

Office of Sport

Local Sport Grant Program 2026/27

Program Guidelines

July 2026

sport.nsw.gov.au





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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Program Guidelines

Updated: July 2026

Important Dates and Program Details	
Opening date and time	Monday 27 July 2026 (AEST)
Closing date and time	1pm, Monday 24 August 2026 (AEST)
Application outcome date	December 2026
Project delivery timeframe or Project Completion date (for successful applications)	By June 2028
Funding Agreement Executed (for successful applicants)	Two weeks from notification
Decision-maker	Minister for Sport
NSW Government Agency	Office of Sport
Type of grant opportunity	Open, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	Total funding: • \$4,650,000 (excluding GST) available • Up to \$50,000 for each NSW Electorate Individual grant amounts: • \$2,000 to \$20,000 (excluding GST) • Maximum \$20,000 per organisation
Enquiries	Office of Sport Grants 13 13 02 grants@sport.nsw.gov.au

The Office of Sport (the Office) 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 Government is committed to ensuring all people, communities and organisations across NSW can enjoy and realise the benefits of participating in sport and active recreation.

The Local Sport Grant Program is a key initiative supporting this commitment by investing in grassroots sport, strengthening community clubs and creating more inclusive opportunities for participation.

I recognise the important role community sporting clubs play, often operating on limited resources, to deliver quality experiences that bring communities together.

Through the 2026/27 Local Sport Grant Program, the NSW Government will invest \$4.65 million in grassroots community sport, with grants of \$2,000 to \$20,000 available for individual projects and up to \$50,000 per electorate. This funding will support projects that increase participation and retention, reduce barriers to access, provide inclusive opportunities for under-represented groups, and strengthen the sustainability, capability and facilities of community sporting organisations.

I encourage all eligible clubs to take advantage of this opportunity to deliver projects that will benefit their communities and help more people experience the positive impact of sport and active recreation.

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 Local Sport Grant Program 2026/27

1 Overview

1.1 Purpose and objectives

Purpose

The Local Sport Grant Program aims to increase regular and on-going participation opportunities in sport in NSW. The Program was first established in 2015/16 with over \$41 million in funding provided to sporting organisations since its inception. Through this Program the Office of Sport is working towards our goals to achieve:

- Sector Growth: Supporting the sector in adapting and growing sport and active recreation at all levels across NSW.
- Facilities and Spaces: Enabling an inclusive and accessible network of facilities and places for sport and active recreation.
- For all People: Facilitating increased opportunities for inclusion in sport and active recreation so every person in NSW can participate throughout their whole life.

Grants between \$2,000 and \$20,000 are available to incorporated, not-for-profit sporting clubs and associations through a competitive and open process. All projects must be completed by June 2028.

These Guidelines outline key objectives, eligibility criteria, assessment criteria, assessment process and timeframes for the Local Sport Grant Program 2026/27.

Applicants should read this document before filling out an application.

Key Objectives

The objectives of the Program align to the Office of Sport Strategic Plan 'Everyone Plays Here', with the specific objectives to:

- Increase regular participation and support ongoing retention in sport by providing quality experiences to their members
- Reduce barriers and improve access to participation in sport
- Provide safe and inclusive opportunities for under-represented groups, including females, multicultural people, people with disability, First Nations people and the LGBTQIA+ community to participate in sport
- Improve the financial sustainability and governance capability of community level sporting clubs
- Improve the quality, adaptability and environmental sustainability of sporting facilities in NSW

1.2 Grant value

The NSW Government has allocated up to \$4,650,000 for the Local Sport Grant Program 2026/27.

- Funding of \$50,000 will be available to each electorate in NSW.
- Applicants must identify their project location address (e.g. your training ground) and applications will be assessed in the electorate for that location.
- Applicants can apply for grants between \$2,000 and \$20,000 excluding GST.

Organisations applying for multiple grants

Eligible organisations may make multiple applications however, the maximum amount of funding that can be awarded to any one organisation is \$20,000.

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.

