

Office of Sport

NSW Rugby World Cup Legacy 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: June 2026

Important Dates and Program Details	
Opening date and time	1pm, Friday, 3 July 2026
Closing date and time	1pm, Friday 14 August 2026
Application outcome date	November 2026 onwards
Project delivery timeframe (for successful applications)	Category 1 – Infrastructure: Projects should commence from January 2027 and must be completed by January 2029. Category 2 – Participation: Projects commence within 6 months of the notification to successful applicants and must be completed by December 2028.
Grants must be accepted within	Category 1: Within 6 weeks of notification of successful applicants via a milestone Funding Agreement. Category 2: Within 2 weeks of notification of successful applicants via acceptance of Minor Funding Agreement.
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)	The 2026/27 Round has a total of up to \$2,150,000 available for projects within the two categories: Category 1: Grants between \$25,000 and \$150,000, with up to \$1,750,000 available. Category 2: Grants between \$5,000 and \$50,000, with up to \$400,000 available.
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



The NSW Rugby World Cup Legacy Program is an initiative of the NSW Government, NSW Rugby Union (NSWRU), ACT & Southern NSW Rugby Union (ACT&SNSWRU) and Rugby Australia (RA) as a result of NSW hosting games at the Men's Rugby World Cup 2027. The Program aims to improve rugby facilities and increase participation.

It will support all Rugby Australia and World Rugby game formats through the construction or upgrade of community facilities and programs to increase inclusion and participation, particularly in under-represented groups.

These improvements will create a tournament legacy, ensuring rugby union in NSW is positively impacted at all levels.

During Round 2 of the Program \$2.15 million is available to clubs, associations and councils. I urge all eligible organisations to take advantage of this once in a generation opportunity and apply for a grant.

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 Jobs and Tourism
Minister for Lands and Property
Minister for Multiculturalism
Minister for Sport

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Overview of NSW Rugby World Cup Legacy Program 2026/27

1 Overview

1.1 Purpose and objectives

Purpose

The NSW Rugby World Cup Legacy Program ('the Program') is an initiative of the NSW Government, NSW Rugby Union (NSWRU), ACT & Southern NSW Rugby Union (ACT&SNSWRU) and Rugby Australia (RA) as a result of NSW hosting Men's Rugby World Cup matches in New South Wales in October and November 2027. The Program is administered by the Office of Sport in the lead up to and post the Men's Rugby World Cup 2027.

The Program aims to improve Rugby facilities, increase participation opportunities and improve player pathways. It will support Rugby in all Rugby Australia and World Rugby game formats, at all levels through the construction or upgrade of community facilities, participation initiatives. These improvements will create a tournament legacy ensuring all of NSW is positively impacted from hosting the Men's Rugby World Cup 2027.

The Program will be administered over two rounds, with a total allocation of up to \$4.83 million. These guidelines apply to Round 2 of the program where there is up to \$2.15 million available. The NSW Rugby World Cup Legacy Program will be delivered by the Office of Sport in collaboration with NSW Rugby Union, ACT & Southern NSW Rugby Union and Rugby Australia.

Key Objectives

The objectives align with Rugby Australia's strategy and NSW Rugby Union and ACT & Southern NSW Rugby Union's strategy and are listed below.

Category 1 - Infrastructure stream - key objectives are to:

- Improve the quality, adaptability, environmental sustainability and/or climate resilience of Rugby facilities in NSW
- Increase the utilisation of Rugby facilities in NSW
- Support the equitable provision of, and access to, Rugby facilities to grow participation for under-represented groups
- Improve the Rugby experience for players, referees, coaches, administrators, and spectators

These objectives are in line with the Rugby Australia National Infrastructure focus areas of:

- Improve accessibility & capacity of facilities
- Promote inclusive participation by enhancing community club facilities
- Target priority regions by addressing demand in vital areas for participation and population growth

Category 2 - Participation stream - key objectives are to:

- Increase participation in Rugby with new or enhanced program/competition formats
- Increase opportunities for participation in Rugby for under-represented groups
- Priority will be given to innovative, program/competition formats that expand participation pathways and/or test alternative models of competition delivery beyond traditional programs.

