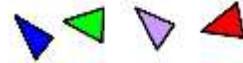


**Canterbury ClubGRANTS Local Committee**

*Local clubs working for the community*



**Canterbury ClubGRANTS Local Committee**

**2016**

**Terms of Reference and Guidelines**

# Canterbury ClubGRANTS Local Committee 2016

## TERMS OF REFERENCE AND GUIDELINES

### Background to the Committee

Licensed Clubs within the City of Canterbury Council area provide grants to community groups under the ClubGRANTS Guidelines issued by the Office of Liquor, Gaming and Racing (OLGR).

Registered clubs are now entitled to a greater gaming machine tax rebate – up from 1.5% to 1.85% for Categories 1 and 2 combined.

The gaming machine tax rebate available under Category 1 remains unchanged at 0.75% of gaming machine profits over \$1 million.

Under a newly introduced Category 3, a minimum of 0.4% of a registered club's gaming machine profits in excess of \$1 million is automatically allocated to a statewide funding pool for large scale projects and services associated with sport, health and community infrastructure

**Category 1:** Specific community welfare, community development, social services and employment assistance activities;

**Category 2:** Recreation, other community development and support; and

**Category 3:** Statewide funding pool for large scale projects and services.

Category 1 expenditure in excess of 50% may be used to cover shortfalls in Category 2, but the reverse does not apply.

The Minister for Gaming and Racing has decided that ClubGRANTS (formerly CDSE), as a Government initiated scheme, should have a broader consultative and advisory process based on the establishment of locally appointed committees in which clubs and key community agencies will participate.

While the decision about funding of ClubGRANTS (formerly CDSE) remains the responsibility of each club's board of directors, a ClubGRANTS local committee is to be established in each area where the total ClubGRANTS Category 1 liability was in excess of \$30,000 in the duty year ended 30 November 1999.

Canterbury City has seven clubs with this level of liability. Representatives of these clubs, City of Canterbury Council, the NSW Council of Social Services and the NSW Department of Family and Community Services will form the local Advisory Committee to implement the following guidelines.

## **The Role of the Local Committee**

The role of the ClubGRANTS (formerly CDSE) Local Committee is to identify priorities for community development and support services required in the local area and provide advice to qualifying clubs about each application for Category 1 funding received by the ClubGRANTS Committee.

The primary role of the Committee or Sub-Committee will be advisory, with final decisions for the allocation of funds resting with Club Boards.

The Key roles of the Committee as determined at the March 2002 meeting of the Committee are as follows:

- Advisory
- Information
- Co-ordination – minimising duplication of allocations
- Need assessment and providing advice on groups/services
- Identification of emerging groups
- Supporting smaller clubs/charities get access to the program
- Promoting collaboration between clubs on the ClubGRANTS program.

Where the Committee determines that changes to funding or programs by other bodies is having a negative impact on projects funded by the ClubGRANTS program, it may make appropriate representations to these partner organisations to promote the viability of projects funded under this scheme.

## **Goal and Objectives of the Committee**

### **Goal**

To provide a structured and open process for implementing the ClubGRANTS program.

### **Objectives**

The Canterbury ClubGRANTS local committee will:

1. Bring together in one forum core participants in local community services to consider ClubGRANTS applications, using the knowledge and expertise of agencies working in the Canterbury community.
2. Identify priorities for community development and support services required in the Canterbury area.
3. Assist qualifying clubs to fund a wide range of community activities by promoting broad community participation in ClubGRANTS, and by providing clubs with well-informed advice reflecting the needs of the whole community in the Canterbury local government area.
4. Provide a fair, transparent and consistent process for managing ClubGRANTS.
5. Assess the impact of ClubGRANTS in the Canterbury local government area.

## **Membership**

The committee membership in the Canterbury area shall comprise:

1. A representative of each ClubGRANTS qualifying club.
2. A representative of the City of Canterbury Council.
3. A representative of the Department of Family and Community Services.
4. A representative of NCOSS, or a major local or regional affiliate of NCOSS.

These organisations comprise the core membership of the ClubGRANTS local committee in recognition of their respective responsibilities:

- Qualifying clubs are the funding allocation bodies.
- The City of Canterbury Council provides local area governance and community service planning input. It will convene the ClubGRANTS local committee.
- NSW Department of Family and Community Services is the lead government agency providing a community service planning, coordination and delivery role across the State.
- NCOSS, or its nominated local affiliate, represents the local voluntary non-profit community organisations.

The Committee may invite other government or non-government organisations to participate in meetings, or may co-opt representatives of other organisations onto the committee. In 2002 the Canterbury Committee agreed to co-opt a representative of Canterbury Hospital to the Committee.

