



## Category 1 Application

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### Important Information

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#### How to Apply

Applying for ClubGRANTS funding is quick and easy. All funding is processed locally and community groups can contact their local clubs at any time for information and advice. ClubGRANTS is also flexible, allowing clubs to provide support efficiently, and often as soon as a need emerges.

To be eligible to apply, you should be a not-for-profit organisation and provide the following project and/or services: community welfare or social services, community development, community health services or employment assistance activities. You are also eligible if you or your organisation are involved in community or professional sport.

The ClubGRANTS Application Guide has been prepared to assist prospective applicants navigate the Scheme. The Guide provides general information on the various funding categories, who can apply, how to apply, and reporting requirements. It also provides advice to applicants on how to stand out from the pack and how to say thanks.

A copy of the Application Guide can be found at [www.clubsnsw.com.au/clubgrants](http://www.clubsnsw.com.au/clubgrants)

Applications should be sent to local committees or individual clubs. Applications sent to ClubsNSW will be returned. Information about where to apply can be found at [www.clubsnsw.com.au/clubgrants](http://www.clubsnsw.com.au/clubgrants)

## Applicant Details

Organisation

ABN

Is your organisation not-for-profit?

Is your organisation incorporated?

Address

Suburb

State

Post Code

## Primary Contact

Title

Name

Phone

Email

## Secondary Contact

Title

Name

Phone

Email

## Project Details

### Summary

#### Q1. Project Name

#### Amount Requested (\$)

#### Q2. Brief Project Description (50 words)

#### Q3. Please provide an outline of your project (250 words)

#### Q4. Which of the following ClubGRANTS priority areas below does your project address?

<b>Community Welfare and Social Services</b>	<b>Community Development</b>	<b>Community Health Services</b>	<b>Employment Assistance Activities</b>
<input type="checkbox"/> A1 - family support, emergency, low-cost accommodation	<input type="checkbox"/> B1 - neighbourhood centre activities, youth drop in facilities	<input type="checkbox"/> C1 - early childhood health or child and family services	<input type="checkbox"/> D1 - employment placement, advocacy services
<input type="checkbox"/> A2 - child protection, child care	<input type="checkbox"/> B2 - community transport programs	<input type="checkbox"/> C2 - community nursing or therapy or mental health services	<input type="checkbox"/> D2 - group training companies
<input type="checkbox"/> A3 - counselling services	<input type="checkbox"/> B3 - community education programs	<input type="checkbox"/> C3 - drug & alcohol, palliative care, women's health, Aboriginal health/dental services	<input type="checkbox"/> D3 - community enterprises
<input type="checkbox"/> A4 - aged, disability, youth services	<input type="checkbox"/> B4 - tenants' services	<input type="checkbox"/> C4 - home and community car, disability services	<input type="checkbox"/> D4 - local job creation scheme
<input type="checkbox"/> A5 - veteran welfare services	<input type="checkbox"/> B5 - state-wide or regional services developing social policies and providing advocacy for local community services	<input type="checkbox"/> C5 - health promotion initiatives	
<input type="checkbox"/> A6 - victims of natural disasters			
<input type="checkbox"/> A7 - volunteer emergency services			

**Q5. Who will your program benefit?**

<input type="checkbox"/> Children (0 – 14 years)	<input type="checkbox"/> Older people (65+)	<input type="checkbox"/> Emergency services	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Young people (15 – 24 years)	<input type="checkbox"/> People from non-english speaking backgrounds	<input type="checkbox"/> General population	_____
<input type="checkbox"/> Women	<input type="checkbox"/> Aboriginal and Torres Strait Islanders	<input type="checkbox"/> LGBTIQ	_____
<input type="checkbox"/> Families	<input type="checkbox"/> People with disabilities	<input type="checkbox"/> Refugees and migrants	

**Q6. Approximately how many local resident recipients will your project benefit?**

**Q7. Approximately how many local resident volunteers will be involved?**

**Q8. Will ALL the ClubGRANTS funding you have requested be spent within the Local Government Area in which you are applying?**

**If not, approximately what percentage will be spent outside the local area?**

**Q9. What is the proposed commencement date and completion date for the project?**

Commencement date  Completion date

**Funding Information**

**Q10. Can your project be broken down for part-funding? If so, how?**

**Q11. Will your project still be viable if you receive less than the requested amount?**

**Q12. Has your organisation received funding from another club in the past 12 months?**

Name of Club	How much was received?	When was the funding received?	Purpose of funding
<b>Total:</b>			

Does your project have other sponsors? If so, who and how much?

