

OFFICE OF SPORT

# Local Sports Defibrillator Grant Program Guidelines



**2019/20**

**Opens** 30 July 2019  
**Closes** 8 April 2020



# Contents

Minister's Introduction	4	Acknowledging the	9
About the Local Sport	5	New South Wales Government's	
Defibrillator Grant Program	5	support and promoting success	
Funding allocations	5	Key Dates and Assessment Process	9
Who is eligible?	6	What is the application process?	10
What is not included?	6	Application and Funding Terms	13
Evaluation and Reporting	9	and Conditions	
		Appendices	14

# Minister's Introduction



I am pleased to announce the opening of this year's Local Sport Defibrillator program. The program provides 4 million over four years to assist sporting facilities and clubs in purchasing and maintaining Automated External Defibrillators (AEDs).

To date, over 1,600 AEDs have been purchased for sporting facilities and clubs across the state.

Spectators and players at community sports clubs are already benefiting from the state-wide rollout of AEDs purchased under the Program. Familiarisation of use is provided as part of the AED package, but the devices are designed to be used by anyone in the community.

In NSW, up to 7,000 people will experience an out-of-hospital cardiac arrest (OHCA) this year.

About a quarter of these incidents will occur outside the home and publicly available defibrillation will assist in improving the prospects of survival.

The first few minutes after a person has a cardiac arrest are the most critical and early access to CPR and defibrillation can increase the likelihood of survival significantly.

An AED is a small, portable device designed to deliver a controlled electrical shock to a person experiencing cardiac arrest. With thousands of spectators and players attending sporting events around the state every week, having AEDs at those venues will save lives.

I encourage all sporting clubs and facility owners to take the time to read these guidelines and, if eligible, apply for a grant.

**The Hon. John Sidoti MP**

Minister for Sport, Multiculturalism, Seniors and Veterans

# About the program

The Local Sports Defibrillator Program is about providing life saving equipment to NSW sporting facilities and clubs at a reduced cost.

Applicants have a choice of approved AED Service Providers and a variety of approved AED products and services.

## List of approved AED Service Providers - Appendices A and B

Applicants must rely on their own enquiries as to the suitability of the AED Panel Service Provider they engage.

The provision of an AED package will include:

- An AED
- AED familiarisation instruction
- A minimum of six years of essential defibrillator maintenance.

# Funding allocations

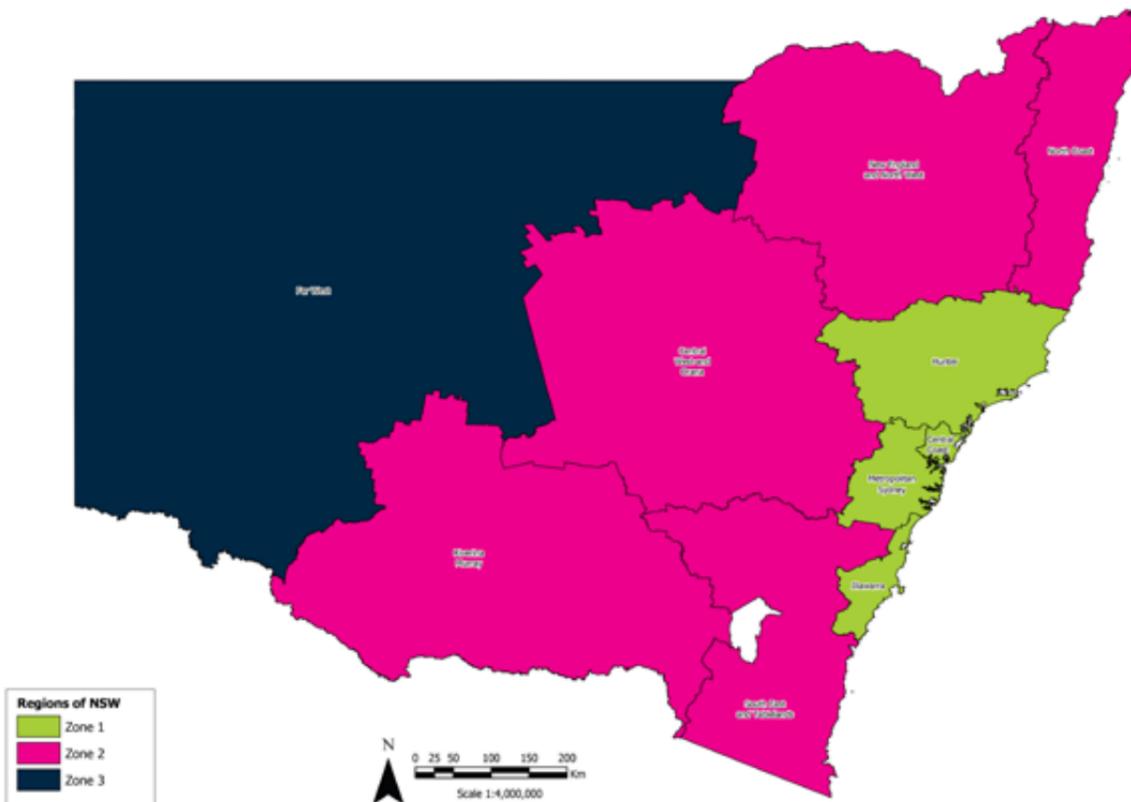
Grants are available up to 50% of the selected AED package price in Zones 1 and 2 and up to 75% in Zone 3, capped at the levels stated below.

