



## APPLICATION PROCESS

### *Eligibility*

Applying for ClubGRANTS funding through CHRGS Community Connection Program is quick and easy. If you are a not for profit organisation, individual, or group providing service and support to the community within our Local Council Areas (LCA's) you may be eligible to apply. Our LCA's are:

- Castle Hill RSL Club (Hills Shire)
- Club Parramatta (City of Parramatta)
- Lynwood Country and Golf Club (Hawkesbury Shire)

### *How to apply*

Complete the attached form and provide any additional documentation you see fit to accompany your application. Your application will be reviewed for eligibility and submitted to our Board of Directors for their consideration at the next scheduled Board Meeting. Please Note: Board Meetings are conducted monthly - allow 4 weeks for your application to be processed.

### *Application submissions and/or questions to*

Kristie Braden  
Community Relations Coordinator - CHRGS  
e) [bradenk@chrg.com.au](mailto:bradenk@chrg.com.au)  
p) 8858-4824

*At CHRGS, community is at the heart of everything we do - fostering meaningful connections that encompass our entire community.*



## Category 2 Application - Cash



- Castle Hill RSL Group -

Please tick the venue you wish to make the application to

CHRSL

PRSL

LYN

### 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

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### Q1. Purpose of Funds:

- Sport
- Education
- Health
- Community Activities
- Club Facilities
- Local Communities
- Cultural Activities
- Other (please specify): \_\_\_\_\_

### Q2. Project title:

### Q3. Please provide a short description of your project:

### Q4. Please provide a full description of your funding proposal:

### Q5. What will you use the funding for?

### Q6. Describe the benefit of the funding to the community:



## Funding Amount

Q13. How much money is being sought (in total)?

Q14. Over what period is funding being sought?

Commencement date:

Completion date:

Ongoing:

Q15. How much is being sought in this financial year (year ending 30 June)?

Q17. Preferred payment method:

Cheque

Direct Deposit

Cheque Recipient: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

BSB Number: \_\_\_\_\_

## 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

### 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.

**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

Signature

Date