

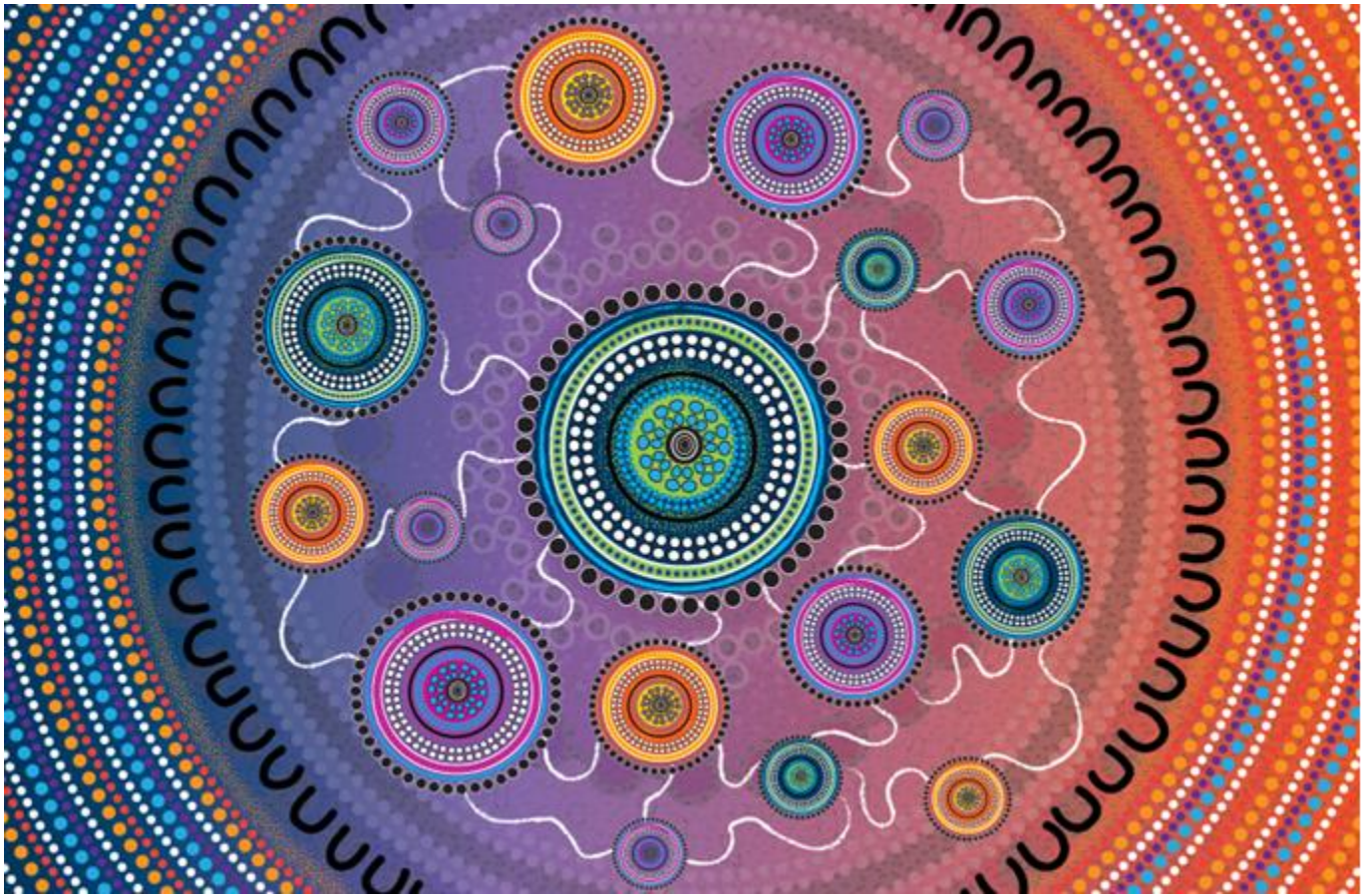
Office of Sport

Play Her Way Innovation Program 2025/26

Program Guidelines



March 2026



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.