Any unallocated funding from undersubscribed electorates will not be redistributed to oversubscribed electorates but will be retained by the Office of Sport.

Financial co-contribution

A financial contribution is not mandatory, however applicants or supporting organisations such as Local Government Authorities may contribute to the project.

Funding from another NSW Government grant program cannot be used as a co-contribution to projects funded under this program.

Value of in-kind contributions cannot be calculated toward the financial co-contribution.



2

Selection criteria

2 Selection criteria

2.1 Eligibility criteria

To be eligible for funding, the application and project must:

- be submitted through the online system SmartyGrants.
- be submitted by an eligible organisation
- be for a project located in NSW
- be for an eligible sport listed in Appendix A
- include a declaration by the applicant organisation that if successful they will provide Public Liability Insurance with a minimum \$5 million cover.

Eligible organisations that have outstanding reporting from previous Office of Sport grant programs may be deemed ineligible for funding.

Eligible applicants

To be eligible for funding, applicants **must meet all of the following**:

- be a not-for-profit grassroots sport club or sports association, whose primary focus is to organise regular sporting activities and deliver on-going sporting programs and/or develop member's skills or;
be a sporting club associated with licensed organisations provided the project directly benefits the sport, not the administration processes of the licensed club or upgrades of the licensed premises
- be affiliated with a State Sporting Organisation or State Sporting Organisation for people with Disability listed in **Appendix A**
- be one of the following incorporated entity types:
 - incorporated association registered with NSW Fair Trading
 - trust registered with the Australian Charities and Not-for-profits Commission (ACNC)
 - non-distributing co-operative registered with NSW Fair Trading
 - Australian public company limited by guarantee
 - Indigenous corporation registered with the Office of the Registrar of Indigenous Corporations

Ineligible applicants

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

- individuals, groups of individuals and unincorporated organisations.
- incorporated not-for-profit organisations that are not affiliated with a State Sporting Organisation or State Sporting Organisation for people with Disability.
- for-profit organisations
- PCYCs/YMCA/Scouts/Girl Guides/Surf Life Saving Clubs or Branches.
- parents and Citizens (P&C) Associations.

- private enterprises (companies established under the Corporations Act 2001 (Cth), incorporated associations established under the Associations Incorporation Act 2009 (NSW) or incorporated limited partnerships established under the Partnership Act 1892 (NSW)).
- Government departments and agencies, including Local Government Authorities operating under the Local Government Act 1993, and Local Government Committees.
- educational institutions including Schools, Universities, TAFE Colleges and childcare centres.
- NSW Institute of Sport, State Sporting Organisations, Australian Sports Commission (incorporating the Australian Institute of Sport), National Sporting Organisation and NSW Regional Academies of Sport.
- other community based or religious groups that are not affiliated with a State Sporting Organisation/State Sporting Organisation for people with Disability.
- an organisation named:
 - (i) by the National Redress Scheme for Institutional Child Sexual Abuse on its list of institutions that have not joined or signified their intent not to join the Scheme; or
 - (ii) in the Royal Commission into Institutional Responses to Child Sexual Abuse that has not yet joined the National Redress Scheme.

Eligible projects

Eligible projects must be able to meet the following criteria:

- be delivered in NSW
- be completed by June 2028
- for a project/s that:
 - contributes to quality sporting experiences and/or;
 - improves access to sporting events by reducing barriers to participation and/or;
 - creates, upgrades or repairs sports facilities

Examples of eligible project types and project components include:

Project type	Eligible projects	Guidance
Projects that contribute to quality sporting experiences	• Training programs that lead to volunteer coaches, officials and club administrators gaining required education and accreditation, e.g., run a coach accreditation course. • Projects that improve a club's capability and capacity to increase community presence and the ability to communicate with existing participants/members, e.g., upgrade or develop a new website for the club, or developing a club strategic plan • Promotional materials and/or items that are related to promoting your programs or club to increase registrations, e.g., flyers and/or online promotions, or the development of a communication plan.	<u>Administration costs</u> The grant cannot be used for ongoing and annual operational costs e.g., staff/coach wages for existing programs, regular venue hire and administration costs that relate to the running of the applicant organisation
	• New programs that increase the interest and skill level of players/participants within the community e.g., a series of 'come-and-	Coach wages and venue hire are eligible for new programs only.

