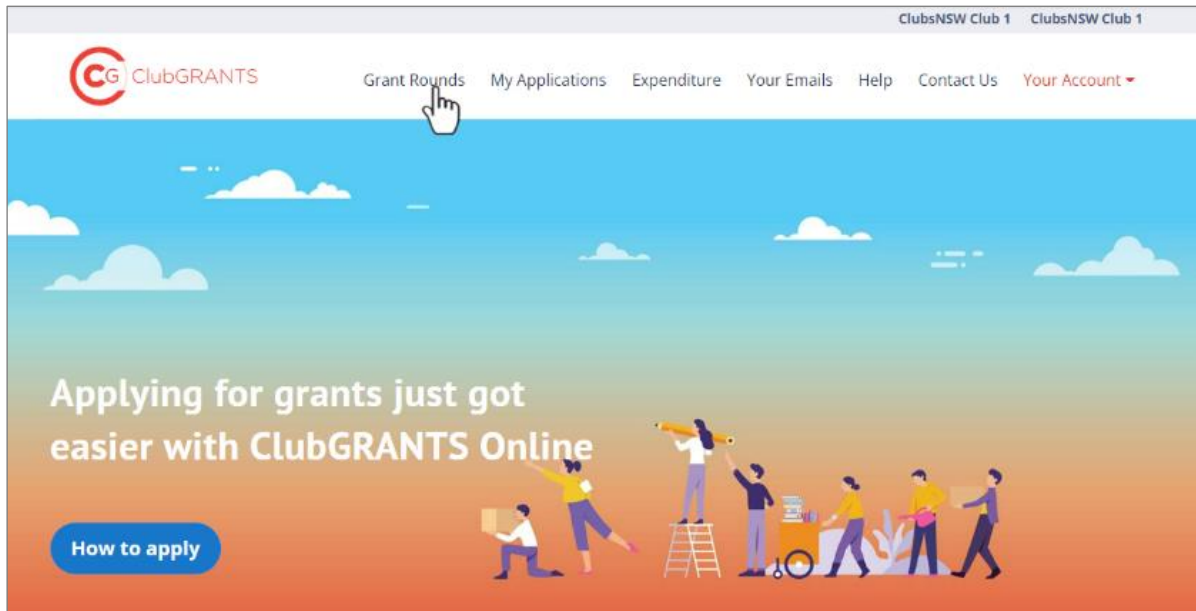




ClubGRANTS  
Applicant User Manual



## About ClubGRANTS

ClubGRANTS is one of Australia’s largest grant programs, providing more than \$100 million in cash to a variety of worthy causes across NSW.

Charities, sporting organisations and not-for-profit community groups are among tens of thousands of worthy causes funded through the program each year.

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- 1.2 How to create an organisation
- 1.3 How to log in to an existing account
- 1.4 How to reset your password
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- 1.6 How to change your username (email) or password
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- 2.3 Help tips on completing a new application
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- 3.2 How to determine how much funding has been provided
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# 1.0 Getting Started

## 1.1 How to create a new account

- Visit <https://www.clubgrants.com.au/>
- Click on 'Login/Sign Up' <https://www.clubgrants.com.au/user/login>
- Click on 'Create New Account' <https://www.clubgrants.com.au/user/register>
- Complete the Applicant Registration section on the left-hand side.
- Click the 'Create new account' button.
- A welcome message with further instructions has been sent to your email address.
- Activate your account by clicking on the link provided in the welcome message.
- Create a password and click the 'Save' button.
- Click on the 'My Applications' tab.
- Accept/Reject the ClubGRANTS Online Terms & Conditions.

## 1.2 How to create an organisation

- Before you can start applying for grants, create your organisation by clicking on the 'Create organisation' button.
- Complete the 'Your Organisation', 'Primary Contact' and 'Secondary Contact' sections.
- Click the 'Create organisation' button.
- Organisation has been created.

## 1.3 How to log in to an existing account

- Visit <https://www.clubgrants.com.au/>
- Click on 'Login/Sign Up' <https://www.clubgrants.com.au/user/login>
- Fill in your email, password and math question and click the 'Log in' button.

