

OFFICE OF SPORT

# Local Sports Defibrillator Grant Program Guidelines

**2020/21**

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**Opens** 3 September 2020

**Closes** 12 April 2021

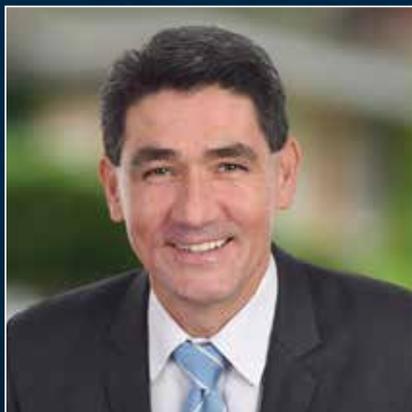
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# Minister's welcome message



As more and more people of all ages get active, we need to enable our sport and recreation venues to be equipped to respond to life-threatening emergencies.

And with up to 7,000 NSW residents experiencing out-of-hospital cardiac arrest each year, the first few minutes following a cardiac arrest and early access to CPR and defibrillation are critical.

The Local Sport Defibrillator Program assists sporting facilities and clubs to purchase and maintain Automated External Defibrillators (AEDs).

Since the launch of the program, more than 1,500 AEDs have been purchased by sporting facilities and clubs across the State, increasing the likelihood of survival if a person experiences cardiac arrest at one of these venues.

With thousands of people involved in sport around the State every week the NSW Government is providing up to \$1 million in grants to eligible sporting clubs and facility owners this financial year through the Local Sport Defibrillator Program.

I encourage sporting clubs and facility owners to apply for a grant. Your decision might save someone's life.

*Geoff Lee*

**The Hon. Geoff Lee, MP**  
*A/Minister for Sport*

# 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.

## **Appendix A - List of approved AED Service Providers and Appendix B - List of approved AED models.**

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

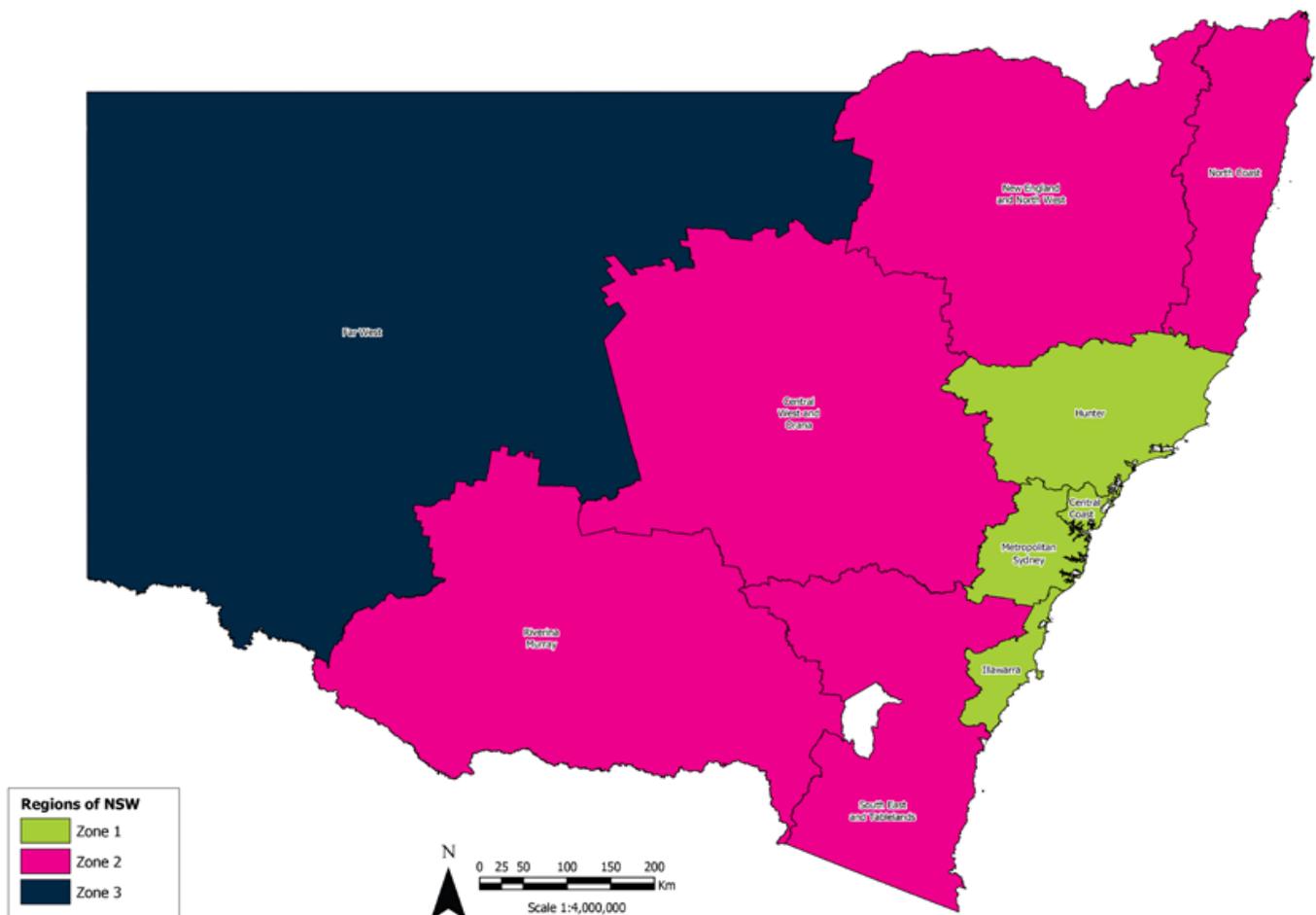
Grants are available up to 50% of the selected AED package price in Zones 1 and 2 and up to 75% in Zone 3, capped at the levels stated below.