Published by NSW Office of Sport

sport.nsw.gov.au

Program Guidelines

Updated: March 2026

Important Dates and Program Details	
Opening date	Thursday 9 April 2026
Closing date and time	1pm, Thursday 30 April 2026
Application outcome date	June 2026
Think Tank information session	Online, Thursday 16 April 2026
Project Completion date (for successful applications)	Projects must be completed by December 2027
Funding Agreement Executed (for successful applicants)	Grants must be accepted within 2 weeks of notification of outcome
Evaluation workshops	Online, July 2026
Evaluation timeframe (for successful applications)	Evaluation to 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)	<p>\$500,000 total funding (excluding GST) available across two tiers.</p> <ul style="list-style-type: none"> Grants between \$3,000 and \$5,000 for Career Activations. Grants between \$10,000 and \$45,000 for projects under Career Pathway Support, Participation, and Capability. <p>Maximum \$50,000 to any one organisation</p>
Enquiries	<p>Application Enquiries</p> <p>Sport Grants 13 13 02 grants@sport.nsw.gov.au</p> <p>Program Specific Enquiries</p> <p>Play Her Way playherway@sport.nsw.gov.au</p>

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

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Message from the Minister for Sport



The Play Her Way Strategy (2024-2028) is the NSW Government's plan to facilitate opportunities for more NSW women and girls to get involved and stay involved in sport.

It affirms our commitment to empower women and girls to have full access to opportunity and choice and it builds on our work to advance equality for women and girls in sport in NSW and reflects current evidence, insights and opportunities for increasing participation.

The Play Her Way Innovation Program provides support to NSW State Sporting Organisations (Organisations) to develop and deliver bold new initiatives to enhance career pathways, build cultures of diversity and inclusion and increase participation of women and girls in sport, on and

off the field.

We know women face different barriers to men when participating in sport. We encourage Organisations to partner with like-minded organisations, academy partners or organisations with specific experience working with women and girls or under-represented communities to understand these barriers. The grant program will assist in addressing these barriers, with a particular focus on adolescent girls and inspiring career pathways.

Please read the guidelines and resources available and apply by the closing date.

A handwritten signature in black ink, appearing to read 'Steve Kamper', with a stylized flourish 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 Play Her Way Innovation Program

1 Overview

The Play Her Way 2024-2028 is the NSW Government's plan to facilitate opportunities for more NSW women and girls to get involved and stay involved in sport.

The Strategy has a focus on leadership and culture, participation, and partnerships and investment within the overarching focus of inclusion, and is built upon the foundational pillars **She Belongs, She Plays** and **She Wins**.

Each pillar represents a different strategic focus to address gender inequality and increase participation of women and girls in sport – both on and off the field.

Applicants should read this document before filling out an application.

1.1 Purpose and objectives

Purpose

The Play Her Way Innovation Program (the Program) provides support to eligible State Sporting Organisations and State Sporting Organisations for People with Disability to develop and deliver bold new initiatives to enhance career pathways, build cultures of diversity and inclusion and increase participation of women and girls in sport, both on and off the field.

Eligible Organisations are encouraged to partner with other organisations, including those with specific experience working with women and girls and under-represented communities.

Key objectives

The Program aims to increase opportunities for women and girls, both on and off the field, throughout NSW.

The key objectives of the Program are to:

- Increase the number of women and girls participating in sport
 - Improve the retention of adolescent girls
 - Increase the number of women working in the sport sector
 - Improve gender inclusive sporting cultures and environments
 - Increase the capability of the sector to respond to emerging trends and challenges
-

1.2 Grant value

The NSW Government has allocated up to \$500,000 across two tiers for the Program in 2025/26.

- **Tier 1** - Grants between \$3,000 and \$5,000
 - **Career Activations**
 - Projects that promote information on range of roles and career pathways in sport.
- **Tier 2** - Grants between \$10,000 and \$45,000
 - **Career Pathway Support**
 - Projects that aim to support young women to advance on their sport career pathway.

- **Participation**
 - Projects that aim to reduce barriers to participation for women and girls and create innovative, inclusive sport experiences that reflect what women and girls want.
- **Capability**
 - Projects that aim to build the capability of Organisations to increase the participation of women and girls both on and off the field, and projects that build gender inclusive sporting cultures and environments.

There is no reserved allocation for each funding tier.

Organisations applying for multiple grants

An applicant may make multiple applications; however, the maximum amount of funding that can be awarded to any one organisation is \$50,000.

