please use dot points to list your Project Scope (what the project will deliver). *

Word count:

Must be no more than 300 words.

Please use dot points to list what the project will deliver.

Provide an overview of particular items that are not in scope (exclusions) or in scope but not funded by Safe Shooting Program. *

Word count:

Must be no more than 150 words.

Refer to [Program guidelines](#) regarding items that the Fund will not support.

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Please provide any supporting documentation such as a facility design brief, concept, schematic or detailed design plans *

Attach a file:

Project Scope - detailed (where significant new and additional project scope identified to be delivered)

Please clearly outline the scope of works relating to the EXISTING project that has already been funded by the NSW Government: *

Word count:

Must be no more than 400 words.

Please upload any supporting documents that clearly demonstrate the existing scope and/or new scope to be delivered: *

Attach a file:

This may include design documents, project briefs, schematics, concept designs etc.

Design Principles

Applications should focus on the highest standard of design that incorporates identified design principles.

Select the Design Principles that have been incorporated into the project:

- Inclusive, accessible & universally designed (beyond compliant)
- Placed-based, connected & co-located (community & neighbourhood integration)
- Alignment to sport facility design guides & technical specifications
- Environmentally sustainable design & climate change resilient
- Future proof (flexible & adaptable)
- New technology & innovative approaches
- Health & Safety (Crime prevention through environmental design and Child Safety)

Inclusive and Universal Design Principles

Briefly identify how the project aligns with Universal Design principles to demonstrate how the project brings the community together and/or is usable by all people to the greatest extent possible. *

Word count:

Must be no more than 150 words.

See Appendix A of the [Program Guidelines](#) for more information on Universal Design.

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Design Upload

Provide supporting documentation such as a facility design brief, concept, schematic or detailed design plans.

Designs / Plans Upload

Attach a file:

A maximum of 1 file may be attached.

If you would like to upload multiple documents, please add to a pdf/doc etc. and attach as one file.

Criterion 3: Project Affordability / Budget (20% weighting)

* indicates a required field

Please complete the following section in order to demonstrate the income sources, and expenditure required to complete your project.

Prior to doing so please review the following documents on the Safe Shooting Program website:

- *Safe Shooting Program 2024/25 [Guidelines](#): refer specifically to sections on Eligible Projects and Ineligible Projects to ensure your budget only includes eligible scope items.*
- [Frequently Asked Questions](#)

Regarding GST when requesting your funding:

- **Organisations registered for GST:** When applying for funding please exclude GST from the amount of funding requested in your project budget. GST will be paid to your organisation if successful, for each instalment.
- **Organisations not registered for GST:** When requesting funding for your project, please include GST in the costs for your project budget. Please ensure that quotes you receive are inclusive of GST that will be charged by trades to deliver the works.

NOTE: Please ensure that financial information presented in the application form below matches financial information presented in other documents provided (budget attachment, cost evidence etc).

Where information provided in other documents does not match information presented in your application form, the information presented in the application form will be used for the purposes of assessing your application. Mismatched financial information (without a clear rationale or explanation) may affect your scoring against the project affordability merit criterion.

The total project cost and your financial co-contribution should relate only to the scope of works for which you are seeking grant funding.

Co-contributions can include:

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- your **Applicant cash co-contribution** (recorded in the section below), and/or
- secured grants, financial donations or external funding (recorded in the section **Co-contribution from secured grants, financial donations or external funding**).

When submitting your budget, the following must be supplied:

- Provide a clear project budget. The budget should clearly identify and itemise all project costs.
- Provide evidence of robust itemised cost planning and include supporting documentation (e.g. quotes from relevant suppliers). Provision of more than one quote will be weighted more highly.
- Provide evidence of approval for committed financial co-contribution(s), where relevant e.g. a letter from your organisation stating you have the funds available for this project or another source.

A co-contribution is not required; however, organisations may contribute financially or in-kind to the project and this will be considered as part of the merit assessment process.

NOTE:

The total project cost is made up of the grant amount, any financial co-contribution from the applicant and the contingency.