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?

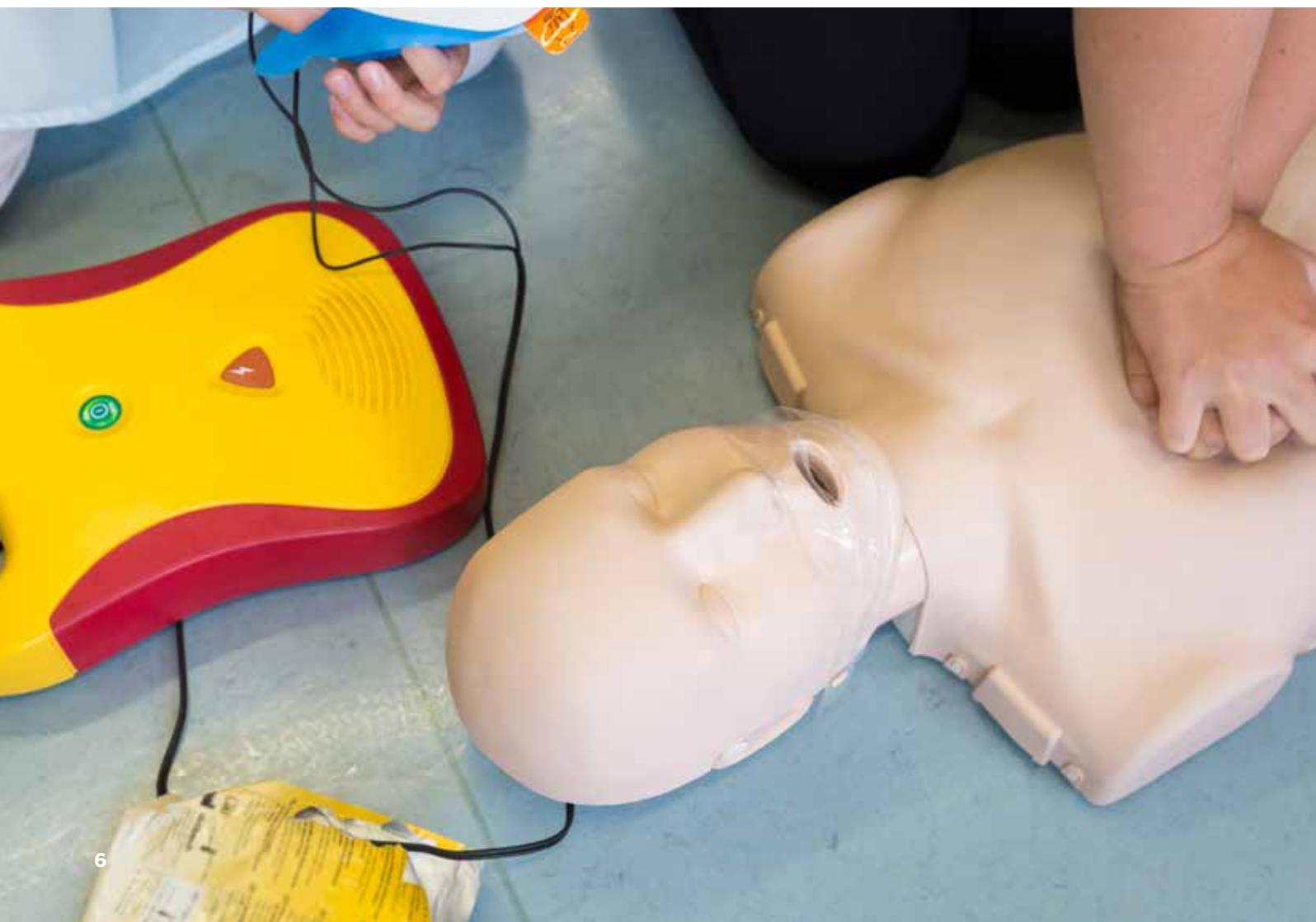
- Incorporated, not-for-profit sports and recreational clubs or other incorporated organisations in NSW that are sport or recreation related
- State or national sporting organisations on behalf of member clubs located in NSW
- Licensed sporting clubs, providing that the project directly benefits sporting activities
- Sport clubs associated with a school, church or university providing they are an incorporated not for profit club in their own right
- Councils, and sport and recreational facilities owners on behalf of sport and recreational 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 purchase 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 <https://www.nsw.gov.au/nsw-government-communications/branding>