## 1.4 How to reset your password

- Visit <https://www.clubgrants.com.au/>
- Click on 'Login/Sign Up' <https://www.clubgrants.com.au/user/login>
- Click on 'Reset' your password.
- Fill in your email and math question and click the 'Submit' button.
- Further instructions have been sent to your email address.
- Click on the link and follow the prompts to setup a new password.

## 1.5 How to update your account/organisation details

- Login to ClubGRANTS Online <https://www.clubgrants.com.au/user/login>
- Click on the 'Your Profile' tab.
- Click on 'Settings' from the drop-down list.
- Update the 'Your Organisation', 'Primary Contact' and/or 'Secondary Contact' sections.
- Click on the 'Update Contact Details' button.
- Contact details have been updated.

## 1.6 How to change your username (email) or password

- Login to ClubGRANTS Online <https://www.clubgrants.com.au/user/login>
- Click on the 'Your Profile' tab.
- Click on 'Edit User Account' from the drop-down list.
- Update the required sections.
- Click on the 'Save' button.
- The changes have been saved.

## 1.7 Manage invited users

- To invite another user to have access to your organisations account, click on the Your Profile tab.
- Click on 'Settings' from the drop-down list.
- Scroll to the bottom of the page and click the 'Add a user' button.
- Fill in the required details;
  - Role types:
    - Admin – All access levels, including inviting other users (most common).
    - User – Unable to invite other users.
  - If the user's email address is already associated with another ClubGRANTS Online account, an error message will display and adding a user was not successful.
- The user has been invited and further instructions have been sent to their email address.
- Once the user accepts, you will see their details under the 'View Existing Users' section and the user will be able to apply for grants on behalf of your organization.

## 1.8 How to get help – via the *Help* tab

<https://www.clubgrants.com.au/help>

- Click on the ‘Help for Applicants’ blue button.
- Navigate this page to a ‘User Manual – for Applicants’, find most frequently asked questions and useful resources including the ClubGRANTS Guidelines.  
[https://www.liquorandgaming.nsw.gov.au/documents/gl/ClubGRANTS-Guidelines-August-2020\\_Alex-Kennedy.pdf](https://www.liquorandgaming.nsw.gov.au/documents/gl/ClubGRANTS-Guidelines-August-2020_Alex-Kennedy.pdf)
- If you are unable to find your answer, click the ‘Email’ button to get in touch the MEC.

## 1.9 How to logout

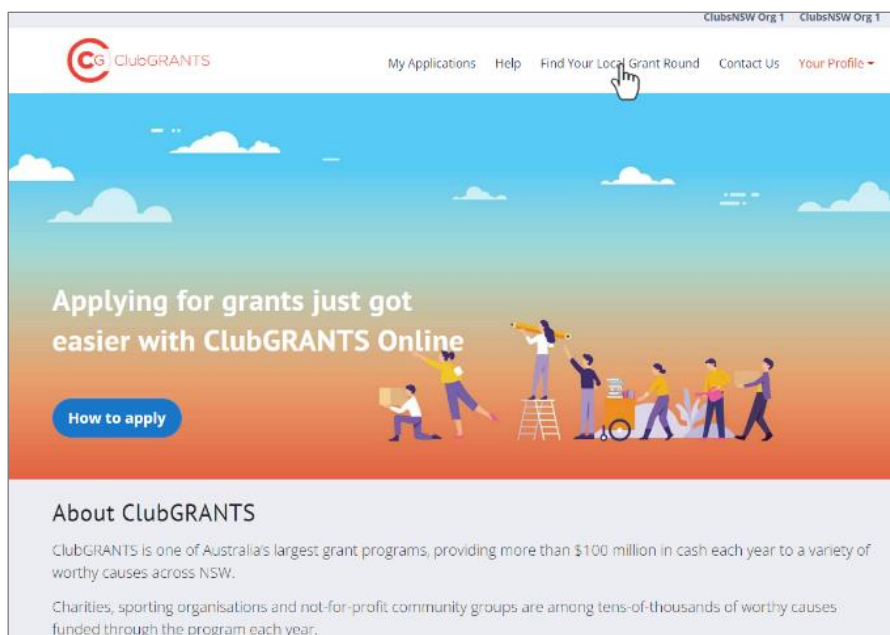
- Click on the ‘Your Profile’ tab.
- Click on ‘Logout’ from the drop-down list.
- You are now logged out of ClubGRANTS Online.