However, for optimal effective operation of the committee, the number of members shall be restricted as determined by the Committee.

Clubs may choose to be represented individually or elect a delegate or delegates to represent them collectively on the committee.

A club will normally be a member of the ClubGRANTS local committee for the local government area in which the club is located. Where a club's catchment area and activities cover more than one local government area, it may seek advice from other relevant ClubGRANTS local committees and allocate funds to organisations in those other areas.

In accepting membership of the local committee, representatives agree to abide by these Terms of Reference and its provisions.

## **Formation of the Local Committee**

The City of Canterbury Council convened the first meeting of the ClubGRANTS (formerly CDSE) local committee on 19 February 2001 based on information provided by Clubs NSW. Additional clubs will be eligible to participate in the Committee where it is determined that they also have a liability under the ClubGRANTS Program.

## **Role and Operation of the Local Committee**

It should be noted that as a result of changes to the Department of Gaming and Racing Guidelines on 1 December 2001, the ClubGRANTS program has been restructured to operate to a formal annual timetable, rather than the ongoing process of funding allocations adopted in previous years.

The Canterbury ClubGRANTS Local committee will operate in accordance with the following operational procedures:

### **1. The Chairperson**

The Canterbury City ClubGRANTS Committee will appoint a Chairperson for the Committee. This position will remain for a period of 12 months from the February meeting of the Committee, in accordance with the Department's Charter for ClubGRANTS Committees.

### **2. Rules and Procedures for the Conduct of the Committee**

The chairperson in accordance with a resolution of the Committee shall convene the meetings of the Committee. The meetings shall be held in accordance with these Terms of Reference.

Decisions of the Committee will be ratified on the basis of consensus.

The Committee may choose to establish sub-committees to investigate, compile and prepare advice. This advice must be referred to the full Committee for endorsement.

### **3. Conflicts of Interest**

Members of the Committee should declare in writing any situation where they or their organisation have any conflict of interest in relation to either the priorities set for the area or any individual application.

The Committee may request the member to withdraw from the meeting during the discussion of any such matter.

### **4. Record of proceedings of committee meetings**

An officer representative of the Council will be approved to fulfil the role of minute secretary and this role will be reviewed annually. The minute secretary shall keep an accurate record of proceedings of all Committee meetings and shall keep the record in such a manner as to be available to the general public on application in writing to the Committee.

**5. Availability of Resources to effectively implement activities and functions**

Council will provide the administration role. Reasonable costs associated with this role will be covered on a shared basis between all participating clubs.

**6. Administrative Support and the Collation of Applications**

The City of Canterbury City Council will provide administrative support, and receive and collate applications for submission to the committee.

**7. Promotion**

Committee members and the Council agree to organise local promotion of ClubGRANTS, in conjunction with state-wide advertising of ClubGRANTS by *ClubsNSW*.

The promotion will encourage applications for non-profit organisations for local projects developed in accordance with these guidelines.

**8. Distribution of application forms and respond to enquiries about ClubGRANTS activities**

All Clubs and Council will make available, at a minimum, the standard application form as circulated by *ClubsNSW* and advise applicants of the availability of the online SmartyGrants application form on the *ClubsNSW* link to the Canterbury ClubGRANTS website at <http://www.canterbury.nsw.gov.au>

**9. Determination of Area Priorities**

Priorities for community development and support services required in the Canterbury City area will be based on Council's Community Strategic Plan and Department of Family and Community Services (FACS) advice on regional whole-of-government community service priorities.

A Sub-Committee is to be formed with representation from FACS, Council, NCOSS and other members as determined by the Committee to develop a brief summary of current priority needs in accordance with the ClubGRANTS Guidelines issued by the Department as follows:

***“Expenditure within this category is intended to cover activities aimed at improving the living standards of low income and disadvantaged people and other organisations that contribute to the welfare of the broader social fabric of the community”***

The qualifying funding categories include:

#### Community Welfare and Social Services

- Family support
- Child protection
- Supported emergency or low cost accommodation
- Counselling
- Child Care
- Aged, disability and youth services
- Services to victims of natural or other disasters
- Volunteer emergency services organisations

*“Clubs seeking a claim for problem gambling counselling must have particular regard for whether the service is already receiving funding from government.”*

#### Community Development

- Neighbourhood Centre activities
- Community Health Services
- Community Education Programs
- Youth Drop-in facilities
- Community Transport facilities
- Tenants’ services
- Statewide or regional services developing social policies and providing advocacy for local community services

#### Community Health Services

- Early childhood health
- Child and family services
- Community Nursing
- Therapy
- Community Mental Health Services
- Health promotions Initiatives
- Drug and Alcohol Services
- Palliative Care Services
- Women’s Health Services
- Aboriginal Health Services
- Dental Services
- HACC and disability services

*“NOTE: Funding for buildings and equipment for in-patient care (e.g.CT Scanners) may be recognised for category 1 in certain limited circumstances providing the equipment is identified by the Committee to be of very considerable potential importance to the local community”.*

### Employment Assistance Activities

- Employment Placement services
- Group training companies
- Employment advocacy groups
- Community enterprises
- Local Job Creation Schemes.