The Office of Sport will not cover any costs that exceed the total project cost. Any additional costs must be covered by the grant recipient.

Total Project Cost *

Must be a dollar amount.

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

Total Amount Requested

*

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

Total Amount Requested is outside the allowable limit

You have entered an amount outside of the allowable \$10,000.00 - \$50,000.00 range, please edit this field above.

Contingency

- Contingency refers to additional project funding that will only be used if the project actual costs exceed the expected total project cost.
- A contingency of 5% - 10% of total project cost may be included but this is not mandatory.
- **If you are purchasing an off the shelf item only, project contingency is unlikely to be needed.**

Any application that includes contingency must be clear about whether the amount will be funded by the awarded grant, by a financial co-contribution from the applicant, or a combination of both. Note that any unspent contingency funded by the awarded grant must be returned to Office of Sport.

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Please indicate here how your contingency will be covered:

- By the grant request only
- By the applicant only
- Combination of both
- The project does not include contingency

You have indicated your contingency for this project will be covered by the grant amount requested. Use this section to indicate what amount will be allocated.

How much contingency is being allocated from total amount requested? *

Must be a dollar amount.

You have indicated your contingency for this project will be covered by the applicant. Use this section to indicate what amount will be allocated.

How much is your organisation allocating as contingency for this project? *

Must be a dollar amount.

Contingency Summary

Total Contingency Amount

This number/amount is calculated.

Total Project Cost excluding Contingency

This number/amount is calculated.

Contingency as a % of total project cost

This number/amount is calculated.
A contingency of 5% - 10% of total project cost may be included but this is not mandatory.

Applicant Cash Co-contribution Amount

Applicant Cash Contribution *

\$

Must be a whole dollar amount (no cents).
Cash contributions only. Enter 0 if applicable

If a cash co-contribution is being provided, applicants are to provide evidence of approval for committed funding co-contribution(s) e.g., minutes of a Council / club meeting where funds were moved to be allocated to the project, letter from fund/grant provider. If applicable, this evidence should be accompanied by a current bank statement to evidence that the funds are available. Please upload this evidence here.

Attach a file:

You may upload more than 1 file here

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Are any organisations (other than your own) contributing cash towards this project (e.g. grants, financial donations, external funding etc.)? *

- Yes No

Co-contribution from secured grants, financial donations or external funding

Please outline details of any other funding that you are seeking as part of the project, whether it has been confirmed or not. All amounts should be GST inclusive.

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

Type	Status	Amount Expected	Notes	Evidence of Contribution
		Must be a dollar amount.		

Co-contributions summary

Total cash co-contributions

This number/amount is calculated.

Co-contribution %

This number/amount is calculated.

Expenditure

Please include all expenditure items, including contingency items, for this project.

Project budgets should not include any ineligible costs (refer to the Program Guidelines) and these will be removed by assessors if included, at the absolute discretion of the Office of Sport.

- **Organisations that are registered for GST:** do not include GST in the fields below.
- **Organisations that are not registered for GST:** include GST in the fields below.

Expenditure Description	Expenditure Type	Expenditure amount	Funding Source	Notes
Eg: 10 Electronic targets, concreting		What is the cost of this item? Must be a dollar amount.	##PLEASE NOTE## Any unspent funds provided by the grant amount requested must be returned to Office of Sport. This Includes Contingency.	Include any additional notes here

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Provide evidence of robust itemised cost planning and include supporting documentation (e.g., quotes from relevant suppliers).

Please attach itemised cost planning/quotes. *

Attach a file:

Provision of more than one quote and quotes and cost estimates that are recent (within 3-6 months of grant submission) will be weighted more highly.

Project Budget Balancing

Use this section to ensure all income and project costs balance. The Total Income must match Total Project Budget.

Both validation check figures below should be \$0.

Validation check 1: Total Income (combined funding) minus Total Project Cost (i.e. your total project budget). This MUST be \$0

This number/amount is calculated.

Validation check 2: All Expenditure items minus Total Project Cost. This MUST be \$0

This number/amount is calculated.

Project Funding Summary

Project Costs

Total Project Cost (excluding contingency)

This number/amount is calculated.

