

Local Sport Grant Program 2026/27

Frequently Asked Questions

July 2026



The Frequently Asked Questions clarify matters that have been raised by organisations intending to make a grant funding submission. It will continue to be updated in response to inquiries.

All potential applicants are encouraged to review the Frequently Asked Questions below to ensure that their application addresses the relevant requirements.

General Questions

What is the purpose of the Local Sport Grant program?

The overall aim of the grant program is to increase regular and ongoing participation opportunities in sport in NSW. The grant program has a specific set of objectives, and these can be found in the [Grant Program Guidelines](#).

How do I prepare and submit an application?

Applying for the Local Sport Grant Program is a simple process and must be done using the Office of Sport's SmartyGrants website (sport.smartygrants.com.au). You can preview and download a copy of the application form from SmartyGrants prior to commencing your application.

Before you apply, please read the Program Guidelines and related materials including the necessary supporting information and documents you will need to make sure you understand all relevant requirements.

For assistance, please contact the Office of Sport on 13 13 02 or email grants@sport.nsw.gov.au.

If you have difficulties with the internet, your local library or TAFE College may be able to assist you with access to the internet.

When do applications need to be lodged by?

Applications must be lodged by Monday 24 August at 1pm AEST via SmartyGrants.

It is good practice to complete the application in SmartyGrants well prior to the closing time.

Can more than one application be submitted?

Yes. Applicants may submit more than one application. However, there is a limit of \$20,000 that can be awarded to any one organisation.

How do I know if my organisation is incorporated?

Your club/association should have a certificate of incorporation with your incorporation number, or alternatively you can search for your incorporation status using the following registers:

[NSW Incorporated Associations Register](#)

[ASIC Register](#)

[Australian Charities and Not-for-profits Commission](#)

[Office of the Registrar of Indigenous Corporations](#)

Alternatively, call NSW Fair Trading on 1800 502 042.

The registered name for the applicant organisation must be the same on the relevant incorporation register and ABN details (if held).

How do I load supporting documents to the grant?

Scan any hard copy letters or quotes and save them as a **PDF**. These can then be uploaded in the relevant sections of your application.

What if I can't get a document that I need to upload to support my application before the program closing date/time?

Unfortunately, late supporting documentation will not be accepted under the Program. The Program is highly competitive, and you must ensure you have all the required documentation prior to the program closing date and time.

Will late applications be accepted?

Late applications can only be made where an applicant has started an application in SmartyGrants prior to the closing date/time.

If for some unforeseen reason you are not able to lodge your application on time, you must contact the Office of Sport (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 a probity advisor.

Full details of the Office of Sport's policy on late applications can be found in the [Grant Program Guidelines](#).

What assistance can the Office of Sport staff provide?

Office of Sport staff can clarify the interpretation of the Guidelines but cannot provide specific advice about whether your organisation or project is eligible.

Can the Office of Sport review my draft application?

No. The Office Sport staff cannot review or provide feedback on any draft grant applications.

English is not my first language; can I get any assistance?

Select the 'Language' button at the top right of the page and translate the page to your preferred language.

If you would like the use of a translator, please call the National Translating and Interpreting Service on [131 450](tel:131450), and ask them to call us on 13 13 02. The service provides immediate phone interpreting.

Do I need to finish the application in one go?

No. Applications may be saved, revisited and edited before being submitted, but applications must be submitted by Monday 24 August at 1pm AEST.

Assessment Criteria and Eligibility questions

Who can apply?

Incorporated 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 can apply. Organisations must also be affiliated with an Office of Sport recognised State Sporting Organisation or State Sporting Organisation for People with Disability. More information on who is eligible can be found in the Guidelines.

Who cannot apply?

Ineligible applicants are any organisation types not listed in the 'Eligible Applicants' section of the Program Guidelines, 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 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 base or religious groups that are not affiliated with a State Sporting Organisation/State Sporting Organisation for people with Disability.
- Organisations named:
 - (i) by the National Redress Scheme for Institutional Child Sexual Abuse on its list of institutions that have not joined or signified their intent not to join the Scheme; or
 - (ii) in the Royal Commission into Institutional Responses to Child Sexual Abuse that has not yet joined the National Redress Scheme.

How do I make sure that my application is eligible?

