



2023 Fairfield ClubGRANTS Information Session

Hosted by Fairfield City Council

Fairfield ClubGRANTS Information Session 2023

Welcome & Housekeeping

1. Please ensure your mobile phones are on silent
2. Introduce yourself and the organisation you are from
3. Please keep your questions to the end as we will have time to answer any questions at the end of the session
4. We will send all participants a copy of the PowerPoint after the workshop

Acknowledgment of Country

We would like to Acknowledge the Cabrogal of the Darug Nation who are the Traditional Custodians of this Land we are meeting on today. We also pay our respect to the Elders both past and present and future of the Darug Nation.



What is ClubGRANTS?

ClubGRANTS is one of Australia's largest grant programs, providing more than \$100 million in cash each year to a variety of worthy causes across NSW

ClubGRANTS is designed to ensure that larger registered clubs in NSW contribute to the provision of front-line services to their local communities

The ClubGRANTS program requires local clubs earning in excess of \$1 million in gaming machine profit to invest 1.85% of their profits back into the community

Local not-for-profit organisations have the opportunity to apply for funding

The program only funds Community Development projects that will benefit **local Fairfield residents**



ClubGRANTS Guidelines – August 2021



ClubGRANTS GUIDELINES

Gaming Machine Tax Act 2001



9 Participating Clubs





2023 Round Opening

Opening

Wednesday
1 March
2023

Closing

Friday 14
April 2023

2022 Category 1 Total amount funded

115 projects
\$1,723,000

To view 2022 funded projects visit:

<https://www.fairfieldcity.nsw.gov.au/files/assets/public/documents/community/grants/clubgrants-presentation-2022.pdf>



ClubGRANTS Categories

Category 1

Eligible Category 1 expenditure is for projects and/or services that contribute to the welfare and broader social fabric of the local community, and are aimed at improving the living standards of low income and disadvantaged people.

Funding will be granted for:

- Specific community welfare and social services
- Community development projects, activities or events
- Health services and employment assistance activities

Youth
Projects

Employment
Programs

Support
programs for
young people

Group
Training

Disability
programs

Artistic
Projects

**What kind of Cat 1 projects are
funded through ClubGRANTS?**

Innovative
Community
Projects

Community
Events

Community
workshops

Education
programs for
CALD
Communities

Projects for
older people

Social
Enterprise



ClubGRANTS Priority Areas

- Community Welfare and Social Services
- Community Development
- Community Health Services
- Employment Assistance Activities

ClubGRANTS Priority Areas

Community Health Services

- early childhood health
- child and family services
- community nursing
- therapy, including art therapy
- community mental health services
- health promotion initiatives
- drug and alcohol services
- palliative care/women's health/dental/ disability services
- Aboriginal and Torres Strait Islander health services
- home and community care services

ClubGRANTS Priority Areas

Community Development

- neighbourhood centre activities
- community education programs
- youth drop-in facilities
- community transport services
- tenants' services
- state-wide or regional services developing social policies and providing advocacy for local community services

ClubGRANTS Priority Areas

Employment Assistance Activities

- employment placement services
- group training
- employment advocacy
- community enterprises
- local job creation schemes

ClubGRANTS Priority Areas

Community Welfare and Social Services

- family support
- supported emergency or low cost accommodation
- counselling services
- childcare and child protection
- aged, disability or youth services
- veteran welfare services
- services to victims of natural disasters
- volunteer emergency services, such as surf life-saving and rural fire services

ClubGRANTS Categories

Category 2

- Funding for community development and support activities not listed under category 1 as well as expenditure allocation to a clubs' core activities
- For example sport, returned servicemen's league or veteran welfare, golf courses and bowling greens etc. This also includes wages paid to staff to carry out maintenance
- Category 2 will also fund Community/Cultural events, breakfast clubs and projects that include only the cost of capital equipment

Please note that Council does not administer Category 2 applications, these applications are made directly to the relevant Club and will require Club Board approval.

