



# Memorandum

<b>To:</b>	All SLSNSW Clubs & Branches
<b>From:</b>	Phil Ayres, Chief Operating Officer, SLSNSW
<b>Date:</b>	25 October 2021
<b>Pages:</b>	1
<b>Subject:</b>	Upcoming Grant Opportunity – NSW Office of Sport Surf Club Facility Program

**PLEASE NOTE: The NSW Office of Sport have confirmed the next round of the Surf Club Facility Program will be opening very shortly - exact opening and closing dates have not been confirmed. This memo is being sent to enable Clubs and Branches that may wish to apply in the next round, sufficient time to gather the required documentation and approvals to lodge an application. It is recommended clubs commence that process immediately.**

The Surf Club Facilities Program assists NSW Surf Life Saving clubs to develop facilities that will enable increased facility usage, improve safety and increase participation in Surf Life Saving. Grants for construction of new surf club facilities, and capital enhancement of existing facilities are available. It is expected grants will be between \$30,000 to \$350,000.

The guidelines for this year's round of the program have not yet been released however we have been advised they will be very similar to the 2020/21 round. With this in mind, we strongly suggest you commence working on relevant attachments to ensure your club is ready to lodge an application. Attachments to the application are likely to include:

- Quotes
- Written approval from land-owner
- Development application OR evidence an application is not required at time of applying
- Letter of Support from SLSNSW
- Evidence of co-contribution (last round the required co-contribution was 25% of the total project costs)
- Quotes:
  - for amounts under \$10,000, one quote has been required;
  - for amounts between \$10,000 and \$150,000, a minimum of three quotes has been required;
  - for applications over \$150,000, an open tender is required (this may be submitted once application is approved if not available at time of application).

Whilst the Office of Sport hasn't released the timing of the funding program, we anticipate the closing date to be well before the Christmas period. We therefore recommend you commence gathering the required attachments, discuss your project with Council and make contact with the Grant Seeking Unit to ensure you are ready to lodge an application within the advertised timeframes.

The Grant Seeking Unit (GSU) was established over 10 years ago to assist Surf Life Saving clubs in the successful completion and lodgment of grant applications. Through SLSNSW, who are seeking to provide more support to the volunteers, the GSU provides these services to clubs at no fee.

Please contact one of the GSU team members to discuss you project if you are interested in lodging an application to the Surf Club Facilities Grant Program.

**Megan McKay**  
07 3177 5814

[mmckay@slsfoundation.com.au](mailto:mmckay@slsfoundation.com.au)

**Zan Marshall**  
07 3177 5824

[zmarshall@slsfoundation.com.au](mailto:zmarshall@slsfoundation.com.au)

**Becky Vining**  
07 3177 5855

[bvining@slsfoundation.com.au](mailto:bvining@slsfoundation.com.au)

## **Phil Ayres**

Chief Operating Officer,  
Surf Life Saving New South Wales

This is a copy of the questions/areas for response from the 2020/21 SCFG application form. It is likely some areas will be changed by the Office of Sport for the 21/22 grant application, but this should provide clubs with a guide as to the nature and extent of the information and responses required.

INFO	PROJECT	CONTACT	LOCATION	BUDGET	FUNDING	OBJECTIVES	CAPACITY	OUTPUTS	PROJECT READINESS	PARTNERS	UPLOAD	SUBMIT
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### Surf Club Facility Program

[BOOTH TEST](#)

#### Project Details

**All fields must be filled in below. Note: If you move to another tab before completing all information on this page and then saving - your information will be lost.**

**Project Title** (maximum 100 characters)  
*What is the title of your project*

\*  
79 characters left

Project must be completed within 24 months of a funding agreement being established.

**Proposed start date of project**  /  \* Proposed Start date May/2021

**Finish date of project**  /  \* Project must finish by Jun 2023

**Project Description**  
*Briefly describe the main activities that will be undertaken by the project e.g. upgrade surf club change room*

\*  
1000 characters left

**Why is the project needed?**  
Please outline how your project demonstrates the:

- *project's capacity to impact on increased utilisation.*
- *projects capacity to provide increased participation for women and girls, people with disability or underrepresented groups, through fit-for-purpose, accessible and safe facilities, and usage opportunities.*
- *projects capacity to provide quality social infrastructure, including safe places that support the community*
- *urgency to address safety, poor quality facilities and compliance needs of the facility.*

Applications should refer to evidence or research and include evidence to support the project need in uploads tab.

