



A Better Community Through Surfing

Frequently Asked Questions

NSW Government 'Stop It And Swap it' Campaign

Overview

What is the NSW Stop it and Swap it campaign?

Surfing NSW (SNSW) has partnered with the NSW Government "Stop It and Swap It" campaign to help implement community lead ideas and strategies to support the plastic bans and reduce single use plastic in NSW. Within our organisation (SNSW) and our community of Boardrider clubs and their members, we are opening a grant opportunity so you can help too.

Surfing NSW supports the EPA and the NSW Government commitment and endeavors to communicate to NSW and our Boardrider Clubs on how the plastic ban will roll out.

What is the grants funding stream?

10 x Affiliated NSW Boardrider Clubs will receive (\$2,000)

What is the purpose of the Grants Program?

The Surfing NSW and EPA Partnership allows all affiliated Boardrider Clubs to TELL US HOW their community is moving away from single use plastic and what they using alternatively., Funding will be allocated to a selected 10 projects, where our network will be helping us, as a collective drive the EPA "Stop it and swap it" message across the state.

What is the EPA Campaign Objectives?

The EPA and Surfing NSW campaign's objective is to communicate to all Boardrider and the Surfing NSW community to stop using single use plastic (Stop it and swap it)

Projects we're looking to support

We're looking to support Boardrider clubs who can show that they are actively looking at and/or already using single use plastic alternatives, spreading the word on the campaign and projects that use effective targeted approaches to "Stop It and Swap It".

What are the key dates and milestones I should be aware of?

The Grants Program will be open online on the 27th of January 2023 and close 20th of February 2023.

See end of this document for the Grants Program timeline and key dates.

Who is responsible for administering the Grants Program?

Surfing NSW is responsible for administering the Grants.

Successful recipients (10 Boardrider Clubs) will be required to coordinate and manage their own projects.

What is the process of the Grant Program assessment?

Surfing NSW will assess all applications against the Grant Program guidelines. We will assess your application for completeness and against all the eligibility & judging criteria.

We will also ensure geographical spread of successful projects to ensure as much impact is achieved across the State, as possible.

You will not receive any funding if your application is unsuccessful.

Will Surfing NSW contact me with questions relating to my application?

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application.

Eligibility

How is an eligible Boardrider Club defined?

Boardrider Clubs must be currently affiliated with Surfing NSW. Boardrider clubs must reaffiliate for 2023 for the 2023 season.

Can I apply for a project that has already started or is scheduled to start?

We will not fund projects that you have already started or where contracts are already in place at the time of application. Any project expenditure incurred prior to the date you submit your application is not eligible. However, you can apply for a grant to undertake a new project that may be part of a broader project.

When can I start my project?

You may start the planning phases of the project from the date you enter into a grant agreement with Surfing NSW, any costs incurred before successful recipient outcome are at your own risk.

How do I determine my project period?

Projects and project dates should be solidified by 27th February.

You must also complete and report on your project no later 5th June 2023.

You should be aware that your project expenditure must be incurred between the agreement start and project end dates to be eligible.

Who Can Apply & How?

Who can apply?

Surfing NSW affiliated Boardrider Clubs. All applications must be discussed with the Boardrider Club Committee. It can be submitted by any member of the Club but this person must have authority to do so from Club president.

How many applications can I submit?

Due to our database of affiliated networks, only one application per Boardrider Club can be submitted.

How do I apply?

The program is only open to Surfing NSW affiliated Boardrider Clubs.

Applicants will submit an application by 20th February 2023

Important things to note about your application and the funding agreement:

Only (1) one application can be submitted per Club

All applications must be discussed and approved with Boardrider Club Committee

Projects will need to commence further planning stages after the agreement has been signed the week of 27th February 2023. The project must be completed including reporting no later than the 5th June 2023.

Projects will need to attract more participation in moving towards a more sustainable lifestyle.

All Projects must include a powerful marketing campaign that will promote their project to the wider community and target market to increase impact outcomes.

Project name must include the wording "NSW Government 'Stop It and Swap It' Campaign

Projects must incorporate the supplied EPA and Surfing NSW logo, campaign messaging and branding into project marketing (Campaign Logo and Club Logo will be integrated and supplied by Surfing NSW to be used for all promotional signage and digital promotional purposes associated with Project)

All registrations for projects must be coordinated with Surfing NSW and taken through surfingnsw.com.au website. (See Terms and Conditions for more info)

Completion of project – SNSW will provide successful recipients with a short end of project report that must be submitted by the 5th June, detailing the impact of the program and how the funding was used.

Are there any mandatory requirements that I need to include in my application?

There are no mandatory documents you need to provide upon application. You are not required to provide quotes for each expenditure item.

Do I need to have insurance?

If your Project falls outside of your normal operating activities, you must have insurance coverage as appropriate for the type of project you undertake. This may include additional Speciality Event Insurance if the program or event operates outside of your normal operating hours. We do not require evidence, but you will be required to have adequate insurance as part of your grant agreement with Surfing NSW.

Can the project involve children?

We hope so! You must comply with all relevant legislation relating to the engagement of anyone working on the project that may interact with children, including all necessary working with children checks. You must implement the National Principles for Child Safe Organisations available at: <https://www.humanrights.gov.au/national-principles-child-safe-organisations>

You should have risk assessments in place upon affiliating as a Club that identifies the level of responsibility for children.

Can I include in-kind expenditure as part of my project funding?

In-kind expenditure is not considered eligible expenditure for this Grant Program.

In-kind refers to goods, services and volunteer labour provided to deliver your project that have a monetary value, but do not involve a cash payment.

For this round funding is available for up to 100 per cent of eligible project costs. Eligible expenditure for this round refers to expenditure that is paid by the recipient to complete the project

Assessment

How will my application be assessed?

Surfing NSW will assess all applications. We will assess whether:

You are eligible to apply

You are an eligible entity

Your project aligns with the EPA Grants Program outlined NB: Applications will also take into account

Funding decision

When will I be advised about the outcome of my application?

All assessments are expected to be completed and grants awarded the week of 20th February. However, the timeframe for finalisation of the assessment process will depend on the quality and quantity of the applications.

Surfing NSW may also contact applicants to discuss your project.

We are anticipating numerous applications, and although we can't fund all projects, you will have created a great concept ready to pitch to brands and potential partners in your local community. Surfing NSW is more than happy to support your pitch with a letter of support.

What happens next if I am successful?

If you are successful, Surfing NSW will contact you directly via the phone number you supplied in your application.

Upon submitting your application, if successful, you agree to enter into a grant agreement with Surfing NSW.

We consider the agreement to be executed (take effect) from the date of our approval letter, which will be issued via the supplied email address in your application during the week of the 13th of May 2023.

If you are successful, we will inform you in this letter of any conditions that may apply to your grant funding & outline milestones.

What will I need to provide Surfing NSW to receive my grant funding?

Grant funding will be made in a single up-front payment upon execution of the grant agreement. You will be required to submit an invoice alongside your funding agreement that will get paid before the 31st May 2023.

Further information

Got questions? Contact the Surfing NSW Participation & Community team at boardriders@surfingnsw.com.au
We may update this document from time to time to add further information, where required.