	try' days or engaging a specialist skills coach for a one-off event. • Purchase of new equipment or uniforms required for training and/or playing sport or technology directly related to delivering the sport e.g., sport related equipment, microphones, speakers, video technology and/or umpire technology to assist the delivery and development of your sport.	Subscription costs for video technology are eligible for first year only.
Improve access to sporting events by reducing barriers to participation	• Events that promote participation in organised sport, physical activity and competition e.g., a club could host a specific event/tournament within their community. • Events that primarily involve sporting competition or mass participation in an organised sport, e.g., an exhibition sporting match, all abilities gala day, regional or state championships. • Regional clubs host a sporting event that attracts tourists and visitors. • Subsidised event registration for teams to attend a one-off competition within NSW.	The event date and location must be included in the application. Events scheduled prior to January 2027 are ineligible. An event does not include regular on-going weekly or monthly sporting competition and/or activities.
	• Subsidised transport travel costs to assist teams to travel from rural/remote areas to participate in competition located more than 100km from their home ground. • Subsidised travel cost (inclusive of transport and accommodation) for specialist coaches to travel to rural/remote areas.	Travel interstate will only be considered for clubs close to state borders where access to competition is not available within a reasonable distance in NSW Funding for specialist coaches is limited to Australian based coaches only.
Create, upgrade or repair sports facilities	• Enhance existing facilities, e.g., upgrades to create universally designed amenities, accessibility upgrades, canteens, installation of watering systems, solar panels, safety netting, lighting, installed electronic scoreboards or upgrade of playing surfaces. • Provide supporting infrastructure at established facilities, e.g., sun protection shelters, goals or goal posts, grandstands. • Buying or upgrading permanent equipment, that is directly related to the delivery of the sport, e.g., line markers and non-fixed scoreboards.	Projects in this category for permanent infrastructure should have: • Landowners consent and; • Development Approval (DA), or demonstrate that such approval is not required

Ineligible projects and project costs

Ineligible project types and project components include:

- Operational costs e.g., staff or coach wages for existing programs, regular venue hire and administration costs that relate to the running of the applicant organisation
- Office equipment (e.g., office furniture, television, computers, iPads, printers, photocopiers etc.)
- Yearly subscriptions and memberships (Subscription costs for video technology are eligible for first year only).
- Subsidised registrations for players, for regular and on-going (weekly, monthly) competitions
- Accommodation, food/catering and travel (except where specified as eligible above for regional travel)
- Appearance fees, gifts, prize money, trophies/medals and trophy cabinets
- Retrospective funding e.g., projects that have already commenced and/or purchases completed prior to application submission
- Events that are scheduled prior to January 2027
- Functions such as presentation days, annual general meetings and celebrations
- Entertainment
- Medical equipment (e.g., defibrillators, first aid kits)
- Private or commercial ventures
- Events that are organised for the primary purpose of fundraising, including charity fundraising events
- Individual scholarships/sponsorships
- Insurance of any type (player, public liability, general liability, etc)
- Purchase or rental of land or premises
- Purchase of vehicles that require registration
- Costs associated with preparing and submitting the funding application
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans
- Projects not based in NSW
- Subsidy for activities and events conducted for schools
- Projects already funded by the NSW Government for the same project or same component of a project.

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.

2.2 Assessment criteria

Members of Parliament (or their delegate) will consider the extent to which the applicant has addressed the four assessment criteria and provided supporting evidence and will determine the final merit assessment score. Only applications meeting all minimum assessment criteria will be recommended for funding.

