

Office of Sport

Run My Way Grant 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: August 2026

Important Dates and Program Details	
Opening date and time	8am, 11 August 2026
Closing date and time	1pm, 14 September 2026
Application outcome date	November 2026 onwards
Project Completion date (for successful applications)	Projects must be completed by December 2027.
Funding Agreement Executed (for successful applicants)	Within 6 weeks of notification of outcome via acceptance of Minor Sport Funding Agreement.
Evaluation timeframe (for successful applications)	Evaluation must be completed by February 2028
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)	\$500,000 total funding available • Grants between \$5,000 and \$100,000 (excluding GST) • Maximum \$100,000 per organisation
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



Running should be an activity that is accessible, empowering and enjoyable for everyone.

It offers significant physical and mental health benefits, fosters connection and wellbeing, and provides people with the freedom to move confidently through their communities.

Yet for many women, girls and gender-diverse people, running can be accompanied by concerns about personal safety, particularly in public spaces and during the early morning or evening hours.

The Run My Way Grant Program seeks to address these concerns by providing up to \$500,000 funding to running organisations and providers to develop and implement innovative initiatives focussed on improving experiences and perceptions of safety for women, girls and gender diverse runners in NSW.

The Run My Way Grant Program is part of Transport for NSW's multi-year collaboration with the NSW Office of Sport under the Safer Cities Program which is aimed at increasing women, girls and gender diverse people's active and meaningful participation in running.

I encourage all eligible running organisations and providers to consider applying for funding so that together we can create more welcoming, inclusive and supportive environments for runners across the state.

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

1

Overview of Run My Way Grant Program 2026/27

1 Overview

The Run My Way grant program forms part of Transport for NSW's multi-year collaboration with the Office of Sport under the Safer Cities Program, Run My Way, which is aimed at increasing women, girls and gender diverse people's active and meaningful participation in running.

The purpose of the Safer Cities Program is to improve perceptions of safety for people as they move through cities and towns, especially for women, girls and gender diverse people.

The Run My Way Program includes:

- Research into running habits and safety perceptions among women and gender diverse people
- Partnerships with running providers to conduct qualitative research and trial safety-focused interventions
- Trials of best-practice interventions identified by the research, surveys and stakeholder engagement.

The NSW Government is committed to a coordinated approach to running safety for runners, one that brings together place, community and innovation.

Run My Way grants will support running organisations and providers to develop and implement innovative initiatives focussed on improving experiences and perceptions of safety for runners in NSW, for women, girls and gender diverse people.

Applicants should read this document before filling out an application.

1.1 Purpose and objectives

Purpose

The NSW Government's Run My Way Grant Program supports running organisations and providers to deliver initiatives that improve perceptions of safety and create more welcoming, inclusive and accessible running environments for women, girls and gender-diverse people.

The Program recognises that concerns about personal safety can be a barrier to participation in running and physical activity. Funding will support running organisations and providers to implement practical measures, programs and partnerships that help participants feel safer, more confident and connected when running in their communities.

Through these grants, the NSW Government aims to foster inclusive running environments that encourage participation, strengthen community connections and contribute to safer public spaces across NSW.

Key objectives

The objectives of the program are to:

- Improve perceptions of safety for women, girls and gender-diverse people participating in running

- Reduce barriers to participation by supporting initiatives that make running feel more welcoming, accessible and inclusive
 - Build the capability of running organisations and providers to create safe, respectful and inclusive environments for participants of all backgrounds and abilities
 - Foster partnerships between running clubs, community organisations and local stakeholders to support safer and more inclusive running environments
 - Increase participation and retention of women, girls and gender-diverse people in running.
 - Encourage community-led approaches to safety, including initiatives that promote social connection, visibility, confidence and collective participation in public spaces
 - Support running activities that activate public spaces and strengthen community connections.
-

1.2 Grant value

The NSW Government has allocated up to \$500,000 for the Run My Way Grant Program 2026/2027.

- The grant amount requested by an applicant must be a minimum of \$5,000 and cannot exceed \$100,000.

