

OFFICE OF SPORT
**Mental Health
Sports Fund
Guidelines**



2019/20

Opens 11 November 2019
Closes 16 December 2019



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Ministers' Message

The NSW Government is standing side by side with our drought affected communities, ensuring they get the support and assistance they need to get through what has become the worst drought on record.

There is no 'one size fits all' response to this drought. We are investing in a wide range of measures to support our regional communities, including emergency assistance to maintain town water supplies, ongoing financial support for our farmers and regional communities, providing mental health support, and keeping teachers at drought affected schools.

The NSW Government is also aware that sport is a vital part of life in regional NSW and understands the benefits of a healthy and active community.

With this in mind, the NSW Government has established the Mental Health Sports Fund. The Fund will provide \$1.2 million to NSW sporting bodies in drought affected communities for sport led mental health, social and emotional wellbeing initiatives.

This fund is a wonderful opportunity for sports organisations to support the drought effort and help build resilience in rural communities.

We urge NSW sporting bodies to get behind this initiative and apply for funding to expand an existing program, team up with a mental health service provider on a new program or support their local member clubs to run community wellbeing events that will make a big difference in rural and regional areas that are doing it tough from the drought.

The Hon Geoff Lee MP

Member for Parramatta
Minister for Skills and Tertiary Education
Acting Minister for Sport, Multiculturalism,
Seniors and Veterans

The Hon Bronwyn Taylor MP

Minister for Mental Health, Regional Youth and
Women

About the Mental Health Sports Fund

Drought has had an enormous impact across NSW and particularly in regional areas. The Mental Health Sports Fund provides NSW based sporting bodies with funding for sport led mental health, social and emotional wellbeing initiatives in regional NSW.

The NSW Government has made \$1.2 million available under this fund for programs in regional areas. This program is a partnership between the NSW Ministry of Health and the NSW Office of Sport.

Fund objectives

The objectives of the Grant program are to:

- Conduct a community driven and well supported mental health initiative
- Deliver mental health and wellbeing benefits to individuals in regional communities
- Establish connections between community sporting clubs and mental health organisations for ongoing referral and support pathways
- Promote resilience in the sporting sector or among local sporting clubs.

Available funding

There is a total of \$1.2 million available for suitable projects.

Grants of \$10,000-\$75,000 are available depending on the size and scale of the program to be funded.

Special consideration can be made for larger applications (up to a maximum of \$100,000), dependant on available funding and the nature of the program.

Important dates

Program opens
11 November 2019

Applications closing date
5pm 16 December 2019

Assessment
December 2019 onwards

Announcement
February 2020

Projects completed by
31 December 2020



Who is eligible to apply?

To be eligible for this grant program, applicants must:

- Be a NSW based sporting body, including State Sporting Organisations (SSOs) or State Sporting Organisations for people with a Disability (SSODs), which operates across NSW
- Partner with an established mental health service provider or charity to develop and deliver a place based mental health program or scale up an existing place based mental health program in a regional area of NSW
- Identify how the proposed initiative will educate the community about mental health and increase access to appropriate mental health and suicide prevention services
- Obtain a letter of support from a relevant mental health service provider or charity outlining the program partnership
- The mental health service provider or charity must currently be operating in NSW and be funded by either a local government organisation in NSW, NSW Health, the NSW Mental Health Commission or the Commonwealth Department of Health
- Be an incorporated, not for profit organisation and have at least \$5 million public liability insurance.

Projects should give consideration to activities that support the social and emotional wellbeing of Aboriginal and Torres Strait Islander people in the community.

What type of projects are eligible?

NSW based sporting bodies can apply for funding to run a sport-linked mental health program in a regional area in partnership with a mental health service provider or charity.

Applications to support a new program or scale up an existing program are welcome.

Applications should demonstrate a focus on improving mental health or awareness of mental health and wellbeing in regional communities.