## 2.0 Application Process

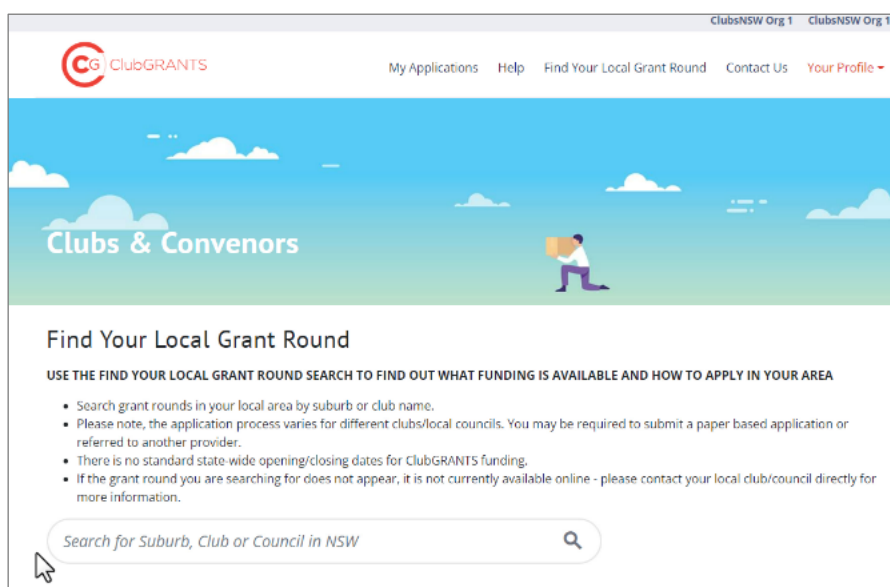
### 2.1 How to search/apply for available grants – from the Find Your Local Grant Round tab

<https://www.clubgrants.com.au/find-your-local-grant-round>

- Click on the 'Find Your Local Grant' round tab to search for available grants.



- Enter desired Suburb, Club or Council into the search function.
  - Please note, the application process varies for different clubs/local councils.
  - There are no standard state-wide opening/closing dates for ClubGRANTS funding.
  - Only grant rounds which are currently open will display.



- Results will display for open Category 1, Category 1 in-kind, Category 2 and Category 2 in-kind grant rounds.
  - If there are no results displaying, attempt to search again with a greater radius: 5km, 15km, 50km, 100km, 200km.
  - If there are still no results displaying, try again later or contact your local club to determine when the grant round will open.

### Find Your Local Grant Round

USE THE FIND YOUR LOCAL GRANT ROUND SEARCH TO FIND OUT WHAT FUNDING IS AVAILABLE AND HOW TO APPLY IN YOUR AREA

- Search grant rounds in your local area by suburb or club name.
- Please note, the application process varies for different clubs/local councils. You may be required to submit a paper based application or referred to another provider.
- There is no standard state-wide opening/closing dates for ClubGRANTS funding.
- If the grant round you are searching for does not appear, it is not currently available online - please contact your local club/council directly for more information.

We searched within ClubsNSW, ClubsNSW Club 1, ClubsNSW Club 2 and others! Search again with a greater radius: [5km](#), [15km](#), [50km](#), [100km](#), [200km](#)

**Category 1 (Most Common)**

Supports community welfare and social services; community development; employment assistance activities; community health services; and projects aimed at improving the living standards of low income and disadvantaged people.

ClubsNSW LGA 1	<a href="#">LGA 1 Grant Round 2022</a>	Deadline: 30/11/2022, 5:00pm	<a href="#">More Info &gt;</a>	<a href="#">Select</a>
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- Click on 'More Info' to view grant round details provided by the grant round administrator.

