



**NORTHERN NSW  
FOOTBALL**

# Facilities Fund Guidelines



**Opening Date:** 1<sup>st</sup> November 2018

**Closing Date:** 31<sup>st</sup> March 2019

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## Background to Football in Northern NSW

Football is the most popular sport in Northern NSW with over 65,000 participants, a registered player base larger than all other football codes combined.

Community Football continues to boom, with participation levels experiencing significant growth. This growth is highlighted by the increase in female participation of over 23% in the last 5 years.

The sport provides considerable economic, health and social benefits to local communities, with an independent report valuing this contribution at over \$519 million annually to the NSW economy.

Football does, however, face real challenges at all levels of the game to access sufficient quality facilities to meet the needs of the game. Many facilities are over-used, in poor condition, with demand often exceeding supply. Community facilities are suffering from a real lack of investment that threatens the continued growth and future prosperity of the game.

## About the Northern NSW Football Facilities Fund

The Northern NSW Football Facilities Fund (**the Program**) is an initiative of Northern NSW Football (**NNSWF**), which has been established to provide funding assistance to football clubs (**Clubs**) to partner with local stakeholders to improve the quality, availability, accessibility and safety of their facilities.

The Program 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 (e.g. Local Government Authorities, State Government, schools, other sports, 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.

## Strategic Goals

This Program addresses the following Strategic Goals:

- Increase the total number of registered players in NNSW to an unprecedented level;
- Significantly increase the overall participation of females throughout the sport in NNSW;
- Increase the capacity of Member Clubs to better meet the needs and expectations of their members and stakeholders;
- Reduce the percentage of players who drop out of the game annually;
- Improve the accessibility and overall quality of community football facilities throughout NNSW;
- Assist Clubs 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; and
- Build stronger communities through football.

## Program Objectives

The objectives of the Program are:

Primary Objectives	Examples of projects which address primary objectives
<ol style="list-style-type: none"> <li>1. Provide more opportunities for more participants to play more football, more often;</li> <li>2. Improve the football experience for players, referees, coaches and volunteers;</li> <li>3. Address issues which undermine the safety of participants; and</li> <li>4. Promote inclusive football opportunities within clubs.</li> </ol>	<ul style="list-style-type: none"> <li>✓ New or upgraded field lighting;</li> <li>✓ Field resurfacing;</li> <li>✓ Development of additional pitches;</li> <li>✓ Field drainage;</li> <li>✓ Field irrigation;</li> <li>✓ New or upgrades to changerooms;</li> <li>✓ Upgrade of amenities to increase female participation;</li> <li>✓ Provision of disability access; and</li> <li>✓ New or upgrade of referee amenities.</li> </ul>

Secondary Objectives	Examples of projects which address secondary objectives
<ol style="list-style-type: none"> <li>1. Improve the football experience for spectators; and</li> <li>2. Improve security at community football facilities.</li> </ol>	<ul style="list-style-type: none"> <li>✓ Spectator seating;</li> <li>✓ Upgrades to canteens;</li> <li>✓ Construction or renovation of public toilets which are external to change rooms;</li> <li>✓ Field or perimeter fencing; and</li> <li>✓ New or upgrades to club storage areas.</li> </ul>

Applications will need to address one or more of the Program’s objectives with preference given to those projects meeting at least one Primary Objective.

### Development Consent Requirements

All Applicants are required to provide evidence that:

- Their project has been granted development consent by Council (an approved DA); or
- Proof that development applications and consents are not required for the proposed project.

### Funding Available

The Program may fund up to 50% of the net project costs, with a maximum funding contribution of \$100,000 per project. The minimum amount an applicant can apply for is \$20,000.

The level of funding for each project is at the complete discretion of the Northern NSW Football Facilities Fund Committee (the group that will assess each Application) **(Committee)**.

Applicants must contribute a minimum of 50% of the funding required for their project, this can include contributions from the club, a third-party funding source (state government, council, private funding), 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.

