



NSW ASIAN CUP 2015 LEGACY FUND

GUIDELINES



Opening Date: 5 September 2016

Closing Date: 24 February 2017

1. Background to Community Football in NSW

Community Football continues to boom in the wake of the Socceroos' 2015 AFC Asian Cup victory and the Matildas' successful run in the 2015 FIFA Women's World Cup, with participation levels experiencing significant growth. The sport provides considerable economic, health and social benefits to our local communities, and an independent report has valued this contribution at over \$420 million annually to the NSW economy.

Football does, however, face real challenges at all levels of the game to access enough facilities of the right quality to meet the needs of the game. Many facilities are over-used, in poor condition, and demand often outstrips supply.

2. About the NSW Asian Cup 2015 Legacy Fund

The NSW Asian Cup 2015 Legacy Fund (the **Fund**) is an initiative of the NSW Government, Football NSW (**FNSW**) and Northern NSW Football (**NNSWF**), which has been established with the NSW Government's surplus from the 2015 AFC Asian Cup to provide funding assistance to community football clubs (**Clubs**) to partner with local stakeholders to improve the quality, availability and standard of their facilities.

The Fund aims to improve football facilities for a variety of benefits including increasing participation, improving safety and security, assisting in building stronger communities through football and improving the overall football experience for all stakeholders.

Project partnerships are encouraged and identification of all project partners is required (eg Local Councils, schools, other landowners, local business partnerships).

Applicants need to provide a copy of landowner's consent where the project will occur on land that is not owned by the Club. A declaration from Council is required where there is a partnership with Council. This may include a letter of support, a letter outlining lease arrangements or support for favourable conditions for the Club. The conditions may include a lease extension, exclusivity, or first choice of use of facilities.

3. This Fund is being offered in order to:

- Meet strategic goals to grow, develop and promote the game of football
- Assist Clubs, member zones and associations in securing and/or leveraging financial commitments from various levels of government, other sport user groups, sponsors, local community and business organisations and/or other strategic partners to contribute towards funding the upgrade of community football facilities
- Build stronger communities through football

4. Fund Key Objectives

The key objectives of the Fund are to:

- Improve the quality and/or quantity of community football club facilities
- Improve the football experience for players, referees, coaches, administrators and spectators
- Provide opportunities for more participants to play more football, more often
- Improve safety at community football facilities (e.g. upgrade of field to provide a safer playing field, access pathways for players, disability ramps)
- Promote inclusive football opportunities within Clubs (e.g. upgrade of amenities to increase female participation, provision of disability access, upgrade of referee amenities)
- Increase security at community football facilities (e.g. installation of perimeter fencing)

5. Development Consent Requirements

All Applicants are required to provide evidence that:

- Their project has been granted development consent by Council; or
- Relevant development applications and consents are not required

6. Funding Available

The Fund may fund up to 50% of the net project costs, with a maximum funding contribution of \$150,000 per project. The minimum amount an applicant can apply for is \$50,000.

The level of funding for each project is at the complete discretion of the NSW Asian Cup 2015 Legacy Fund Committee (the group that will oversee the Fund) (**Committee**).

Applicants must contribute 50% or more of the funding required for their project, and this can include contributions of voluntary labour, donated materials and/or equipment or other resources. It is also expected that the Applicants will cover any administration costs incurred with the project.

Organisations are eligible to make application for one project only.

Further assistance with a multi-party funding strategy can be obtained by registering the project with the Australian Sports Foundation (**ASF**), allowing donors to use the ASF's tax deductible status to claim tax relief for any donation of \$2 or more.

Applicants requesting a funding contribution must provide evidence that their 50 % contribution has been secured.

Appropriate evidence includes:

- Bank statements/loan details
- Local Council resolution
- Letter from the General Manager of the Local Council confirming Council's contribution
- List of volunteer contributions
- Letters that advise of other grants awarded
- Letters that advise of other contributions eg from business partners/other sport users

7. Who is Eligible to Apply for Funding?

Incorporated clubs, member zones and associations, bodies or other deliverers that are affiliated, recognised and/or sanctioned by FNSW or NNSWF.

8. Who is Ineligible to Apply for Funding?

Individuals, groups of individuals and football organisations or deliverers who are not affiliated, recognised and/or sanctioned by FNSW or NNSWF. These include but are not limited to:

- Private football academies
- Clubs not playing in FNSW or NNSWF registered competitions
- Hyundai A-League or Westfield W-League Clubs
- Government departments and agencies
- Local Councils
- Community organisations not affiliated with the sport of football

9. What Types of Projects are Eligible for Funding?

The Fund can be used for all community football facility development or enhancement. Funds can be used to upgrade existing pitches, amenities or facilities, or for the development and construction of new pitches, amenities or facilities.

Upgrades and improvements could include pitch drainage, irrigation or resurfacing, seating, canteens, lights, fencing, drainage, change rooms, match official amenities or storage spaces.