ClubsNSW LGA 1	<a href="#">LGA 1 Grant Round 2022</a>	Deadline: 30/11/2022, 5:00pm	<a href="#">More Info &gt;</a>	<a href="#">Select</a>
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ClubGRANTS council wide grant round for 2022.

[Close](#)

- Click the 'Select' button to apply.

ClubsNSW LGA 1	<a href="#">LGA 1 Grant Round 2022</a>	Deadline: 30/11/2022, 5:00pm	<a href="#">More Info &gt;</a>	<a href="#">Select</a>
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ClubGRANTS council wide grant round for 2022.

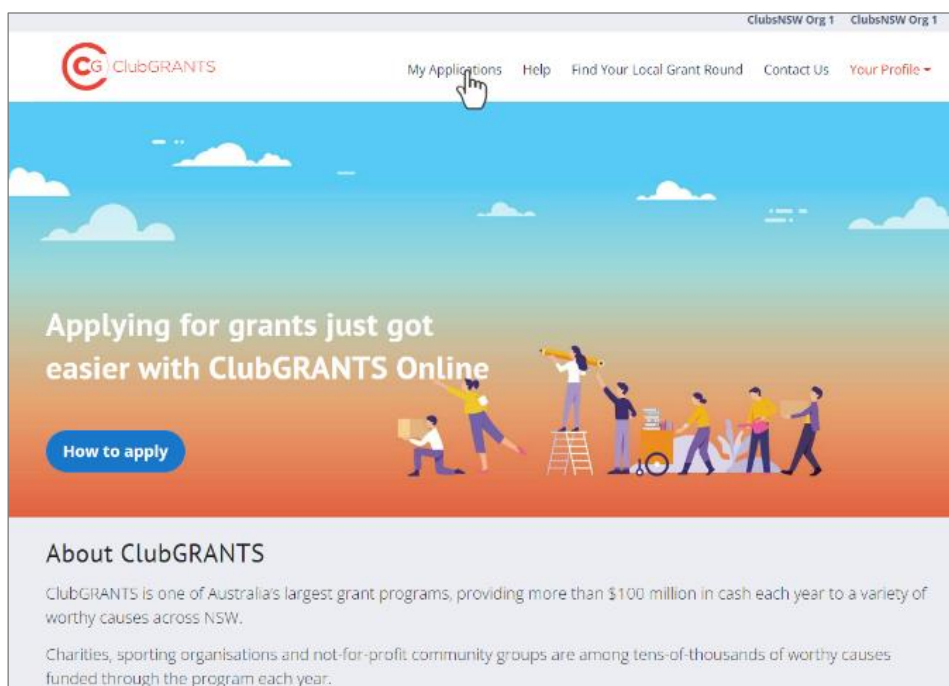
[Close](#)

- Apply.

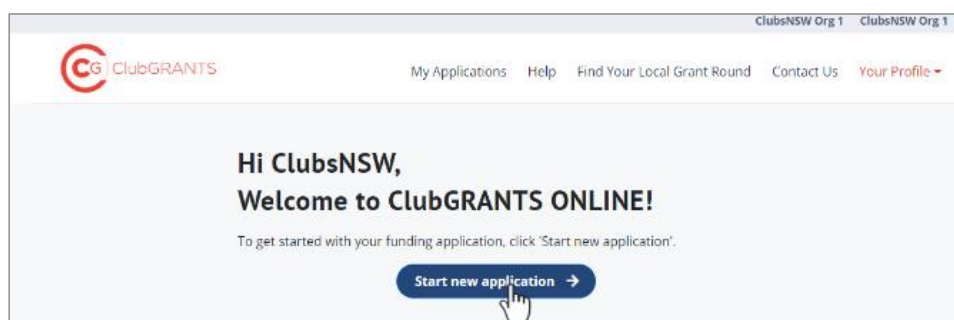


## 2.2 How to search/apply for available grants – from the My Applications tab

- Click on 'My Applications' tab to search for available grants.