Organisations applying for multiple grants

An applicant may make up to 2 applications; however, the maximum amount of funding that can be awarded to any one organisation is \$100,000.

If an applicant submits more than one application, they will be required to prioritise their projects, which may be considered when determining the allocation of funding.

Financial co-contribution

A financial contribution is not mandatory; however, applicants may financially contribute to the project.

Organisations who choose to provide a financial co-contribution towards their project may be viewed more favourably during the merit assessment process.

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

2

Selection criteria

2 Selection criteria

2.1 Eligibility criteria

This grant is open to running clubs including incorporated associations or other formally constituted organisations that regularly organise running activities in NSW for recreational, social, fitness, or competitive purposes.

To be eligible for funding, your application must:

- be submitted by an eligible applicant
- be submitted through SmartyGrants
- be for a project located in NSW
- be for an eligible project
- request an eligible grant amount.

Eligible applicants

To be eligible for funding, the applicant must:

- include a valid Incorporation Number and/or active Australian Business Number (ABN)
- include a declaration by the applicant organisation that if successful they will provide Public Liability Insurance with a minimum \$5 million cover
- be a legally recognised entity, including:
 - an incorporated association registered in NSW or another Australian jurisdiction, or
 - a company registered with the Australian Securities and Investments Commission (ASIC), or a not-for-profit organisation, including registered charities (ACNC), or a sole trader operating a running-related business with an ABN.
- Have an established operational presence in NSW (e.g. program delivery, members, or events).

Core activity requirement

Applicants' primary purpose must include the delivery of organised running activities, such as:

- community run clubs
- structured group training or coaching programs
- inclusive or social running programs
- running events or competitions
- athletics clubs with a distance running focus.

Note that sole traders may apply where the proposed project primarily delivers community participation outcomes in NSW and is not solely for commercial gain.

Applicants must provide evidence of **active and ongoing operations**, which may include;

- digital presence (website, social media, or event listings),
- participation data (e.g. attendance records, membership numbers)

- affiliation with recognised sporting bodies (e.g. Athletics NSW)
- governance documents (constitution, committee structure, or business registration)

Ineligible applicants

The following entities are not eligible for funding:

- informal or social running groups that do not hold an ABN
- individuals not operating under a registered entity
- entities established solely to access grant funding
- organisations that are insolvent, deregistered, or have an inactive ABN
- Trusts and Trustees
- sporting organisations that incorporate running as a training or conditioning activity to support participation in another sport (e.g. football, rugby, netball, cricket, hockey or similar) are not eligible. Eligibility is limited to organisations whose primary purpose is the delivery of running activities, programs, events, or services
- schools, universities and TAFEs
- Parents and Citizens (P&C) Associations
- NSW Institute of Sport, Australian Sports Commission (incorporating the Australian Institute of Sport) and Regional Academies of Sport
- State and Federal Government departments and agencies and Local Government Authorities in NSW
- 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 December 2027
- align with Transport for NSW's Safer Cities Program by demonstrating clear contribution to improving perceptions of safety for women, girls and gender diverse runners, including in public spaces.

Funds will be prioritised for projects that:

- trial or implement innovative approaches to improving perceptions of safety, inclusion and belonging and participant experience for the above cohort.

Examples of eligible projects may include (but are not limited to):

- new program formats designed to increase confidence and participation, for example delivering women-focussed runs or activations
- place-based safety initiatives (e.g. route planning, visibility strategies)

- buddy systems, group safety models, guided runs or walk to run programs for new runners
- digital tools or communication systems that enhance perceived safety
- programs that focus on male allyship to support gender equality and promote safe, respectful and inclusive environments for women, girls and gender-diverse people through advocacy, positive behaviour and shared responsibility
- capacity building programs to support developing run group leaders, particularly for under-represented communities
- capital purchases that are directly required for delivery of the approved project and represent value for money are eligible. For example: personal safety devices, temporary lighting equipment, radios, training equipment, portable signage etc.

Intersectionality Lens

Applicants are encouraged to apply an intersectional lens, to recognise that some women and girls are affected by more than one form of discrimination and disadvantage, and that these groups may require targeted support to address the barriers and disadvantage they face.