1.2 Funding Categories

The NSW Government has allocated up to \$2,150,000 for the NSW Rugby World Cup Legacy Program 2026/27 (Round 2). The aim is for the available funding to be split for projects approximately in the following ratios: 90% delivered in NSW Rugby Union's jurisdiction and 10% delivered in ACT/Southern NSW Rugby Union's jurisdiction. The final distribution of funds will be determined by the Grant Assessment Panel and depend on a number of factors including the subscription level and quality of applications.

Category 1 – Infrastructure

Category 1 is limited to:

- Projects that request grants between \$25,000 and \$150,000
- Projects involving the construction of new or upgrade of existing infrastructure
- Projects that can be completed by January 2029
- Projects that are typically more complex and may involve multiple phases of planning and execution
- One (1) grant application per organisation

Category 1 projects should:

- Commence by January 2027
- Have landowner consent to construct the scope of works described in the application
- Have development approval from the appropriate authority
- Provide a minimum of 25% the total project cost as a financial co-contribution
- Provide a contingency of at least 5%, and up to 20% of total project cost

Category 2 - Participation

Category 2 is limited to:

- Projects that request grants between \$5,000 and \$50,000
- Projects that can be completed by December 2028
- Two (2) grant applications per organisation. Applicants must prioritise their projects in order of preference, which may be considered when determining the allocation of funding.

Category 2 projects should:

- Commence within 6 months of the notification to successful applicants
- Be delivered over a 2-year period
- Provide a minimum of 25% the total project cost as a financial co-contribution
- Provide a contingency if required based on the project type

The Office has the discretion to deem projects submitted under the incorrect category ineligible.

Financial Co-contribution

All applications are expected to provide a minimum 25% financial co-contribution of the total project cost (e.g. if an applicant's total project cost is \$100,000, they should have at least a \$25,000 co-contribution).

The total project cost should reflect only the scope of works for which grant funding is being sought and include both the requested grant amount and any financial co-contribution. 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.

Financial Hardship

Applicants that cannot meet the funding co-contribution expectation may apply for an exemption due to 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 application process.

Financial hardship may be granted where a project is located in a disadvantaged area of NSW and/or is recovering from a significant natural disaster or pandemic 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 more favourably during the merit assessment process.

Project Contingency

Contingency refers to additional project funding that will only be used if the actual project costs exceed the expected total project cost. The contingency amount proposed should be relevant to the size and complexity of the project.

Project contingency funding is in addition to the financial co-contribution. Applicants must demonstrate they can fund both the required financial co-contribution and any project contingency identified in their application.

As the contingency is to be provided by the applicant, any unspent contingency at the end of the project will remain with the applicant organisation. The Office of Sport will not cover any cost of project overruns. Any costs that exceed the expected total project cost must be covered by the grant recipient.

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Selection Criteria

2 Selection Criteria

2.1 Eligibility Criteria

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

- be submitted by an eligible applicant
 - be submitted through the online system SmartyGrants
 - include a valid Incorporation number and/or ABN for the applicant organisation
 - be for a project located project is in NSW
 - be for an eligible project for the relevant category
 - request a grant amount appropriate for the relevant category
 - include a declaration by the applicant organisation that if successful they will provide Public Liability Insurance with a minimum \$20 million cover.
-

2.2 Eligible Applicants

Category 1 – Infrastructure

Eligible applicants are:

- Incorporated, not for profit rugby union clubs, associations, zones in NSW that are affiliated and have met compliance requirements of NSW RU and/or ACT&SNSW RU.
- Local Government Authorities in NSW.

Category 2 – Participation

Eligible applicants are:

- Incorporated, not for profit rugby union associations or zones in NSW that are affiliated and have met compliance requirements of NSW RU and/or ACT&SNSW RU.

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 may be appropriate and can be requested via the application form.

