



ClubGRANTS
Creating a New Applicant



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.

Note: Only use this process if your organisation does not have a ClubGRANTS Online Account. If there is an existing account, see the manual on “Adding New Users”.

1. Visit <https://www.clubgrants.com.au> and click on “Login/Sign Up” and then Click on “Create New Account”.

Fill in the short form and the click on “Create new account ->”

Note: Please avoid personal emails and use a generic email that can be accessed by other members or employees of your organisation. This will ensure someone else can continue using this account when you are no longer involved with applying for ClubGRANTS within your organisation.

[Log in](#) [Create new account](#) [Reset your password](#)

Applicant Registration

Register here if you are an applicant who wishes to apply for ClubGRANTS funding.

Email *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

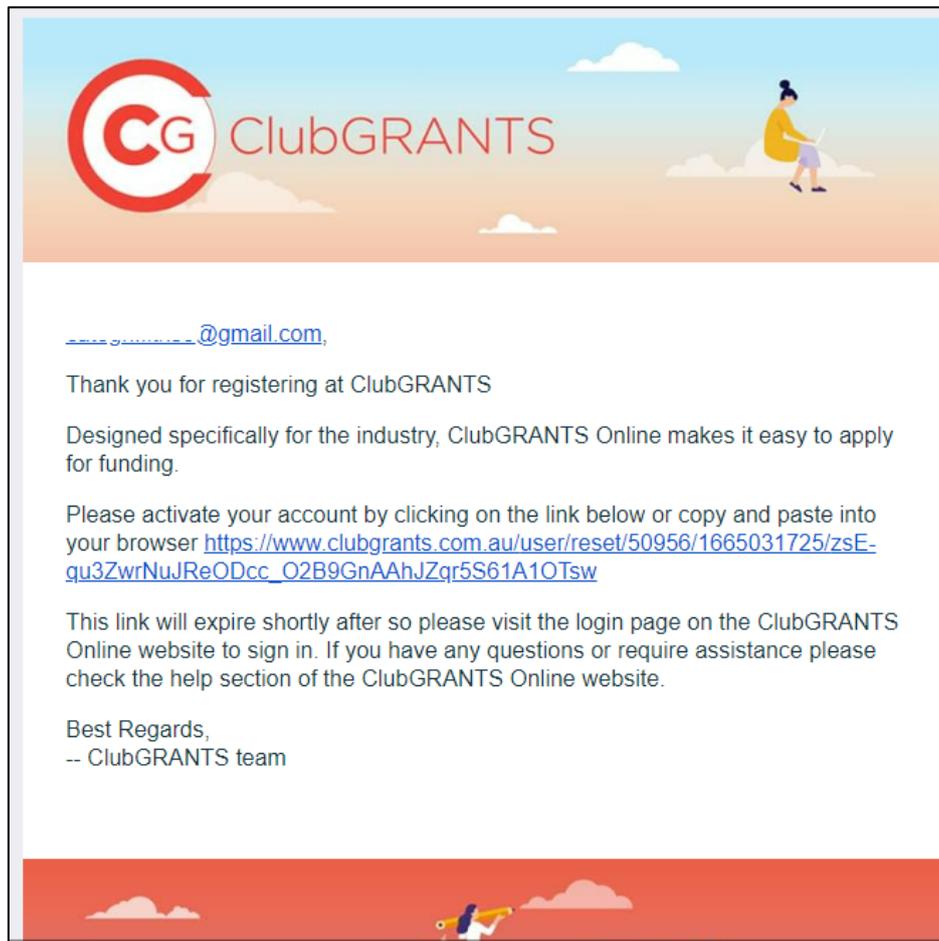
First Name *

Last Name *

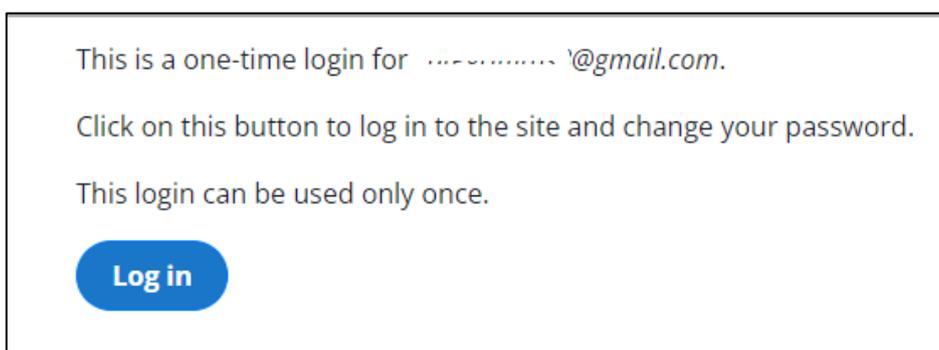
Phone Number *

[Create new account →](#)

2. Once the above is completed you will receive a confirmation email like this one below. Click on the link.



- a) You will be redirected to this one-time login page. Click on “Log in”



b) You will now set up your password. Click “Save” when completed.