Financial co-contribution

There is no mandatory financial contribution. The total project cost should reflect only the scope of works for which grant funding is being sought. 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, 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 a grant amount appropriate for the relevant tier

2.1.1 Eligible applicants

To be eligible for funding you must:

- be an NSW Office of Sport recognised State Sporting Organisations (SSOs) or State Sporting Organisations for People with Disability (SSODs). The current list of recognised SSOs/SSODs are shown at 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 are encouraged to partner with other organisations, including those with specific experience working with women and girls and under-represented communities.

2.1.2 Ineligible applicants

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

- any organisation not recognised as an SSO/SSOD by the Office of Sport
- sporting clubs and associations
- individuals and groups of individuals
- schools, universities and TAFE's
- 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
- 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

2.1.3 Eligible projects

Eligible projects include but are not limited to:

Project stream and description	Eligible project examples
<p>Career Activations</p> <p>Projects that aim to promote information on range of roles and career pathways in sport.</p>	<ul style="list-style-type: none"> • Host a career activation to showcase career opportunities, featuring information on a range of roles in your sport • Participate in a Career Expo or event in your local community, school or university to profile your sport and career pathways
<p>Career Pathway Support</p> <p>Projects that aim to support young women to advance on their sport career pathway.</p>	<ul style="list-style-type: none"> • Offer traineeship and transition opportunities through partnerships with training providers, tertiary institutions encouraging student placements • Enhance mentoring programs to ensure young women and girls feel valued, empowered and a place where they belong
<p>Participation</p> <p>Projects that aim to reduce barriers to participation for women and girls and create innovative, inclusive sport experiences that reflect what women and girls want.</p>	<ul style="list-style-type: none"> • Initiatives designed to attract new women and girl participants e.g. where a new program is created or adapted to address specific barriers for women and girls • Initiatives that engage with adolescent girls and are designed to address adolescent drop out e.g. initiatives that are designed and led by adolescent girls • Projects or programs that are based on or include consultation with women and girls to inform a new program or adaption of participation offering • Programs that engage key influencers to facilitate girls' participation in sport, such as parents, coaches, and teachers
<p>Capability</p> <p>Projects that aim to build the capability of Organisations to increase the participation of women and girls both on and off the field, and projects that build gender inclusive sporting cultures and environments.</p>	<ul style="list-style-type: none"> • Initiatives that engage with adolescent girls to guide policy and product development e.g. peer to peer platforms and youth advisory groups • Projects that build a positive, gender inclusive culture across the Organisation • Research projects that contribute to the information/evidence base about women and girls as participants to assist sport organisations make decisions about operations, planning and future delivery options e.g. facility audit; data collection; consumer insights.

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+ women and girls.

Universal Design is about creating an inclusive society. It helps everyone navigate their environment easily and makes them feel that they belong in that place.

Applicants are strongly encouraged to apply [Universal Design Goals and Principles](#) and [Design for Dignity Guidelines](#) to projects to ensure effective and equitable access to grant funded initiatives.

2.1.4 Ineligible projects:

Projects or project components ineligible to receive funding include:

- Projects that are not aligned with or contribute to Play Her Way 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.
- Any costs associated with preparing and submitting the application.
- Project administration costs and staff wages not directly related to the project.
- 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 replacement including capital equipment or office equipment.
- Insurance costs (public liability, general liability, etc.)
- Costs associated with feasibility, design, or development stages including feasibility studies, business cases and masterplans.
- Infrastructure projects (e.g. construction, upgrade, maintenance, and repairs).

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	<ul style="list-style-type: none"> Describe how this project aligns with the aim of the Program and to one or more of the objectives of this Program. Demonstrate how the proposed project will clearly meet an identifiable need within your sport. Demonstrate how the project will eliminate barriers and support long-term inclusive culture of the Organisation beyond the life of the grant. 	30%
Criterion 2: Project scope and inclusive design	<ul style="list-style-type: none"> Describe clearly what the project is and what the key deliverables/outputs will be. Demonstrate consultation with women and girls, and community and stakeholder support for the project. Outline measures that will be used to learn throughout the project and build evidence on what is working or needs changing. Demonstrate how the project design considers an intersectional lens and responds to individual experiences. 	30%
Criterion 3: Project affordability / Value for Money	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Provide a project plan that illustrates key project tasks and milestones and forecast delivery timeline which is aligned to grant timeframe. List any risk, assumptions, constraints, and dependencies in delivering the project. Demonstrate proven experience 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

Failure to provide any of this 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.