2.3 Ineligible Applicants

Ineligible applicants are any organisation types not listed in the ‘Eligible Applicants’ section for each respective category; and include (but are not limited to):

Category 1 – Infrastructure

- Rugby union clubs, associations, zones or other deliverers who are not affiliated with, or have not met compliance requirements of NSW RU and/or ACT&SNSW RU.
- Individuals
- Private Rugby academies
- Super Rugby clubs (men and women)

- State Sporting Organisations/State Sporting Organisation for people with Disability
- National Sporting Organisations/National Sporting Organisation for people with Disability
- Schools, universities and TAFE's
- Parents and Citizens (P&C's) Associations
- Organisations 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.

Category 2 – Participation

- Local Government Councils
- Rugby union clubs
- Rugby union clubs, associations, zones or other deliverers who are not affiliated with, or have not met compliance requirements of NSWRU and/or ACT&SNSWRU.
- Individuals
- Private Rugby academies
- Super Rugby clubs (men and women)
- State Sporting Organisations/State Sporting Organisation for people with Disability
- National Sporting Organisations/National Sporting Organisation for people with Disability
- Schools, universities and TAFE's
- Parents and Citizens (P&C's) Associations
- Organisations 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.

2.4 Eligible Projects

Category 1 – Infrastructure

Funds can be used for constructing new or upgrading existing Rugby facilities that demonstrate inclusive and accessible design and maximise community participation. Each project must explain how it incorporates environmental sustainability features and/or climate resilience measures.

Examples of eligible project types and project components include:

- New or upgraded synthetic, hybrid or turf pitches, including improvements to pitch drainage, full resurfacing and irrigation.
- New or improved field lighting.
- Upgraded or new amenity buildings such as gender-neutral change rooms, canteen/kiosk, club rooms, grandstands, seating, shade/shelter, or storage spaces that are universally designed.

Staged components of a larger facility development are eligible, providing the stage being applied for meets the Program eligibility criteria.

Acknowledging that many venues in NSW are used for multiple sports, facility development projects supported through the Program must demonstrate the primary benefit is to Rugby participants and stakeholders.

Investment will prioritise projects that target priority regions by addressing demand in vital areas for participation and population growth (priority regions) that address the key areas of priority identified in the Rugby National Facility Audit:

- Provide female friendly change rooms
- Improve the club room environment
- Adequate and sustainable lighting to provide safe environments and increase time to play
- Improve turf to provide improved safety, or drought and flood relief.

Category 2 - Participation

Funds will be prioritised to projects that are:

- new or innovative
- for program/competition formats that expand participation base and/or
- pilot alternative models of competition delivery beyond traditional programs.

Programs put forward for funding should be holistic and demonstrate that consideration has been given to all the elements of the program necessary to result in the increased participation and other outcomes.

Where a new population group is targeted, there should be a clear explanation of the opportunity (e.g.: size of market, level of interest/demand), how the consultation and ongoing engagement with this group will occur and be sustained over the delivery timeframe to maximise sustainability of the program.

The proposed program should be discussed with the relevant contact at NSWRU and/or ACT&SNSWRU staff to ensure that its realistic, aligns with the Rugby Strategic priorities and feedback and support can be provided to strengthen the application. Please note the relevant Rugby contact will not be involved in the assessment of the application.

Examples of population groups that may be targeted or modified programs/competitions that may be considered include:

- Women and girls' participation (e.g. new girls' competitions)
- First Nations or Pasifika groups
- Tri Tag Rugby Programs (adults)
- Modified programs/competitions for Under 85kg, over 35 aged etc
- Introductory programs for children and young people e.g. Get into Rugby programs or Tri Tag Rugby programs.

Examples of eligible cost items include (but are not limited to):

- Staff including co-ordinators, coaches/facilitators to directly run programs/competitions, medic/first aid officers
- Marketing costs - limited to 10% of grant amount request
- Welcome/Acknowledgement to Country, Pride and other social/cultural initiatives – limited to 10% of the grant amount request
- Equipment (e.g. Tri Tag belts for a Tri Tag program, or new female uniforms for a women and girls' program) – limited to 20% of grant amount request

- Education courses (e.g.: coaching, officiating) only where it will directly support new or enhanced programs/competitions
- Education presenter (e.g. contractor to deliver training/learning opportunity) only where it will directly support new or enhanced programs/competitions.