1000 characters left

## Surf Club Facility Program

BOOTH TEST

### Update project contacts

Title	<input type="text" value="Mr"/> *
Given Name	<input type="text" value="sad"/> *
Family Name	<input type="text" value="booth"/> *
Position	<input type="text" value="ADF"/> *
Business Phone	<input type="text" value="ASDFASD"/> *
Home Phone	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text" value="kathy.booth@sport.nsw.gov.au"/> *
Org.postal address	<input type="text" value="asdf"/> *
Suburb	<input type="text" value="SADF"/> * <input type="button" value="Search"/>
Postcode	<input type="text" value="SD"/> *

To move to the next section click [Location](#) **Please make sure to save before leaving this page.**

To move to one of the other areas use the navigation tabs on the top of the screen

This is the contact information provided when registering the project, these details can be amended if needed before submitting the application. (The address should be the organisation postal address not a private address of the contact person).

## Surf Club Facility Program

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### Project Location Details

Name of Park/Reserve/Facility

Street Address

Suburb

Search

Postcode

State

Electorate

\* [Follow the link to find your Electoral District](#)

Once you have selected your electorate, the list of possible Councils will appear.

**This may take a short time - Please wait before proceeding.....**

Council

\*

Please see GEO Code Instructions

**Click on the Link, Type in project address then right-click the address on the map. Select What's here?, Under the search box, an info card with coordinates will appear enter this info in the GEO code box.**

GEO Code (Latitude/Longitude)

[Follow the link to find GEO Code](#)

Save

To move to the next section click [Budget](#)

To move to one of the other areas use the navigation tabs on the top of the screen

This should be the location of the project showing full address details including street number where applicable - a check is made on this address to determine if the project is in the correct electorate

## Surf Club Facility Program

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### Budget Details

**Confirmed funding contributions should be included in the Funding Tab. Applicants must provide evidence of their contribution in the upload Tab (bank statement, commitment letter from funding source, etc.)**

*Please Note: Organisations must contribute 25% or more to the project. Administration costs should be covered by the applicant. Ineligible items should not be included in the budget. **Supplier discounts should not be included in the budget as an applicant contribution. The budget should not show a surplus or deficit i.e., should equal zero.** Minimum application amount \$30000.00 and maximum amount \$350000.00.*

**Save & Recalculate** Please make sure to save before leaving this page. A description is required to correspond with expenditure & your contribution. Sub totals are only generated once saved

Cost should be GST exclusive

#### EXPECTED EXPENDITURE - Direct cost

erw	200000.00	+
	0.00	+
	0.00	+
	0.00	+
	0.00	+
	0.00	+
Sub-Total (A)	200000.00	

#### B. FUNDING AND APPLICANT CONTRIBUTION TO THIS PROJECT

Funding requested for this application	150000.00
Confirmed funding from Federal Government	0.00
Confirmed funding from Other Sources	0.00
Confirmed funding from Local Government	0.00

#### Your contribution (e.g. applicant's contribution, donations, fees and charges, in-kind contribution etc)

qwerqwerqer	50000.00	+
	0.00	+
	0.00	+
	0.00	+
	0.00	+
	0.00	+
Sub-Total (B)	200000.00	
Budget surplus or deficit	0.00	

**Save & Recalculate** Please make sure to save before leaving this page.

To move to the next section click [Objectives](#)

## Surf Club Facility Program

### BOOTH TEST

#### Does the project deliver a return on government investment?

Please provide details of the project components that will be funded by the grant and the components to be funded by the applicant throughout the projects delivery.

Year	Funded By	Fund Granted Amount
<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>

**Save**

To move to the next section click [Objectives](#)

To move to one of the other areas use the navigation tabs on the top of the screen

### Surf Club Facility Program

[BOOTH TEST](#)

**Projects should demonstrate how the project addresses the Program objectives.**

Please select the relevant objective(s) the project will address and outline how the project will do this.