Applicants can request multi AEDs in the one application. A separate application is required for each zone.

Funding should be expended within six months of the date of signing the funding agreement.

## Grants for AED packages are available up to:

- Zone 1: \$1,250
- Zone 2: \$1,300
- Zone 3: \$1,900



For a map that shows the local government areas within each zone, [click here](#).



## Who is eligible to apply?

- Incorporated, not-for-profit sports clubs or other organisations in NSW
- State or national sporting organisations on behalf of member clubs located in NSW
- Licensed sporting clubs, providing that the project directly benefits sporting activities
- Sport clubs associated with a school, church or university providing they are an incorporated not for profit club in their own right
- Councils, sport and recreational facilities owners on behalf of sports clubs
- Service clubs such as Rotary, CWA and Lions, on behalf of sports clubs

## What is not included?

- Ongoing maintenance outside of the scope of the maintenance schedule and any extended warranty as specified by the Approved AED Panel Service Provider
- Accredited CPR, First Aid, ongoing or additional face to face AED familiarisation instruction
- Out of warranty repair of equipment
- Replacement costs of consumables including batteries and electrode pads
- Replacement or temporary replacement of the AED if it is damaged or unrecoverable through wear and tear, vandalism, accident, theft or misuse
- General first aid maintenance items or equipment (items requiring cleaning and disinfecting after use)

**Note:** This is a general guide only. Sport clubs/organisations should refer to the details set out in the particular AED Providers' packages when making a choice of provider.





## Evaluation and Reporting

A project report and certificate of use of grant money will be required within 6 months of the date of accepting the funding terms and conditions. The project report will report against expenditure and installation of the defibrillator, provision of an AED familiarisation instruction and must include a copy of the club's [medical emergency plan](#).

## Acknowledging the NSW Government

Successful applicants must acknowledge the NSW Government's support through the provision of funding.

## Key Dates and Assessment Process

<b>Program opens</b>	Tuesday 30 July 2019
<b>Applications closing date</b>	Wednesday 8 April 2020*

The Program will open on 30 July 2019, and remain open until 8 April 2020 unless funding allocation is exhausted prior.

The Office of Sport will conduct regular assessments and make recommendations for funding during the program timeline.

An initial eligibility assessment will be undertaken to determine that:

- The applicant is eligible to apply and has public liability insurance with a minimum \$5 million cover.
- The application is complete, and meets the Program requirements and amount of funds requested.
- Details of participants and spectators of the facility, club or team, intended to use the device are provided.

Sporting clubs at a multi-use facility are encouraged to collaborate on planning for medical emergencies, including the sharing of resources and locating the defibrillator to maximise community access.

*\*Unless funding allocation is exhausted prior.*

# What is the application process?



## 1 Check your eligibility

- See “Who is Eligible for Funding” on [page 6](#) to see organisations are eligible to apply
- If you are not eligible, you can partner with an eligible organisation, although they will have to submit the application.



## 2 Plan your application

- Read the Guidelines to familiarise yourself with the funding process and requirements.
- Research Approved Service Providers and AED packages via the OoS website
  - [Appendix A: List of approved Service Providers](#)
  - [Appendix B: List of approved AEDs models](#)
- Visit the Program website: [sport.nsw.gov.au/clubs/grants/defibrillator](http://sport.nsw.gov.au/clubs/grants/defibrillator) 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 (only register if not already in the online system)
- Complete your application by filling in each of the sections.