Projects that benefit under-represented groups

The current Office of Sport Strategy emphasises inclusion under the guiding principle “For all people,” understanding the rich diversity of the NSW community and the benefits sport can offer not only physically and mentally, but also socially. Several groups are identified as being under-represented in sport and active recreation including:

- Women and girls
- First Nations people
- People from culturally and linguistically diverse (CALD) backgrounds
- People with disability
- Lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual, and other identity (LGBTQIA+) individuals.

Alongside the above list, Rugby Australia’s Inclusion Strategy also identifies similar under-represented groups that experience unique barriers to participation in rugby union.

While this isn’t an expectation or requirement of the Program, if a project, under either category, directly targets and are assessed as benefiting these population groups, it will be prioritised. In order to be considered, the project must have a genuine potential to impact these groups and demonstrate that by meeting the following criteria:

- The project is specifically targeted to benefit the selected group
- There is an existing relationship with the target population that the project can enhance.
- There is a holistic strategy and/or implementation plan about how the benefits to that under-represented group will eventuate (including beyond the scope of the proposed project).

If an applicant is assessed as not meeting all the criteria it will be given 0% in this merit criteria.

2.5 Ineligible Projects and Costs

Category 1 – Infrastructure

Examples of ineligible project types and project components include:

- Facilities that are not primarily used for Rugby activities.
- Projects that are located outside NSW.
- Facilities that are on private land unless there is clear public benefit to the community Rugby and have documented consent from the landowner.
- Purchase or lease of land/facility.
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans.
- Costs associated with preparing and submitting the application for funding under this program.
- Items that do not meet relevant Australian standards.
- General maintenance or repair of normal wear and tear of facilities, e.g. running costs and minor repairs to existing facilities such as line-marking.

- Repair of facilities where the damage can be covered by insurance.
- General administration or operating expenses such as rent or wages for administrative and/or executive staff.
- Related to buying or upgrading non-fixed equipment, e.g. gym equipment, lawn mowers, portable scoreboards, goalposts or grandstands, cones, computers, office goods, clothing and footwear.
- Purchase and Installation of Scoreboards
- Retrospective funding, where projects have commenced construction or are completed prior to submission of your application.
- Projects that have already been funded by the NSW Government unless significant new and additional scope is identified.
- For the building or upgrade of licensed areas and gaming areas.
- Project administration costs, such as project management administration staffing.
- Ancillary infrastructure e.g. car park, access road.

Category 2 - Participation

Examples of ineligible projects/project costs include:

- Subsidised membership or participation fees.
- Projects that are not primarily for rugby union activities.
- Projects that are located outside NSW.
- Projects that do not align with Rugby Australia and World Rugby game formats and introductory programs.
- Food, drink, catering or hospitality.
- Prize money or attendance incentives not related to proposed activity.
- Entertainment.
- Events that are organised for the primary purpose of fundraising, including charity fundraising events.
- Individual scholarships/sponsorships.
- Subsidy for school sporting activities and events, e.g. in-school activations. For clarity community-based school participation is eligible.
- Programs/events that are one-off in nature and do not support ongoing participation opportunities e.g. a stand-alone gala day or 'Come and Try' event.
- Interstate and International Travel and Accommodation Costs.
- Ongoing and annual operational costs e.g., staff wages and administration costs that relate to the running of the club/organisation including yearly subscriptions/memberships and venue hire.
- Medical equipment or associated medical costs, e.g. first aid supplies, defibrillators.
- Purchase or rental of land or premises, vehicles, office equipment (e.g.: office furniture, printers, photocopiers, technology hardware).
- Projects that have already been funded by the NSW Government unless significant new and additional project scope is identified.
- Retrospective funding e.g., projects that have already commenced or been completed prior to submission of your application.