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**Q13. Project budget**

Income Description	Amount	Expenditure Description	Amount
<b>Total Income:</b>		<b>Total Expenditure:</b>	

**Q14. Please provide your organisation's banking details**

Account Name

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Account Number

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BSB Number

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**Previous Funding**

**Q15. Has your organisation received funding from the ClubGRANTS Scheme in the last 3 years?**

Year received	Amount received	Purpose of funding	Report submitted (y/n)
<b>Total:</b>			

**Attachments**

Please attach any documents relevant to your application.  
Documents may be quotes, letters or support for your project or your organisation's annual report.  
There is a three-document limit.

## Conditions, Privacy, Data Use, Consent and Authority

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### Funding Conditions

If your application for funding is successful you will be required to:

1. Ensure that your organisation does not accept funding or the equivalent in-kind support for the same project from any other source unless joint funding is required for the implementation of the project AND you have informed all funders of all sources of funding for this project.
2. Make an appropriate level of acknowledgement of the funding source for the project.
3. Provide progress reports in the form and according to the timelines described in the Offer of Funding (including a Statutory Declaration for projects receiving funding or the equivalent in-kind support valued at over \$5,000).
4. Complete a Standard Funding Report Form at the end of the in the form and according to the timelines described in the Offer of Funding (including a Statutory Declaration for grants or in-kind support valued at over \$5,000).
5. Enter into a formal contract with the sponsoring Club where an individual grant for ClubGRANTS funding or equivalent in-kind support exceeds \$10,000.
6. Regularly communicate with the funding Club/s and ClubGRANTS Local Convenor regarding the progress of your project, including facilitating any on-site visits that may be requested in order to further the funder's understanding of the project.
7. Abide by any other conditions that may be placed on the funding of the project (including but not limited to collaboration with other relevant local projects or activities), as stipulated in the Offer of Funding.

Although care is taken to ensure that the information regarding the ClubGRANTS scheme is correct at any given stage of the ClubGRANTS process, the granting organisation cannot guarantee and assumes no legal liability or responsibility for the accuracy, currency or completeness of the information provided.

### Privacy Statement

This privacy statement is a requirement of section 10 of the Privacy and Personal Information Protection Act 1998 (NSW). Some of the information in this application is personal information. This information is required to assess your application for grant funding from registered clubs and to communicate with you about this application and any resulting funding. The information will be used by the ClubGRANTS Local Committee to which you are applying and ClubsNSW staff, and may also be shared with trusted contractors or consultants appointed by them for a particular task, or by persons or entities who may have a legal entitlement to such information or when so directed by a court order. The information will be retained by ClubsNSW and stored on our server.

### Data Use

The Applicant acknowledges and consents to:

1. The information supplied in this application being stored ClubsNSW and made available to ClubsNSW and the subject ClubGRANTS Local Committee for the purpose of assessing the application and associated administration purposes;
2. The ClubGRANTS Local Committee and/or ClubsNSW referring the contents of this application (as necessary) to external experts and other Clubs or grant makers for the purpose of assessment, reporting, advice, comment, benchmarking, streamlining, trend analysis, or for discussions regarding alternative or collaborative funding opportunities.
3. The information supplied in this application being used by ClubsNSW, in isolation or in aggregate, for any purpose, including:
  1. To quantify the social contribution made by Clubs in the making of grants; and
  2. To advocate on behalf of the Clubs industry.

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**NOTE:** ClubsNSW and ClubGRANTS Local Committees will not publicly disclose any personal information (such as contact details). Such information may, however, be shared with trusted parties for the purposes as described above.

### Declaration & Consent

The Applicant:

- Declares that the information provided in this application form is true and correct.
- Undertakes to notify the subject ClubGRANTS Committee of any changes to this information and any circumstances that may affect this application.
- Acknowledges that this is an application only and may not necessarily result in funding approval.
- Acknowledges and consents to the Funding Conditions, Privacy Statement and Data Use provisions described above.
- Declares that he/she is authorised by the applicant organisation to submit this application and agree to the terms and conditions described above.

**I understand that this is an application only and may not necessarily result in funding approval.**

**I am authorised to submit this application and agreeing to the Declaration, Authority and Consent.**

**I have read and agreed to the above.**

Name

Position

Date