#### **10. Co-ordination of Applications**

The full ClubGRANTS Committee will consider all applications and submissions received for ClubGRANTS funding.

Copies of all applications will be sent to Council via the online SmartyGrants program where a central register of submissions is coordinated.

The register will summarise all applications and categorise submissions according to the target groups identified in the Department's guidelines:

- People with Disabilities
- Older People
- People from Non-English Speaking backgrounds
- Aboriginal and Torres Strait Islanders
- Women
- Children
- Young People

#### **11. Ranking of Applications**

A Sub-Committee of the full ClubGRANTS Committee will be formed to review the register of applications, determine their relevance to area priorities and the Department's guidelines, and draft a recommended priority list (High = 1, Medium = 2, Low = 3) for review by the full ClubGRANTS Committee.

Clubs will be advised within the agreed timeframes as to whether applications for funding meet scheme criteria (as in the Guidelines below) and local area priorities as agreed by the ClubGRANTS Committee.

#### **12. Criteria for Funding**

Criteria for funding will be in accordance with the "Guides for Decision-making" issued in the Department's Guidelines and local preferences, which include the following priorities:

- *Preference to activities targeting residents of Canterbury City*  
Preference will be given to projects that support or substantially contribute to the welfare of residents of the Canterbury City area.
- *Non- Profit Community organisations*  
Priority will be given to non-profit community organisations.
- *Meeting a Demonstrated Social Need*  
Priority will be given to projects, services and activities that ensure a demonstrated social need is being met.

- *Unfunded by other government programs*  
Priority will be given to activities that cannot be readily assisted by any existing government funding program.
- *Capacity of the organisation and suitability to need*  
Applications will be assessed as to their suitability to meet assessed need and the capacity of the organisation to deliver the activity.

In determining the total allocation of funds the ClubGRANTS Committee will also consider the following:

- *The range of target groups*  
Preference will be given to supporting a range of programs across all target groups.
- *Mix of recurrent/one-off assistance*  
Ascertain an appropriate mix between one-off assistance and longer term funding commitments.
- *Spread of assistance*  
Ensure a spread of donations as far as possible across a variety of benefiting organisations and causes, and across the funding categories outlined above.

### **13. Co-ordination of Club Decisions on Allocations**

The Canterbury ClubGRANTS Local Committee will provide a forum for clubs within the area to discuss local committee advice, to avoid unnecessary duplication of grants.

Once each club has made its decisions on the projects it wishes to support, these need to be conveyed to other clubs on the local committee before offers are made to the applicant organisations. This will identify where more than one club proposes to fund the same project.

To ensure that projects are funded that meet demonstrated social need and conform to the broad priorities developed by the Committee, clubs will receive a priority list of projects. In allocations through the committee, all applications deemed to be 'high priority' shall be funded to an amount considered reasonable by the committee.

Clubs will still choose which 'high priority' projects they fund and once coordinated with other clubs, they will provide the donation directly to the recipient organisations.

The balance of club funds, where possible, will be distributed according to the remaining 'medium' and 'low' priority projects. These allocations may also take into consideration recurrent or long term club commitments to local organisations. Clubs may also use this fund to provide a reserve towards the provision of small grants for emergency relief outside the funding cycle.

The co-ordination of all allocations will take place at a specially convened meeting of the ClubGRANTS Local Committee where preferred projects will be negotiated and a final list of allocations will be determined before any grants are distributed.

**14. Notification of final list of funded groups**

Clubs will forward a final list of the projects that were funded in the area to the Council for compilation and reference to the ClubGRANTS Committee. This will be used to publicise the work of clubs and the Committee to meet local needs.

**15. Review the Operation of the ClubGRANTS Program and Committee**

The ClubGRANTS Local Committee will annually discuss and review the operation and impacts of ClubGRANTS within the Canterbury City area and revise these Terms of Reference in accordance with this review.

**16. Publicity**

The Canterbury ClubGRANTS Local Committee will encourage clubs to publicise and disseminate information on funded projects within the local community.

Local media will be used to promote the role of clubs in supporting the community. Joint advertorial campaigns will be coordinated with the launch of the ClubGRANTS program.

**The Program Timetable**

In the week commencing early **March 2016**, *ClubsNSW* will be placing advertisements in newspapers across the State inviting organisations to apply for funding from ClubGRANTS.