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

2.6 Assessment Criteria

Category 1 – Infrastructure

Criteria	Detail	Weighting
Criterion 1: Strategic Justification	- Describe how this project aligns with one or more of the objectives of this Program. - Describe how the project addresses demand in vital areas for participation and population growth (priority regions). - Describe how the project addresses the key areas of priority identified in the Rugby National Facility Audit: - Provide female friendly change rooms - Improve the club rooms environment - Adequate and sustainable lighting to provide safe environments and increase time to play - Improve turf to provide improved safety, or drought and flood relief - 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. - Demonstrate the facility is, or will be in the future, primarily used to benefit Rugby participants and stakeholders.	35%
	- Under-represented group focus: - Demonstrate the project is specifically targeted to benefit the selected group - Demonstrate there is an existing relationship with the target population that the project can enhance. - Provide a holistic strategy and/or implementation plan to increase participation for the selected group (including beyond the scope of the proposed project).	5%
Criterion 2: Project Scope, and Inclusive/ Sustainable Design	- Describe a clear scope of work proposed for the project and components that are to be delivered. - Identify and describe how the project will incorporate the following design principles: - Inclusive design - Environmentally sustainable/climate change resilient design	20%
Criterion 3: Project Affordability, Value for money	- 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 approval for committed financial co-contribution(s), where applicable	20%
Criterion 4: Project Deliverability	- Provide evidence of landowner(s) consent for the project. - Provide evidence of Development Application approval (if required) or exemption. - Provide a project plan that illustrates key project tasks and forecast delivery timeline that demonstrates your ability to	20%

Criteria	Detail	Weighting
and Applicant Capability	- complete the project in accordance with the required timeframe for the relevant funding category. - List any assumptions, constraints, and dependencies in delivering the project. - Demonstrate proven experience in delivering similar size projects. - Applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant.	

Category 2 - Participation

Criteria	Detail	Weighting
Criterion 1: Strategic Justification	- Describe how this project aligns with one or more of the objectives of this Program. - Describe how the project addresses demand in vital areas for participation and population growth (priority regions). - 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. - Demonstrate how the project seeks to sustain sports participation within the community beyond the end of the grant period.	35%
	- Under-represented group focus: - Demonstrate the project is specifically targeted to benefit the selected group - Demonstrate there is an existing relationship with the target population that the project can enhance. - Provide a holistic strategy and/or implementation plan to increase participation for the selected group (including beyond the scope of the proposed project).	5%
Criterion 2: Scope and Deliverables	- Describe clearly the project scope and what the key deliverables/outputs will be. - Identify which population groups will benefit from the program and to what extent.	20%
Criterion 3: Value for Money	- Provide a clear project budget. The budget should clearly identify all revenue and itemise all project costs relevant to the scope of work. - Provide evidence of approval for committed financial co-contribution(s), where applicable.	20%
Criterion 4: Project Deliverability and Applicant Capability	- Provide a project plan that illustrates achievable key project tasks and milestones and forecast delivery timeline which is aligned to grant timeframe. - List any assumptions, constraints, and dependencies in delivering the project. - Demonstrate proven experience in delivering similar size projects. - Applicant meets key obligations for other Office of Sport funded projects where there is/has been a funding agreement with the applicant.	20%

2.7 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 - Infrastructure	Category 2 – Participation
<u>Project budget</u> The budget should clearly identify and itemise all project costs relevant that match the scope of works.	Mandatory	Mandatory
<u>Project cost evidence</u> Quotes or Quantity Survey (QS). The quote or QS should be recent (within 3-6 months), 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.	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.	Highly desired*	Highly desired*
<u>Landowners Consent</u> This should be on the Office of Sport Landowners Consent template. This is required to be signed by the landowner. If applicant is the landowner, this is still required.	Highly Desired*	Not applicable
<u>A legally binding land-use agreement (lease)</u> For confirmation of tenure and/or maintenance and capital works responsibilities.	Desired, unless applicant is the landowner	Not applicable
<u>Development approval, application, or exemption</u> This should be from the appropriate delegate at the consent authority. For example, letter from Council confirming approval of DA or DA exemption, receipt for DA submission etc.	Highly Desired*	Not applicable
<u>Other relevant approvals</u> For example, communication with your Local Aboriginal Land Council and/or the NSW Department	Highly Desired	Not applicable

