



**National Footy Facilities Fund**

**Guidelines**

# CONTENTS

1. ABOUT THE NATIONAL FOOTY FACILITIES FUND.....	3
2. PROGRAM OBJECTIVES .....	3
3. DEVELOPMENT CONSENT REQUIREMENTS .....	3
4. FUNDING AVAILABLE.....	4
5. WHO IS ELIGIBLE TO APPLY?.....	4
6. WHO IS INELIGIBLE TO APPLY? .....	4
7. WHAT TYPES OF PROJECTS MAY BE FUNDED? .....	5
8. WHAT COSTS WILL NOT BE FUNDED?.....	5
9. ASSESSMENT PROCESS .....	5
10. HOW TO APPLY .....	6
11. NOTIFICATION .....	6
12. PAYMENT OF GRANTS.....	6
13. INSURANCE REQUIREMENTS .....	7
14. DISCLAIMER .....	7
16. PRIVACY POLICY .....	7
17. DISCLOSURE OF PROJECT INFORMATION .....	7
18. DECLARATION BY APPLICANT .....	7
19. IMPORTANT NOTES.....	8
20. FURTHER INFORMATION .....	8

## 1. ABOUT THE NATIONAL FOOTY FACILITIES FUND

The National Footy Facilities Fund (the Program) is an initiative of the National Rugby League (NRL) and assists existing and new clubs to improve the quality, availability and standard of their facilities.

The Fund recognises that access to the core facilities needed for playing rugby league in affiliated states, including goal posts and fields with a suitable dimension and playing surface, can be more challenging than in States like New South Wales or Queensland.

The Program aims to improve facilities for a variety of benefits including increasing participation, safety and security, social inclusion and building strong communities.

Project partnerships are encouraged and the identification of all project partners is required (the funding partner could be a local Council, State or Territory department, school, other landowner, local business or community partnership).

Applicants need to provide landowners 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.

## 2. PROGRAM OBJECTIVES

The Program objectives are to:

- Increase regular and on-going participation opportunities in Rugby League.
- Improve the standard of grounds and facilities on which Rugby League is played.

**Your project must contribute to both of these objectives.** Additionally, you **may** wish to address one or more of the following objectives to strengthen your application.

These objectives are:

- Improve the **sustainability** of local, grassroots Rugby League competitions through facilities that help strengthen existing clubs or grow new clubs.
- To **promote** the game of Rugby League in the local community and build strong communities.
- Improve **safety** at sport and recreation facilities (e.g. upgrade of field to provide a safer playing field and access pathways for players).
- Remove barriers to promote **inclusion** in Rugby League (e.g. upgrade of amenities to increase female participation, provision of disability access, upgrade of referee amenities).

## 3. Development Consent Requirements

All applicants are required to provide evidence that:

- the project has the demonstrated support of the local Council and/or the landowner.

#### 4. FUNDING AVAILABLE

- Individual grant applications do not have a dollar value cap, however, the total level of funding available through the National Footy Facilities Fund is \$500,000 per annum and the level of funding available to each grant will be assessed within this whole of fund context.
- Grant applicants will be required to demonstrate that they have sourced a significant portion of their total project cost from sources other than the NRL. This can include the applicants own funding and/or in-kind support. External funding is encouraged and should include Local Council support where the project is on Council-owned or managed land. Projects with a high proportion of external funding will be assessed more favourably than projects with a lower proportion of external funding.

Applicants may apply for multiple projects or project types; however, funding will only be available to an organisation once during the life of the Program. Applications received from previous successful applicants will be deemed ineligible.

Applicants must notify the NRL as part of their application if they have made an application for external grant funding, including from State or Territory Governments, or if they have previously received grant funding that they intend to contribute towards the project they are applying for.

Applicants must contribute additional funding than just the NRL Grant to the project. This can include voluntary labour, donated materials and/or equipment or other resources. It is expected that the applicant will cover any administration costs incurred with the project.

Funding must be expended within two years of the date of the funding agreement.

#### **Note: Verification required**

Applicants must provide evidence of all external funding contributions (plus GST).

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.

#### 5. WHO IS ELIGIBLE TO APPLY?

- Incorporated, community based, not-for-profit organisations that are affiliated with Rugby League and located in Victoria, Western Australia, South Australia, Northern Territory, Tasmania or Australian Capital Territory. This includes clubs or district associations.
- Affiliated State organisations (NRL Victoria, NRL Western Australia, NRL Northern Territory, NRL South Australia, NRL Tasmania), in limited circumstances where they are doing so on behalf of a new club.
- Local Government (Councils), provided they demonstrate they have the support of the local rugby league club and the NRL's Affiliated States General Manager, and can demonstrate rugby league will receive priority use of the facility.

#### 6. WHO IS INELIGIBLE TO APPLY?

- Incorporated, community based, not-for-profit organisations that are not located in Victoria, Western Australia, South Australia, Northern Territory, Tasmania or Australian Capital Territory.
- Individuals, groups of individuals and unincorporated organisations.
- For profit, commercial organisations.

- Government departments and agencies.
- Educational institutions including schools and their P&Cs, universities, TAFE colleges and child care centres.
- Community organisations not affiliated with Rugby League.

## **7. WHAT TYPES OF PROJECTS MAY BE FUNDED?**

The Program can be used for all Rugby League facilities.

Funds can be used to upgrade an existing ground or facilities, or for the development and construction of new facilities.