Total Project Cost (including contingency)

This number/amount is calculated.

Contingency

Contingency covered by grant amount

This number/amount is calculated.

Contingency covered by applicant

This number/amount is calculated.

Total Contingency Amount

This number/amount is calculated.

A contingency of 5% - 10% of total project cost may be included but this is not mandatory.

Contributions

Total Amount Requested

This number/amount is calculated.

Total Cash Co-contribution

This number/amount is calculated.

Total Income

This number/amount is calculated.

Project proceeding with reduced funding

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Will your project proceed if the full funding amount requested is not approved? *

Yes No

By selecting 'no' to the above question, you acknowledge that even if partial funding is warranted and deemed appropriate by the Assessment Panel, and the reduction may be minor, you do NOT wish to accept partial funding if it was offered. If you are prepared to accept a grant that is less than you have requested, please YES to the question above.

Comment about the project proceeding/not proceeding if the full grant amount is not approved: *

Capacity to manage ongoing operational costs

Provide evidence of the applicant's capacity to fund and manage ongoing operations including routine and lifecycle maintenance costs.

Upload evidence of your financial capacity. *

Attach a file:

e.g. copies of annual reports, of bank statements and scheduled/cyclic maintenance schedules

Criterion 4: Project Deliverability and Applicant Capability (30% weighting)

* indicates a required field

Project Schedule

Project Scheduled Start Date *

Must be a date and no later than 31/5/2025.

Note regarding project construction (if applicable):

Physical onsite works that are part of the construction of new, or enhancement of existing facilities constitute the commencement of project construction. These works include, but are not limited to, early works construction packages, site clearing and demolition, earthworks or building works.

Project Scheduled Completion Date *

Must be a date and no later than 31/5/2026.

Estimated Project Delivery Milestones

Please complete the following table with further details about the stages/phases involved in your project. Please consider including information on stages relating to:

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- Planning
- Design
- Procurement of contractors
- Construction
- Fit out
- Certification
- Commencement of operations

You can insert more rows by clicking the '+' icon

Project Stage	Start date	End date	Explanatory notes
One per row. Add more rows if you want to list additional activities.	Must be a date.	add Must be a date.	Add notes if you need to provide more context.

Detailed Project Schedule and Plans

Do you have a detailed project schedule, project management plan, gantt chart, and/or comprehensive delivery plan etc.? *

- Yes No

Please upload a detailed project schedule, project management plan, gantt chart, and/or comprehensive delivery plan (if available) *

Attach a file:

Please name your file/s clearly: e.g. Project Schedule -XX. More than one file may be uploaded here.

Project assumptions, constraints and dependencies

List any assumptions, constraints and dependencies in delivering the project *

Word count:

Must be no more than 200 words.

Project Delivery Governance

Is your project being delivered in partnership with another organisation? *

- Yes No

This may include where you have an agreement with another organisation (e.g. Council) to deliver the project on your behalf.

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Demonstrate proven experience in delivering similar size projects. This should consider the applicant's proposed project management resources and any specialist external resources to be engaged to deliver the project. *

Word count:

Must be no more than 150 words.

Project Management Experience

Demonstrate proven experience in delivering similar size projects. This should consider the applicant's proposed project management resources and any specialist external resources to be engaged to deliver the project. *

Word count:

Must be no more than 150 words.

If the land is owned by the Office Sport, please ensure that this is clear in the Landowners Consent upload below.

Is the land owned by NSW Office of Sport? *

Yes

No

Proof of Landowners Consent

Applicants must submit a landowner consent form for the project on the land on which the facility is to be developed. **This must be on the [Office of Sport Landowner Consent template](#). (Download this from the Supporting Documents page on the Program Website.)**

Please attach your property or landowner's consent *

Attach a file:

Applications must submit landowner consent on Office of Sport landowner consent form.

Lease/Tenure Arrangements

Additional information also sought includes evidence of applicant's tenure and lease arrangements.

Do you lease the project location or facility? *

Yes

No

What is the end date of your current lease/licence? *

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Must be a date.

