

Office of Sport

Surf Club Facility Program 2026/27

Program Guidelines





Artwork: 'Jennebe'

By Jasmine Sarin

Acknowledgement of Country

The Office of Sport acknowledges and celebrates the Traditional Custodians of the lands and waters of NSW where we work, live and play.

We pay our respects to Elders past and present, and recognise their strengths, knowledge, and continuing connection to Country.

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sport.nsw.gov.au

Program Guidelines

Updated: April 2026

Important Dates and Program Details	
Opening date and time	Tuesday 7 July 2026
Closing date and time	Category 1: 1pm, Monday 17 August 2026 Category 2 & 3: 1pm, Monday 31 August 2026
Application outcome date	October 2026 onwards
Project delivery timeframe or Project Completion date (for successful applications)	Category 1: Orders should be placed within 3 months of the notification of successful applicants and must be completed by March 2028. Category 2: Projects should commence within 6 months of the notification of successful applicants and must be completed by March 2028. Category 3: Projects should commence within 6 months of the notification of successful applicants and must be completed by March 2030.
Funding Agreement Executed (for successful applicants)	Within 6 weeks of notification of outcome
Decision-maker	Minister for Sport
NSW Government Agency	Office of Sport
Type of grant opportunity	Targeted, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	\$5,513,000 available for projects within three categories Category 1: grants between \$15,000 and \$100,000 for upgrade projects that have a single fixed price quote that is fully inclusive of all costs. Category 2: grants up to \$100,000 for facility design and planning projects. Category 3: grants up to \$1,000,000 for construction projects
Enquiries	Application Enquiries Office of Sport Grants Unit 13 13 02 grants@sport.nsw.gov.au

The Office of Sport reserves the right to amend any of these dates at its absolute discretion.

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Message from the Minister for Sport



Surf Life Saving Clubs provide a world-class service, protecting people in the water, keeping people safe at the beach and supporting a healthy lifestyle for their members.

Rain, hail or shine, our surf lifesavers never waver in their commitment to protecting the community and likewise, the NSW Government will not waver in its support of our 129 Surf Life Saving Clubs.

That's why we are providing more than \$21 million over four years to ensure our surf life saving clubs have modern, inclusive and accessible facilities that enable people from all sections of the community to participate in surf life saving.

In 2025/26 the NSW Government awarded more than \$5.4 million to 61 NSW Surf Life Saving clubs through the Surf Club Facility Program and in 2026/27 we will provide another \$5.5 million for the upgrade, restoration and construction of surf club facilities, including design and planning so projects are supported from concept to completion.

A priority of the Program is projects that encourage participation by women and girls, people with disability, First Nations peoples, people from culturally and linguistically diverse communities, and LGBTQIA+.

So, with summer not far away and grants up to \$1 million available, I encourage Surf Life Saving Clubs and Branches to seek funding for projects that will enable increased participation in surf life saving, increase facility usage and improve community safety.

A stylized, handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

The Hon Steve Kamper MP

Minister for Small Business
Minister for Lands and Property
Minister for Multiculturalism
Minister for Sport

1

Overview of Surf Club Facility Program 2026/2027

1 Overview

Applicants should read this document before filling out an application.

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.

These guidelines outline the key objectives, eligibility criteria, assessment process and timeframes for the Surf Club Facility Program 2026/27.

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

This funding round focuses on establishing achievable, foundational improvements in sustainability and climate resilience. Future rounds are expected to apply progressively more stringent requirements as capability across surf clubs and industry is raised.

1.1 Objectives and outcomes

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

To assist applicants tell us about the changes they expect as a result of their project and how the project incorporates environmentally sustainable and climate resilience measures, we have developed a [Sustainability Checklist](#). Similarly, an [Inclusive Design information sheet](#) provides [Project Examples](#) that enable you to articulate what inclusive design features your project incorporates.

1.2 Grant value

The NSW Government has allocated up to \$5,513,000 in 2026/27 for this Program.

Financial 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.

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.

For Category 1 where a financial contribution is not mandatory, applicants who are able to make a financial co-contribution will be looked upon favourably during the merit assessment process.

Financial hardship

Applicants that cannot meet the required funding co-contribution expectation may apply for financial hardship. A financial hardship application provides applicants the opportunity to outline why they should be exempt from the financial co-contribution. Financial hardship applications are to be made through the same application form and should be supported by a letter from Surf Life Saving NSW.

