

Clubgrants Category 3 Infrastructure Grants

Program Guide 2024/25





Cover image: Community Infrastructure: Shoalhaven Heads Lions Club of Shoalhaven Heads Coastal Viewing Platform. This page: Sport and Recreation - Parramatta City Tennis Inc. - upgrade of the court lighting

The NSW Government offers grants to communities across NSW to support the building, renovation and fit-out of community infrastructure. Funding is available for sport and recreation facilities, as well as projects that assist communities with essential infrastructure and disaster readiness.

Infrastructure Grants are made possible by reinvesting a portion of gaming machine profits from the state’s registered clubs, known as the Clubgrants Category 3 Fund.

Under the *Gaming Machine Tax Act (2001)* 0.4% of a club’s gaming machine profits over \$1 million during a gaming machine tax year is paid into the Clubgrants Fund on behalf of the club to be used for large scale projects or services associated with sport, health or community infrastructure.

Expenditure under Clubgrants Category 3 is approved by the Minister administering the *Registered Clubs Act (1976)* to support and develop projects that are defined in the *Clubgrants Guidelines (September 2023)*.

Infrastructure Grants can be used for costs such as construction, the purchase of capital equipment¹ and professional fees. Examples of projects range from local sports ground facilities, public swimming pools, children’s play areas, museums, art galleries, theatres and upgrades to evacuation centres, or community welfare infrastructure that supports youth, mental health or homelessness services.

The Infrastructure Grants process is competitive. Each year the program receives more applications than can be supported.

To ensure your funding request has the best chance of success, it is a good idea to familiarise yourself with the program information and review the application form before you apply. For more information visit nsw.gov.au/grants-and-funding/responsible-gambling-grants

The Clubgrants Category 3 Infrastructure Grant Program is managed by the Office of Responsible Gambling which sits within the Department of Creative Industries, Tourism, Hospitality and Sport.

¹ Capital Equipment is tangible, durable and non-expendable equipment used to facilitate the projects delivery. The functional life of the equipment should be over 1 year and it should be \$5,000 or greater in value, GST exclusive.

Message from the Minister for Gaming and Racing



I am pleased to present the Infrastructure Grants program for 2024/2025.

This year we will commit \$12.75 million for projects that support the community through the construction, rebuild, repair and upgrade of community infrastructure.

These grants provide funding for critical community infrastructure, right across the state.

They support communities to respond to the challenges we face, whether that be through support centres for people experiencing family and domestic violence, community housing, or disaster readiness infrastructure.

They also create opportunities for people to get out into their communities, at sporting facilities, community halls, museums and theatres.

Infrastructure Grants are made possible by the Clubgrants Category 3 Fund, which reinvest profits from gaming machines into community projects.

Funding is available in four key categories:

- Arts and Culture
- Community Infrastructure
- Disaster Readiness
- Sport and Recreation

Further information is available on the Office of Responsible Gambling grants and funding webpage at nsw.gov.au/grants-and-funding/responsible-gambling-grants

I look forward to seeing projects funded under this program that support our communities to be active, connected, supported and resilient and encourage applications from across the state to this important program.

The Hon. David Harris MP
Minister for Gaming and Racing



Community Infrastructure: Byron Bay - Community Cabin upgrade

When to apply for a grant

There will be two grant rounds available during 2024/25. Applicants may apply once per round.

July 2024

Opening: Monday, 1 July 2024

Closing: 11.59pm (AEST) Monday, 22 July 2024

November 2024

Opening: Monday, 4 November 2024

Closing: 11.59pm (AEDT) Monday, 25 November 2024

Application Guidelines

Funding available

Infrastructure Grants can be used toward the costs of construction, alteration, renovation, completion and fit-out of buildings and community infrastructure in the following categories:

Arts and Culture

\$50,000 to \$200,000 available per project

Community Infrastructure

\$50,000 to \$250,000 available per project

Disaster Readiness

\$50,000 to \$200,000 available per project

Sport and Recreation

\$50,000 to \$300,000 available per project



Sport and Recreation: Coraki Memorial Bowling Club - replacement of the synthetic turf bowling green



Community Infrastructure: Moree PCYC - Youth-Hub and Multi-purpose room fit-out

Eligibility

To be eligible for funding, applications must meet all of the following conditions:

Funding range

Must be for an amount within the funding range for each category.

Location

Built and community infrastructure based in NSW.

Applicant

Submitted by a not-for-profit organisation² with an ABN that is responsible for operating and/or maintaining the infrastructure. Schools are eligible to apply however, applicants must consider if and how the infrastructure project is accessible to the public outside school hours.