Closely review the eligibility criteria in the program guidelines to ensure your organisation and project is eligible, here is some further information regarding eligibility;

Eligible applicants:

- Applicant has provided a valid Incorporation number and where relevant an ABN (where an applicant organisation has provided an ABN, the incorporation details for the same organisation).
- If the application has been submitted by a sports organisation or club associated with a church or a school, the incorporation details have been confirmed and are in the name of the organisation/club.
- The application, if submitted by a licensed club, specifically relates to the sport and not the licensed premises.
- The applicant organisation has confirmed that if successful they will provide Public Liability Insurance with a minimum \$5 million cover.
- The sport included within the application is listed in Appendix A.

Project eligibility:

- Proposed project is delivered in NSW
- Project is an eligible project, related to an eligible sport, including all project expenditure.
- 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.

What costs are ineligible?

The Local Sport Grant Program 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.

Please note: 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.

What criteria applies to the assessment of applications?

Eligible applications will be assessed against the Fund's objectives, focus, and aim and the following assessment criteria:

1. Strategic justification
2. Scope and deliverables
3. Value for money
4. Project deliverability and applicant capability

The Assessment criteria is detailed in the [Program Guidelines](#).

Do I need to have an ABN?

No. However, if your application is successful, in order to receive grant payments successful applicants will be required to provide a statement of supplier form through the grants acceptance process.

Statement of supplier forms and eligibility for their use is available online from the [Australian Taxation Office](#).

What supporting documentation should be added to the application?

All applications should provide:

- Quotes (no more than 6 months old), and the description should match the project scope and deliverables in the application and support the project budget.
- Evidence confirming all financial co-contribution sources (where applicable).
- Development approval, application, or exemption (where applicable).
- Projects proposing fixed items are required to provide Landowners Consent. This is recommended to provided on the Office of Sport Landowners Consent template – see 'Available supporting documents'.
- Letters from organisations that indicate how they will either support or benefit from the project.
- Current Public Liability Insurance with a minimum \$5 million cover

Failure to provide any of this supporting documentation will negatively impact the merit assessment score your application receives.

How can I demonstrate the project need?

To demonstrate project need, you may consider the following:

- Photos of existing condition to show level of dilapidation or inadequacy, safety issues or disability access or non-compliance with building codes.
- Surveys taken from community groups, club members, players, etc. that highlight the need
- Letters of support from your Council, community groups or expected users outlining the need
- Demographic data demonstrating population groups or socio-economic rating
- Any other related evidence that supports the need for your project.

Why do I have to supply quotes with my application?

To show that the project costs are accurate and the project can be achieved with available funding. If the final project cost is higher than expected, your organisation will be required to cover the shortfall in costs. If your final project cost is less than expected, you may have to repay money to the Office of Sport.

What is meant by ‘Home Ground’ or project location?

This is the address where your clubhouse is located or where your club primarily trains. This is normally the project location.

You can request funding for a project somewhere else or facility that is not your home ground as defined above, however it is recommended you explain why the project is being held elsewhere.

All applications are assessed within the electorate where the project location is based, as specified in the application.

What is meant by rural and remote?

The term rural and remote covers any area outside of New South Wales major cities.

Do we need to submit the application under the organisation name that matches our ABN (if applicable) and incorporated entity name?

Yes. The organisation name listed in your application must align with the name registered against your ABN and incorporation number. If they don't match, you may risk being deemed as ineligible.

What approvals do I need to do if the project is to create, upgrade or repair sports facilities?

In addition to the main questions in the application form, you will need to supply landowners' consent for the project (see supporting documents) and provide evidence of Development Application approval or demonstrate that a Development Application is not required.

Universal Design

What are inclusive and accessible facilities?

Inclusive and accessible facilities consider Universal Design in their approach. “Universal Design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability.” Refer to the [Universal Design](#) for more information.

What are inclusive design and best practice design principles?

Inclusive design keeps the diversity and uniqueness of each individual project in mind and allows maximum use, by the widest range of people, without the need to adapt or add accessories. It includes the incorporation of universal design principles and providing safe, dignified and equitable access through functional space. Designs should be beyond Building Code of Australia or Access standards to ensure facilities are accessible to more people.

