

ClubGrants 2014

Category 1

Application 00124 from Autism Community Network

Instructions to Applicants

Sutherland Shire - 2014 Local Area Priorities

Applications for funding of up to \$20,000 for community projects are available from Sutherland Shire ClubGRANTS Committee.

Priority for consideration of funding will be given to applications that address the following identified areas:

- Women and Children Escaping Domestic Violence
- Disability Services
- Programs Reducing Social Isolation
- Services for Older People and Veteran Welfare
- Young People at Risk
- Programs Supporting People in Financial Crisis

Only applications that directly benefit residents of the Sutherland Shire will be considered.

Sutherland Shire 2014 ClubGRANTS is proudly supported by: Gymea Tradies, Caringbah Tradies, Club Central Menai, Sharkies, Cronulla RSL, Sutherland United Services Club, Club Engadine, Engadine Bowling Club and Kareela Golf Club.

Sutherland Shire Local Committee

Getting Support

If you have a grant related enquiry contact: Jayne Gan, Community Development Officer at Sutherland Shire Council on Ph: 9710 0602 during business hours or email cue@ssc.nsw.gov.au and quote your application number.

An information session on grant writing and the online application process will be held **Thursday, 13 March 2014** for interested applicants. Bookings are essential. Further information online: www.sutherlandshire.nsw.gov.au/clubgrants

More information on ClubGRANTS and a webinar with tips for the application process is available at: http://www.sutherlandshire.nsw.gov.au/Council_The_Shire/Grants/ClubGRANTS

If you have a technical enquiry contact: SmartyGrants on Ph: (03) 9320 6888 during business hours or Email: service@smartygrants.com.au

SmartyGrants have developed a **ClubGrants: Guide for Applicants** available at: <http://help.smartygrants.com.au/display/help/ClubGrants%3A+Guide+for+Applicants>

Navigating (moving through) the application form

On the right hand side of every screen, there is a box which links directly to every page of the application. Click on any page to jump directly to that page. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

Saving your draft application and returning later

You can press 'save' at any point and log out. When you log back in and click on the 'My Applications' link at top of screen, you will find a listing of any applications you have started or submitted. Your draft application will be saved and you can start where you left off. Once you have created your application you can download it as a PDF by clicking on the download button at the bottom of the application navigation panel.

IMPORTANT: Make sure you 'Save' regularly as you go along. If you do not press 'Save' for a long time sometimes SmartyGrants times out and you may lose the work you have completed.

ClubGrants 2014

Category 1

Application 00124 from Autism Community Network

Submitting your application

You will find a 'Review' button at the bottom of the Navigation Panel. You need to review your application before you can submit it. Once you have reviewed your application you can submit it by clicking on 'Submit' at top of screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application no further editing or uploading of support materials is possible.

When you submit your application you will receive an automated successful confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register. ***If you do not receive a confirmation of submission email then your submission has NOT been received.***

Attachments and support documents

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, on a USB drive, or similar. Please remember to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each, however we do recommend trying to keep files to a maximum of 5MB. If it is above 5MB be aware this may take longer to upload.

If you are not able to upload a document, please contact SmartyGrants for support (see above).

Completing an application in a group/team

A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go.

All questions marked with * are compulsory. You are unable to submit your application unless all compulsory questions have been answered.

Applicant Details

Organisation

Exact Name of Organisation* Autism Community Network
Exact name of the incorporated organisation.

ABN 64 103 662 535

Information from the Australian Business Register			
ABN	64 103 662 535		
Organisation Name	Autism Community Network		
Status	Active		
Type of Organisation	Other Incorporated Entity		
Is registered for GST?	Yes		
Is a Charity?	Yes	Type	Charitable Institution
Is a Deductible Gift Recipient (DGR)?	Yes		
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption		
Registered Address	2210 NSW		
<i>Information current as at 12:00am yesterday</i>			

Postal Address* PO Box 188
Riverwood NSW 2210

General Email Address* info@autismcommunity.org.au

ClubGrants 2014

Category 1

Application 00124 from Autism Community Network

Status

Is your organisation a non-profit organisation?* Yes

Is your organisation incorporated?* Yes

If yes, please indicate which form of incorporation Incorporated Association

Contact Person(s)

Contact Person 1

Organisation / Program Manager or main voluntary organiser

Contact Person 1 Name* Ms Claudia Stevens

Contact Person 1 Position/Title* Strategic Manager

Contact Person 1 Email* claudia@autismcommunity.org.au

Contact Person 1 Tel* 0420 669 281

Contact Person 1 Fax

Contact Person 2 (optional)

President / Chairperson, Secretary or Treasurer of Management Committee / Board

Contact Person 2 Name

Contact Person 2 Position/Title

Contact Person 2 Email

Contact Person 2 Tel

Contact Person 2 Fax

Project Overview

Project Name* Autism kids move!