Where to find Category 1 & 2 grants?

Find Your Local Grant Round

USE THE FIND YOUR LOCAL GRANT ROUND SEARCH TO FIND OUT WHAT FUNDING IS AVAILABLE AND HOW TO APPLY IN YOUR AREA

- Search grant rounds in your local area by suburb or club name.
- Please note, the application process varies for different clubs/local councils. You may be required to submit a paper based application or referred to another provider.
- There is no standard state-wide opening/closing dates for ClubGRANTS funding.
- If the grant round you are searching for does not appear, it is not currently available online - please contact your local club/council directly for more information.



<https://www.clubgrants.com.au/find-your-local-grant-round>

ClubGRANTS Categories

Category 3

- A state-wide funding pool that supports the construction of large-scale community infrastructure projects or services with sport, health or community infrastructure
- Category 3 projects and services funded by ClubGRANTS cannot be funded under Category 1 or Category 2
- Liquor and Gaming NSW is responsible for operational management of the Fund, contract management of funded projects, acquittals and reporting

[ClubGrants Category 3 Fund - Office of Responsible Gambling
\(nsw.gov.au\)](https://nsw.gov.au/clubgrants-category-3-fund)

ClubGRANTS Categories

Category 3



Clubgrants Category 3

Infrastructure Grants: community infrastructure

From \$10,000 to \$200,000

 Local Government, Not-for-profit

Funding to support community infrastructure such as a multipurpose community hub or a service for an eligible community group.

Status: **Closed**



Clubgrants Category 3

Infrastructure Grants: arts and culture

From \$50,000 to \$200,000

 Local Government, Not-for-profit

Funding to support arts and culture infrastructure such as museums, art galleries or cultural centres.

Status: **Closed**

ClubGRANTS Categories

Category 3



Clubgrants Category 3

Infrastructure Grants: disaster readiness

From \$10,000 to \$200,000



Local Government, Not-for-profit

Funding to support disaster readiness infrastructure such as evacuation centres, capital equipment or a multipurpose community facility.

Status: **Closed**



Clubgrants Category 3

Infrastructure Grants: sport and recreation

From \$50,000 to \$300,000



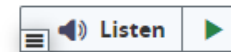
Local Government, Not-for-profit

Funding to support sport and recreation infrastructure such as sports centres, playgrounds and swimming pools.

Status: **Closed**

Where to find grants?

Funding for local service providers



[Funding for local service providers Fairfield City Council \(nsw.gov.au\)](https://www.nsw.gov.au/funding-for-local-service-providers-fairfield-city-council)

Are you a service provider looking for funding opportunities from Council and other organisations?

If you are searching for grants and other support, take a look at the useful links below for more information.



Councils Grants and Funding



CommunityConnective



Our Community





CommunityConnective

Content that Matters - Information on funding programs

CommunityConnective produces up-to-date information on funding available. Follow the link to their website and think about subscribing to ensure you don't miss out on funding information.

[Visit CommunityConnective](#)

[Funding for local service providers Fairfield City Council \(nsw.gov.au\)](https://www.nsw.gov.au/funding-for-local-service-providers-fairfield-city-council)

Our Community

For comprehensive information about grants open all year round, subscribe to Our Community's Funding Centre.

[Visit the Funding Centre](#)



Eligibility Criteria

Eligibility Criteria	✓
Projects must be community development focused	
Projects must target the Fairfield local community	
Projects must address at least one of the local community priorities detailed in the Fairfield Conversations document	
Organisations must be incorporated or registered with ACNC. Projects can be auspiced by another registered organisation e.g. these may be referred to as not for profit organisations, non-government organisations and charities	

Eligibility Criteria

Eligibility Criteria	✓
Projects must NOT be a duplication of another project or be the core business/duties of the organisation/stakeholder	
As a general rule, it is important that funding preference is not given to projects or services that can be readily assisted by an existing Government funding program	
Recipients of ClubGRANTS must have submitted their acquittals	