Benefit

Infrastructure that is accessible and available to the general public the majority of the time.

Purpose

Infrastructure related to Arts and Culture, Community Infrastructure, Disaster Readiness or Sport and Recreation.

Development status

Infrastructure works with Development Approval (including a Heritage Impact Statement and/or an Indigenous Land Use Agreement and/or Crown Lands written permission if relevant) or written exemption.

Financial contribution

Local government applicants are required to cash-match the funding amount requested.

Process

Submitted using the online application form available from the Office of Responsible Gambling pages on the NSW Government Grants and Funding Finder.

You can only submit one application for your project and/or organisation.

Late submissions cannot be accepted. If you miss a closing date, you can submit your application in a future round.



1. Bathurst Regional Council - Central Tablelands Collection Facility
2. Nungera Co-operative Society - Community Hall upgrade
3. Football South Coast - field upgrade
4. Queanbeyan Tigers - upgrade of the Margaret Donoghoe Sportsground

² Generally, a not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members or shareholders). The definition of not-for-profit applies both while the organisation is operating and if it closes down. For more information, visit the Australian Charities and Not-for-profits Commission website: acnc.gov.au/for-charities/start-charity/not-for-profit



Community Infrastructure: Ashford Local Aboriginal Land Council - refurbishment of the Ashford LALC Building

How we determine eligibility

Staff from the Office of Responsible Gambling review all applications to ensure that they are eligible. They check that:

- all eligibility criteria are met
- the category chosen is suitable
- only one application has been submitted for each organisation
- there is matched funding for local government applications
- the page and supporting document limits have not been exceeded.

Our staff may seek clarification or additional information from applicants during the eligibility review process, provided that the

information provided by the applicant does not introduce new information or give them an unfair advantage, unless the same opportunity has been provided to all applicants with the same or similar characteristics.

If you submit an application that is not eligible, you will be notified within a fortnight of the grant round closing. This will give you time to address ineligible matters and reapply in a subsequent round.

If you are unsure if your organisation is eligible, please contact the Office of Responsible Gambling Grants team. They can explain the potential use of an auspice organisation to apply on your behalf and manage the funding if the application is successful.

Process

How to apply

You need to complete an online application to apply for an Infrastructure Grant. The online application form can be accessed from the Office of Responsible Gambling pages on the NSW Government Grants and Funding Finder website nsw.gov.au/grants-and-funding/responsible-gambling-grants. It must be submitted by the advertised closing date.

Applicant tips, frequently asked questions, a sample application form and lists of previously funded projects can be accessed from the website at any time to help with your preparation to submit an application. If you plan to apply, you should aim to have the following documents ready:

1. Development Approval certificate or reference number, or evidence of exemption.
2. Up to three letters demonstrating community support for the proposal. Letters should be from community groups who will directly benefit and engage with the project. Letters from Members of Parliament, other elected officials, government employees or representatives are not considered as assessable material. Additional material will be deemed as not eligible.
3. If you are leasing the property, evidence you have approval from the property owner to undertake the proposed works.
4. Designs, plans and quotes for building projects.



Disaster Readiness: Ournie Rural Fire Brigade - replacement of the Ournie Hall

How applications are assessed

Applications are assessed by subject matter experts against the following four criteria:

Merit

They consider to what extent the project:

- has a clear vision
- will provide high quality public and/or social outcomes
- includes strategies for evaluating and measuring results and outcomes
- introduces needed facilities or will enhance the usage of existing facilities.

Engagement

They consider to what extent the project:

- has strategies for ongoing engagement of the community, participants and/or audience
- considers the needs and expectations of targeted groups and community, and identifies how these needs will be met
- supports employment or includes the involvement and development of volunteers.

Viability

To assess the viability of a project, they consider to what extent the project:

- is well-planned with appropriate approvals and risk management in place
- has realistic timelines to complete within two years
- will be delivered by an organisation with appropriate administration, management and governance expertise and financial stability
- has strategic partnerships and collaborations across the sector
- has secured future operations and maintenance plans.

Budget³

To assess the budget, they consider to what extent the project:

- has a detailed and accurate budget
- provides value for money and is realistic for the scale of the project
- demonstrates an appropriate use of public funds
- includes diversified income from other sources and own contributions (co-contributions are encouraged)
- includes the appropriate provision for contingencies
- includes insurance and other liabilities
- is supported by quotes and demonstrates realistic costs.

