



STANDARD FUNDING REPORT FORM

ClubGRANTS reporting requirements

A legislative requirement to be fulfilled by all organisations receiving ClubGRANTS assistance from registered clubs is that a club must request funding recipients to provide a report on how the funds were applied and whether the use of funds has varied from the purpose stated in the original application. If a report is not received from a funding recipient, the ClubGRANTS Guidelines require that the club should not consider any additional funding for that organisation, except in exceptional circumstances.

Funding recipients should use this form for amounts above \$500. (For amounts under \$500, recipients should simply return a receipt or letter of acknowledgement, as per the Guidelines.) Where an individual ClubGRANTS expenditure is above \$5,000, the benefiting organisation must also complete a statutory declaration (page 3).

This report form should be forwarded to the appropriate club (and Local Committee, if the funding was allocated through a Committee) at the completion of the program, project or service. Please note: additional details should be attached to the form where the space provided is insufficient.

In some instances, a program, project or service has not been completed before the funding recipient wishes to seek further funding for another activity. In these cases, recipients should provide a progress report on the current project. This should include a timeline for the project's completion and reasons for any delay in the expenditure of the funds.

Further information concerning the ClubGRANTS scheme is available from individual clubs, local committees, or the ClubsNSW website www.clubsnsw.com.au or contact ClubsNSW on (02) 9268 3000 or enquiries@clubsnsw.com.au.

INFORMATION ON RECIPIENT/ORGANISATION

Name of recipient/
organisation: _____

Postal Address: _____

Street Address: _____

Contact person: _____

Position: _____

Telephone: _____ Email: _____

Please circle appropriate response

1. Did you complete the 'ClubGRANTS Standard Application Form – Category 1 Funding'? If so, a copy of the form must be attached to this report. *(please attach the 5 page application form only with no supporting material)*

YES/NO

2. Did your organisation deviate from the original areas of expenditure you nominated on the application form?

YES/NO

3. Was the organisation's expenditure on community development and support outside New South Wales?

YES/NO

If YES to question 2 or 3, please describe below how the money was applied. In relation to question 3, if the funding was of a cross-border nature, please provide details of the service to NSW residents.

4. How did this support make a difference to your organisation? Please provide as much detail as possible and note anything your organisation may do differently in future years.

Please attach any additional information you consider will assist the club in making an assessment of the success of the program, project or service.

Signature: _____ Date: _____

Name: _____ Position: _____

Statutory Declaration
OATHS ACT 1900, NSW, EIGHTH SCHEDULE

I, , do solemnly and sincerely declare that:

[name of declarant]

The information contained in the attached Standard Funding Report Form is true and correct, and that the funds provided by the club were applied in full to the program, project or service detailed therein.

and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

Declared at: on
 [place] *[date]*

.....
[signature of declarant]

in the presence of an authorised witness, who states:

I,, a
 [name of authorised witness] *[qualification of authorised witness]*

certify the following matters concerning the making of this statutory declaration by the person who made it: *[* please cross out any text that does not apply]*

- 1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and

 - 2. *I have known the person for at least 12 months OR *I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was
- [describe identification document relied on]*

.....
[signature of authorised witness]

.....
[date]