Please note long term leases/licences are required for eligibility for this funding.

Upload current lease/licence *

Attach a file:

Other comments about the tenure of the facility, if applicable

Word count:

Must be no more than 150 words.

Development Approvals/Consent

Does your project require development approval? *

Yes

No

Does your project have an approved Development Application? *

Yes

No

Please upload a copy of your project's approved Development Application *

Attach a file:

If a Development Application has not yet been submitted or approved, you must provide an accurate timeframe for this to occur and evidence to support this. Projects should have undergone at least preliminary community consultation and have near final design documentation

Please outline the current status of gaining an approved development application for your project *

Word count:

Must be no more than 150 words.

Please provide a date by which your Development Application is expected to be submitted *

Must be a date.

Please provide evidence to support the near-submission of your Development Application. Projects should have undergone at least preliminary community consultation and have near final design documentation *

Attach a file:

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You may upload more than one document here

Please upload evidence that your project does not require development approval *

Attach a file:

This should include a signed letter from a suitable representative of the Council or consent authority that clearly demonstrates an understanding of the project scope and clearly confirms that a Development Application will not be required for the project.

Planning Considerations

Are there any serious planning, construction, zoning, environmental and/or Native Title impediments to delivering the project? *

Yes No

Please outline the planning impediments to delivering the project, and any existing strategies to overcome these impediments *

Word count:

Must be no more than 200 words.

Please upload any relevant approvals/documentation relating to further planning considerations and/or planning impediments

Attach a file:

Procurement Management

Outline which procurement / tender processes will need to be undertaken as part of the project and how this will be managed *

Word count:

Must be no more than 150 words.

Conflict of Interest

Any conflict of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if any key personnel, decision makers, member of a committee and/or advisors involved in delivering this project:

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- has a professional, commercial or personal relationship with a party who is able, or may be perceived, to influence the application selection process, such as a NSW Government officer;
- has a relationship with, or an interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Fund

Does your organisation or any key personnel/decision makers involved in delivering this project have any conflict of interests with the project or any potential third parties or contractors? *

- Yes No

Please outline these conflicts and how they will be managed *

Word count:

Must be no more than 150 words.

Risk Management Plan

Projects will not be funded if they represent a significant risk to the community and or reputational risk to the NSW Government. If the project is a risk to the community, then you are expected to have a risk management plan which outlines what steps are needed to mitigate these risks.

Please provide advice on any risks you may anticipate in the process of delivering this project, and how you will work to control them.

Do you have a Risk Management Plan and/or Risk Register for your project? *

- Yes No

Risk Mitigation Strategies

Provide an overview of the key risks to the project, typically 3-5 risks. Describe how risks will be managed for the project.

Risk Description

What will you do to reduce the risk?

Risk Description	What will you do to reduce the risk?

Please attach the Risk Management Plan and/or Risk Register for this project *

Attach a file:

The risk management plan and/or risk register contains all identified risks, their causes and impacts, and how they are controlled.

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Job Creation

How many full-time equivalent (FTE) jobs will be created or retained in the delivery (design & construction) of the project? *

Must be a number.

How many part-time equivalent (PTE) jobs will be created or retained in the delivery (design & construction) of the project? *

Must be a number.

How many full-time equivalent (FTE) jobs will be created or retained during operation (eg facility managers/program managers) of the project? *

Must be a number.

How many part-time equivalent (PTE) jobs will be created or retained during operation (eg facility managers/program managers) of the project? *

Must be a number.

Applicant organisation has met key reporting and acquittal obligations for previous Office of Sport funded projects.

If successful, the Office of Sport will undertake a check for any overdue reporting and acquittal obligations for previous Office of Sport funded projects.

A Funding Agreement may not be executed if these obligations are not met.

Does your organisation have any overdue reporting and acquittal obligations for previous Office of Sport funded projects? *

Yes

No

Unsure

Please provide details of any overdue reporting and acquittal obligations for previous Office of Sport funded projects.

Please upload details of any overdue reporting and acquittal obligations for previous Office of Sport funded projects (if applicable).