- Click the 'Start new application' button.



- Results will display for open Category 1, Category 1 in-kind, Category 2 and Category 2 in-kind grant rounds.
  - If there are no results displaying, attempt to search again with a greater radius: 5km, 15km, 50km, 100km, 200km.
  - If there are still no results displaying, try again later or contact your local club to determine when the grant round will open.

### Find Your Local Grant Round

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- There is no standard state-wide opening/closing dates for ClubGRANTS funding.
- If the grant round you are searching for does not appear, it is not currently available online - please contact your local club/council directly for more information.

Search for Suburb, Club or Council in NSW

We searched within ClubsNSW, ClubsNSW Club 1, ClubsNSW Club 2 and others! Search again with a greater radius: [5km](#), [15km](#), [50km](#), [100km](#), [200km](#)

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ClubsNSW LGA 1	<a href="#">LGA 1 Grant Round 2022</a>	Deadline: 30/11/2022, 5:00pm	<a href="#">More Info &gt;</a>	<input type="button" value="Select"/>
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ClubsNSW LGA 1	<a href="#">LGA 1 Grant Round 2022</a>	Deadline: 30/11/2022, 5:00pm	<a href="#">More Info &gt;</a>	<input type="button" value="Select"/>
ClubGRANTS council wide grant round for 2022.				
<input type="button" value="Close"/>				

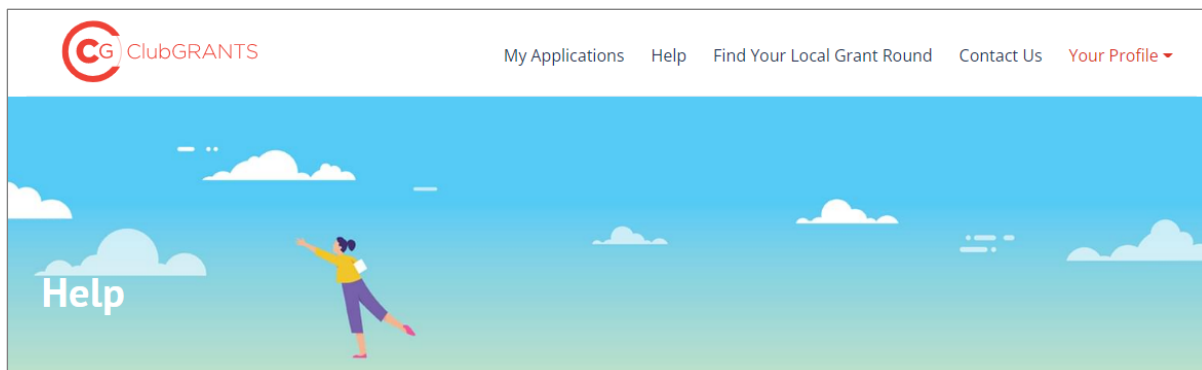
- Click the 'Select' button to apply.

ClubsNSW LGA 1	<a href="#">LGA 1 Grant Round 2022</a>	Deadline: 30/11/2022, 5:00pm	<a href="#">More Info &gt;</a>	<input type="button" value="Select"/>
ClubGRANTS council wide grant round for 2022.				
<input type="button" value="Close"/>				

- Apply.

## 2.3 Help tips on completing a new application

- Before selecting the Grant Round make sure you understand which ClubGRANTS Category applies to your application. For more information refer to the ClubGRANTS Guidelines on the Help page of the ClubGRANTS Online website.



- All questions with a red asterix '\*' are compulsory questions and you will not be able to submit the application until these are completed.

**Project Name \***

- Ensure your contact details under 'Your Profile' / 'Settings' are updated as these will appear at the beginning of the submitted application form.

- If you have received ClubGRANTS funding in the past it is important that any reporting or acquittal requirements have been completed, otherwise your application may not be considered.

[Add Acquittal/Progress Report](#)

## 2.4 How to save/submit an application

- Click the ‘Save’ button to save your application’s progress at anytime.



- Click the ‘Save & Close’ button to save your application’s progress and exit the application.