10. What Costs Will Not Be Funded

- Purchase of land
- Projects that are in the planning phase and require, but are yet to receive, development consent from Local Council or Government Agency
- General maintenance or replacement through normal wear and tear (e.g. painting, running costs and repairs to existing facilities)
- Equipment (e.g. computers, office goods, footballs, clothing, uniforms and footwear)
- Rent or associated occupancy payments
- Requests for feasibility, design or development stages of a project
- Projects that are not primarily used for the Club's football activities
- Projects that will not be completed within a two year timeframe, from agreement of funding to completion
- Projects that have commenced or been completed
- Wages for administrative and/or executive staff
- Administration costs

11. Assessment Process

An initial eligibility assessment will be undertaken to determine that:

- The Applicant is eligible to apply
- The application is complete, submitted by the closing date and meets the Fund requirements in regards to the purpose of the project, project commencement and completion dates and amount of funds requested.

An assessment panel, the NSW Asian Cup 2015 Legacy Fund Panel (**Panel**) with representatives from Sport and Recreation, FNSW, NNSWF and independent persons with appropriate knowledge will assess the merit of all eligible applications.

The Panel will score each project against the assessment criteria, and make recommendations to the Committee.

The Committee will consist of one representative each from Sport and Recreation, FNSW, NNSWF plus one independent member. The Committee will oversee the process, assess recommendations from the panel and approve the distribution of funds.

12. Assessment Criteria

Applications will be assessed on merit and scored against the following criteria:

1. The project will deliver the Fund's key objectives
2. The project will address an identified need
3. The Applicant demonstrates the capacity and experience to deliver the project. Evidence of project partners will be considered as adding to the Applicant's capacity to deliver the project.
4. The budget for the project is reasonable and cost effective.

13. How to Apply

There are six steps in the application process:

1. Visit <https://sportandrecreation.nsw.gov.au/clubs/grants> to read the information about the Fund and determine if you are eligible. Download or print the Guidelines document
2. **Read the Guidelines** to familiarise yourself with the Fund process and requirements
3. Register your organisation (only if not already registered in the on-line system)
4. Register your project
5. Complete the application online
6. Submit the application by the closing date/time

14. Notification

Applicants will receive an email to confirm that the application has been submitted successfully. Once the Committee has assessed eligible applications and determined which projects will receive funding contributions, Applicants will be notified in writing, with details of successful projects published on the Sport and Recreation, FNSW and NNSWF websites.

15. Payment of Grants

Successful Applicants will be required to enter into a funding agreement which sets out the terms and conditions that apply to the provision of funding under the Fund in relation to the successful project. Once the funding agreement has been signed, the Applicant must provide an invoice for the total amount of the funding contribution plus GST (where applicable).

Organisations that do not have an ABN must provide a signed ATO Statement by Supplier form that can be downloaded from <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

If you require further details of the funding agreement or the Fund terms and conditions please contact the FNSW/NNSWF Facility Development Officer on ph. **1300 213 771**.

At the completion of a project, and as required by the funding agreement, a financial acquittal and project report will be required within 60 days of the completion of the project. The project report will report against the outputs and outcomes information provided by the Applicant.

Photos of the completed project (before and after) also need to be included.

Applicants that do not provide a financial acquittal and project report by the required date will be ineligible for future grants and funding from the Fund.

Projects must be completed within two years of the date of signing the Fund's funding agreement.

16. Insurance requirements

Organisations applying for funding from the Fund, are required to have minimum public liability insurance cover of \$5,000,000. It is recommended, but not a condition of funding, that an Applicant also has Personal Accident, Professional Indemnity and Directors and Officers insurance.

Applicants that employ staff must comply with the Workplace Injury Management and Workers Compensation Act 1998 (NSW).

17. Disclaimer

The submission of an application does not guarantee project funding.
The costs of preparing an application are borne by the Applicant.

18. Government Information (Public Access) Act 2009

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of NSW Sport and Recreation are subject to the provisions of the *Government Information (Public Access) Act 2009*. Under some circumstances a copy of the application form and other material supplied by the Applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.

19. Privacy Policy

The NSW Government, FNSW and NNSWF will collect and store the information you voluntarily provide to enable processing of your 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.

The NSW Government, FNSW and NNSWF is required to comply with the *Privacy and Personal Information Protection Act 1998*. The NSW Government, FNSW and NNSWF collects the minimum personal information to enable it to contact an Applicant and to assess the merits of an application.

Applicants must ensure that people whose personal details are supplied with applications are aware that the NSW Government, FNSW and NNSWF is being supplied with this information and how this information will be used.

20. Disclosure of Project Information

Information submitted in the application will be shared with the NSW Government, FNSW and NNSWF representatives and assessors. Should your application be successful, the NSW Government, FNSW and/or NNSWF may wish to provide certain information to the media and Members of Parliament for promotional purposes. This information will include project name and description, electorate, location, and amount of the grant. The contact details supplied by the applicant may also be provided to Members of Parliament.

21. Declaration by Applicant

The declaration section of the application should be approved by a person who has delegated authority to sign on behalf of the Applicant eg. Chairman, President, CEO, General Manager or authorised member of the Board or Committee of the Applicant.

22. Important Notes

The capacity to efficiently assess your application is conditional upon you submitting a complete and accurate application. Applications may be deemed ineligible if all information is not provided.

Apart from organisational and Applicant contact details, information provided in applications cannot be changed after the closing date.

23. Further Information

FNSW and NNSWF are available to provide information to Clubs, member zones and associations, bodies or other deliverers on the interpretation of these Guidelines including the types of projects that will be eligible for funding.

Please direct enquiries to either the FNSW or NNSWF Facility Development Officer on ph. **1300 213 771**.

For specific assistance with the online system, call **13 13 02** during standard office hours.