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	Career Activations	Career Pathway Support	Participation	Capability
<u>Evidence confirming community and end user consultation and/or collaboration on the project scope, to support the need and impact</u> Examples include community consultation report, meeting minutes, surveys results, and on-line feedback or similar.	Desired	Highly Desired	Highly Desired	Highly Desired
<u>Letters of support</u> From partners and stakeholders (if applicable) that indicate how they will either support the delivery of the project or benefit from the project	Optional	Optional	Optional	Optional
<u>Project budget</u> The budget should clearly identify and itemise all project costs relevant that match the scope of works.	Mandatory	Mandatory	Mandatory	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.	Desired	Mandatory	Mandatory	Mandatory

Supporting documentation	Career Activations	Career Pathway Support	Participation	Capability
<u>Project plan</u> A clear plan that illustrates key project milestones and forecasts the delivery timeline, with evidence of ability to deliver the project within the required timeframe for the relevant category.	Mandatory	Mandatory	Mandatory	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.	Desired	Mandatory	Mandatory	Mandatory
<u>Copy of current Public Liability Insurance cover/policy</u> A certificate of currency must be provided prior to entering a funding agreement.	Mandatory	Mandatory	Mandatory	Mandatory

3

Application process

3 Application process

3.1 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: [Play Her Way Innovative Program / NSW Government](#)



Step 3: Prepare your application

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



Step 4: Submit your application

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

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

3.2 Support available to applicants

- Documents available on the Office of Sport [Play Her Way Innovation Program](#) website to assist your application include:
 - Program Guidelines
 - Frequently Asked Questions (FAQs)
 - Play Her Way strategy (2024-2028)
 - Innovation Hub - case studies
 - Participation Planning Tool

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

- Phone: 13 13 02
- Email: grants@sport.nsw.gov.au
- The Program website: [Play Her Way Innovation 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

3.3.1 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 within 1 hour of the program closing 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.

3.3.2 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 within 1 hour of the program closing time.
- Any decision in relation to the acceptance of late supporting documentation will be at the absolute discretion of the Office of Sport.
- Late supporting documentation will only be accepted for applications already submitted in SmartyGrants before the closing date and time and will only be considered where its acceptance would not compromise the integrity and competitiveness of the process.
- The final determination on whether a late supporting documentation will be accepted will be made by the Grant Assessment Panel supported by advice from an independent probity advisor.

4

Assessment process

4 Assessment process

4.1 Assessment of grant applications

The Play Her Way Innovation 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 Play Her Way Innovation 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

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 (see section 2.2) and provide administrative support.

The Office of Sport will assess all eligible applications against the Program Criteria considering the extent to which the applicant has addressed the assessment criteria and provided supporting evidence to determine the preliminary merit assessment score.

The Grant Assessment Panel will then consider the extent to which the applicant has addressed the assessment criteria and provide supporting evidence to determine the final merit assessment score.

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

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

The Grant Assessment Panel will consider the following to determine the recommendation of projects for funding:

- project type and scale

- geographical and sport spread across NSW
- distribution across funding tiers
- grant amount per applicant
- grant size
- achieving the objectives of the Program

The Grant Assessment Panel will make recommendations to the Minister for Sport. The Minister for Sport is the decision-maker for this Program.

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

- Regional Organisation of Councils
- Premier's Department
- Office of Local Government
- Other State Government entities/agencies providing funding for similar projects
- 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 Funding Agreement Terms and Conditions are published on the Office of Sport website, and no amendments will be considered.

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

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

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

5.2 Variations to an approved project

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

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

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

5.3 Grant payment

Payments to successful applicants will be made up front in accordance with 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

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

Financial Acquittal

A financial acquittal will be required within 30 days of project completion within SmartyGrants. This will require preparation of a profit and loss statement relating to the project expenditure and funding sources. The profit and loss statement must be certified by two office bearers of the recipient organisation stating that the funding has been spent in accordance with the grant application and terms and conditions. Acquittal must be for the total project cost for funded scope items (which includes grant amount plus any financial co-contribution that contributes directly to the scope items).