- ‘Save’ and ‘Save & Close’ buttons are located at the top and bottom of each application page.
- On the final page of the application form, click the ‘Save without submitting’ button if you wish to save the application’s progress without submitting it.
- Click the ‘Submit’ button when you have finished your application and completed all mandatory questions and follow the prompts to submit your application.



- Once submitted you can no longer edit your answers.
- Once submitted you will receive a confirmation email and the grant round administrator will be notified.

## 2.4 How to edit an application

- Once an application has been started/saved, it will appear in the ‘My Applications’ tab.
- Click the ‘Green Edit’ button to edit your application.
  - Once an application has been submitted, the ‘Green Pencil’ icon will no longer appear next to the application.

ID	PROJECT NAME	AMOUNT FUNDED	AMOUNT REQUESTED	FUNDING CLUB(S)	GRANT ROUND	ROUND DEADLINE	STATUS	STATUS	ACQUITTAL	ACQUITTAL	ARCHIVE	WITHDRAW	EDIT
LGA1-2-2022	test application	0.00	-	-	LGA 1 Grant Round 2022	Deadline: 30/11/2022, 5:00pm	Unsubmitted	★	-	-	📁	🗑️	✎️

## 2.5 How to navigate an application form

- Click the 'Next' button at the bottom of each application page to scroll through the entire application form.



- Click the 'Back' button to go back to the previous application page.



- Click the 'Save' button to save your application's progress at any time.



- Click the 'Save & Close' button to save your application's progress and exit the application.



- Click the 'Submit' button when you have finished your application and completed all mandatory questions and follow the prompts to submit your application.
  - Once submitted you can no longer edit your answers.

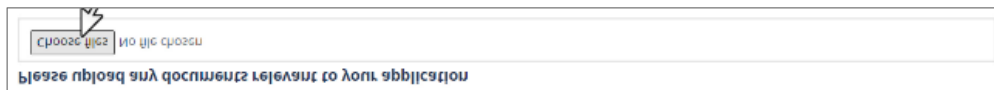
## 2.6 How to determine when a grant round will close

- Once an application has been started/saved, it will appear in the 'My Applications' tab.
- The 'Round Deadline' column will display the grant round's closing date.
- Applications cannot be submitted after the grant round closing date.

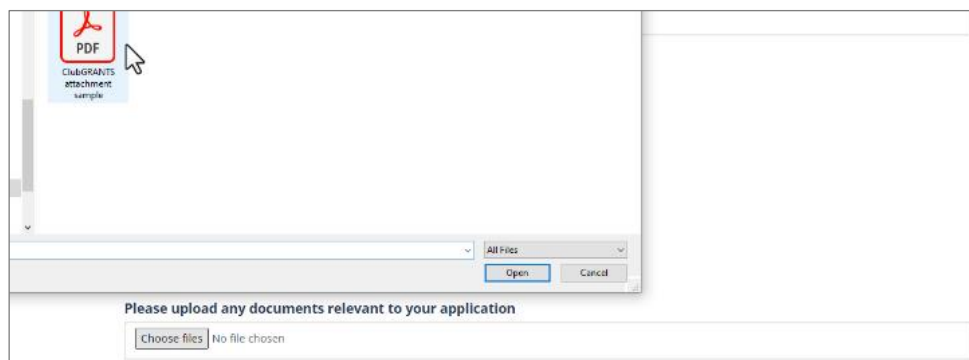
ID	PROJECT NAME	AMOUNT FUNDED	AMOUNT REQUESTED	FUNDING CLUB(S)	GRANT ROUND	ROUND DEADLINE	STATUS	STATUS	ACQUITTAL	ACQUITTAL	ARCHIVE	WITHDRAW	EDIT
LGA1-2-2022	test application	0.00		-	LGA 1 Grant Round 2022	Deadline: 30/11/2022, 5:00pm	Unsubmitted	★	-	-	📁	🚫	✍️

## 2.7 How to attach documents to an application form

- Documents can only be attached to an application when requested by the grant round administrator and will be stated in the application form.
- Simply click on the Choose files button.