Criteria	Detail	Weighting
Criterion 1: Strategic Justification	Describe how your project addresses one of the following objectives: • Increase regular participation and support ongoing retention in sport by providing quality experiences to their members • Reduce barriers and improve access to participation in sport • Provide safe and inclusive opportunities for under-represented groups, including females, multicultural people, people with disability, First Nations people and the LGBTQIA+ community to participate in sport • Improve the financial sustainability and governance capability of community level sporting clubs • Improve the quality, adaptability and environmental sustainability of sporting facilities in NSW	30%
Criterion 2: Project Scope and Deliverables	• Describe clearly what the project is and what the key deliverables/outputs will be. • Demonstrate how the proposed project will fulfill an identifiable need within your community.	25%
Criterion 3: Project Value for Money	• Provide a clear budget for the project supported by evidence (e.g. quotes).	25%
Criterion 4: Project Deliverability and Applicant Capability	• Provide a project plan that illustrates key project milestones and forecast delivery timeline which is aligned to grant timeframe. • Demonstrate experience of your organisation in delivering similar size projects and how you will manage risks through the project delivery. • Infrastructure projects only: Provide evidence of Development Application approval (if required) or demonstrate that a Development Application is not required. • Infrastructure projects only: Provide evidence of landowner(s) consent for the project.	20%

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	Mandatory or Highly Desired
<u>Project budget</u> The budget should clearly identify and itemise all project costs relevant that match the scope of works.	Mandatory
<u>Project cost evidence</u> Quotes. The quote (no more than 6 months old), 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. Applications that do not provide accurate supporting budgetary evidence will be scored lower. All quotes must be in AUD and clearly confirms GST component.	Mandatory
<u>Confirmation of all financial co-contribution sources (where applicable)</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.	Mandatory
<u>Landowners Consent (where applicable)</u> This should be on the Office of Sport Landowners Consent template and signed by the Landowner – see Available supporting documents.	Highly Desired
<u>Development application exemption (where applicable)</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
<u>Letters of support</u> From organisations that indicate how they will either support or benefit from the project.	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
<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
<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

Supporting Documentation	Mandatory or Highly Desired
<u>Evidence of current facility or equipment condition</u> Photographs of current facility to demonstrate project need.	Highly Desired

Supporting documents available to assist your application

The following documents are available from the [Local Sport Grant Program](#) website:

- Program Guidelines
- State/National Sporting Organisation Statement of Affiliation Form
- Frequently Asked Questions (FAQs)
- Funding Agreement Template
- Landowner Consent Form (if relevant)



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 including the application checklist 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: [Local Sport Grant Program | NSW Government](#).



Step 3: Prepare your application

- Gather your evidence, including but not limited to the supporting documentation section (Refer to 2.3)
- 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

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. Office of Sport staff are unable to provide specific advice on the eligibility of an organisation and/or project.

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

- Phone: 13 13 02
- Email: grants@sport.nsw.gov.au
- The Program website: [Local Sport Grant Program | 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 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 the Office of Sport via 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 Office of Sport supported by advice from an independent probity advisor.

Late supporting documents

- Late supporting documentation will not be accepted under the Program.

4

Assessment process

4 Assessment process

4.1 Assessment of grant applications

The Local Sport Grant Program 2026/27 is an open, competitive grant program where eligible applications will be assessed on their merits against other criteria and be compared with other applications. The 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 support the management of the grant process.

The Minister for Sport will consider the recommendations 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 to determine:

- the applicant organisation is an eligible applicant.
- the project is eligible, including all project expenditure
- the grant request amount is a minimum of \$2,000 and does not exceed \$20,000 per application

If there are eligibility concerns identified as part of the eligibility assessment, the applicant may be provided with an opportunity to remedy their application to meet eligibility requirements.

Applications deemed eligible will then progress to the merit assessment stage. A list of applications deemed ineligible will be provided to the relevant Member of Parliament (MP) for endorsement.

4.3 Merit assessment

Assessments will be conducted by the Local Member of Parliament (or delegate) of the NSW electorate in which the project is located. MPs will consider the extent to which the applicant has addressed the four assessment criteria and provided supporting evidence and will determine the final merit assessment score.

The Office of Sport may apply a minimum scoring requirement to one or more of the criteria. Where an application does not meet the minimum scoring requirement, the application will be removed from further consideration.