Targeted or under-represented groups include women with disability, Aboriginal women and girls, women and girls from cultural and diverse backgrounds, women and girls in rural and regional communities, LGBTQI+, gender diverse people and women and girls.

Ineligible projects and project costs

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

- Projects that are not aligned with or contribute to Safer Cities Program objectives
- Project location is not in NSW
- Retrospective funding, where projects have commenced or are completed prior to the execution of a funding agreement
- Projects that have already been funded by the NSW Government unless significant new and additional project scope is identified
- Projects that predominantly replicate existing activities without demonstrating new or expanded safety, inclusion or participation outcomes
- Any costs associated with preparing and submitting the application
- Projects that include the purchase, installation, upgrade or maintenance of permanent lighting infrastructure
- Project administration costs and staff wages not directly related to the project
- Interstate and International accommodation and travel expenses
- Appearance fees, prize money, trophies and presentation functions
- Entertainment, hospitality and catering not directly related to the Project. The purchase of alcohol will not be funded in any circumstances
- Events that are organised for the primary purpose of fundraising, including charity fundraising events
- Purchase of land, rental of premises for the organisation's administrative and operational requirements, or associated occupancy payments

- General running costs, maintenance or purchase of office equipment. Capital purchases are ineligible unless directly required for delivery of the approved project and represent value for money
- Insurance costs (public liability, general liability, etc.)
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans
- Projects that primarily support political, lobbying or religious activities
- Projects that primarily support an applicant's ongoing commercial operations or generate private business profit without a demonstrable community benefit are ineligible

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

Criteria	Specific information and evidence required	Weighting
Criterion 1: Strategic justification	- Describe how this project aligns with one or more of the Key Objectives of this Program. - Demonstrate how the proposed project will clearly meet an identifiable need by expanding participation in the running community. - Demonstrate how the project incorporates innovative approaches to perceived safety, while enhancing the participation experience of women, girls, and gender-diverse people. - Demonstrate how the project aligns with the Transport for NSW's Safer Cities Program to help improve perceptions of safety in our cities and towns, particularly for women, girls and gender diverse people	40%
Criterion 2: Project scope and inclusive design	- Describe clearly what the project is and what the key deliverables/outputs will be. - Demonstrate consultation with women, girls and gender-diverse people, community and/or stakeholder support for the project. - Demonstrate how the project has been designed to recognise and respond to the different safety concerns, barriers and participation needs of women, girls and gender-diverse people from diverse backgrounds and circumstances. I.e. the project has considered an intersectional lens.	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.	20%
Criterion 4: Project deliverability and applicant capability	- Provide a project plan that illustrates key project tasks and milestones and forecast delivery timeline which is aligned to grant timeframe. - Describe how the project will strengthen the organisations ongoing capability to create safe, respectful and inclusive running environments. - List any risk, assumptions, constraints, and dependencies in delivering the project and how they will be managed. - Demonstrate proven experience of both the applicant and partner organisation in delivering similar scale and/or type of project(s) or detail the resources and skills you possess to deliver the project successfully.	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.

Failure to provide any of the supporting documentation may negatively impact the merit assessment score your application receives. The Office of Sport is under no obligation to inform an applicant of any omitted or missing supporting documentation.

Supporting documentation	
<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>Participation Numbers</u> Complete current (pre) and projected (post) program participation rates to illustrate the realistic impact of the project.	Mandatory
<u>Letters of support</u> From partners and stakeholders that indicate how they will either support the delivery of the project or benefit from the project. Where applicable, this may include <u>State/National Sporting Organisation Statement of Support Form</u>	Desired
<u>Project budget</u> The budget should clearly identify and itemise all project costs relevant that match the scope of works.	Mandatory
<u>Eligible project cost evidence</u> Quotes and/or cost evidence demonstrating the budgeted costs are realistic and value for money. The quote/cost evidence 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
<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
<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. The Office of Sport may set aside applications that cannot appropriately evidence this.	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

* The Office may set aside applications that cannot appropriately evidence this

3

Application process

3 Application process

3.1 How to apply

What is the application process?