Please provide a short outline of your project*

Autism kids move provides weekly, 2 hour exercise sessions during school terms for children aged 2-13 years on the Autism Spectrum. The program is run at a safe, secure and child friendly site giving parents and carers much needed respite and a chance to reconnect, have a coffee and support one another.

Word Limit: 100

Project Sponsors (if applicable)

ClubGrants 2014

Category 1

Application 00124 from Autism Community Network

What is the primary Local Government Area in which your project is taking place?

Local Government Area A-B

Local Government Area C

Local Government Area D-K

Local Government Area L-M

Local Government Area N-P

Local Government Area Q-V Sutherland

Local Government Area W-Y

Community Priority Needs

Which of the following community priority needs listed below does your project address?

Community Welfare and Social Services: A4 - aged, disability or youth services

Community Development

Community Health Services C1 - early childhood health/child and family services
C4 - home and community care and disability services

Employment Assistance Activities

Target Group

Who will your project benefit?*

Children (0-14yrs)
Women
People with disabilities

How many local residents will your project benefit?

Recipients* 80

Volunteers* 4

If you expect indirect beneficiaries, who might they be?

What impact do you hope to have on your identified local community priority needs? *

Autism kids move is a disability service offering exercise to children with Autism Spectrum Disorders. It also breaks down social isolation for parents, carers and siblings because it offers a weekly meeting point where they can gain support and make friends with other people who truly understand their circumstances. The program provides these services, free of charge, to a group of people with significant financial hardship due to the high cost of therapies for their disabled children.

Word Limit: 300. Note: You will need to evaluate and report on your project against these outcomes.

ClubGrants 2014

Category 1

Application 00124 from Autism Community Network

How will you know that you have made a difference (and measure your outcomes)?*

Attendances and feedback from participants and volunteers supporting the program with regards to:

1. engagement of children in the exercise program
2. reduced feelings of social isolation

Project Schedule and Sustainability

What is the proposed commencement date and completion date for the project?

You may use this section to begin to plan the activities for your project into a timeline – in which case please add an additional page.

Start* 01/07/2014

Finish* 30/06/2015

Does the project need to be followed up after completion? No.

How?

What are your plans to ensure that the benefits of the project will be sustained?

The health benefits of regular exercise and socialisation will ensure that the benefits of this program are sustained. In addition, the networks built between families will offer on going support and opportunities as the children grow up together and face new challenges.

That is, continue after the project has finished and there is no more funding available? Word limit 300 words. Mandatory for Social Enterprise applicants

Partnerships

Are you working with other partners in this project, or have you asked for support from anyone else?* Yes

If yes, please provide contact details Louise Byrom
Funtime 4 Kids
Unit 4, 778-786 Old Illawara Rd

Menai NSW 2234
02 9541 4600

Is anyone else doing a similar project in this LGA with your target group?* No

If yes, who? Have you spoken to them about collaboration / ensuring non-duplication of services?

Is this program, project or No

ClubGrants 2014

Category 1

Application 00124 from Autism Community Network

service already assisted by an existing Government funding program?*

If yes, please give details and tell us who you have spoken to about collaboration or ensuring non-duplication of services

Funding Sources

What is the total amount of funding you are seeking for this application?*

\$9,866

Please note, while there is no limitation on project size, "value for money" considerations and the fact that most clubs cannot fund large projects, mean that additional justification is recommended for large projects.

Can your project be broken into smaller sections for part funding?*

Yes

If so, how?

Sessions could be run fortnightly or monthly.

Have you applied, or do you intend to apply directly, to any other registered club or funding body for this project?*

No

If yes, please identify

See signed declaration at the end of the application form.

Will ALL the ClubGRANTS funding you have requested be spent within the Local Government Area you have applied for

Yes

If No, approximately what proportion will be spent outside the local area?

Budget

Has your organisation received funding from the ClubGRANTS (formerly CDSE) program before?*

Yes

If yes, please provide details for the past 2 years (when, what for, and how much), and indicate when you sent in

ClubGrants 2014

Category 1

Application 00124 from Autism Community Network

your most recent Standard Funding Report Form?