If ineligible project scope and components are included in the application MPs (or delegate) may adjust the requested grant amount accordingly or for another reason at their discretion. Where this occurs and an applicant has indicated the project cannot proceed with partial funding, the project may not be recommended for any funding including where the reduced amount is minor.

While the intention is that the MPs (or delegate) will undertake merit assessments of projects in their electorate, circumstances may arise where they are unavailable or unable to do so. In such circumstances, the merit assessment will be undertaken by the Office of Sport.

Final decision and approval of funded grants will be made by the Minister for Sport and outcomes communicated by the Office of Sport and the respective MP for grants awarded within their electorate.

Partial funding

Applicants should note that the Program is highly competitive and the amount of funding awarded may be less than the amount you have requested. As part of the application, you will be required to identify and prioritise key project scope items which may be delivered if partial funding is awarded.

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.

Due to the high volume of applications, the Office of Sport team is unable to provide individual feedback on each unsuccessful application.

There are no appeals under the Local Sport Grant Program.

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 a funding arrangement with the Office of Sport by accepting the funding terms and conditions.

5.1 Grant agreement

The standard Terms and Conditions of the 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, the 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.
- Recognition of funding as per the NSW Government Funding Acknowledgement Guidelines and supporting evidence

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

Financial Acquittal

A financial acquittal will be required within 30 days of project completion within SmartyGrants. This will require you to provide evidence of expenditure on the project e.g. copies of receipts, paid invoices, remittance advice, transaction listings from your finance system, bank statement or similar. The acquittal certificate must be verified by two office bearers of the recipient organisation stating that the funding had been spent in accordance with the grant application and terms and conditions.

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 project completion report will be required within 30 days of completion of the project as outlined in the funding agreement (accepted grant terms and conditions). The project completion report will be completed within SmartyGrants and require grant recipients to provide detail of the short-term outputs and outcomes that have been achieved since the completion of the project, reflecting on those proposed by applicants in the original grant application. Photos of the completed project should be provided as part of this report.

A post project evaluation survey 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).



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 MP 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 MP.

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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Appendix A

List of eligible sports

Listed below are the recognised State Sporting Organisations and State Sporting Organisation for people with Disability under the Office of Sport Recognition Program. To be eligible for this program, your Organisation must be affiliated with the recognised SSO/SSOD listed.

Sporting Organisations that are based in NSW and deliver sports in NSW, but are affiliated to a neighbouring State or Territory Sporting Organisation may be deemed eligible if they meet relevant NSW Government legislation and child safe practices.

*The recognition of these organisations is pending approval and may be subject to change until final recognition is received.

Recognised SSO/SSOD	Sport	Website
AFL NSW/ACT	Australian Football League	http://play.afl/nswact
Amputee Golf NSW	Golf (Amputee)	http://www.amputeegolfnsw.net
Archery NSW	Archery / Archery Field	https://archerynsw.org.au/
Artistic Swimming NSW Incorporated	Synchronised Swimming	https://www.artisticswimmingnswact.com
Athletics NSW	Athletics	https://www.nswathletics.org.au/home/
AusCycling	BMX – Freestyle / Racing, Cycling Track, Mountain Biking, Para - cycling, Road Cycling	http://www.auscycling.org.au
Australian Deaf Sports Federation	Deaf Sports	http://www.deafsports.org.au
Australian Powerchair Hockey Association (NSW) Inc	Hockey (Powerchair Sport)	https://www.sporty.com.au/apcha/
Australian Sailing	Sailing, Yachting	http://sailing.org.au
Baseball NSW	Baseball	https://www.baseballnsw.com.au/
Biathlon Australia Limited	Biathlon	http://www.biathlonaustralia.com.au
Blind Cricket NSW Incorporated	Blind Sports	https://www.blindcricket.com/
Blind Sports and Recreation NSW/ACT	Blind Sports	https://www.blindsportsnsw.com.au
Bocce NSW	Bocce	http://boccensw.com.au
Boccia NSW	Boccia	https://www.bocciansw.com.au/
Bowls NSW Ltd	Lawn Bowls	https://bowlsnsw.com.au/
Boxing Australia NSW	Boxing	https://www.boxingnsw.org.au/home
Cerebral Palsy Sporting and Recreation Association of NSW	Cerebral Palsy Sport and Recreation Association of NSW	http://www.cpsara.org.au
Cricket NSW	Cricket	https://www.cricketnsw.com.au/