Supporting documentation	Category 1 - Infrastructure	Category 2 – Participation
of Planning and Environment's Aboriginal Cultural Heritage Unit or Heritage NSW.		
<u>Letters of support</u> From organisations that indicate how they will either support or benefit from the project.	Highly Desired	Highly Desired
<u>Copy of current Public Liability Insurance cover/policy</u> A certificate of currency must be provided prior to entering a funding agreement.	Mandatory	Mandatory
<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.	Highly Desired	Highly Desired
<u>Facility Use Schedule / Participation Numbers</u> Complete current (pre) and projected (post) facility utilisation numbers or program/ competition participation rates to illustrate the realistic impact of the project. For Category 1 only, this should demonstrate the facility is, or will be in the future, primarily used to benefit Rugby participants and stakeholders.	Mandatory	Mandatory
<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	Not applicable
<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	Not applicable
<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
<u>Project location</u> Clearly state the location of the project. Evidence may include a site plan to clearly show the location of proposed works for infrastructure projects. The NSW	Mandatory	Mandatory

Supporting documentation	Category 1 - Infrastructure	Category 2 – Participation
Planning Portal Spatial Viewer can be used to provide Deposited Plan and other location information.		
<u>Evidence of current facility condition</u> Photographs of current facility	Highly Desired	Not applicable
<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.	Highly Desired	Not applicable

* 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?

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.
- You can find the relevant information on the Office of Sport's website: [NSW Rugby World Cup Legacy Program](#)



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 your knowledge true and correct". The application may be deemed ineligible if the application contains false or misleading statements.
- Project must be submitted through the [SmartyGrants website](#) to be considered.

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

Documents available from the Office of Sport are available on the [NSW Rugby World Cup Legacy Program 2026/27 website](#) to assist your application include:

- Program Guidelines
- Frequently Asked Questions (FAQs)
- [Landowner Consent Form](#)
- [Sustainable Design Checklist](#)
- [Inclusive Design Checklist](#)
- [Design for Everyone Guide](#)
- [Rugby National Facility Guidelines](#)
- [Major Funding Agreement Template – Category 1](#)
- [Minor Funding Agreement Template – Category 2](#)

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 (option 5)
- Email: grants@sport.nsw.gov.au

Identified NSW Rugby Union staff are available to assist applicants with identifying appropriate projects to apply for and navigating the online application process. Staff cannot prepare or write applications on behalf of applicants, nor can they advise on specific content to include. Their role is limited to providing general guidance on the process and ensuring applicants understand the program requirements.

- Michael Flude - Sydney Metro & Regional NSW - Michael.Flude@rugby.com.au
- Dylan Deep Jones - Southern NSW & Western Sydney - Dylan.DeepJones@rugby.com.au

For questions and 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 application

- 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 grants@sport.nsw.gov.au within one hour of 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

- Late supporting documentation will only be accepted for applications already submitted in SmartyGrants before the closing date/time and will only be considered where its acceptance would not compromise the integrity and competitiveness of the process.
- If any document is not available prior to the closing date/time and you would like to submit it 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.
- 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 NSW Rugby World Cup Legacy Program is a targeted, competitive grant program where eligible applications will be assessed on their merits against other criteria and be compared with other applications.

The NSW Rugby World Cup Legacy 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.

4.3 Merit Assessment

The Office of Sport and identified representatives from NSW Rugby Union and/or ACT/Southern NSW Rugby Union will support the Grant Assessment Panel by conducting a preliminary assessment of all eligible applications against the Program criteria and provide administrative support. These representatives will be different from the staff available to assist applicants with project identification and the application process.

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 between projects in NSW Rugby Union and/or ACT/Southern NSW Rugby Union jurisdiction, grant amount requested and project size to determine successful projects and achieve objectives of the Program.

The Grant Assessment Panel will prioritise applicants who did not receive funding under the NSW Rugby Legacy Program 2025/26 (Round 1).

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.

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 [Office of Sport website](#) and 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 agreement with the Office of Sport.

5.1 Grant agreement

The standard Terms and Conditions and/or Funding Agreement 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 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 contributions. 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 30 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 \$100,000 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 5 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](#).

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).

6

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

Sydney Olympic Park NSW 2127

Locked Bag 1422

Silverwater NSW 2128

E: grants@sport.nsw.gov.au

T: 13 13 02

W: <http://www.sport.nsw.gov.au>

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