

2015-16 ClubGrants

ClubGrants 2015-16

Application 00182 from Claudia Stevens

Instructions to Applicants

2015-16 Sutherland Shire ClubGRANTS - Local Area Priorities

Applications for funding of up to \$20,000 for community projects by not-for-profit organisations 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
- Young people at risk
- Programs providing support for people experiencing financial crisis
- Programs for the socially isolated
- Disability Services
- Services for older people, including Veteran Welfare Services
- Mental Health services or projects

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

Only applications submitted online via this SmartyGrants ClubGRANTS 2015-16 Application Form by **midnight 2 April 2015** will be accepted.

Sutherland Shire 2014 ClubGRANTS is proudly supported by: Gymea Tradies, Caringbah Tradies, Club Central Menai, Sharkies, Cronulla RSL, Club Cronulla, Club on East, Club Engadine, Engadine Bowling Club, Diggers - Miranda RSL, Club Heathcote and Kareela Golf Club.

The ClubGRANTS Scheme is an initiative of the NSW Clubs and the NSW Government and is funded by a gaming machine rebate.

Sutherland Shire ClubGRANTS 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 at 3pm on **Tuesday, 17 February 2015** for interested applicants. Bookings are essential. Further information online: www.sutherlandshire.nsw.gov.au/clubgrants

More information on ClubGRANTS and the application process is available at:
<http://www.sutherlandshire.nsw.gov.au/Community/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.

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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 completed 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 (approx. 15 mins+) sometimes SmartyGrants times out and you may lose the work you have completed.

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.

IMPORTANT: 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.

IMPORTANT: 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.

IMPORTANT: 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
Registered for GST	Yes
DGR Endorsed	Yes
ATO Charity Type	Charitable Institution More information

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Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
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Registered Address	2210 NSW
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Information current as at 12:00am today

Postal Address* PO Box 188
Riverwood NSW 2210

General Email Address* info@autismcommunity.org.au

Status

Is your organisation a non-profit organisation?* Yes
You must be a not-for-profit organisation to be eligible for funding from ClubGRANTS.

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* Mrs Claudia Walters

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 Mr Warren Thompson

Contact Person 2 Position/Title President

Contact Person 2 Email warren@autismcommunity.org.au

Contact Person 2 Tel 0410 850 508

Contact Person 2 Fax

Project Overview

Project Name* Sutherland Community Leaders in Autism

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Please provide a short outline of your project* "Sutherland Community Leaders in Autism" will see people with Autism Spectrum Disorders and their family members develop and deliver tailored projects that improve the health, economic and social wellbeing of people affected by this debilitating condition.

Autism is a lifelong developmental disability with deficits in communication, socialisation and behaviour.

We already support 107 families with autism in Sutherland. According to ABS data, the Shire is home to almost 300 people with autism. This program will outreach to those families.

Word Limit: 100

Project Sponsors (if applicable)

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: A1 - family support/emergency or low cost accommodation
A4 - aged, disability or youth services

Community Development

Community Health Services

Employment Assistance
Activities

Target Group

Who will your project benefit?* Families
People with disabilities

How many local residents will your project benefit?

Recipients* 100

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Volunteers*	5
If you expect indirect beneficiaries, who might they be?	Residents of Sutherland shire will benefit through greater participation by people with Autism and their families in community life as social isolation is reduced.
What impact do you hope to have on your identified local community priority needs? *	5 project champions will volunteer to coordinate the projects developed through "Sutherland Community Leaders in Autism" We hope that at least one of these will be a young person with Autism. Improve health, economic and social outcomes for people with Autism and their families through the delivery of 5 tailored events/projects. Word Limit: 300. Note: You will need to evaluate and report on your project against these outcomes.
How will you know that you have made a difference (measure and evaluate your outcomes)?*	5 volunteers will be recruited, trained and supported to coordinate a project each. These people will be asked to give feedback on benefits they gained through participation. 5 events/projects staged. Attendances recorded. Participant feedback on health, economic and social outcomes derived from each projects.