Recognised SSO/SSOD	Sport	Website
Croquet NSW Inc	Croquet	https://www.croquetnsw.org.au
DanceSport Australia Limited	Ballroom Dancing, Dancesports, Wheelchair Dancing	http://www.dancesport.org.au
Disabled Wintersport Australia Limited	Disabled Winter Sports, Skiing, Snowboarding	https://www.disabledwintersport.com.au/
Diving NSW Incorporated	Diving	https://www.divingnsw.org.au/
Dragon Boat NSW	Dragon Boating	https://www.dbnsw.org.au/
Equestrian New South Wales Incorporated	Equestrian	https://www.nsw.equestrian.org.au/
Field Archery NSW	Archery / Archery Field	http://www.bowhunters.org.au
Football NSW Limited	Football / Futsal	https://footballnsw.com.au/
Golf NSW Limited	Golf	http://www.golfnsw.org.au
Gridiron NSW Inc	Gridiron	https://www.gridironnsw.org.au/
Gymnastics NSW	Gymnastics	https://gymnsw.org.au/
Hockey NSW	Hockey	https://www.hockeynsw.com.au
Ice Hockey NSW	Ice Hockey	http://www.ihnsw.com.au
Ice Racing New South Wales Incorporated	Ice Racing	http://www.iceracingnsw.org.au
Indoor Sports NSW*	Cricket, Football / Futsal, Netball	https://isnsw.org.au
Judo Federation of Australia (NSW) Inc	Judo	http://www.judonsw.com.au
Karting (New South Wales) Incorporated	Karting	http://www.kartingnsw.com.au
Karting Australia NSW Inc	Karting	http://www.kansw.com.au
Kiteboarding Australia Ltd	Kiteboarding	https://www.kiteboardingaus.com.au/
Kung Fu Wushu NSW Inc.	Kung Fu	http://www.kwnsw.com
Little Athletics NSW Ltd.	Little Athletics	https://www.nswathletics.org.au/
Masters Swimming NSW	Masters swimming	https://mastersswimmingnsw.org.au/
Motorcycling NSW	Motorcycling	https://motorcycling.com.au/
Motorsport Australia	Motorsport	https://motorsport.org.au/
Netball NSW	Netball	https://nsw.netball.com.au/

Recognised SSO/SSOD	Sport	Website
New South Wales Basketball Association	Basketball	http://www.bnsw.com.au
New South Wales Clay Target Association Incorporated	Clay Target Shooting	https://nswcta.org
New South Wales Fencing Association	Fencing	https://nswfencing.org.au/
New South Wales Handball Association Inc	Handball	http://www.nswhandball.com.au
New South Wales Hang Gliding and Paragliding Association Inc	Hang Gliding, Paragliding	http://www.nswhpa.org
New South Wales Ice Skating Association	Ice Skating	http://www.nswisa.com
New South Wales Lacrosse Inc	Lacrosse	http://lacrossensw.com.au
New South Wales Polo Association	Polo	https://www.nswpolo.com.au/
New South Wales Powerchair Football Association Incorporated	Football (Powerchair Sport)	https://nswpfa.org.au/
New South Wales Rifle Association	Rifle	https://www.nswra.com.au
New South Wales Touch Football Limited	Touch Football	http://www.nswtouch.com.au
New South Wales Weightlifting Association Limited	Weightlifting	https://www.nswweightlifting.com.au/
Northern NSW Football	Football / Futsal	https://northernnswfootball.com.au/home
NRL Wheelchair	Rugby League, Rugby League (Wheelchair Sports)	https://www.nrlwheelchair.com.au
NSW Amateur Pistol Association Inc	Pistol	http://www.nswapa.org.au
NSW Badminton Association Incorporated	Badminton	http://www.badmintonnsw.org.au
NSW Darts Council	Darts	http://www.nswdarts.com.au
NSW Endurance Riders Association Inc	Endurance Riders	https://www.nswera.asn.au/
NSW Gliding Incorporated	Gliding	https://www.nswgliding.org/
NSW Goalball association incorporated	Goal Ball (Blind / Vision Impaired Sport)	http://www.goalball.com.au
NSW Karate Federation Inc.	Karate	https://www.karatensw.org.au/home/
NSW Kendo Association	Kendo (Iaido/Jodo)	https://nswkendo.org/