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

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

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

5.6 Evaluation

Successful applicants will be required to report against the Play Her Way Innovation Program Evaluation Framework and any evaluation conditions outlined in the Funding Agreement.

All successful applicants will be required to:

- Attend an online evaluation workshop that will support the monitoring and evaluation of the projects
- Provide pre and post organisational data and progress reports against project milestones
- Develop a case study to share and promote successful approaches and/or strategies
- Participate in a semi-structured qualitative interview to explore changes in organisation capability and capacity to reduce gender inequities

Successful applicants will be supported with evaluation requirements in partnership with Sydney University's SPRINTER (SPort & Recreation INTervention & Epidemiology Research) program.

A post project evaluation report may be requested on an ad-hoc basis for a period of up to two 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 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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Appendix

Appendix A: Eligible Organisations

Organisation Trading Name	
1	AFL NSW/ACT
2	Amputee Golf NSW
3	Archery NSW
4	Artistic Swimming NSW
5	Athletics NSW
6	AusCycling
7	Australian Deaf Sports Federation (Deaf Sports Australia)
8	Australian Powerchair Hockey Association (NSW)
9	Australian Sailing
10	Biathlon NSW
11	Billiards and Snooker Association of NSW
12	Blind Cricket NSW
13	Blind Sporting Association of NSW
14	Boccia NSW
15	Bowls NSW
16	Boxing NSW
17	Cerebral Palsy Sporting and Recreation Association of NSW
18	Confederation of Australian Motor Sport
19	Cricket NSW
20	Croquet NSW
21	Dancesport Australia

Organisation Trading Name

22 Disabled Wintersport Australia

23 Diving NSW

24 Dragon Boats NSW

25 Equestrian NSW

26 Field Archery NSW

27 Football NSW

28 Golf NSW

29 Gridiron NSW

30 Gymnastics NSW

31 Hockey NSW

32 Ice Hockey NSW

33 Ice Racing NSW

34 Indoor Sports NSW

35 Judo NSW

36 Karting Australia (NSW)

37 Karting NSW

38 Kiteboarding Australia

39 Kung - Fu Wushu NSW

40 Lacrosse NSW

41 Little Athletics Association of NSW

42 Masters Swimming NSW

43 Motorcycling NSW

44 Netball NSW

Organisation Trading Name

45	NSW Amateur Pistol Association
46	NSW Badminton Association
47	NSW Baseball League
48	NSW Basketball Association
49	NSW Bocce Association
50	NSW Clay Target Association
51	NSW Council of the Australian Parachute Federation
52	NSW Darts Council
53	NSW Endurance Riders Association
54	NSW Fencing Association
55	NSW Flying Disc Association (NSW Ultimate)
56	NSW Gliding
57	NSW Goalball Association
58	NSW Handball Association
59	NSW Hang Gliding and Paragliding Association
60	NSW Ice Skating Association
61	NSW Karate Federation
62	NSW Kendo Association
63	NSW Polo Association
64	NSW Powerchair Football Association
65	NSW Rifle Association
66	NSW Rugby League
67	NSW Rugby Union

Organisation Trading Name

68	NSW Squash
69	NSW Touch
70	NSW Water Ski Federation
71	NSW Weightlifting Association
72	NSW Wrestling Association
73	Northern NSW Football
74	Orienteering NSW
75	Paddle NSW
76	Polocrosse Association of NSW
77	Pony Club Association of NSW
78	Riding for the Disabled
79	Rowing NSW
80	Sailability NSW
81	Skate NSW
82	Snow Australia
83	Softball NSW
84	Special Olympics Australia
85	Sports Climbing NSW/ACT
86	Sports 4 All
87	Surf Life Saving NSW
88	Surfing NSW
89	Swimming NSW
90	Table Tennis NSW

Organisation Trading Name

91	Taekwondo NSW
92	Tennis NSW
93	Tenpin Bowling Association of NSW
94	Transplant Australia
95	Triathlon NSW
96	Volleyball NSW
97	Water Polo NSW
98	Wheelchair Rugby League Australia
99	Wheelchair Sports NSW

Sydney Olympic Park NSW 2127

Locked Bag 1422

Silverwater NSW 2128

E: grants@sport.nsw.gov.au

T: 13 13 02

W: www.sport.nsw.gov.au

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