Financial hardship may be granted where a project is in a disadvantaged area of NSW and/or is recovering from a significant natural disaster or other exceptional circumstances. The Socio-Economic Index for Areas (SEIFA), published by the ABS, will assist in measuring disadvantage.

Financial hardship will not be granted for any applicant that has significant assets or has elected not to prioritise the project within available resources. All assessments of financial hardship will be considered on a case-by-case basis and will be at the absolute discretion of the Office of Sport (or Grant Assessment Panel). In instances where financial hardship has been requested, applicants who are able to make a partial financial co-contribution will be looked upon favourably during the merit assessment process.

Contingency funds

Contingency refers to additional project funding that will only be used 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 on top of the minimum financial co-contribution of 30% of the total project cost.

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

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

1.3 Funding categories

Category 1 – Upgrade Projects (that can be procured with a single fixed price quote)

Category 1 is limited to:

- Projects that request grant funding between \$15,000 and \$100,000.
- Projects that have a single fixed price quote that is fully inclusive of all costs to deliver the project.
- Projects that can be completed by March 2028.
- Three (3) grant applications per organisation and a maximum claim of \$100,000 across all applications.
- Successful applicants are required to accept funds via a Minor Funding Agreement within 6 weeks of notification.

Category 1 projects should:

- Submit a single fixed price quote that matches the project scope and the total project cost.
- Place orders within 3 months of the notification of successful applicants.
- Be delivered/installed by a single supplier.
- Not include contingency, as these projects must have a fixed price.
- Provide a co-contribution if possible but this is not mandatory.

Category 2 – Facility Design and Planning Projects

Category 2 is limited to:

- Projects that request grant funding up to \$100,000.
- Projects that can be completed (i.e. design package is complete, and the appropriate planning request submitted) by March 2028.
- One (1) grant application per organisation.
- Successful applicants are required to execute a funding agreement with the office within 6 weeks of notification. Grant payments will be made in instalments following achievement of milestones.

Category 2 projects should:

- Commence within 6 months of the notification of successful applicants.
- Have landowner consent to proceed with the design and planning work described in the application.
- Evidence the applicant can provide minimum of 30% of the total project cost as a co-contribution.
- Evidence the applicant can provide minimum of 20% in addition to the total project cost as a contingency for cost escalation/overruns.

Category 3 – Construction Projects

Category 3 is limited to:

- Projects that request grant funding of up to \$1,000,000
- Projects that can be completed by March 2030.
- One (1) grant application per organisation. Successful applicants are required to execute a funding agreement with the office within 6 weeks of notification. Grant payments will be made in instalments following achievement of milestones.

Category 3 projects should:

- Commence within 6 months of the notification of successful applicants.

- Have landowner consent to construct the scope of works described in the application.
- Have planning approval to commence construction.
- Evidence the applicant can provide a minimum of 30% of the total project cost as a co-contribution.
- Evidence the applicant can provide a minimum of 20% in addition to the total project cost as a contingency for cost escalation/overruns.

Organisations applying for multiple grants

An applicant may make up to 3 Category 1 applications; however, the maximum amount of funding that can be awarded to any one organisation is \$100,000. If an applicant submits more than one application, they will be required to prioritise their projects, which may be considered when determining the allocation of funding.

Category 1 applicants with multiple requests should consider using the SmartyGrants tool, SmartyFile. The tool allows organisations to collaborate with team members, pre-fill information into forms and manage, view, search and sort submissions across multiple funders in one spot. Applicants with an ABN can use this function.

Category 2 and Category 3 are limited to one (1) application per organisation per category.

Applications may be made in each of the three categories by the same organisation. Therefore, the maximum number of applications per organisation would be five (5).

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Selection criteria

2 Selection criteria

2.1 Eligibility criteria

Eligible applicants

To be eligible for funding, your application/project must:

- be submitted through the online system SmartyGrants.
- be submitted by an eligible applicant.
- be for a project located in NSW.
- include a valid Incorporation number and/or ABN.
- be for an eligible project for the relevant category.
- meet the minimum required financial co-contribution and contingency for the relevant category, as well as request a grant amount appropriate for the relevant category.
- include 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.

To be eligible for funding you must be a:

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

Applications involving partnerships between groups are encouraged and will be considered favourably. For example, an eligible applicant may partner with their local council or landowner, who may provide a financial co-contribution, and/or perform as the delivery team. The partner may complete portions of the application on behalf of the eligible applicant. For partnership applications, a Tripartite Funding Agreement is appropriate and should be requested via the application form.