Recognised SSO/SSOD	Sport	Website
NSW Parachute Council (NSWPC) / Australian Parachute Federation	Parachute	https://nswpc.org.au/
NSW Rugby League	Rugby League	https://www.nswrl.com.au/
NSW Rugby Union Ltd	Rugby Union	http://nsw.rugby
NSW Squash Ltd	Squash	https://nswsquash.com.au
NSW Triathlon	Triathlon	https://www.triathlon.org.au/nsw/
NSW Ultimate	Flying Disc / Ultimate Frisbee	http://www.nswultimate.com.au
NSW Water Ski Federation Ltd	Water Skiing	http://waterskinsw.com.au
NSW Wrestling Association Inc	Wrestling	http://nswwrestling.com.au
Orienteering NSW	Orienteering	https://onsw.asn.au/
Paddle NSW Inc	Canoeing, Kayaking, Paddle Sports	http://www.nsw.paddle.org.au
Polocrosse Association of NSW	Polocrosse	http://www.nswpolocrosse.com.au
Pony Club NSW	Pony Club	http://www.ponyclubnsw.org.au
Riding for the Disabled Association NSW*	Riding for the disabled	http://www.rdansw.org.au
Rowing New South Wales Incorporated	Rowing	http://www.rowingnsw.asn.au
Sailability NSW Incorporated*	Blindsport NSW, Deafsports Australia, Sailing, Sailing (disability), Yachting	http://www.sailabilitynsw.com.au
SkateNSW Inc	Roller Blading, Roller Derby, Roller Skating, Skateboarding	http://www.skatenew.org.au
Snooker & Billiards NSW Inc	Billiards, Snooker	http://www.snookernsw.com
Snow Australia	Skiing, Snowboarding	http://www.snow.org.au
Softball NSW Inc	Softball	http://www.softballnsw.org.au
Special Olympics Australia	Disability Sports (Athletics, Basketball, Bocce, Dancesports, Football, Golf, Gymnastics, Netball, Skiing, Snowboarding, Swimming, Table Tennis, Tennis, Tenpin Bowling)	https://www.specialolympics.com.au /
Sport Climbing NSW/ACT	Climbing / Rock Climbing	https://linktr.ee/sportclimbingnsw

Recognised SSO/SSOD	Sport	Website
Sports 4 All trading as 4TITUDE	Disability Sports	http://www.sports4all.org.au
Surfing NSW INC	Surfing	http://www.surfingnsw.com.au
Swimming New South Wales Ltd	Swimming	https://nsw.swimming.org.au/
Table Tennis New South Wales Incorporated	Table Tennis	https://www.ttnsw.org.au/home/
Tennis NSW	Tennis	https://www.tennis.com.au/nsw/
TKD Sports Taekwondo NSW Incorporated	Taekwondo	https://www.atnsw.com.au/about
Transplant Australia Ltd (NSW)	Transplant Sports	https://transplant.org.au/
Volleyball NSW	Volleyball	https://www.volleyballnsw.com.au/
Water Polo NSW	Water Polo	https://www.waterpolonsw.org.au/
Wheelchair Sports NSW/ACT Inc	Basketball (Wheelchair Sport), Tennis (Wheelchair Sports), Track and Road Cycling (Wheelchair Sports), Wheelchair Sport NSW	http://www.wsnsnsw.org.au

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