# Key Dates and Assessment Process

The Program will open on 3 September 2020, and remain open until 5pm 12 April 2021 unless funding allocation is exhausted prior.

The Office of Sport will conduct regular assessments and make recommendations for funding during the program time line. Applications not submitted by 5pm on dates below will be considered on the next assessment date.

<b>Program opens</b>	3 September 2020
<b>First assessment</b>	23 November 2020
<b>Second assessment</b>	22 February 2021
<b>Applications closing date</b>	12 April 2021* 5pm

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 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)

\*\*Delivery of AED familiarisation instruction during COVID-19 can be via online meeting platforms within 28 days of delivery.



## 3 Plan your application

- Read the Guidelines to familiarise yourself with the funding process and requirements.
- Research Approved Service Providers and AED packages via the Office of Sport 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.



## 4 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
- Applications must be submitted by the closing date/time of 5:00pm Monday 12 April 2021 (unless funding allocation is exhausted prior).
- You can submit your application at any time prior to closing and applications will be assessed on 23 November 2020 and 22 February 2021.

## 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 and Annual Report.

## Conflicts of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Department's Office's staff, any member of a committee or advisor and/or any of the applicant's personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the outcomes of the grant,
- has a relationship with, or an interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the programme.

Applicants will be asked to declare, as part of their application, any perceived or existing conflicts of interests or that, to the best of their knowledge, there is no conflict of interest.

If applicants later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, they must inform the Department Office in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

## 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.
- 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.

## Insurances

Organisations applying for funding via this program are required to have a minimum Public Liability Insurance cover of \$5 million.

It is recommended, but not a condition of funding, that applicant organisations have Personal Accident, Professional Indemnity and Directors and Officers insurance. Organisations that employ staff must comply with the Workplace Injury Management and Workers Compensation Act 1998 (NSW).

## 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 pre-qualified 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 clientservices@allenstraining.com.au
<b>Alsco</b> alscofirstaid.com.au	1300 077 391	lrecchi@alsco.com.au
<b>Australian Red Cross First Aid and Mental Health</b> redcross.org.au/nswsportaedgrant	0427 300 105 0409 371 419	Samira Farmakis sfarmakis@redcross.org.au Amanda Lindsay alindsay@redcross.org.au
<b>Cardiac Responder</b> cardiacresponder.com	02 9498 2228 0401 286 586	Alex Cowdery acowdery@cardiacresponder.com sales@cardiacresponder.com
<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	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	1300 360 455 0439 771 850	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 0412 488 469	info_au@zoll.com Helen Crews hcrews@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)		AED Service Provider	
Name		Name	
Address		Address	
ABN/ACN		ABN/ACN	
Primary contact		Primary contact	
Name		Name	
Phone		Phone	
Email		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):



First Aid Officer/Sports Trainers and contact numbers  
(insert photo if applicable):



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



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