- Select the file and click Open to add to the application form.



## 2.9 How to view an application

- Once an application has been started/saved/submitted, it will appear in the 'My Applications' tab.

ID	PROJECT NAME	AMOUNT FUNDED	AMOUNT REQUESTED	FUNDING CLUB(S)	GRANT ROUND	ROUND DEADLINE	STATUS	ACQUITTAL	ARCHIVE	WITHDRAW	EDIT
LGA1-1-2022	test application	0.00	\$3,000.00	-	LGA 1 Grant Round 2022	Deadline: 30/11/2022, 5:00pm	Submitted	-	+	-	-

- Click the 'Application ID' number or 'Project Name' to view the application.

ID	PROJECT NAME	AMOUNT FUNDED	AMOUNT REQUESTED	FUNDING CLUB(S)	GRANT ROUND	ROUND DEADLINE	STATUS	STATUS	ACQUITTAL	ACQUITTAL	ARCHIVE	WITHDRAW	EDIT
LGA1-1-2022	test application	0.00	\$3,000.00	-	LGA 1 Grant Round 2022	Deadline: 30/11/2022, 5:00pm	Submitted	★	-	-	+	-	-

- An Email Log is listed at the bottom of the application.

Email Log		
SENT	TO	SUBJECT
28/06/2022 - 12:46pm	Primary Contact Email	<a href="#">You have received a new ClubGRANTS Application</a>
28/06/2022 - 12:46pm	Primary Contact Email	<a href="#">Thank you for your ClubGRANTS Submission</a>

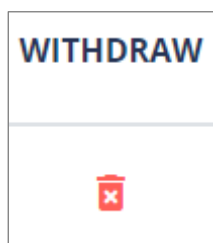
## 2.10 How to download an application/application form

- Once an application has been started/saved/submitted, it will appear in the 'My Applications' tab.
- Click the 'Application ID' number or 'Project Name' to view the application.
- Click the 'PDF' button to download a copy of the application or application form.



## 2.11 How to withdraw (delete) an application

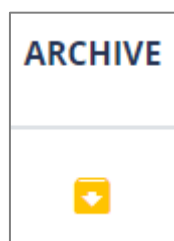
- Once an application has been started/saved, it will appear in the 'My Applications' tab.
- Click the 'Red Withdraw' button to withdraw your application and follow the prompts to withdraw your application.



- Withdrawn applications will be removed from the grant round and will not be considered.
- Approved applications cannot be deleted.
- Once an application is withdrawn the grant round administrator will be notified.

## 2.12 How to archive an application

- Once an application has been started/saved, it will appear in the 'My Applications' tab.
- Click the 'Yellow Archive' button to archive your application and remove it from view.
- The application has been archived.



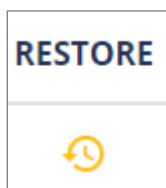
- Archived applications are not withdrawn and will still be visible to the grant round administrator.

## 2.13 How to unarchive an application

- Once an application has been archived, it will no longer appear in the My Applications tab.
- Click the 'View Archive' button to view archived applications.



- Click the 'Yellow Restore' button to restore to application to view in the My Applications tab.



## 2.14 How to determine the status of an application

- Once an application has been submitted, it will appear in the "My Applications" tab.
- The status column will display one of the following status':
  - 'Submitted': the application has been successfully submitted to the grant round.
  - 'Under Review': the application is being reviewed by the grant round administrator.
    - Not all grant round administrator use this status and may be reviewing the application while displaying the 'Submitted' status.
  - 'Approved': the application has been approved by the grant round administrator.
  - 'Unsuccessful': the application has not been approved by the grant round administrator.
  - 'Withdrawn': the application has been withdrawn by the grant round administrator.
- Organisations will also be notified of the status of their application via email.

## 2.15 How to determine how much funding has been provided

- The amount funded column will display the amount of funding which has been put against the application.
  - In some instances, the grant round administrator may only issue partial funding.
  - In some instances, multiple clubs can fund one application.
- Click the 'ID' or 'Project name' to view the application and to confirm which club has funded the application.