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*	01/07/2015
Finish*	30/06/2016
Does the project need to be followed up after completion? How?	No. This is a stand alone project.
What are your plans to ensure that the benefits of the project will be sustained?	Volunteers trained and supported through this project will be offered additional opportunities to participate in other activities of the Autism Community Network. Ideas for events/projects piloted through this process may become the focus of future programs for the Autism Community Network. That is, continue after the project has finished and there is no more funding available? Projects with sustainable outcomes will be prioritised to receive funding. Mandatory for Social Enterprise applicants. 300 word limit.

Partnerships

Are you working with other partners in this project, or have you asked for support from anyone else?*	No
If yes, please provide contact details	
Is anyone else doing a similar project in this LGA with your target group?*	No

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

Is this program, project or service already assisted by an existing Government funding program?*

No

E.g. NSW Government: Department of Education and Communities, NSW Health, etc

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?*

\$4,900

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?

Fewer projects can be supported.

Please ensure that you consider the minimum amount of funding that you will still be able to successfully undertake the project/service.

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

No

If you receive funding for your project/service from another funding body then you must inform the Sutherland Shire ClubGRANTS Committee as soon as possible.

If yes, please identify

See signed declaration at the end of the application form. If you receive funding from another organisation.

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

No

Only projects which directly benefit residents of the Sutherland Shire will be considered.

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

9%

Budget

Has your organisation received funding from the ClubGRANTS (formerly

Yes

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CDSE) program before?*

If yes, please provide details for the past 2 years (when, what for, and how much), and indicate when you sent in your most recent Standard Funding Report Form?

2013/14 - Sutherland Clubs \$4,515 for support group; Hurstville \$4,808 for drama club; Kogarah \$3,000 for drama club; City of Sydney \$2,000 for music club; Marrickville Clubs \$4,600 for music club

2014/15 - Bankstown Clubs \$4,866 for art club ; Randwick Clubs \$3,744 for support group

20 March 2015 - Final Acquittal for Sutherland

Organisations that have received ClubGRANTS funding previously must submit an Acquittal - Standard Funding Report via SmartyGrants upon completing the project. Further applications will not be considered until the report has been received.

Please complete the following project budget for your proposal.

Income Section

Include funding from ClubGRANTS and any other funding sources, including; in-kind contributions from your organisation (e.g. administration, project coordination or rent etc).

Expenditure Section

List expenditure costs for the project. Add in additional rows if required. Items should reflect actual costs you have had quoted (e.g. facilitator fees @ \$40ph x 2hpw x10 weeks, venue hire, catering, administration, printing, rent, etc).

Budget*

Income Description	\$	Expenditure Description	\$
Sutherland Clubs grant	\$4,900.00	Project Coordinator 11 months x 10hrs/month x \$30/hr	\$3,300.00
ACN contribution in Administration costs and volunteer hours in-kind	\$1,400.00	Supervision and promotion 12hrs x \$50/hr	\$600.00
	\$	Project costs for 5 projects x \$200 each	\$1,000.00
	\$	Administration costs	\$400.00
	\$	Volunteers 5 x 10hrs x \$20/hr	\$1,000.00
	\$6,300.00		\$6,300.00

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 note that some Clubs may prefer to transfer funding via EFT.

Please provide either:

a) Your organisation's bank details, or

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

Account Name: Autism Community Network

BSB: 062234

Account Number: 10417253

Documentation

Please attach your latest annual report

- [ACN Annual Report 2014 \(small\).pdf](#) 767.8 kB

Please include an audited financial statement

- [Autism Community Network Inc 2014 Audit Report.pdf](#) 177.6 kB

Please attach letters of support here

No files have been uploaded

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 ClubGrants Standard Funding Report Form (including Statutory Declaration) detailing the application of the funds (or providing a progress report, whichever is relevant at that time).
4. Complete a ClubGrants Standard Funding Report 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).
5. Where an individual grant for ClubGrants funding exceeds \$10,000, the recipient organisation must enter into a formal contract with the sponsoring Club. This is the responsibility of the recipient and Club to undertake directly.
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 and Sutherland Shire Council 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.

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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:

- (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* Mrs Claudia Walters

Position* Strategic Manager

Date* 22/03/2015