Attach a file:

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Outcomes and Project Data

* indicates a required field

Outcomes are the changes that you believe will be generated as a result of, or influenced by your project.

Generally outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation
- Actions, behaviour
- Social, financial, environmental, physical conditions

Outcomes can be realised immediately or in the medium to long term and there is an assumption that achievement of short term outcomes leads to achievement of longer term outcomes.

For instance if you increase the motivation and confidence of participants this usually leads to sustained increase in participation.

What are the expected outcomes of the project? *

Word count:

Describe the things you expect to achieve in terms of project outcomes/benefits.

List your expected outcomes that you will occur as a result of your project. (Select the '+' button to add additional lines).

Outcome	Indicator	Measurement method	How does your outcome link to Program Guidelines
eg. increase in participation	eg. increase in participation due to additional lighting.	eg. how the outcome will be measured.	eg. refer to Program objectives within the Guidelines.

Project Data

Which identified age group will the project primarily benefit? *

- Preschool
- School Aged Children (5-12 years)
- Young People (12-24 years)
- Adult
- Seniors (60+ years)
- All Age Groups

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Which gender group will the project primarily benefit? *

- Female
- Male
- Self-Described
- All Genders

Description *

Target communities

What is the primary community (if any) that your project demonstrates benefit to? *

- Disadvantaged communities (low SEIFA)
- People from culturally and linguistically diverse (CALD) backgrounds
- First Nations/Aboriginal people
- People with a disability
- Regional and remote
- Women and girls
- LGBTQIA+
- All of the above
- None of the above

Does your project demonstrate benefit to any other communities? *

- Disadvantaged communities (low SEIFA)
- People from culturally and linguistically diverse (CALD) backgrounds
- First Nations/Aboriginal people
- People with a disability
- Regional and remote
- Women and girls
- LGBTQIA+
- All of the above
- None of the above

Project Type

Please select the most relevant project type *

- Construction of new sport infrastructure project
- Construction of improved, upgraded or replaced infrastructure

Which of the following represents your highest competition training level? *

- Neighbourhood
- Local
- Regional
- State
- National/International
- High Performance
- Centres of Excellence

Which of these facility types best represents your project? *

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- Administration facilities
- Canteen/Kiosk/Kitchen
- Changeroom new/upgraded
- Clubhouse/Amenity
- Digital technology uplift/smart technology
- Fixed capital equipment
- Irrigation & drainage
- Landscaping and pathways
- Lighting / smart metering
- Solar project
- Storage
- Water harvesting

Which other facility types represent your project? *

- Aquatic - pool
- Aquatic - waterways
- Administration facilities
- Canteen/Kiosk/Kitchen
- Changeroom new/upgraded
- Clubhouse/Amenity
- Court resurfacing
- Cycle/running/walking trails
- Digital technology uplift/smart technology
- Fixed capital equipment
- Fixed outdoor exercise equipment/exercise area
- Grandstand
- Golf project
- Indoor sport facility
- Irrigation & drainage
- Landscaping and pathways
- Lighting / smart metering
- Modular amenity facility
- Motor sport
- Natural turf field resurface
- Solar project
- Storage
- Synthetic field resurface
- Water harvesting
- Other:

Sport and/or Community Beneficiaries

Primary Project Beneficiary *

- Clay Target Shooting
- Rifle
- Pistol
- Other:

As the primary sport user, what is the indicative percentage of use? *

Must be a whole number (no decimal place) and no more than 100.

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Does the project have any other beneficiaries? *

- Yes No

Other Project Beneficiaries

Please ensure you do not select the beneficiary already selected as the primary project beneficiary above.