Ineligible applicants

Ineligible applicants are any organisation types not listed in the 'Eligible Applicants' section, and include (but are not limited to):

- Individuals
- Organisations not affiliated with Surf Life Saving NSW
- Government departments and agencies, however, where the Council will be managing the project on behalf of the eligible applicant Surf Club, and are nominated as a partner in the application, the Office of Sport will issue a tri-partite funding agreement with the Council and successful applicant.
- 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.

Eligible projects

Applications must be to fund the design or delivery of new or upgraded Surf Club facilities that are safe, adaptable, inclusive and sustainable. Each project must explain how it incorporates environmental sustainability features and/or climate resilience measures.

Applications should incorporate principles that will help achieve inclusive facilities such as Goals and principles of universal design and Designing for Dignity Guidelines. Inclusive Design helps to create sport facilities where everyone feels like they belong.

The following are examples of eligible project types and project components for each Category:

Category 1 - Upgrade Projects (that can be completed with a single fixed price quote)

- Construction of new or upgraded unisex and inclusively designed amenities, change spaces and officials' areas.
- Environmental sustainability initiatives that support energy and water efficiency, climate resilience, and long-term financial sustainability. This may include both capital upgrades and low-cost or operational improvements, such as switchboard upgrades, solar PV and/or batteries, rainwater tanks for non-potable water reuse, efficient air conditioning and heat pump water heating, high-efficiency glazing, insulation to walls and ceilings. Initiatives may also include smart controls and optimisation measures (timers, sensors, or sub-metering), passive design improvements (shading, ventilation, draught sealing), and durable, corrosion-resilient materials for coastal environments.
- Digital technology uplift projects, including installation of WIFI, CCTV, keyless entry, increased automation and other innovative smart technologies that contribute to safety and/or security.
- Projects that improve the storage, security and safety capability of surf clubs for example bushfire protection measures on the facility, new roller or access doors with security measures or improvements to beach access for rescue and patrol vehicles.

Category 2 – Facility Design and Planning Projects

- Design and planning approval packages for the upgrade or construction of Surf Club facilities. See Implementing Good Design NSW Government Planning. Including combinations of and not limited to:
 - Business case, feasibility studies and/or development of concept options (limit of 2), engineering assessments and designs to upgrade roof structures, Inclusive Design audits, user surveys, community consultation surveys, recommendation reports, and engagement plans.
 - Development Application package: Design documents (minimum of schematic, block plan, floor plan, elevations, Statement of Environmental Effects (SEE)) e.g. heritage, flooding, stormwater constraints etc.
 - Post Development Application approval package: Construction Certificate, detailed design to facilitate more accurate Quantity Surveyor Reports and/or technical or specialised reports (for example, Geotech, Sustainability Report).
 - Design and planning for projects that deliver comprehensive climate resilience and sustainability outcomes for the facility and its operations, including integrated risk assessment, energy and water management, resilient infrastructure, and low-carbon transport. This may include detailed technical investigations and strategic planning (climate adaptation or sustainability strategies, energy and water modelling), as well as implementation of whole-of-facility upgrades such as flood and coastal inundation mitigation works, resilient building design, renewable energy systems, and active transport or Electric Vehicle infrastructure.
- Design for Inclusive Wayfinding for the Surf Club facility to create a welcoming and enjoyable environment and ideally, provide answers to potential queries before users have to ask for assistance.

Category 3 – Construction Projects

- Construction of new or upgraded amenity buildings such as kiosks, first aid rooms, patrol rooms, kitchens, club rooms, function rooms, unisex and universally designed change rooms, including parent and child change spaces and/or officials' areas (this includes prefabricated modular facilities).

- Installation of site signs and other wayfinding construction.
- Fixed and non-fixed items, that are part of the larger capital improvement project scope, e.g. portable storage racks for rescue boards or beach access mats for wheelchairs.
- External project manager which is limited to 10% of the Total Project Cost. Note, this is not applicable where local Council will be undertaking the project on behalf of an eligible applicant, unless the Council is engaging an external contractor to deliver the project.
- Applicants should incorporate practical sustainability and climate resilience measures during construction and fit-out that improve environmental performance, reduce operating costs, and enhance climate resilience. This may include high-efficiency all-electric systems, renewable energy, water-efficient design, and the use of durable, and materials with low environmental impact. Inclusions should be fit-for-purpose and proportionate to project scale, delivering tangible long-term benefits for the Surf Club facility.