The screenshot shows the ClubGRANTS user profile page. At the top, there is a navigation bar with the ClubGRANTS logo and links for 'My Applications', 'Help', 'Find Your Local Grant Round', 'Contact Us', and 'Your Profile'. A green notification banner states: 'You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.' Below this, there are 'View' and 'Edit' buttons next to the 'Agreements' link. The 'Email' field is set to 'info-clubgrants@clubsnsw.com.au'. The 'Password' field is filled with dots, and a strength indicator shows 'Strong'. The 'Confirm password' field is also filled with dots, and a message says 'Passwords match: yes'. A recommendation to 'Add punctuation' is shown. Below the password fields are 'First Name' (Club) and 'Last Name' (Grants) fields. A 'Save' button is at the bottom.

c) Please review our Terms and Conditions, scroll to the bottom of the page.

The screenshot shows the 'Terms and Conditions' page. The heading is 'Welcome [Name], almost done. Just one more thing:'. The page is titled 'Terms and Conditions of Use' and contains the following text: 'These Terms govern your use of the ClubGRANTS website ("the Website"). Please read them carefully. By accessing or using the Website, or by creating an Account, the User accepts these Terms and is bound by them. If a User does not accept these Terms it must not access or use the Website, or create an Account. ClubsNSW may, from time to time, update or amend these Terms in its sole discretion. You should carefully read these Terms each time You use the Website. Words capitalised in these Terms have the meaning given to them in the Glossary'. The page is divided into sections: 'The Website' and 'Accessing the Website'. Under 'The Website', there are three numbered items: 1.1 The Website is available to Applicants Registered Clubs and LGAs; 1.2 Notwithstanding anything in these Terms, certain legislation including the Competition and Consumer Act 2010 (Cth), may imply warranties, conditions or guarantees or impose obligations or remedies which cannot be excluded, restricted or modified except to a limited extent. To the extent that such legislation applies, these Terms must be read subject to those statutory provisions and nothing in them is intended to alter or restrict the operation of such provisions; 1.3 By agreeing to and accepting these Terms You have not relied on: (a) any warranty or representation made by ClubsNSW or any person on behalf of ClubsNSW; or (b) any conduct of ClubsNSW or any person acting on behalf of ClubsNSW. Under 'Accessing the Website', there are two numbered items: 2.1 In order to access the functionality of the Website, a User must have an Account. Users are solely responsible for the use of their Account and must ensure that they keep all passwords secure. All use of the Account is deemed to be use of the Website by the User for the purposes of these Terms; 2.2 When registering an Account, Users must provide true, accurate and complete information. If a User is acting on behalf of a company or other body, they must be authorised to provide information about that body to ClubsNSW. It is the User's responsibility to inform ClubsNSW of any changes to that information (including without limitation the relevant email address), by updating their details on the relevant section of the Website.

d) Click on the “I have read and agreed to the terms of use” checkbox. Then Click on “Accept.”

Note: You can click “Decline and log out” and not complete the create an account process.

14. General

14.1 These Terms and any other documents referred to in these Terms comprise the entire agreement of the parties about the subject matter of the Terms and supersede all other representations, arrangements, understandings or agreements and all other communications.

14.2 If a provision of these Terms is invalid or unenforceable in a jurisdiction:

(a) it is to be read down or severed in that jurisdiction to the extent of the invalidity or unenforceability; and

(b) that fact does not affect the validity or enforceability of that provision in another jurisdiction or the remaining provisions.

14.3 These Terms are governed by the laws of New South Wales.

14.4 Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of New South Wales, the Federal Court of Australia in New South Wales and courts of appeal from them for determining any dispute concerning these Terms.

I have read and agreed to the terms of use

Accept Decline and Log out

3. Upon accepting the terms and condition, you will now be taken to the “Your Organisation” page where you complete details about your organisation.

Note: all fields with a red asterix are compulsory.

In this section you can add your direct contact details as these can be updated at any time via the “Your Profile” “Settings” page.

CG ClubGRANTS My Applications Help Find Your Local Grant Round Contact Us Your Profile

Thank you for accepting our agreement.

Your Organisation

Organisation Name *
e.g. Family Focus
Must match ABN business name

Organisation Type
e.g. Non-profit

ABN
e.g. 51 824 753 556
This field can be left empty, otherwise inputted data must be in the correct format.

Year Formed
e.g. 1990

Primary Contact

Primary Contact Name * e.g. Margo

Primary Address 1 *

Primary Contact Role * e.g. Manager

Primary Suburb * e.g. Bondi Junction

Primary Contact Phone * e.g. 0412345678

Primary State * e.g. NSW

Primary Contact Email * e.g. margo@clubmargo123.com

Primary Post Code * e.g. 2306

Secondary Contact

Create Organisation →

You are now ready to start an application by searching for a grant round by clicking on the “Start new application” button or ask your local club to send you a link to their relevant grant round.