## Understand the requirements

- Establish a [service level agreement](#) with AED Provider.
- Undertake AED familiarisation instruction, to be conducted within 28 days of delivery of AED
- Have a [medical emergency plan](#) in place within 6 months, to be provided as part of the grant reporting requirements
- Be responsible for the ongoing management and maintenance of the AED for its expected life (outside inclusions of initial AED package)

## How to claim your grant

Successful applicants will be required to accept the Program’s Terms and Conditions including:

- Completing the [service level agreement](#) signed by both the Applicant and AED Service Provider selected in application.
- Providing an invoice for the total amount of the grant (plus GST if registered for GST) made out to the Office of Sport.
- If your organisations does not have an ABN, you must upload a signed [ATO Statement by Supplier](#) form





# Application and Funding Terms and Conditions

## Notification

Applicants will receive a system generated email to confirm that the application has been submitted, containing a pdf copy of the application. If you feel you have submitted and do not receive a confirmation email check your junk mail; if not received, please email [grantsunit@sport.nsw.gov.au](mailto:grantsunit@sport.nsw.gov.au) to verify.

Following recommendations, all successful applicants will be notified by email to accept the terms and conditions of the grant. These must be accepted, and the grant claimed within 28 days of notification. Successful projects will be published on the Office of Sport website.

## Funding Obligations

Successful applicants will be required to accept the Program's Terms and Conditions including

- Completing the [service level agreement](#) signed by both the Applicant and AED Service Provider selected in application.
- Providing an invoice for the total amount of the grant (plus GST if registered for GST) made out to the Office of Sport.
- If your organisations does not have an ABN, you must upload a signed [ATO Statement by Supplier form](#)

## Disclaimer

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

## Acknowledgement

Organisations and clubs acknowledge the following as part of the terms and conditions of the grant:

- In the performance of the supply and delivery of Approved AED Products within Approved AED Packaged Services, the AED Service Provider is an independent prequalified service provider and is not the partner, employee or agent of the Office of Sport for any purposes whatsoever.
- The listing of AED Service Providers on the Office of Sport's website does not constitute and must not be taken by organisations/clubs participating in the program as a guarantee or endorsement by the Office of Sport of the service providers or their services or products.
- Organisations and clubs must rely on their own enquiries in regard to the suitability of the AED Service Provider that they engage and satisfy themselves that the services and products to be provided by that service provider are suitable for the organisation's/club's needs.

## 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 that the NSW Government is being supplied with this information and how this information will be used.

## Disclosure of project information

Should your application be successful, the Office of Sport may wish to provide certain information to the media and Members of Parliament. This information may include project name, and description, electorate, location, and amount of the grant. The contact details supplied by the person submitting the application may also be provided to Members of Parliament.

Names and contact details of successful applicants will also be provided to the AED Service Provider as nominated in the application, to facilitate the [service level agreement](#).

## 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. CEO, General Manager or authorised member of the Board of Management.

## Important Notes

The Office of Sport's capacity to efficiently assess your application is conditional upon you submitting a complete, accurate application. Applications could be considered ineligible if not all information required is provided.

Apart from organisational and applicant contact details, no information provided in applications may be changed after the closing date.

## Definitions

Approved AED Service Providers, and AED products are required to meet and maintain the minimum requirements under the panel contract with the Office of Sport.

## 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 on-line application process. Please direct enquiries to [grantsunit@sport.nsw.gov.au](mailto: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.

# Appendix A

## List of approved AED Service Providers

PROVIDER	PHONE NUMBER	CONTACT
<b>Allens Training with Adopt-a-Defib</b> allenstraining.com.au   adoptadefib.org	02 8959 2298 1300 559 064	angie@adoptadefib.org contact@allenstraining.com.au
<b>Alsco</b> alscofirstaid.com.au	1300 077 391	lrecchi@alsco.com.au
<b>Australian Red Cross Training Services</b> redcross.org.au/nswsportaedgrant	0409 371 419 1300 367 428	Amanda Lindsay alindsay@redcross.org.au First Aid Products Team Alex Cowdery acowdery@cardiacresponder.com sales@cardiacresponder.com
<b>Cardiac Responder</b> cardiacresponder.com	02 9498 2228 0401 286 586	
<b>Defib For Life</b> defibforlife.org.au/nsw-defibrillator-grant	1300 880 309	sue@defibforlife.org.au
<b>Defib Shop</b> defibshop.com.au	1300 729 575	info@defibshop.com.au
<b>Device Technologies</b> defibtech.com.au	1300 853 563	sportgrant@defibtech.com.au
<b>Integrity Health &amp; Safety</b> integrityhs.com.au/nsw-sports-clubs	1300 720 024 0417 401 828	Tim Cohen info@integrityhs.com.au
<b>Michael Hughes Foundation</b> mhf.life/office-of-sport-aed.html	0432 696 510	Julie Hughes customers@mhf.life
<b>Rapid 1st Aid Training and Supplies</b> rapid1staid.com.au	02 9056 5070 0414 767 010	rapid1staid@bigpond.com
<b>Responder1</b> responder1.com.au	1300 629 807 0477 178 243	info@responder1.com.au
<b>Response For Life</b> responseforlife.org.au	0421 752 152	Julia Zuza julia@responseforlife.org.au
<b>Royal Life Saving</b> royalnsw.com.au	02 9634 3700 0401 780 666	Mark Donaldson markdonaldson@royalnsw.com.au
<b>St John Ambulance Australia (NSW)</b> stjohnnsw.com.au/defibgrants	02 9745 8764	clubs@stjohnnsw.com.au
<b>Surf Life Saving NSW</b> surflifesaving.com.au	02 9471 8086 0409 834 003	Holly Chave hchave@surflifesaving.com.au
<b>Vital Resus</b> vitalresus.com.au	02 4954 8066	Danny Chard mail@vitalresus.com.au
<b>Wollongong First Aid</b> wollongongfirstaid.com.au	1800 820 950	admin@wollongongfirstaid.com.au
<b>Zoll Medical Australia</b> zoll.com.au	1800 605 555	info_au@zoll.com tmerry@zoll.com