2013 - Hurstville \$4,808 for support group; Canterbury \$4,804 for support group.

2014 - Hurstville \$4,450 for drama club; Sutherland \$4,515 for support group; Marrickville \$4,600 for music club; City of Sydney \$2,000 for music club; Kogarah \$3,000 for drama club.

18/04/2014 progress report to Sutherland

Please complete the following project budget for your proposal, including funding from this and any other funding sources.

Include an explanation of the basis for each item, for example:

Facilitator Fees @ \$40ph x 2hpw x10 weeks

Printing \$300

Rental Contribution 1/5th of total space occupied

Budget*

Income Description	\$	Expenditure Description	\$
In-kind contribution by Funtime	\$8,800.00	2 hrs x 10 sessions x 4 terms x \$220/hour	\$17,600.00
Sutherland Clubs grant	\$9,866.00	Coordination 3hrs x 4 terms x \$50/hr	\$600.00
	\$	Administration incl insurance, audit, phone, rent, printing	\$400.00
	\$	Volunteer travel 2.2kms x 40 sessions x \$0.75/km	\$66.00
	\$		\$
	\$18,666.00		\$18,666.00

Please attach *two* quotes for each capital item costing \$1,000 or more.

Attach quotes here: *No files have been uploaded*

Banking Details

Please provide the name that should appear on the cheque in the event of your successful application. Autism Community Network

Please provide either:

a) Your organisation's bank details, or

b) Your auspice's bank details, if your application is being auspiced.

Account Name Autism Community Network

BSB 062234

Account Number 10417253

ClubGrants 2014

Category 1

Application 00124 from Autism Community Network

Documentation

Please attach your latest annual report

- [ACN 2013 Annual Report \(small\).pdf](#) 1.1 MB

Please include an audited financial statement

No files have been uploaded

Please attach letters of support here

- [Autism Kids Move letters of support.pdf](#) 4.2 MB

Declaration

Funding Conditions

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

1. Ensure that your organisation does not accept funding 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 e.g. include logo of funding body on materials, acknowledgement of funding in media articles or at events.
3. Provide a Standard Funding Return Form (including Statutory Declaration) detailing the application of the funds (or providing a progress report, whichever is relevant at that time) – for projects up to \$5,000.
4. Complete a Clubs Grant Project Return Form at the end of the project (for projects over \$5,000). Provide an audited financial statement for such projects over \$20,000 (one copy only or electronic copy emailed or linked). Providing a progress report using the same form by the end of January after funding is received.
5. Where an individual grant for ClubGrants funding exceeds \$10,000, the recipient organisation must enter into a formal contract with the sponsoring Club.
6. Facilitate communication regarding the progress of your project with the Funding Club(s) and the scheme's coordinator, including any on-site visits that may be requested in order to further understanding of the project and relationships in the program
7. Abide by any other conditions which may be placed on the funding of the project (such as collaboration with other relevant local projects or activities)
8. The granting organisation accept no liability for any errors that may arise in implementing the ClubGrants Scheme. Although care is taken to ensure that the information is correct at any given stage of the ClubGrants process, granting organisation cannot guarantee and assumes no legal liability or responsibility for the accuracy, currency or completeness of the information.

Declaration, Authority and Consent

The Applicant declares that the Application Information is true and correct. The Applicant will notify the Club of any changes to this information and any circumstances that may affect this application.

The Applicant authorises and consents to the Club:

1. referring this application (as necessary) to external experts for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities.
2. disclosing the Application Information to ClubsNSW and to ClubsNSW collecting, aggregating, having access to, using, disclosing and publishing the Application Information for the ClubsNSW Purpose.

"**Application Information**" means all information and data (including email and personal information) provided, generated, transmitted or displayed on or via the SmartyGrants Online Grants Management System by the Applicant.

"**ClubsNSW Purpose**" means:

ClubGrants 2014

Category 1

Application 00124 from Autism Community Network

- (a) to quantify the social contribution made by Clubs by the making of grants; and
- (b) to use, disclose and publish the Application Information which it collects and aggregates from Clubs to act as an advocate on behalf of the Club industry.

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

I am authorised by the Applicant to submitting this application and agreeing to the Declaration, Authority and Consent.

I have read and agree to the above:* Yes, I have read and agree

Authorised Person* Ms Claudia Stevens

Position* Strategic Manager

Date* 18/04/2014