Examples of upgrades and improvements to facilities include:

- Rugby League goal posts.
- Publicly-visible new signage indicating the presence of the rugby league club and encouraging new members.
- Lighting.
- Field drainage, irrigation and/or resurfacing.
- Seating.
- Canteens.
- Fencing.
- Dressing rooms (including female, disability and referee rooms).
- Amenities (including female and disability amenities).
- Storage spaces.

The NRL recognises that in affiliated states such facilities may be shared with other sporting codes. If this is the case, details of current and future shared usage of grounds and facilities must be outlined in the Application. This should include the potential future use of any new facilities provided through the National Footy Facilities Fund by other sporting codes.

## **8. WHAT COSTS WILL NOT BE FUNDED?**

- Purchase of land.
- Projects that do not have land owners consent.
- General maintenance or replacement through normal wear and tear (e.g. painting, running costs and minor repairs to existing facilities).
- Equipment (including computers, office goods, footballs, clothing and footwear).
- Uniforms.
- Rent or associated occupancy payments.
- Requests for feasibility, design or development stages of a project.
- Projects that are not primarily used for Rugby League activities.
- Projects that will not be completed within a two-year timeframe.
- Projects that have been completed.
- Wages for administrative and executive staff.
- Administration costs.
- Projects not based in Victoria, Western Australia, South Australia, Northern Territory or Tasmania.
- Administrative facilities for Affiliated State organisations.
- Construction or sealing of car parks or roads.
- Projects that involve the development of private or commercial ventures including licensed areas of clubs.

## **9. ASSESSMENT PROCESS**

An initial eligibility assessment will be undertaken to determine that:

- The applicant is eligible to apply and has Public Liability Insurance with a minimum \$20m cover.
- The application is complete and meets program requirements in regards to project commencement and completion dates and amount of funding requested.

Project information will be provided to the relevant Affiliated State General Manager for comment in relation to the importance and need for the project. It will also be noted if this application had been submitted previously under this Program. These comments will be available to members of the Assessment Panel.

Assessment Panels with representatives from the NRL and relevant Affiliated State organisations will assess all eligible applications.

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

1. The project will deliver the Program's objectives.
2. The project will meet 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 your capacity to deliver the project.
4. The budget for the project is reasonable and cost effective.
5. A significant proportion of the total project cost will come from external sources.

The Assessment Panel will take a whole of game perspective across affiliated states in the distribution of funds, including having regard for the following additional Criteria:

6. Participation levels locally, and across the regional rugby league competition to which the club is associated.
7. Geographic location of the club and the regional rugby league competition.
8. Return on investment for the game and whole of fund position.

## **10. HOW TO APPLY**

There are three key steps in the application process:

1. Read the information about the Program and determine if you are eligible.
2. Consult your funding partners, local Council and other interested parties.
3. Complete the application form and email it to [footyfacilities@nrl.com.au](mailto:footyfacilities@nrl.com.au).

## **11. NOTIFICATION**

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

Applicants will receive notification of the outcome of their application by the end of the NRL Financial Year (31 October) in which the application is received or within two months of receipt, whichever is shorter.

Applications submitted after 5:00pm on 31 August will be considered in the subsequent financial year.

## **12. PAYMENT OF GRANTS**

Successful applicants will be required to accept the Program's Terms and Conditions and provide an invoice for the total amount of the grant plus GST (where applicable). If you require further details of the Program Terms and Conditions, please contact your Affiliated States General Manager.

Organisations that do not have an ABN must provide a signed ATO Statement by Supplier form that can be downloaded from [www.ato.gov.au/content/downloads/nat3346.pdf](http://www.ato.gov.au/content/downloads/nat3346.pdf)

A financial acquittal and project report will be required within 60 days of 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. The NRL reserves the right to conduct an audit of how the funding has been spent to ensure Terms and Conditions have been adhered to. Applicants that do not provide a financial acquittal and project report by the required date will be ineligible for future funding from this Program and may be required to pay back the funds provided by the NRL.

Projects must be completed within two years of the date of accepting the Program's Terms and Conditions.

### **13. INSURANCE REQUIREMENTS**

Organisations applying for funding via this program are required to have a minimum Public Liability Insurance cover of \$20,000,000.

It is recommended, but not a condition of funding, that applicant has Personal Accident, Professional Indemnity and Directors and Officers insurance. Applicants that employ staff must comply with the relevant workplace health and safety and worker's compensation legislation in their jurisdiction.

### **14. DISCLAIMER**

Submission of an application does not guarantee Project funding. The costs of preparing an application are borne by the applicant.

### **16. PRIVACY POLICY**

The NRL will collect and store the information you voluntarily provide to enable processing of the 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 NRL will collect 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 NRL is being supplied with this information and how this information will be used.

### **17. DISCLOSURE OF PROJECT INFORMATION**

Information submitted in the application will be shared with NRL representatives and assessors.

Should your application be successful, the NRL 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.

### **18. 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. CEO, General Manager or authorised member of

the Association's Board of Management.

## **19. 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.

Information provided in applications cannot be changed after the application has been submitted.

## **20. FURTHER INFORMATION**

The NRL is available to provide information to clubs on interpretation of these Guidelines including types of projects eligible for funding. Please direct enquiries to your Affiliated State General Manager or email [footyfacilities@nrl.com.au](mailto:footyfacilities@nrl.com.au)