Secondary Project Beneficiaries *

- | | |
|---|---|
| <input type="checkbox"/> Adventure Camping | <input type="checkbox"/> Lawn Bowls (Blind / Vision Impaired Sport) |
| <input type="checkbox"/> Aeromodelling | <input type="checkbox"/> Little Athletics |
| <input type="checkbox"/> Archery / Archery Field | <input type="checkbox"/> Masters swimming |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Mixed Martial Arts |
| <input type="checkbox"/> Australian Football League | <input type="checkbox"/> Modern Pentathlon |
| <input type="checkbox"/> Badminton | <input type="checkbox"/> Motorcycling |
| <input type="checkbox"/> Balloon Soccer (Powerchair Sport) | <input type="checkbox"/> Motorsport |
| <input type="checkbox"/> Ballooning | <input type="checkbox"/> Mountain Biking |
| <input type="checkbox"/> Ballroom Dancing | <input type="checkbox"/> Netball |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Netball (Deaf Sport) |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Non-Sport - Recreational Dancing |
| <input type="checkbox"/> Basketball (Deaf Sport) | <input type="checkbox"/> NSW Institute of Sport |
| <input type="checkbox"/> Basketball (Wheelchair Sport) | <input type="checkbox"/> Orienteering |
| <input type="checkbox"/> Biathlon | <input type="checkbox"/> Outrigger |
| <input type="checkbox"/> Billiards | <input type="checkbox"/> Oztag Football |
| <input type="checkbox"/> Blind Cricket (Blind / Vision Impaired Sport) | <input type="checkbox"/> Paddle Sports |
| <input type="checkbox"/> Blindsport NSW | <input type="checkbox"/> Para - cycling |
| <input type="checkbox"/> BMX - Freestyle / Racing | <input type="checkbox"/> Parachute |
| <input type="checkbox"/> Bobsleigh | <input type="checkbox"/> Paragliding |
| <input type="checkbox"/> Bocce | <input type="checkbox"/> PCYC |
| <input type="checkbox"/> Boccia | <input type="checkbox"/> Pistol |
| <input type="checkbox"/> Bowls | <input type="checkbox"/> Polo |
| <input type="checkbox"/> Boxing | <input type="checkbox"/> Polocrosse |
| <input type="checkbox"/> Calisthenics | <input type="checkbox"/> Pony Club |
| <input type="checkbox"/> Campdraft | <input type="checkbox"/> Powerlifting |
| <input type="checkbox"/> Canoeing | <input type="checkbox"/> Racquetball |
| <input type="checkbox"/> Carriage Riding | <input type="checkbox"/> Racquetball (Deaf Sport) |
| <input type="checkbox"/> Cerebral Palsy Sport and Recreation Association of NSW | <input type="checkbox"/> Regional Academies of Sport |
| <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Riding for the disabled |
| <input type="checkbox"/> Clay Target Shooting | <input type="checkbox"/> Rifle |
| <input type="checkbox"/> Climbing / Rock Climbing | <input type="checkbox"/> Road Racing |
| <input type="checkbox"/> Council | <input type="checkbox"/> Rodeo |
| <input type="checkbox"/> Cricket | <input type="checkbox"/> Roller Blading |
| <input type="checkbox"/> Cricket (Deaf Sport) | <input type="checkbox"/> Roller Derby |
| <input type="checkbox"/> Croquet | <input type="checkbox"/> Roller Skating |
| <input type="checkbox"/> Curling | <input type="checkbox"/> Rowing |
| <input type="checkbox"/> Cycling Track | <input type="checkbox"/> Royal Life Saving |
| <input type="checkbox"/> Dancesports | <input type="checkbox"/> Rugby (Powerchair Sport) |
| <input type="checkbox"/> Darts | <input type="checkbox"/> Rugby League |
| <input type="checkbox"/> Deafsports Australia | <input type="checkbox"/> Rugby League (Wheelchair Sports) |
| <input type="checkbox"/> Disabled Winter Sports | <input type="checkbox"/> Rugby Union |
| <input type="checkbox"/> Diving | <input type="checkbox"/> Sailing |
| <input type="checkbox"/> Dodgeball | <input type="checkbox"/> Sailing (disability) |