Priority Framework

When making funding decisions, consideration is also given to applications which provide benefit to:

- Aboriginal and Torres Strait Islander communities
- culturally and linguistically diverse communities
- disadvantaged communities
- regional and remote communities.

In making their assessment, assessors consider only the published assessment criteria, priority framework and supporting documents.

Assessors are required to identify any conflicts of interest and sign a conflict-of-interest declaration. Conflicts of interest will be handled in accordance with the Department's Conflict of Interest policy.

³ If the organisation is not registered for GST you will not receive GST in any grant payment. Any specific GST or financial management questions should be referred to your financial advisor.

How funding is decided

The outcome of the assessment is provided to the Minister in a grant assessment report. The grant assessment report provides the Minister with:

- descriptions of each project
- the scores awarded to each grant application
- the outcome of the assessments (whether projects are fundable or not fundable)
- details of previous applications and their outcome for each applicant
- pertinent information from other government agencies (for example, that another agency funds or intends to fund the same project).

The *Gaming Machine Tax Act (2001)* and *Clubgrants Guidelines* give the Minister delegation to make the final decision regarding which projects to fund under the Clubgrants Category 3 Grant Program and they do not require the Minister's decision to align with the recommendations in the grant assessment report.

The Minister will record the decision in writing, including the reasons for the decision and any departure from the recommendation of the grant assessment report. The record of this decision will be published on the NSW Government Grants and Funding Finder.



Community Infrastructure:
Coffs Harbour - Mission Australia Centre fit-out

Once a decision is made

After the assessment process is completed, applicants are notified of the outcome of their application by email. Details of successful applicants are also published on the Office of Responsible Gambling pages on the NSW Government Grants and Funding Finder. This occurs three to four months after the round closes, subject to the volume of applications received.

Applicants that are not successful may apply for feedback. There are no appeals under the Infrastructure Grants Program. However, applicants can use the feedback to update their applications and reapply in a future round.

Information about the grants awarded will be published on the NSW Government Grants and Funding Finder no later than 45 calendar days after the grant agreement takes effect. This occurs three to four months after the round closes, subject to the volume of applications received.



Sport and Recreation: Port Stephens Council - upgrade of the Mallabula Sports Complex

Funding obligations

If you are approved for funding you will be required to sign a Program Agreement including standard terms and conditions that covers your obligations including:

Timing

Completing your project within two years of the funding commencing.

Insurances

Funded organisations must hold a minimum Public Liability Insurance cover of \$10 million and all relevant insurances for the project works and day-to-day operations.

Publicity and signage

Ensuring that any media opportunities, speaking engagements and signage relating to the grant or project are discussed with, and approved by the Office of Responsible Gambling prior to the event or publication. The NSW Government Funding Acknowledgement Guidelines apply: nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines#toc-funding-acknowledgement-for-infrastructure-and-capital-works

Information about funded projects will be made available on the Office of Responsible Gambling pages on the NSW Government Grants and Funding Finder no later than 45 calendar days after the grant agreement takes effect.

Reporting and monitoring

Funded organisations must submit mandatory project progress reports on a six-monthly basis and a final acquittal report when the project is complete.

The Office of Responsible Gambling may conduct spot checks as required to evidence the delivery of the project.

Variations

Funded organisations must seek approval from the Office of Responsible Gambling before making any significant changes to your project. You must contact the Office before making any significant changes. Following this discussion, staff will advise you if a formal variation request needs to be submitted.

Information provided in grant applications is confidential and will not be shared outside of the assessment process.



Community Infrastructure: Copacabana - Construction of the Copacabana Community Men's Shed

Support

Accessibility

The Office of Responsible Gambling can provide grant information and application forms in accessible formats on request. Formats include word documents, audio disk and large print. We also accept applications in accessible formats.

If you need material translated, please contact Office of Responsible Gambling and allow three weeks for the supply of transcribed material.

How our team can help

The Office of Responsible Gambling Grants team can give you advice and information on the Infrastructure Grants program. While staff cannot help directly with your application, they can help clarify guidelines and point you in the direction of past funding precedents. The team does not assess applications. To maintain a fair and equitable process, staff are unable to edit or correct any applications.

In certain circumstances, staff are also available to provide feedback on unsuccessful grant applications. Contact the team for information.

Phone

(02) 9995 0992

Translating and interpreter service

131 450

Relay service

133 677 (TTY) or 0423 677 767 (SMS relay)

Email

info@responsiblegambling.nsw.gov.au

More information

nsw.gov.au/grants-and-funding/responsible-gambling-grants