Ineligible projects and project costs

Projects or components that do not meet the criteria outlined in the 'Eligible Projects' section are considered ineligible. These may include, but are not limited to, the following:

- Purchase or lease of land/facility
- Facilities that are not used primarily for Surf Life Saving activities
- Retrospective funding, where projects have commenced or are completed prior to the execution of a funding agreement
- Projects that involve the development of private or commercial ventures unrelated to the Surf Life Saving Club facility
- Master planning across multiple facilities (includes Category 2)
- Costs to resource the preparation and submission of the grant application
- Related primarily to operational expenditure, including but not limited to insurance
- General maintenance or minor repairs required due to normal wear and tear, (e.g. pressure cleaning paths etc.)
- Related to administrative or operational expenditure which are normally the responsibility of businesses, state agencies or local councils
- Project administration costs except for independent project management costs (for Category 2 & 3), limited to 10% of the total project cost.
- Purchase of portable equipment including rescue and training equipment/vehicles such as surfboards, IRB's, stop watches, flagpoles etc.
- Purchase of office equipment (including computers and printers) or other non-fixed items such as kitchen appliances, and loose furnishings unless they are included to fit out the same Categories 1 or 3 project.
- Projects that have already been funded by the NSW Government unless significant new and additional, yet to commence scope is identified.
- Repair of facilities where the damage can be covered by insurance
- For the maintenance or construction of local roads, car parks (public or private) or any other core service infrastructure works that are ordinarily the responsibility of council, other level of government or private enterprise

Any ineligible costs will be removed by assessors if included, at the absolute discretion of the Office of Sport.

2.2 Assessment criteria and supporting documentation

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

Criteria	Specific information and evidence required	Weighting
Criterion 1: Strategic justification	- Describe how this project aligns with the objective of this Program, including the extent to which the project is environmentally sustainable and climate resilient, and incorporates inclusive design. - 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.	40%
Criterion 2: Project scope	- Describe clearly what the project is and what the key deliverables will be. - Describe how the project scope incorporates advice/information from the user group.	20%
Criterion 3: Project affordability / Value for Money	- Provide a clear project budget. The budget should clearly identify the project costs and revenues (if any financial co contribution will be made) - Provide evidence to support budgeted costs and revenues. - Provide a clear project budget. The budget should clearly identify and itemise all project costs relevant to the scope of work. - Provide evidence of robust itemised cost planning and include supporting documentation to evidence the cost is realistic and value for money. - Provide evidence of availability for any co-contribution to the project either financially or in-kind.	20%
Criterion 4: Project deliverability and applicant capability	- Provide a project plan that illustrates key project tasks and milestones and forecast delivery timeline which is aligned to grant timeframe. - List any risk, assumptions, constraints, and dependencies in delivering the project. - Demonstrate proven experience in delivering similar size projects. - Provide evidence of landowner(s) consent for the project. - Provide evidence of Development Application approval (if required) or exemption. - Applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant.	20%

For additional detail on topics such as Financial and co-contributions, Project scope, Assessment criteria, Announcements and Requirements of funded projects, please see the [Frequently Asked Questions \(FAQs\)](#) link on the Grants web page.

Office of Sport staff are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. They can also provide advice relating to the online application process.

The Office of Sport Infrastructure Grants Team can be contacted as follows:

- Phone: 13 13 02
- Email: grants@sport.nsw.gov.au

2.3 Supporting Documentation

The table below outlines 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.

Supporting documentation	Category 1 - Upgrade Projects (off the shelf purchase)	Category 2 – Facility Design and Planning Projects	Category 3 - Construction Projects
<u>Project budget</u> The budget should clearly identify and itemise all project costs relevant that match the scope of works.	Mandatory	Mandatory	Mandatory
<u>Project cost evidence</u> Quotes or Quantity Survey (QS). The quote 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.	Mandatory. Must have one fixed price quote that is fully inclusive of all costs to deliver the project.	Mandatory	Mandatory
<u>Confirmation of all financial co-contribution sources</u> 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.	Highly desired	Highly desired The Office may set aside applications that cannot appropriately evidence this.	Highly desired The Office may set aside applications that cannot appropriately evidence this.