Applications will close on **30 April 2016**.

The ClubGRANTS Committee will receive advice on area priorities by the **March** meeting.

Applications will be ranked by the Sub Committee as 'Low', 'Medium' or 'High' priority by **May 2016**.

The Committee will meet in **June 2016** to coordinate preferred funding applications.

Clubs will finalise decisions and make allocations by **31 August 2016**.

The 'Certification of Attendance' record to be sent to clubs by **31 August 2016**.

## **Information to Applicants**

Applicants are advised to read the policy guidelines carefully and discuss your proposal with Council, FACS or NCOSS reps before you submit your application.

The ClubGRANTS Local Committee can only consider the project specified in your application. No negotiations on project proposals will be entered into once an application has been received.

The Committee will notify you of the outcome of your application. Unsuccessful applicants will be advised as soon as final allocations have been determined and distributed.

## **Guidelines**

### ***Priority Access to Financial Assistance***

- Groups can apply for one-off or fixed term up to three years, subject to achievement of agreed outcomes each year.
- The Clubs reserve the right to impose specific conditions concerning any allocation provided.
- We only consider applications from non-profit community groups. Your project must be used to provide services or activities for the residents of Canterbury City.
- We will consider each application on its own merits against the Criteria for Funding outlined in these Terms of Reference.
- There is no maximum that may be granted to any one group or organisation, though costs associated with each project must be justified on the application.
- We give priority to services or activities that through their project will clearly meet the needs of people in Canterbury City.
- We will consider whether your group receives government funding for the project and your ability to raise funds from other sources.
- We give priority to programs and services that have no other source of funding.
- You may submit more than one application for funding, although one application may be used for several projects.

- Schools and school-based parent committees are generally not considered for funding unless special circumstances apply.
- Community Transport programs that primarily benefit individual groups or persons will generally not be funded unless it can be demonstrated that there is a significant wider community benefit of the proposal.
- We will not consider late applications. If we do not receive your application by the closing date specified on the application form it will not be referred to the ClubGRANTS Local Committee.
- We will not fund:
  - illegal activities
  - political activities
  - commercial activities
- Our funding must only be used for the purpose you give in your application. If your group is no longer able or willing to apply the funds for that purpose, all funds must be immediately returned to the granting club.
- In providing you with a grant we may identify specific conditions about the way you use our funding. In accepting the grant you agree to abide by these conditions.
- If you receive a grant or donation we expect you will adhere to the principles of Access and Equity in the way you provide and administer funded projects.
- You must recognise the Club concerned as the sponsor of the project/activity in any promotions, publicity or publications you produce about the project.
- You are accountable to the club for the administration of any funds we provide to you.
- You must immediately notify us, and obtain Club approval of, any changes in the proposed use of our funding. Where we do not approve of any change, you must immediately return any funding provided by us under the program.
- You must notify us of any significant change to your management structure, aims and objectives or representative contacts for your group.

Reporting requirements are as follows:

AMOUNT	MINIMUM REPORTING METHOD
Up to \$500 (cash)	Receipt
Up to \$500 (in-kind)	Letter of acknowledgement from recipient
\$500 up to and including \$5,000 (cash and in kind)	Standard report form
Over \$5,000	Standard report form + statutory declaration
Over \$10,000	Reporting requirements as outlined in a formal contract between the club and recipient.

If you receive over \$5,000 from a Club we expect a written report and statutory declaration on the use of our funds to the club and the ClubGRANTS Local Committee. **You will not be eligible for funds in any future round of the program if you do not return this completed acquittal.**

- Regardless of whether you re-apply for funding, if you have not implemented a project funded by the ClubGRANTS program, nor provided an appropriate acquittal within 24 months of receipt of the funding, the ClubGRANTS Committee will write to the Club Board which has allocated the funding and request that the club write to you to ensure the immediate return of the funds.
- Where you intend to purchase specific items of equipment valued over \$5,000 you will be required to submit specific quotations for each item with your application.
- If you have received funding, commenced a project and have re-applied for funding but have not been able to acquit the previous round's funds because the project is still in progress, the committee may consider continued funding. However, you will be required to furnish an interim progress report on the project with an assurance as to how the remainder of the money is to be used within a reasonable period of time.
- Where a grant exceeds \$10,000, the club and benefiting organisation must enter into a formal contract. The provision of funds from the club is subject to a number of terms and conditions that must be agreed to by the recipient prior to release of funds.
- Any advertisement or public acknowledgement of the funding made by the recipient will carry words to the effect that the ClubGRANTS scheme is a shared State Government – Club Industry program, funded by a 1.85% gaming machine tax rebate provided by the State Government to those registered clubs with gaming machine profits in excess of \$1 million per annum.