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



Step 1: Check your eligibility

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



Step 2: Understand the requirements

- Before you apply, please read these guidelines and related materials to make sure you understand all relevant requirements, including whether you are eligible to apply.
- You can find the relevant information on [NSW Government Grants and Funding | Run My Way Grant Program](#)



Step 3: Prepare your application

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



Step 4: Submit your application

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

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

3.2 Support available to applicants

Documents available on the [NSW Government Grants and Funding website](#) to assist your application include:

- Program Guidelines
- Frequently Asked Questions (FAQs)
- Minor Funding Agreement Template

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

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

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 and Documentation

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 at the earliest possible time after the closing date/time.
- A late application will only be considered where its acceptance would not compromise the integrity and competitiveness of the process. The final determination on whether a late application will be accepted will be made by the Grant Assessment Panel supported by advice from an independent probity advisor.

Late supporting documents

- If any document is not available prior to the closing date/time and you would like to submit this for consideration you must contact grants@sport.nsw.gov.au. Any decision in relation to the acceptance of late supporting documentation will be at the absolute discretion of the Office of Sport.
- Late supporting documentation will only be accepted for applications already submitted in SmartyGrants before the closing date and time and will only be considered where its acceptance would not compromise the integrity and competitiveness of the process.
- The final determination on whether a late supporting documentation request 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 Run My Way Grant 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 Run My Way Grant 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 will support the Grant Assessment Panel by conducting a preliminary assessment of all eligible applications against the Program criteria and provide administrative support.

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

During the assessment process, the Grant Assessment Panel may apply a minimum scoring requirement to one or more of the criteria, or the overall application score. Where an application does not meet minimum scoring requirements 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 may consider geographical spread across local government areas and electorates, grant amount requested and project size to determine successful projects and achieve objectives of the Program.

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

- Regional Organisation of Councils
 - Premiers 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

If the outcome of your application is unsuccessful, general feedback for unsuccessful applicants will be provided at the time of notification.

You can request additional feedback by emailing the Office of Sport at grants@sport.nsw.gov.au

4.6 Publication of grants information

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

In accordance with these requirements, relevant information about the grants awarded will be made available on the 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 arrangement with the Office of Sport.

5.1 Grant agreement

The standard Terms and Conditions and/or Funding Agreement are published on the NSW Fund Finder 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 Office of Sport may require the grant recipient to return the unspent funds.

5.5 Indicative reporting and acquittal requirements

Project Completion and Financial Acquittal

A project completion and financial acquittal will be required within 90 days of project completion within SmartyGrants.

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

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

The Office of Sport reserves the right to reduce proportionally the amount of the grant if the total cost of the project is less than the amount stated in the application or ineligible cost items are included in the acquittal. In these instances, the Office of Sport will withhold remaining payments or require the recipient to repay a proportion of the grant. Where a co-contribution applies, 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 one year 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 Members of Parliament for promotional purposes. This information may include applicant name, project name, project description, location of the project, location of the grant recipient, amount funded and total project cost. Information provided in the grant application/milestone and project completion reports may be used to develop case studies including photos. The contact details supplied by the person submitting the application may also be provided to the relevant Members of Parliament.

6.4 Privacy policy

The Office of Sport will collect and store the information you voluntarily provide to enable processing of this grant application. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected (or otherwise with your consent). The Office of Sport is required to comply with the *Privacy and Personal Information Protection Act 1998*. The Office of Sport collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application. Applicants must ensure that people whose personal details are supplied with applications are aware that the Office of Sport is being supplied with this information and how this information will be used. The Office of Sport may engage external service providers to assist it in assessing applications, evaluating grant programs

and/or ensuring probity of programs. Any such service provider is required to comply with privacy laws.

6.5 Conflict of Interest

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

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

With respect to this Program, applicants must not:

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

6.6 Confidentiality

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

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

6.7 Records management

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

6.8 Disclaimer

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

6.9 Probity

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

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