Supporting documentation	Category 1 - Upgrade Projects (off the shelf purchase)	Category 2 – Facility Design and Planning Projects	Category 3 - Construction Projects
<u>Landowners Consent</u> This should be on the Office of Sport Landowners Consent template – see Available supporting documents.	Highly Desired The Office may set aside applications that cannot appropriately evidence this.	Highly Desired The Office may set aside applications that cannot appropriately evidence this.	Highly Desired. The Office may set aside applications that cannot appropriately evidence this.
<u>A legally binding land-use agreement (lease)</u> For confirmation of tenure and/or maintenance and capital works responsibilities.	Desired	Desired	Desired
<u>Development application approval, or exemption</u> This should be from the appropriate delegate at the consent authority. For example, the development approval including stamped plans, a letter from Council confirming DA exemption, receipt for DA submission etc.	Desired	Not applicable	Highly Desired. The Office may set aside applications that cannot appropriately evidence this.
<u>Other relevant approvals</u> For example, communication with your Local Aboriginal Land Council and/or the NSW Department of Planning and Environment's Aboriginal Cultural Heritage Unit or Heritage NSW.	Not applicable	Not applicable	Highly Desired
<u>Letters of support</u> From organisations that indicate how they will either support or benefit from the project.	Highly Desired	Highly Desired	Highly Desired
<u>Copy of current Public Liability Insurance cover/policy</u> A certificate of currency or confirmation that if successful you will provide Public Liability Insurance in line with requirements.	Mandatory	Mandatory	Mandatory

Supporting documentation	Category 1 - Upgrade Projects (off the shelf purchase)	Category 2 – Facility Design and Planning Projects	Category 3 - Construction Projects
<u>Evidence confirming community and end user consultation and/or collaboration on the project scope, to support the need and impact</u> Examples include community consultation report, meeting minutes, surveys results, and on-line feedback or similar.	Desired	Highly Desired	Highly Desired
<u>Sustainability checklist</u> Complete the Sustainability Checklist (<i>within the application form</i>) to evidence how the project includes environmental sustainability and/or climate resilience features.	Mandatory	Mandatory	Mandatory
<u>Inclusive design checklist</u> Complete the Inclusive Design Checklist (<i>within the application form</i>) to evidence how the project includes features that ensure it is accessible to the widest possible range of people, considering diverse abilities, backgrounds, and experiences.	Mandatory	Mandatory	Mandatory
<u>Project plan</u> A clear plan that illustrates key project milestones and forecasts the delivery timeline, with evidence of ability to deliver the project within the required timeframe for the relevant category.	Mandatory	Mandatory	Mandatory
<u>Project location</u> Site plan to clearly show the location of proposed works. The <u>NSW Planning Portal Spatial Viewer</u> can be used to provide Deposited Plan and other location information.	Desired – where applicable	Mandatory	Mandatory
<u>Evidence of current facility condition</u> Photographs of current facility	Highly Desired	Highly Desired	Highly Desired

Supporting documentation	Category 1 - Upgrade Projects (off the shelf purchase)	Category 2 – Facility Design and Planning Projects	Category 3 - Construction Projects
<u>Illustration of proposed works</u> Concept or schematic design documents. More progressed and detailed designs will be considered more favourably as an indication of project readiness	Desired – where applicable	Not applicable	Highly Desired The Office may set aside applications that cannot appropriately evidence this.

3

Application process

3 Application process

3.1 How to apply

What is the application process?

How to apply: Follow the steps below to submit your application.



Step 1: Check your eligibility

- See Eligible Applicants section of these Guidelines to see which organisations can apply for funding.
- If you are not eligible, you may be able to partner with an eligible organisation, although they will need to be the applicant organisation and submit the application.



Step 2: Understand the requirements

- Before you apply, please read these guidelines and related materials to make sure you understand all relevant requirements, including whether you are eligible to apply.
- The SmartyGrants portal will not allow submission of the application unless all mandatory supporting documents have been uploaded.



Step 3: Prepare your application

- Gather your evidence including letters of support, funding commitments, development approvals/exemptions, images/plans, quotes, participation data etc.
- Consider using the SmartyGrants tool, [SmartyFile](#). The tool allows organisations to collaborate with team members, pre-fill information into forms and manage, view, search and sort submissions across multiple funders in one spot. Applicants with an ABN can use this function.



Step 4: Submit your application

- Applying for a grant is a simple process using the [SmartyGrants platform](#).
- The Office of Sport recommends that applicants familiarise themselves with the online application form ahead of preparing the application and plan to submit ahead of the closing date to reduce the risk of missing the deadline.
- Complete your application by filling in each of the sections. The SmartyGrants portal will not accept submission of an application unless all mandatory documents have been uploaded.
- Submit your application as soon as possible and before the closing date and time.
- You will be asked to declare that “The responses in this application and all supporting documents provided are to the best of my knowledge true and correct”. The application may be deemed ineligible if the application contains false or misleading statements.
- Projects must be submitted through the [SmartyGrants website](#) to be considered eligible.