Applicants can use the grant funding for the following activities:

- Salaries or on-costs which can be directly attributed to the provision of a service (i.e. engaging a consultant to deliver training)
- Employee training for paid and unpaid staff that is relevant and appropriate
- Operating and administration expenses directly related to the delivery of services, such as:
 - materials and equipment directly relating to service delivery
 - marketing of services
 - costs of service evaluation
 - insurance
 - travel/accommodation costs.

What type of projects are ineligible?

The following will not be funded:

- Staff wages and administration costs that cannot be directly attributed to the provision of a service
- Unreasonable expenditure, appearance fees, prize money and trophies or presentation functions
- Events that are organised for the primary purpose of fundraising
- Purchase of land, rental of premises or associated occupancy payments
- General running costs including capital equipment or office equipment
- Insurance (public liability, general liability, etc.)
- Infrastructure projects (e.g. construction/upgrade, maintenance, and repairs)
- Projects that have attracted or will attract private or philanthropic funding.





What needs to be included in an application?

All applications should provide:

- Detailed information about the initiative, a detailed budget and the target audience
- Describe how the initiative aligns to NSW Government strategies and objectives
- Clearly indicate how the proposed initiative will impact on, or meet local community needs
- Nominate up to five key performance indicators that will be delivered by the proposed initiative, that can be measured and reported on.

What is the assessment process?

Eligibility

- The applicant is an eligible organisation
- Programs or projects meet the criteria for funding
- An approved mental health organisation has been involved in the development of and/or has supported the program/initiative

Alignment with objectives

- The program/initiative clearly demonstrates the anticipated community benefits from the program will directly contribute to the objectives of the fund, including state and local strategies
- Programs that create ongoing awareness about mental health support services and grow capacity to build resilience in the community

Capacity

- The organisation demonstrates they have the capacity to deliver the program

Need

- Projects have a place based focus and can be delivered by the applicant within the nominated local region/community
- Program/initiative is tailored to the specific needs of the target audience in a regional area

Budget

- The budget is clear, concise and shows good value for money

The Office of Sport may request additional information for clarification from applicants to assist in assessment.

What is the application process?



1 Check your eligibility

See “*Who is eligible to apply*” on page six to see if you are eligible to apply.



2 Plan your application

Read the guidelines to familiarise yourself with the funding process and requirements.

Visit the program website: sport.nsw.gov.au/clubs/grants/mental-health-sports-fund to read the FAQs and other up-to-date information about the program.



3 Submit your application

Register or search for your organisation through the Office of Sport’s Grants Website or register if you do not yet have an account.

Complete your application by filling in each of the sections.

Once the program has closed an assessment panel comprising representatives from the Office of Sport and Ministry of Health 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 Minister for Sport and Minister for Mental Health. The Minister for Mental Health will have final approval over the distribution of funds.





Further information

Notification

Applicants will receive an email to confirm that the application has been submitted successfully. Once the Office of Sport has assessed eligible applications, applicants will be notified in writing, with details of successful projects published on the Office of Sport website.

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 grant 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 ato.gov.au/forms

Disclaimer

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

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 the Office of Sport 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.

Privacy policy

The NSW Government 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 is required to comply with the *Privacy and Personal Information Protection Act 1998* and 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 the NSW Government 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 NSW Government and assessors. Should your application be successful, the NSW Government 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.

Declaration by Applicant

The declaration section of the application form should be approved by a person who has authority to sign on behalf of the organisation e.g. chief executive officer, general manager or authorised member of the board of management.

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

The Office of Sport staff are available to provide information to potential applicants on interpretation of these Guidelines including types of projects eligible for funding. They can also provide information on the online application process. Please direct enquiries to grantsunit@sport.nsw.gov.au

For questions relating to the grants program, or for specific assistance with the online system, call 13 13 02 during standard office hours.



OFFICE OF SPORT

-  6B Figtree Drive,
Sydney Olympic Park
NSW 2127
-  Locked Bag 1422,
Silverwater NSW 2128
-  13 13 02 (Mon to Fri 9am to 5pm)
-  grantsunit@sport.nsw.gov.au
-  sport.nsw.gov.au

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