Applicants may apply for multiple projects or project types.

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% or more contribution has been secured.

Appropriate evidence includes:

- Bank statements/loan details;
- Local Council resolution;
- Letter from an appropriate representative of the Local Council confirming Council's contribution;
- List of volunteer contributions;
- Letters that advise of other grants awarded; and
- Letters that advise of other contributions e.g. from business partners/other sport users.

### **Who is Eligible to Apply for Funding?**

Member Zones of NNSWF and Football clubs who are current members of NNSWF or one of its 7 Member Zones.

### **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 NNSWF. These include but are not limited to:

- Private football academies;
- Clubs not playing in NNSWF or NNSWF Member Zone sanctioned competitions;
- Hyundai A-League or Westfield W-League Clubs;
- Government departments and agencies;
- Local Government Authorities; and
- Community organisations not affiliated with the sport of football.

### **What projects 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; and
- Administration costs.

## **Assessment Process**

An initial eligibility assessment will be undertaken to determine that:

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

The NNSWF Football Facilities Fund Committee (**Committee**) with representatives from NNSWF Management and the NSW Facilities & Advocacy Unit will assess the merit of all eligible applications, score each project against the assessment criteria, and make recommendations to the NNSWF Board of Directors.

The NNSWF Board of Directors will assess recommendations from the panel and approve the distribution of funds.

## **Assessment Criteria**

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

1. The project will deliver a minimum of one of the Program's key objectives with preference given to these projects meeting at least one primary objective;
2. The project will address a gap which was identified by the audit of facilities throughout NSW;

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;
5. Evidence of support for the project by the Member Zone and Local Council;
6. The applicants current National Club Accreditation Scheme status; and
7. Applicants level of compliance in relation to the formal registration of coaches and volunteers.

## Funding Windows

NNSWF Management will recommend to the Board of Directors the opening and closing dates for each funding window. The window timelines will be at the absolute discretion of the NNSWF Board of Directors.

NNSWF's Board of Directors will also confirm the total amount of funding available in each funding window. This amount is at the absolute discretion of the Northern NSW Football Board of Directors.

## How to Apply

There are five steps in the application process:

1. Visit [www.northernnswfootball.com.au](http://www.northernnswfootball.com.au) for information about the Program and determine if your project is eligible.
2. Download or print the fund guidelines.
3. **Read the Guidelines** to familiarise yourself with the Program process and requirements.
4. Complete the [online application](#).
5. Submit the application by 5 pm on the closing date.

## Notification

Applicants will receive an email to confirm that the application has been submitted successfully.

Once the Committee has assessed the projects and the NNSWF Board of Directors have determined which projects will receive funding contributions, all applicants will be notified in writing, with details of successful projects published on [www.northernnswfootball.com.au](http://www.northernnswfootball.com.au) and [www.footballfacilities.com.au](http://www.footballfacilities.com.au) .



## 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 Program 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 Program terms and conditions, please contact the NSW Facilities & Advocacy Unit – 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 may be ineligible for future grants and funding from the Program.

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

## Insurance requirements

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

## Disclaimer

The submission of an application does not guarantee project funding.

The costs of preparing an application are borne by the Applicant.

## Privacy Policy

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.

NNSWF is required to comply with the Privacy and Personal Information Protection Act 1998. 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 NNSWF is being supplied with this information and how this information will be used.

### **Disclosure of Project Information**

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

### **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 e.g. Chairman, President, CEO, General Manager or authorised member of the Board or Committee of the Applicant.

### **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.

### **Further Information**

NNSWF are available to provide information to clubs on the interpretation of these Guidelines including the types of projects that will be eligible for funding.

Please direct enquiries about your application to:

- NNSWF Senior Officer - Club Development on ph. 02 4941 7205

Please direct enquiries about the Facilities Fund generally to:

- NSW Facilities & Advocacy Unit – 1300 213 771

For facilities resources and guides please visit [www.footballfacilities.com.au](http://www.footballfacilities.com.au)