Successful submissions will be issued with a SmartyGrants system generated acknowledgement email containing a PDF copy of the application which will confirm the time the application was submitted.

3.2 Support available to applicants

Information for all Office of Sport grants is [here](#). Documents available to assist your application include:

- Program Guidelines
- Frequently Asked Questions (FAQs)
- Landowner Consent Form
- Minor Funding Agreement Template (single payment grants) & Funding Agreement Template

Office of Sport staff are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. They can also provide advice relating to the online application process. The Office of Sport Grants Team can be contacted as follows:

- Phone: 13 13 02
- Email: grants@sport.nsw.gov.au
- The website: [Grants](#) | NSW Government

For questions technical issues relating to SmartyGrants contact SmartyGrants at:

- Phone: 03 9320 6888
- Email: service@smartygrants.com.au
- Technical help guide for applicants

If you require the use of a translator, please call the National Translating and Interpreting Service on 131 450, and ask them to call us on 13 13 02. The service provides immediate phone interpreting.

3.3 Late application

Late applications

- Late applications can only be made where an applicant has started an application in SmartyGrants prior to the closing date/time.
- If for any reason you are not able to lodge your application on time, you must contact the Office of Sport at the earliest possible time after the closing date/time.
- A late application will only be considered where its acceptance would not compromise the integrity and competitiveness of the process. The final determination on whether a late application will be accepted will be made by the Grant Assessment Panel supported by advice from an independent probity advisor.

Late supporting documents

- If any document is not available prior to the closing date/time and you would like to submit this for consideration you must contact grants@sport.nsw.gov.au. Any decision in relation to the acceptance of late supporting documentation will be at the absolute discretion of the Office of Sport.
- Late supporting documentation will only be accepted for applications already submitted in SmartyGrants before the closing date and time and will only be considered where its acceptance would not compromise the integrity and competitiveness of the process.

- The final determination on whether a late supporting documentation will be accepted will be made by the Grant Assessment Panel supported by advice from an independent probity advisor.

4

Assessment process

4 Assessment process

4.1 Assessment of grant applications

The Surf Club Facility Program is a targeted competitive grant program where eligible applications will be assessed on their merit against criteria and be compared with other applications. The 2026/27 Program is administered by the Office of Sport in two stages:

1. Eligibility check
2. Merit assessment

Throughout the assessment process the Office of Sport may request additional information from the applicant.

An independent probity advisor will oversee the grant process and attend all Grant Assessment Panel meetings.

The Minister for Sport will consider the recommendations of the Grant Assessment Panel and make decisions relating to the approval of funding.

4.2 Eligibility check

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

The Office may notify applicants if their Category 1 application has been assessed as ineligible, prior to the closing date for Categories 2 & 3.

4.3 Merit assessment

The Office of Sport will support the Grant Assessment Panel by conducting a preliminary assessment of all eligible applications against the Program criteria and provide administrative support.

The Grant Assessment Panel will assess all eligible applications against the Program criteria considering the extent to which the applicant has addressed the assessment criteria and providing supporting evidence to determine the final merit assessment score. The Office of Sport will provide administrative support.

During the assessment process, the Grant Assessment Panel may apply a minimum scoring requirement to one or more of the criteria, or the overall application score. Where an application does not meet minimum scoring requirement adopted during the assessment process, the Grant Assessment Panel reserves the right to not consider the application for grant funding.

The Grant Assessment Panel may, by agreement recommend a reduced grant amount at their discretion. If ineligible project scope and components are included in the application the Grant Assessment Panel may adjust the requested grant amount accordingly.

The Grant Assessment Panel will consider geographical spread across local government areas and electorates, grant amount requested and project size to determine successful projects and achieve objectives of the Program.

To avoid duplication of State Government funding for projects, and/or to further assess risks when recommending funding for an application, written comment/feedback on applications may be requested from the following stakeholders to inform the assessment:

- Regional Organisation of Councils
- Premier's Department
- Office of Local Government
- Other State Government entities/agencies providing funding for similar projects
- State/national sporting organisations
- Relevant experts.

4.4 Notification of application outcome

All applicants will be formally notified in writing following the final approval of outcomes. For successful applicants, the notification will include the approved grant amount and the confirmed project deliverables.