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- Dragon Boating
- Education/Schools
- Eight Ball
- Endurance Riders
- Equestrian
- Fencing
- Floorball
- Flying Disc / Ultimate Frisbee
- Football
- Football / Futsal (Blind / Vision Impaired Sport)
- Football / Futsal
- Football / Futsal (Deaf Sport)
- Football (Powerchair Sport)
- Gaelic Football
- Gliding
- Goal Ball (Blind / Vision Impaired Sport)
- Golf
- Golf (Amputee)
- Golf (Blind / Vision Impaired Sport)
- Gridiron
- Gymnastics
- Handball
- Hang Gliding
- Hockey
- Hockey (Powerchair Sport)
- Hockey (Wheelchair Sports)
- Ice Hockey
- Ice Racing
- Ice Skating
- Ice Speed Skating
- Indoor Bowls
- Judo
- Judo (Deaf Sport)
- Jujitsu
- Karate
- Karting
- Kayaking
- Kendo (Iaido/Jodo)
- Kickboxing
- Korfbal
- Kung Fu
- Lacrosse
- Lawn Bowls
- Show Jumping
- Skateboarding
- Skeleton
- Skiing
- Snooker
- Snooker (Deaf Sport)
- Snowboarding
- Social and Community Groups
- Softball
- Speedway
- Squash
- Surf Life Saving
- Surfing
- Swimming
- Synchronised Swimming
- Table Tennis
- Table Tennis (Deaf Sport)
- Taekwondo
- Tai Chi
- Tennis
- Tennis (Blind / Vision Impaired Sport)
- Tennis (Wheelchair Sports)
- Tenpin Bowling
- Touch Football
- Track and Road Cycling (Wheelchair Sports)
- Trail walking/running/riding
- Transplant Sports
- Triathlon
- Underwater Sports
- University Sports
- Volleyball
- Wakeboarding
- Water Aerobics
- Water Polo
- Water Skiing
- Weightlifting
- Wheelchair Dancing
- Wheelchair Sport NSW
- Wrestling
- Yachting
- YMCA/ YWCA
- Other:

No more than 10 choices may be selected.

Declaration and Authorisation

* indicates a required field

Declaration

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The declaration below must be agreed to by a person who has delegated authority to sign on behalf of the organisation e.g. CEO, General Manager, member of the Board of Management or authorised staff member.

I declare that: *

- I am duly authorised by the organisation to prepare and submit this application.
- This organisation is eligible to apply for funding in accordance with the eligibility criteria in the Funding Guidelines.
- The responses in this application and all supporting documents provided are to the best of my knowledge true and correct.
- I understand that the Office of Sport may disclose the information provided in this application to other Government agencies, Local Government, reviewers and staff assisting with the administration or promotion of State Government Grant Schemes and/or in the event of a request pursuant to the Government Information (Public Access) Act 2009.
- I understand that information in relation to this project will be made public in the event that the application for funding is successful and in other circumstances as outlined in the Program Guidelines.
- Where required, our project will comply with all the relevant codes, standards and applicable legislation of the Australian and NSW Governments.
- I understand that if the project is successful, the organisation is required to have a minimum Public Liability Insurance cover of \$5 million for the duration of the project.
- The applicant organisation is not named by the National Redress Scheme for Institutional Child Sexual Abuse on its list of Institutions that have not joined or signified their intent to join the Scheme.
- I understand that the standard funding agreement terms and conditions are published on the Office of Sport website and no amendments will be considered unless essential to the delivery of a funded project.
- I confirm any additional costs to deliver the project that exceed funding allocated will be covered by the applicant.

At least 10 choices and no more than 10 choices may be selected.

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

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Email *

Must be an email address.

Opt-in to future communications

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

Email Address for information by EDM from the Office of Sport

Child Safe Reporting Obligations

The Office of Sport is required to collect the following information as part of our child safe reporting obligations. Answering these questions will not have any impact on the eligibility/merit of your application.

Is your organisation aware of the NSW Child Safe Scheme? *

- Yes No Unsure Not Applicable

Is your organisation working to embed the 10 Child Safe Standards in it's systems, policies and processes? *

- Yes No

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.

How did you find the online application process? *

- Very easy Easy Neutral Difficult Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour 60

How did you find out about the Safe Shooting Program? *

- Office of Sport newsletter
 Social media (e.g. Facebook, LinkedIn etc.)
 Member of Parliament
 Word of mouth