# Appendix B

## List of approved AED models

Cardiac Science G5	
Defibtech Lifeline View and Lifeline VIEW ECG	
Heartsine Samaritan® PAD 350P, 360P and 500P	
Philips HeartStart FRx	
Physio-Control Lifepak CR2	
ZOLL AED Plus and AED 3	

# Appendix C

## Service Level Agreement

Outlines the agreed AED package and terms of purchase between Organisation and selected AED Service Provider.

Item 1. Parties to the Agreement	
Sport Organisation (Buyer)	
Name	AED Service Provider
Address	Name
ABN/ACN	Address
Primary contact	ABN/ACN
Name	Primary contact
Phone	Name
Email	Phone
	Email
Item 2. Agreement Term as discussed with AED Service Provider	
Term of Agreement ie 6 years	
Commencement date - enter date completing	
Agreement expiry date	
Extension option	
Item 3. Approved AED Packaged Services Requested for Purchase	
Name of selected Approved AED Package	
Packaged services	
Package itemised details (units/frequency etc.)	
Total Price Payable	
Agreed delivery date	
Delivery Address	
Familiarisation training date	
Item 5. Special Conditions	
Any special conditions	
Working with Children Checks - is this required by the sport clubs/facilities for providers of familiarisation training?	Yes, required, please provide proof No, not required
Item 6. Insurances Certificates of Currency	
AED Service Provider will ensure Certificates of Currency are in place for the term of the agreement	Product Liability Insurance Public Liability Insurance Workers Compensation (as per Law)
Item 7. Agreement Execution in accordance with the AED Service Providers Terms and Conditions attached	
Sport Organisation Authorised Officer Signature:	AED Suppliers Authorised Officer Signature:
Date:	Date:
Name:	Name:

# Appendix D

## Medical Emergency Plan



## Medical Emergency Plan

**Step Two: Creating a Medical Emergency Plan**

Add details

Club name:	
Address:	
Club phone number (if applicable):	
Club President and contact number:	
In case of medical emergency the following person is in charge (insert photo if applicable):	<div style="border: 1px solid blue; width: 60px; height: 60px; margin: 0 auto;"></div>
First Aid Officer/Sports Trainers and contact numbers (insert photo if applicable):	<div style="border: 1px solid blue; width: 60px; height: 60px; margin: 0 auto;"></div>
The first aid equipment is located:	
The defibrillator is located:	
Our members medical information is located:	
Closest intersection for emergency services:	
The closest access point for an emergency services is:	
Important local medical contact numbers: Local doctor Local dentist Local hospital (public) Local hospital (private)	
Map reference:	

**Urgent Medical Emergency - Dial 000**

Please note the secondary emergency number is 112



## 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)

✉️ [info@sport.nsw.gov.au](mailto:info@sport.nsw.gov.au)

💻 [sport.nsw.gov.au](http://sport.nsw.gov.au)

### DISCLAIMER

While every reasonable effort has been made to ensure that the facts contained within this document are correct at time of printing, the state of NSW, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance or upon the whole or any part of this document.

### COPYRIGHT NOTICE

In keeping with the NSW Government's commitment to encourage the availability of information, you are welcome to reproduce the material that appears in this document for personal, in-house or non-commercial use without formal permission or charge. All other rights reserved. If you wish to reproduce, alter, store or transmit material appearing in this document for any other purpose, request for formal permission should be directed to the Office of Sport, 6B Figtree Drive, Sydney Olympic Park. You are required to acknowledge that the material is provided by this document or the owner of the copyright.

©State of NSW 2019