



## Category 1 Application

---

### Important Information

---

#### 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
- employment assistance activities.

You are also eligible if you or your organisation are involved in community or professional sport.

Please note the LGA or club you have applied to may request additional information at any time.

**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 [www.clubgrants.com.au](http://www.clubgrants.com.au)

## Applicant Details

---

Organisation

ABN

Is your organisation not-for-profit?

Is your organisation incorporated?

Address

Suburb

State

Postcode

### Primary Contact

Title

Name

Phone

Email

### Secondary Contact

Title

Name

Phone

Email

## Section 1 – Project Details

---

**Q1** Project name

**Q2** Briefly describe your project (50 word maximum).

**Q3** Please provide a detailed outline of your project and how the funding will help your local community (300–500 words).

## Section 1 – Project Details (cont)

---

**Q4** Which of the following local community priorities below does your project address?

### Community Welfare & Social Services

- A1 – family support, emergency, low-cost accommodation
- A2 – child protection, child care
- A3 – counselling services
- A4 – aged, disability, youth services
- A5 – veteran welfare services
- A6 – victims of natural disasters

### Community Development

- B1 – neighbourhood centre activities, youth drop-in facilities
- B2 – community transport programs
- B3 – community education programs
- B4 – tenants' services
- B5 – statewide or regional services developing social policies and providing advocacy for local community services

### Community Health Services

- C1 – early childhood health or child and family services
- C2 – community nursing or therapy or mental health services
- C3 – drug and alcohol, palliative care
- C4 – home and community care
- C5 – health and promotion initiatives

### Employment Assistance Activities

- D1 – employment placement, advocacy services
- D2 – group training companies
- D3 – community enterprises
- D4 – local job creation scheme

**Q5** Who will your program benefit?

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

**Q6** What are the project objectives and how will you assess if it is successful?

**Q7** Approximately how many local resident recipients will your project benefit?

**Q8** Approximately how many local resident volunteers will be involved?

**Q9** When do you plan to start and finish your project?

Start

Finish

## Section 2 – Funding Details

---

**Q10** Amount requested.

**Q11** Please list the forecasted income and expenses for your project.

### Income

Amount	Description
	<b>Total</b>

### Expenses

Amount	Description
	<b>Total</b>

**Q12** Can your project be broken down for part-funding? If so, how?

## Section 2 – Funding Details (cont)

---

**Q13** What is the minimum amount of funding you need to ensure your project is viable?

**Q14** What percentage of your funding will be distributed?

% Locally	% Regionally	% Other

**Q15** Has your organisation received funding from a sponsor, club or ClubGrants over the past three years?

Funding provided by	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 & Authority

---

## 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 \$7,500).
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 \$7,500).
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 grantmakers 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:
- i) To quantify the social contribution made by clubs in the making of grants; and
  - ii) To advocate on behalf of the club industry.

**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