

## REGIONAL SPORTS INFRASTRUCTURE

Detailed application and  
business case checklist

Before submitting your detailed application or business case to the Regional Sports Infrastructure Fund (RSIF), please use this checklist. You need to make sure you have included everything required for the assessment of your project.

Please review the current RSIF **guidelines**, **fact sheet** and **FAQs** before preparing your detailed application or business case. The detailed application and business case is step two of the application (the first step was the Expression of Interest).

Requirement	Advice	Yes	No
My project was shortlisted to proceed to the detailed application and business case stage.	<p>If your Expression of Interest (EOI) was successful, you will have been requested to formally submit a detailed application (project plan and budget) or a business case.</p> <p>If you submitted an EOI under the previous RSIF program guidelines (published in 2017), you may proceed directly to step two. Please refer to the <b>EOI checklist</b> to ensure you meet all the requirements specified in the current program <b>guidelines</b> including project category and grant request.</p>	<input type="checkbox"/>	<input type="checkbox"/>
I have read the business case guidelines.	These <b>guidelines</b> will assist you in creating either a detailed application or a business case.	<input type="checkbox"/>	<input type="checkbox"/>

Requirement	Advice	Yes	No
I have watched the 'How to prepare a business case' webinar.	The <b>webinar</b> will assist you in creating a detailed application or a business case.	<input type="checkbox"/>	<input type="checkbox"/>
My organisation's co-contribution is at least 25 per cent of the total grant amount.	Projects with greater financial co-contribution will be considered favourably.  If this response is 'no', evidence of financial hardship must be provided.	<input type="checkbox"/>	<input type="checkbox"/>
My project is valued at or under \$5 million and I have completed a detailed application (project plan and budget).  OR  My project is valued at more than \$5 million and I have completed a business case.	Templates for the project plan and budget can be found on the <b>RSIF website</b> .  The business case template can be found on the ' <b>Writing a business case for regional infrastructure funding</b> ' web page.	<input type="checkbox"/>	<input type="checkbox"/>
I have completed a Project Benefits Summary for my project.	A Project Benefits Summary template can be found on the <b>Office of Sport website</b> .	<input type="checkbox"/>	<input type="checkbox"/>
There is a strong need for the project and it aligns with the priorities of state and/or local government, and State Sporting Organisations.	Details of the NSW State Sporting Organisations can be found on the <b>Office of Sport website</b> .	<input type="checkbox"/>	<input type="checkbox"/>
My application has strong claims/evidence for each of the three assessment criteria: strategic alignment, affordability and deliverability.  Descriptions of the criteria are provided in the <b>fact sheet</b> .	Competitive applications will have strong claims against each of the criteria, supported with evidence.	<input type="checkbox"/>	<input type="checkbox"/>
I have attached all the required documents to support my application.	For example, evidence of land ownership and tenure and/or lease arrangements; quotes; confirmed funding sources; and letters of support.	<input type="checkbox"/>	<input type="checkbox"/>
I have submitted an electronic copy of the application to <b>grantsunit@sport.nsw.gov.au</b> by the due date.		<input type="checkbox"/>	<input type="checkbox"/>
I have submitted a hard copy of my application as soon as possible either before or after the due date.	Postal address:  Office of Sport, Locked Bag 1422, Silverwater NSW 2128	<input type="checkbox"/>	<input type="checkbox"/>