4.5 Feedback on applications

General feedback for unsuccessful applicants will be provided at the time of notification. You can request additional feedback by emailing the Office of Sport at grants@sport.nsw.gov.au.

4.6 Publication of grants information

The Grants Administration Guide (**Guide**) requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect. This information is also open access information under the *Government Information (Public Access) Act 2009* (NSW) (**GIPA Act**), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the [NSW Government Funding Finder](#) as soon as possible after the grant funding is approved or declined.

All records in relation to this decision will be managed in accordance with the requirements of the *State Records Act 1998* (NSW).

5

Successful grant
applications

5 Successful grant applications

All successful applicants are required to enter into a funding arrangement with the Office of Sport.

5.1 Grant agreement

The standard funding terms and conditions are published on the Office of Sport website and no amendments will be considered.

The following reflects the intent of some key provisions that will be included in the terms and conditions with successful applicants:

- Grant payments will not be made until an executed funding agreement is in place and the Office of Sport will not be responsible for any project expenditure until this time.
- If, for whatever reason, an organisation is unable to proceed with a project, Office of Sport must be informed in writing as soon as possible.
- Successful applicants may be required to complete periodic project updates, in addition to listed reporting requirements in the funding agreement.
- The Office of Sport reserves the right to request grant and project related data from successful applicants on an ad hoc basis for a period of up to five years following completion of the project.
- Office of Sport reserves the right to undertake an audit of grant funding to successful organisations within seven years of funding payment.

If a grant recipient breaches any of the terms and conditions of the funding agreement, the Office of Sport reserves the right to terminate the terms and conditions and reclaim the grant in part or in whole at its discretion.

5.2 Variations to an approved project

The Office of Sport acknowledges that things may occur that will impact grant recipients and projects at any time. Any variation requested by a successful applicant to a project that constitutes a change to the original application will require a revised assessment of the application to determine whether the project should still be funded in accordance with the program guidelines.

Any variation to the project as detailed in the application form must be agreed to in writing by the Office of Sport and may require Minister approval. In these circumstances, the grant recipients should request a variation via SmartyGrants. Requests for variations to the terms and conditions or changes to the project will only be considered in limited circumstances.

Applicants are encouraged to ensure that their application provides accurate cost and timelines to reduce the need for variations.

5.3 Grant payment

Payments to successful applicants will be made either up front as per the Minor Funding Agreement or in accordance with the milestones set out in the funding agreement. To receive payment, for grantees who are registered for GST, the Office of Sport will issue Recipient Created Tax Invoices (RCTI) for the grant. For grantees not registered for GST, the Office of Sport will issue a remittance advice only (and not an RCTI).

Applicants that do not have an ABN must provide a signed ATO Statement by Supplier form that can be downloaded from the [Australian Tax Office website](#).

5.4 Unspent funds

Where a project is completed and there are unspent funds remaining from the grant allocation, the unspent funds will be split pro rata in accordance with the original budget. The Office of Sport may require the grant recipient to return some or all of the unspent funds.

5.5 Indicative reporting and acquittal requirements

Milestone Reporting

Reporting requirements, including milestone-based progress reports and evidence of expenditure, may apply throughout the grant delivery period depending on the value and nature of the approved funding. If this is the case it will be outlined in your funding agreement.

Project Completion

A project completion report will be required within 30 days of completion of the project as outlined in the funding agreement.

Financial Acquittal

A financial acquittal will be required within 90 days of project completion within SmartyGrants. This will require preparation of a profit and loss statement relating to the project expenditure and funding sources. The profit and loss statement must be certified by two office bearers of the recipient organisation stating that the funding has been spent in accordance with the grant application and terms and conditions. For grant amounts over \$50,000 this must also be certified by an independent qualified accountant. Acquittal must be for the total project cost for funded scope items (which includes grant amount plus any financial co-contribution that contributes directly to the scope items).

Successful recipients should ensure that all invoices, receipts, remittances and bank transfers are retained in order for this to occur.

The Office of Sport reserves the right to reduce proportionally the amount of the grant if the total cost of the project is less than the amount stated in the application or ineligible cost items are included in the acquittal. In these instances, the Office of Sport will withhold remaining payments or require the recipient to repay a proportion of the grant. The revised grant amount will be recalculated to maintain the original financial co-contribution ratio between the Office of Sport and the recipient. Accordingly, both the grant funding and the recipient's financial contribution will be reduced on a pro-rata basis to reflect the adjusted project cost.