CLUB	CASH DONATION	YEAR
ClubsNSW Club 1	\$9,000.00	2022
	\$9,000.00	

- Organisations will also be notified of the status of their application via email.



## 3.0 Approved Applications/ Reporting Process

### 3.1 How to determine the status of an application

- Once an application has been submitted, it will appear in the 'My Applications' tab
- The status column will display one of the following status':
  - 'Submitted': the application has been successfully submitted to the grant round.
  - 'Under Review': the application is being reviewed by the grant round administrator.
    - Not all grant round administrator use this status and may be reviewing the application while displaying the 'Submitted' status.
  - 'Approved': the application has been approved by the grant round administrator.
  - 'Unsuccessful': the application has not been approved by the grant round administrator.
  - 'Withdrawn': the application has been withdrawn by the grant round administrator.
- Organisations will also be notified of the status of their application via email.

### 3.2 How to determine how much funding has been provided

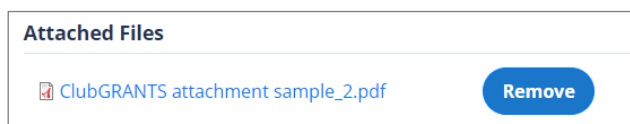
- The amount funded column will display the amount of funding allocated to the application.
  - In some instances, the grant round administrator may only issue partial funding.
  - In some instances, multiple clubs can fund one application.
- Click the 'ID' or 'Project' name to view the application and to confirm which club has funded the application.

CLUB	CASH DONATION	YEAR
ClubsNSW Club 1	\$9,000.00	2022
	\$9,000.00	

- Organisations will also be notified of the status of their application via email.

### 3.3 How to view additional documents from the grant round administrator for approved applications

- Once an application has been approved, it will appear in the 'My Applications' tab as an approved application with funding against it.
- Grant round administrators can attach additional documents to approved applications for the organisation to review ie. Letters of Offers.
- Click the 'ID' or 'Project name' of an approved application to view additional documents from the grant round administrator on the right-hand side of the application.



### 3.4 How to upload a progress report

- Once an application has been approved, it will appear in the 'My Applications' tab as an approved application with funding against it.
  - Progress Reports cannot be submitted for applications which are not showing as approved – contact the grant round administrator if your approved grant is not showing as approved online.
- Click the 'Yellow Tray' icon to submit a progress report or acquittal or click on the application ID or Project Name.



- Click the 'Add Acquittal/Progress Report' button.

**Add Acquittal/Progress Report**


- Choose the 'Progress Report' option for the Report type.

**Report Type \***

Progress

Acquittal

- Follow the prompts to submit your progress report.
- On the bottom of the progress report form, click the 'Save without submitting' button if you wish to save the progress report without submitting it.

**Save without submitting** 

- Click 'Submit' to submit a progress report to the grant round administrator.

**Save without submitting** 

**Submit** 

- Progress report has been submitted.
  - 'Yellow Tray' icon will change to a Yellow Tick Mark.
  - Acquittal is still outstanding.

### 3.5 How to upload an acquittal

- Once an application has been approved, it will appear in the 'My Applications' tab as an approved application with funding against it.
  - Acquittals cannot be submitted for applications which are not showing as approved – contact the grant round administrator if your approved grant is not showing as approved online.
- Click the 'Yellow Tray' icon to submit a progress report or acquittal or click on the application ID or Project Name.



- Click the 'Add Acquittal/Progress Report' button.

**Add Acquittal/Progress Report**

- Choose the Acquittal Report option for the Report type.

**Report Type \***

Progress

Acquittal

- Follow the prompts to submit your acquittal.
- On the bottom of the acquittal form, click the 'Save without submitting' button if you wish to save the acquittal without submitting it.

**Save without submitting** 

- Click 'Submit' to submit an acquittal to the grant round administrator.

**Save without submitting** 

- Acquittal has been submitted
  - 'Yellow Tray' icon will change to a Green Tick Mark.
  - No changes can be made to acquittal once submitted.
  - Grant round administrator will also be notified of the submission via email.