**Participation:** How will the project increase usage and or participation of the facility?

**Access:** How will the project increase or improve access of the facility?


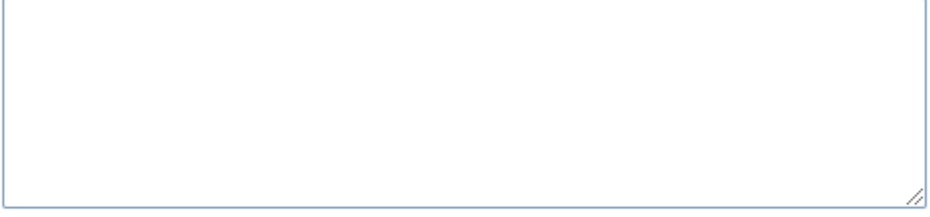
**Safety:** How will the project increase or improve safety of the facility?

**Maximum word limit 2000 characters for each objective.**

**Please make sure you click the Save button located at the bottom of the screen after you have entered information on this page.**

Objective	How will the project do this	
Participation: How will the project increase usage and or participation of the facility?		2000 chars left
Access: How will the project increase or improve access of the facility?		2000 chars left
Safety: How will the project increase or improve safety of the facility?		2000 chars left

OBJECTIVES CONTINUED ...

<p>Please demonstrate how the project aligns to one or more of the following:</p> <ul style="list-style-type: none"><li>• Premiers' Priorities</li><li>• Office of Sport Strategic Plan and priorities</li><li>• Surf Life Saving NSW Strategic Plan</li></ul>		<p>2000 chars left</p>
<p>Please outline how the project has incorporated one or more of the design principles identified in the program guidelines such as:</p> <ul style="list-style-type: none"><li>• inclusive and universal design principles:</li><li>• functional design;</li><li>• environmentally sustainable design; and</li><li>• operational sustainability</li></ul>		<p>2000 chars left</p>





Please enter information about Organisation's capacity to undertake the project

## Surf Club Facility Program

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### Organisation Capacity

*Applicants capacity to deliver the project within 24 months of executing the funding agreement? How will the project be managed?*  
Please demonstrate that your organisation has:

- the capacity to start the project in 2021 and deliver the project within 24 months of executing the funding agreement. Evidence of project timelines.
- proven experience in delivering similar projects and personnel with appropriate experience, and or capacity to manage the project.
- if there is a collaborative approach with a range of partners and indicates how they will contribute to the project.

Year

2021

Description

0 characters left

**Save**

To move to the next section click [Outputs](#). To move to one of the other areas use the navigation tabs on the top of the screen



Please enter information about who will benefit from this project.

### Surf Club Facility Program

BOOTH TEST

#### Project Outputs

*Who will benefit from the project?*

Target group/Beneficiary \*

Number of Participants

Benefit to the Participants \*

characters left

**Save**

To move to the next section click [Outcomes](#). To move to one of the other areas use the navigation tabs on the top of the screen

## Surf Club Facility Program

BOOTH TEST

### Project Readiness

**Projects must be ready to commence upon receipt of funding and be completed within 24 months?**

*Please provide a list of the key milestones for the delivery of the project.*

*Supporting documentation (see documentation as outlined in the program guidelines), must be provided in the uploads tab.*

**You must have at least 3 milestones and valid dates for them**

	Key Milestones	Anticipated Timeframe	
	List the project milestones in the order they will be undertaken	Start Date (dd-mm-yyyy)	Finish Date (dd-mm-yyyy)
1	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>
2	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>
3	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>

**Save**

To move to the next section click [Partners](#)

To move to one of the other areas use the navigation tabs on the top of the screen



Please enter Project Partners if any

### Surf Club Facility Program

#### Project Partners

If your project would involve other partner organisations, please provide the following details for each organisation in the partnership.

**If there are no partners** please move to the next section by clicking [Upload](#).

Title	<input type="text" value="Mr"/> *
First Name	<input type="text"/> *
Family Name	<input type="text"/> *
Name of Organisation	<input type="text"/> *
Business Phone	<input type="text"/>
Email	<input type="text"/> *
Role in Partnership	<input type="text"/>
	<input type="text" value="0"/> characters left
Contribution to project	<input type="text"/>
	<input type="text" value="0"/> characters left

**Save**

**If there are no partners** please move to the next section by clicking [Upload](#).

To move to one of the other areas use the navigation tabs on the top of the screen

## Surf Club Facility Program

BOOTH TEST

Supporting documentation is outlined in the program guidelines. Please ensure you have all the required documentation.