To help organisations to successfully develop their grant proposals, the following Australian Standards legally must be complied with:

- Australian Standards -

- AS 1428.1:2022 Design for access and mobility Part 1: General requirements for access – New building work
- DR AS 1428.2-2022 Design for access and mobility Enhanced and additional requirements - Buildings and facilities (Reconfirmed 2015)
- AS/NZS 1428.4.1:2009 Design for access and mobility Means to assist the orientation of people with vision impairment - Tactile ground surface indicators
- DR AS 1428.4.2:2022 Design for access and mobility Part 4.2: Means to assist the orientation of people with vision impairment - Wayfinding signs
- AS 1428.5:2022 Design for access and mobility Communication for people who are deaf or hearing impaired

For further information:

[Design for Dignity Guidelines](#)

[NSW Government Architects](#)

[NSW Government Architects - Urban Design for Regional NSW](#)

Incorporation of universal design principles and providing safe, dignified and equitable access through functional space. Designs should be beyond Building Code of Australia or Access standards to ensure facilities are accessible to more people. Refer to https://www.and.org.au/data/Design_for_Dignity/Design_for_Dignity_Guidelines_Aug_2016.pdf

Financial and co-contributions questions

Is there a limit on the level of funding for an application?

The grant amount requested must be a minimum of \$2,000 and cannot exceed \$20,000.

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

Can organisations make a joint application?

An application needs to be made by a single eligible organisation which will accept responsibility should the application be successful. However, the application may identify partners that will add to the applicant organisation's capacity to deliver the project. Partner organisations do not need to be eligible organisations.

Do we include GST in the budget?

- **Organisations registered for GST:** exclude GST from the amount of funding requested in your project budget. GST will be paid to your organisation if successful.
- **Organisations not registered for GST:** include GST in the costs for your project budget. Please ensure that quotes you receive are inclusive of GST that will be charged by trades or suppliers.

What evidence can I upload of a financial co-contribution to the project?

You should provide evidence of approval for committed funding co-contribution(s) e.g., funding agreement, letter from fund/grant provider, letter from organisation's treasurer or President.

Do we need to provide quotes for the budget?

Yes, you should provide evidence to support budgeted costs and revenues.

Quotes should be recent (no more than 6 months old), align and substantiate the main items of work to be funded with your grant application.

Providing quotes is not mandatory but by not supplying quotes with your application you are potentially not demonstrating the grant request is accurate or cost effective and will not score as well as it might otherwise and risk not being recommended for funding.

Should I select to accept partial funding?

The assessor of your application has the discretion to recommend projects within their electorate partial funding. If your application indicates that it cannot proceed without full funding, this removes this option and your application is at risk of not receiving any funding by selecting this option. The reduced funding recommendation may be only a small amount of the grant requested amount.

If the recommended grant amount you are awarded is less than you can actually complete the project with, you can elect not to accept the offer of grant funding then.

Assessment and Announcement

What happens after I submit my application?

You will receive an email notification that your application has been successfully submitted, this email will contain a PDF copy of your application. Please check that you receive the confirmation email and retain it as a record of your application.

If you do not receive a confirmation email, your application may not have been successfully submitted, or the confirmation email may have ended up in your junk mailbox.

You can also log into SmartyGrants and click 'My Submissions' to view all submitted and un-submitted applications. Submitted applications are identified by a green tick in a circle.

Will all applications receive funding?

No. The application process is competitive. It is anticipated that there will be multiple applications competing for the funding available within your electorate.

Successful applications will be those which best meet the objectives of the program, can demonstrate a need for the project, provide a cost-effective budget and can demonstrate that the organisation applying has the capacity to deliver the project. It is important to also provide supporting documentation such as quotes to help prove the claims made in your application.

What happens after applications close?

Applications are reviewed for eligibility and then subject to the assessment process. The final decision on funding sits with the Minister for Sport.

When will I know if my application is successful or not?

Outcomes of all applications will be advised from December 2026 onwards.

What if my application is unsuccessful?

There are no appeals for unsuccessful applications under this program. It is recommended that you apply again in the next round of the program. Due to the high volume of applications, the Office of Sport Grants Unit is unable to provide individual feedback on each unsuccessful application.

If your application is not successful, it does not mean your application lacks merit. LSGP is a very competitive grant program. Assessment of applications is through a merit selection process.

If you receive a letter of notification indicating that your organisation status or the project scope is ineligible, refer to the eligibility criteria of the Program Guidelines for more information.

How long do we have to accept the grant if we are successful?

