



# Memorandum

<b>To:</b>	All SLSNSW Clubs & Branches
<b>From:</b>	Phil Ayres, Chief Operating Officer, SLSNSW
<b>Date:</b>	12 September 2024
<b>Pages:</b>	2
<b>Subject:</b>	Memo: NSW Office of Sport Surf Club Facility Program 2024/25 (closing from 14 October 2024)

The **NSW Office of Sport Surf Club Facility Program 2024/25** aims to assist eligible NSW Surf Life Saving Clubs to create new and upgraded inclusive and accessible facilities incorporating best practice design principles that:

- Remove barriers to participation in sport and recreation for everyone but particularly for women and girls, people with disability, First Nations peoples, people from culturally and linguistically diverse communities, and LGBTQIA+ people
- Increase the use of Surf Life Saving facilities by other community groups and/or the public
- Improve safety at Surf Life Saving facilities and the beaches they patrol
- Improve the financial and/or environmental sustainability of surf clubs

**Please note** – if your club has a current open funding agreement from a previous round of this program and you are interested in applying to the current round, you will need to contact the NSW Office of Sport (email [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au)) as soon as possible to ascertain your eligibility.

**Funding amounts: the 2024/25 round provides funding across three categories with different closing dates -**

Category	Closing date	For projects with total eligible project cost (EX GST)	Grant amount available	Co-contribution requirement	Timeframe in which project must be completed
<b>1 – Facility improvements projects</b>	14/10/24	<u>Total eligible project cost of less than \$100,000 (EX GST)</u>	Grants of \$30,000 to \$100,000 per project	<u>No mandatory co-contribution</u> but any contribution will be considered favorably.	12 months from notification
<b>2 – small-medium construction projects</b>	11/11/24	<u>Total eligible project cost of \$100,000 up to \$500,000 (EX GST)</u>	Grants of \$30,000 to \$400,000 per project	<u>A minimum financial co-contribution of 25%</u> of the grant amount requested.	24 months from notification
<b>3 – large construction projects</b>	11/11/24	<u>Total eligible project cost of \$500,000 or more (EX GST)</u>	Grants of \$30,000 to \$1,000,000 per project	<u>A minimum financial co-contribution that is at least equal to, or greater than the grant amount requested.</u>	36 months from notification

**Required attachments:**

- Evidence confirming all financial co-contribution sources (where applicable).
- Development approval, application or exemption. Where a DA is required but not yet approved the approval will be required as a stage gate in the funding agreement.
- Approval from landowner for project to proceed (where the applicant is the landowner, evidence to demonstrate this) – NSW Office of Sport template must be used.
- Current images of current facility/development site.
- Quotes that clearly detail items/scope of works. Any quotes provided must be on company letterhead from the organisation that supplies the goods or services.
  - Quotes and cost estimates that are recent (within 3-6 months) will be given higher rating.
  - Applications where three quotes are provided will be given a higher rating than only one or two quotes.
  - For larger construction projects a cost estimate prepared by a Quantity Surveyor is preferred.
  - For the supply of goods and services > \$250,000 an open tender will be required. If this tender documentation is not available at submission, it will need to be submitted as a milestone requirement for successful applications.

**Co-contribution details:**

- The total project cost (EX GST), your financial co-contribution and contingency should relate only to the scope of works for which you are seeking grant funding.
- Where your financial co-contribution exceeds the minimum requirement for your category, the project will be looked upon more favourably.

**Further details:**

- Priority will be given to surf club facilities identified as:
  - Being in poor or unserviceable condition
  - Addressing a demonstrated need for the community
  - High urgency to address facility building compliance requirements
- Ineligible projects include (but are not limited to): costs associated with feasibility, design or development stages including feasibility studies, business cases and masterplans; retrospective funding; general maintenance (e.g. painting); purchase of portable equipment, office equipment, kitchen appliances, AV equipment, furniture and furnishings etc.
- Projects that have already been funded by the NSW Government are ineligible unless significant new and additional scope is identified.
- Applicants may submit more than one application however an organisation will not be granted more than \$1,000,000 from this Program in 2024/25.
- Total funding pool in 2024/25 is \$5,404,000 and there is no reserved funding allocation for each funding category.
- Refer to page 9 of the Program Guidelines for various examples of eligible projects.
- Applicants across all categories will receive grant outcomes from March 2025 onwards.

Further details including the Program Guidelines can be found at <https://www.sport.nsw.gov.au/grants/surf-club-facility-program>

**Category 1 applications close 14 October 2024.**

**Category 2 and 3 applications close 11 November 2024.**

If you are interested in this program, we encourage you to get in touch with the SLSA Grant Seeking Unit (GSU) who are available to assist with the completion and lodgment of an application. Please contact one of the below SLSA GSU team members soon to discuss further –

Zan Marshall  
07 3177 5824  
[zan.marshall@sls.com.au](mailto:zan.marshall@sls.com.au)

Megan McKay  
07 3177 5814  
[megan.mckay@sls.com.au](mailto:megan.mckay@sls.com.au)

Rebecca Vining  
07 3177 5855  
[rebecca.vining@sls.com.au](mailto:rebecca.vining@sls.com.au)

Kind regards

**Phil Ayres**

Chief Operating Officer  
Surf Life Saving New South Wales