*Incomplete applications, or applications and/or supporting documents submitted after the closing time and date may not be considered eligible. Documents submitted after the closing time and date may not be considered eligible.*

- Upload your project development consent or evidence that such consent is not required for this project - eg letter from Council stating that a DA is not required. (i.e if a DA is required council determination must be made at the time the grant application is submitted)
- Upload quotes for the major components of the project.
- Upload evidence of your contribution, **appropriate evidence includes:**
  - a) Bank statements/loan details
  - b) Local Council resolution
  - c) Letter from the General Manager of the Local Council confirming Council's contribution
  - d) List of volunteer contributions
  - e) Letters that advise of other grants awarded
  - f) Letters that advise of other contributions e.g. from business partners/other sport users
- You may click Remove to delete an Uploaded Document.
- You may click on the Uploaded Document link to open it.

The only valid file formats are doc, pdf, excel, email and all picture files.

Required Documents		Uploaded Documents	
Development Consent	<a href="#">Upload</a>	<a href="#">43147_Development Consent.pdf</a>	<a href="#">Remove</a>
Quote 1	<a href="#">Upload</a>		<a href="#">Remove</a>
Quote 2	<a href="#">Upload</a>		<a href="#">Remove</a>
Quote 3	<a href="#">Upload</a>		<a href="#">Remove</a>
Quote 4	<a href="#">Upload</a>		<a href="#">Remove</a>
Quote 5	<a href="#">Upload</a>		<a href="#">Remove</a>
Evidence of Contribution	<a href="#">Upload</a>		<a href="#">Remove</a>
Evidence of Contribution 2	<a href="#">Upload</a>		<a href="#">Remove</a>
Evidence of Contribution 3	<a href="#">Upload</a>		<a href="#">Remove</a>
Owners consent to undertake the project	<a href="#">Upload</a>		<a href="#">Remove</a>
Concept and detailed designs	<a href="#">Upload</a>		<a href="#">Remove</a>
Surf Life Saving NSW letter of support	<a href="#">Upload</a>		<a href="#">Remove</a>

If you have several documents for one upload, please scan as one document. If you need any assistance to upload your documents please contact 13 13 02

## Surf Club Facility Program

[BOOTH TEST](#)

### Declaration by Applicant

#### Consent to disclosure

YES  NO

#### Land owner's consent

YES  NO

#### Declaration

*The declaration below must be agreed to by a **person who has delegated authority to sign on behalf of the organisation e.g. CEO, General Manager, member of the Board of Management or other authorised member of the organisation.***

1. I am duly authorised by the organisation to prepare and submit this application.
2. This organisation is eligible to apply for funding in accordance with the eligibility criteria in the Program Guidelines.
3. I warrant that the responses in this application and all supporting documents provided are to the best of my knowledge true and correct.
4. I understand that the Office of Sport may disclose the information provided in this application to other Government agencies, Local Government, reviewers and staff assisting with the administration or promotion of State Government Grant Schemes and/or in the event of a request pursuant to the Government Information (Public Access) Act 2009.
5. I understand that information in relation to this project will be made public in the event that the application for funding is successful and in other circumstances as outlined in the Program Guidelines.
6. Where required, our project will comply with all the relevant codes, standards and applicable legislation of the Australian and NSW Governments.
7. I acknowledge that in preparing this application I am not aware of any known conflicts of interest as outlined in the Program Guidelines, and will keep the Office of Sport updated if any conflict of interest arise during the term of the funding agreement.

Title	<input type="text" value="Mr"/> *
Given Name	<input type="text" value="sad"/> *
Family Name	<input type="text" value="booth"/> *
Position	<input type="text" value="ADF"/> *
Agree?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Date of Signature	<input type="text" value="0/00/0000"/> Date is system generated
Signature	<input type="checkbox"/> Signature is the approval on behalf of the organisation to submit the application

[Submit Application](#) [Create Application PDF](#)