Recipients that do not provide a financial acquittal by the required date(s) may be ineligible for future Office of Sport grants until the required documentation is provided.

5.6 Evaluation

A post project evaluation report may be requested on an ad-hoc basis for a period of up to five years after the completion of the project in order to gather further detail on the medium to longer term outcomes and impact of the project.

5.7 Acknowledging the NSW Government

Successful applicants must acknowledge the NSW Government's support through the provision of funding as per the NSW Government Funding Acknowledgement Guidelines.

The NSW Government reserves the right to be involved in media opportunities and speaking engagements relating to the funded project.

Recipients must ensure that any media opportunities, speaking engagements and signage relating to the Program or project are discussed with, and approved in advance by, Office of Sport.

5.8 Publicity

The NSW Government reserves the right to be involved in media opportunities and speaking engagements relating to the funded project. Recipients must ensure that any media opportunities, speaking engagements and signage relating to the Program or project are discussed with, and approved in advance by, the Office of Sport.

5.9 Insurances

Organisations approved for funding by this Program are required to have a minimum level Public Liability Insurance cover stated in these Guidelines. 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 project. The determination will be made on level of risk posed by a proposed project. If an Applicant proposes Public Liability Insurance cover below the minimum required threshold, a detailed justification outlining the exceptional circumstances must be provided to warrant the reduced coverage.

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

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Additional information and
resources

6 Additional information and resources

6.1 Complaint handling

Complaints can be made online using the Feedback option in the contact form on the [Office of Sport website](#) to provide details of your compliment, complaint or suggestion and they will be forwarded to the right team for action.

The Office of Sport is a public authority covered by the NSW Ombudsman scheme. The NSW Ombudsman is an independent integrity agency that pursues fairness for the people of NSW. It strives to ensure that those entrusted with public power and resources fulfil their responsibilities and treat everyone fairly. For information about the NSW Ombudsman, including when and how you can make a complaint, visit: www.ombo.nsw.gov.au.

6.2 Access to information

The GIPA Act provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council. Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

6.3 Disclosure of Project Information

Information submitted in the application will be shared within the NSW Government. Should your application be successful, the Office of Sport may provide certain information to the media and Members of Parliament for promotional purposes. This information may include applicant name, project name, project description, location of the project, location of the grant recipient, amount funded and total project cost. Information provided in the grant application/milestone and project completion reports may be used to develop case studies including photos. The contact details supplied by the person submitting the application may also be provided to the relevant Members of Parliament.

6.4 Privacy policy

The Office of Sport will collect and store the information you voluntarily provide to enable processing of this grant application. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected (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. 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.

6.5 Conflict of Interest

A conflict of interest exists when a person might reasonably perceive that the personal interests of a key decision maker of the funded organisation could be favoured over the duties to the funded organisation.

Applicants will be asked to declare as part of their application, and as part of continuous disclosure required by the terms and conditions, any perceived or existing situation which could or does give rise to a conflict of interest. If applicants later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, they must inform the Office of Sport in writing immediately. All key decision makers of your organisation including persons who will be responsible for expending the funds (such as board/committee members, the CEO (or equivalent) and managers of the project) must also declare any conflicts of interest.

With respect to this Program, applicants must not:

- do anything which could place a public official in a conflict of interest.
 - offer gifts or inducements to any public official.
-

6.6 Confidentiality

Each party agrees it must maintain the confidentiality of all commercially sensitive or confidential information it receives from the other party, unless it obtains the consent of that other party to disclose the information. For the purposes of this section, the Office of Sport considers the amount of the Funding to be confidential information.

This does not apply if the information disclosed is publicly available at the time of the disclosure; and/or is required to be disclosed under the *Government Information (Public Access) Act 2009*(NSW) or process or requirement of Parliament, law or a court; or is required to be disclosed for the purpose of preparing a party's financial statement.

6.7 Records management

The Office of Sport complies with the management, storage and retention requirements of the *State Records Act 1998* to the extent it applies to any documents created by the Office of Sport, funding applicants or funding recipients under this Program.

6.8 Disclaimer

Submission of an application does not guarantee funding. The costs of preparing an application are borne by the applicant as are any costs incurred prior to agreeing to the terms and conditions.

6.9 Probity

The Office of Sport has appointed O'Connor Marsden & Associates Pty Ltd (OCM) as independent Probity Advisors for this Program. If there are any concerns regarding the probity or integrity of this Program, contact should be made with the Office of Sport in the first instance via email on grants@sport.nsw.gov.au.

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