The Office of Sport will contact the successful applicants to claim the grant within two weeks of being notified of success. Failure to claim the grant within two weeks of notification may result in the Office of Sport withdrawing the offer of funding.

The project timeline is program specific; information can be found in the [Program Guidelines](#).

How will we receive the grant payment?

All grant payments are made by EFT. Through the grant acceptance process, successful applicants need to submit EFT banking details. It is your responsibility to provide the correct banking details. Funds transferred to an incorrect bank account may not be recoverable.

How do successful applicants acknowledge the funding when projects are underway?

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

Funding recipients will typically require a statement of funding acknowledgment in the applicant's annual reports and media releases; and a statement and the NSW Government logo included on building signage, related websites and invitations and other funding related materials. Funding recipients will receive full guidelines, logo and signage template files.

Further details about acknowledgment of NSW Government funding for projects can be found [here](#).

If the project is subject to fraud, corruption or negligence, what should I do?

If you are provided a grant, it is your responsibility to put in place adequate controls to prevent fraud and corruption and avoid negligence. This requirement is stipulated in the funding agreement terms and conditions.

Fraud is defined by the Independent Commission Against Corruption as "dishonestly obtaining a benefit, or causing a loss, by deception or other means", and corruption as "deliberate or intentional wrongdoing, not negligence or a mistake". Grant recipients may experience fraud, corruption or negligence when dealing with contractors in the project, or within their own organisation or its governance. In general, negligence can be defined as the failure to take proper care over or for something.

Appropriate management of procurement processes, the management of contracts and contractors, the establishment of appropriate project management practices (including governance and oversight), and the declaration and management of conflicts of interest are common controls used to prevent or control such incidents. The Office of Sport does not cover the loss of project funding due to fraud, corruption or negligence on behalf of the grant recipient which may also result in the termination of a funding agreement for a grant.

If you experience fraud, corruption or negligence, you should notify the Office of Sport immediately. The Office of Sport can help your organisation work any variations required, except additional funding, to manage the impact on the project.

Fraud and corruption should always be reported to the police. More information about reporting fraud and corruption can be found at:

https://www.police.nsw.gov.au/crime/frauds_and_scams

<https://www.service.nsw.gov.au/transaction/report-fraud>

<https://www.fairtrading.nsw.gov.au/buying-products-and-services/scams>

Additional Questions

Our club is outside a major city and we would like to bring coaches to our town from Sydney. Are we able to include these expenses as part of our grant submission?

Subsidised travel costs are eligible for specialist coaches to travel to rural/remote areas where the distance travelled exceeds 100km from the 'home ground'.

Our sport is not currently listed on Appendix A, is our organisation eligible?

For sports that aren't listed on the eligible sport list, they will need to become recognised by the Office of Sport. In order for your organisation to be recognised by the Office of Sport, your State Sporting Organisation will need to submit a request to the Office of Sport.

For further information in regarding recognition by the Office of Sport, please click on the following link: [NSW State Sporting Organisation Recognition Program | NSW Government](#).

Our sporting organisation is based and delivered in NSW, but affiliated with another State. Are we still eligible to apply?

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.

Our club is not based in the electorate in which we plan to hold our event, it is in an adjoining electorate. Which electorate will our submission be considered in?

Applications will be assessed based on the project location. You should explain in your application why you wish to hold an event that is in a different location to where your club is located.

Can we submit a similar successful grant to that of 3 years ago?

The new grant request cannot be for project scope that has been previously funded by the NSW Government. However, if the project is for a similar participation program with new dates i.e. in 2027, or new equipment, this would be eligible.

Do we need to include contingency in the budget?

For projects where there is a construction element, you may include contingency in the budget, however you should ensure you have secured quotes for any project type to ensure you are requesting an appropriate amount of funding and that your organisation has enough money to cover any additional/unexpected costs.

We were planning on running an event in late 2026, what do we do as events cannot be scheduled prior to January 2027?

We suggest you apply for funding to host your event in late 2027 instead of late 2026. Projects are expected to be completed by June 2028, so you will have time to deliver the project in line with the guidelines.

If your event is planned to take place in 2027, you can start the planning for the event once you submit your application, however the event itself cannot take place until after January 2027.

Your organisation will also need to understand that any costs you incur prior to the grant announcement are at your own risk and not the responsibility of the Office of Sport.

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