Fairfield ClubGRANTS Local Committee – Eligibility Requirements

Eligibility Criteria	✓
Projects must NOT include the cost of motor vehicles (e.g. vans used to transport clients which incur ongoing maintenance costs)	
Projects that include only the cost of capital items (e.g. breakfast clubs, sporting equipment and events, project equipment, laptops, prams etc.) (refer to Category 2)	
Projects must NOT be community infrastructure projects (e.g. modifications to group homes, kitchen renovations etc.) (refer to Category 3)	

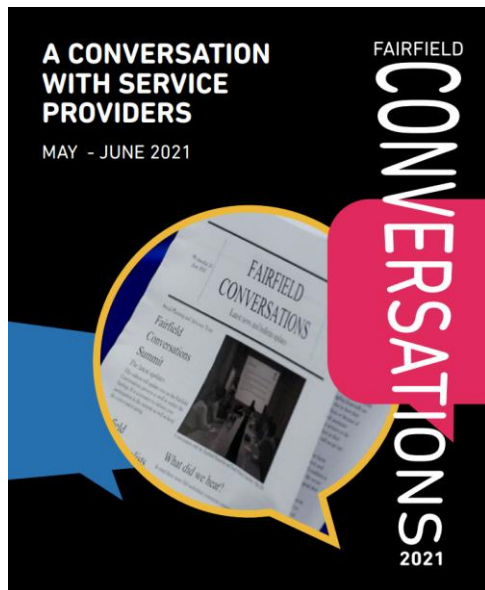


Fairfield ClubGRANTS Local Committee – Eligibility Budget Considerations

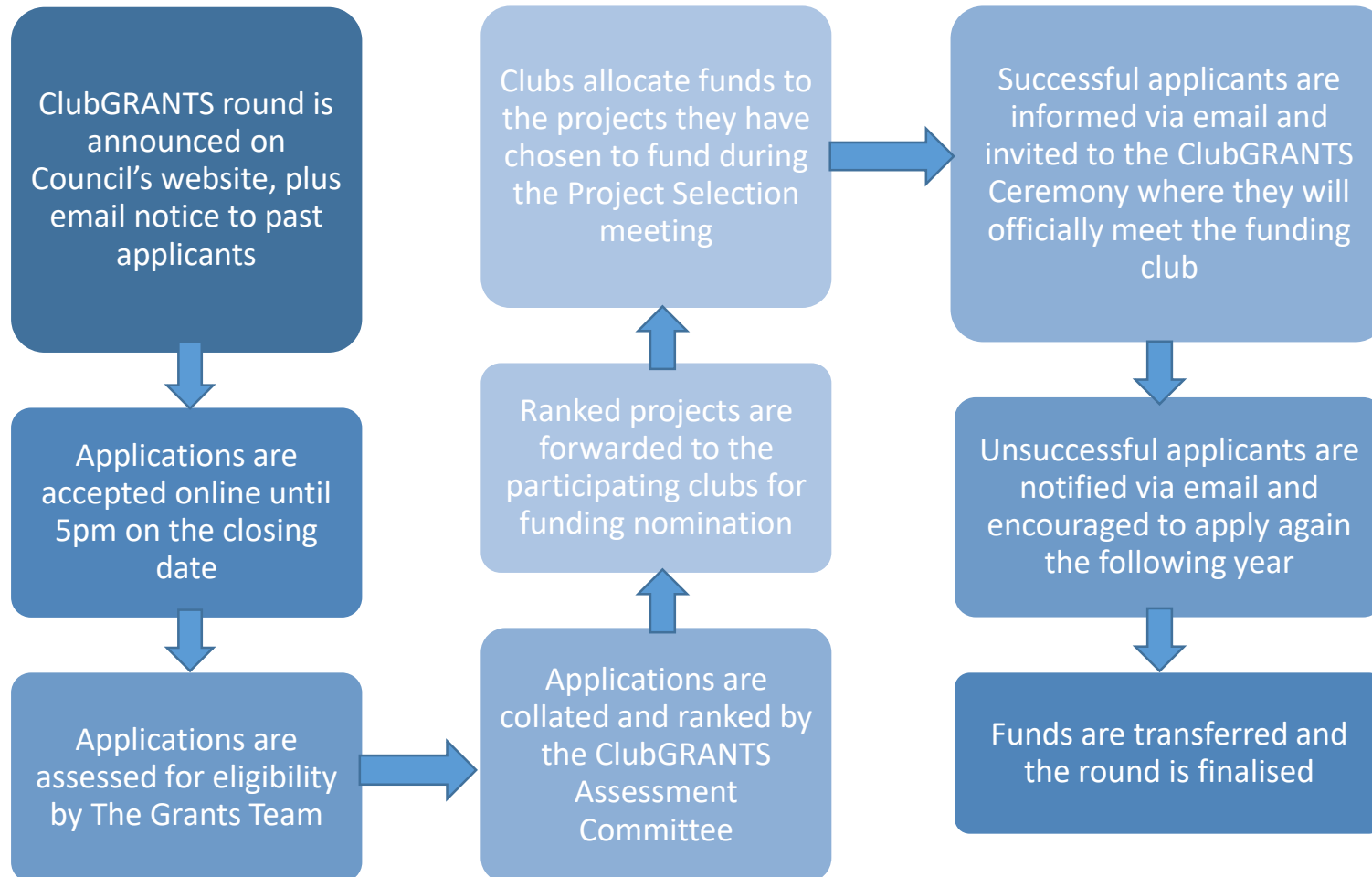
The committee will fund:

- Projects that include costs for salaries and wages (up to 80% of the total project cost). In previous years salaries and wages were not funded
- Projects that include costs for administration (up to 10% of the total project cost)

2023 Fairfield Local Community Priorities



The Process



Processes once application has been received

April

Applications are checked by The Grants Team to ascertain applicants meet all the funding eligibility guidelines and criteria

May

Assessed and ranked by the ClubGRANTS Assessment Committee

May

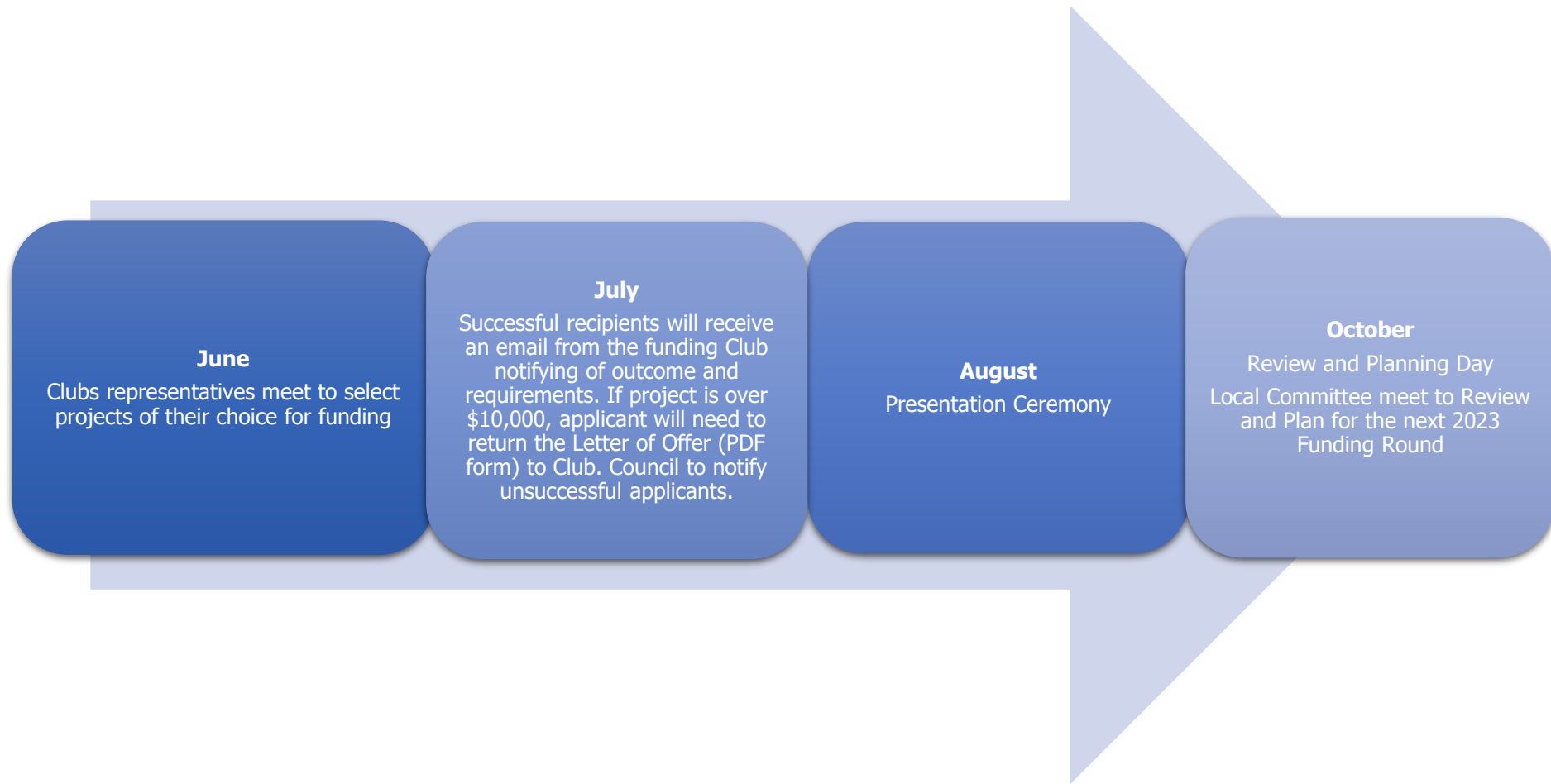
Applications are ranked:

- High
- Medium
- Low
- Ineligible or to be referred to Cat 2

June

Rankings are entered into the database and forwarded to participating Club Board of Directors for their decisions and project nominations

Project Allocation & Outcomes





Project Timeline

Project Commencement Date:
Tuesday 1 August 2023

Project Ending Date:
Friday 28 June 2024

Acquittal Reports

Progress Report:
Due Thursday 29 February 2024

Acquittal Report:
Due Friday 19 July 2024



How to apply?

www.fairfieldcity.nsw.gov.au

Community

Grants & Funding

ClubGRANTS

<https://www.fairfieldcity.nsw.gov.au/Community/Grants-and-Funding#section-4>

ClubGRANTS Online Submission website:

<https://www.clubgrants.com.au/>



Application Requirements

- Applications must be submitted by **5pm** on the closing date. Applications submitted after this time and date will not be considered
- All mandatory supporting documents must be attached to the application. If you have trouble attaching documents, please contact ClubASSIST on 1300 730 001
- The ClubGRANTS Local Committee will not consider further applications until they have received a final project report or progress report on previously funded projects
- Once you have lodged your completed 2023 online application, you will receive an acknowledgement email. If you do not receive this email, please contact ClubASSIST on 1300 730 001

ClubsNSW Information

- <https://www.clubgrants.com.au/how-to-apply>
- <https://www.clubgrants.com.au/faqs>
- <https://www.fairfieldcity.nsw.gov.au/Community/Grants-and-Funding#section-4>
- <https://www.clubgrants.com.au/help/applicants>

Click here





ClubsNSW Information

Help for Conveners, Clubs and Applicants

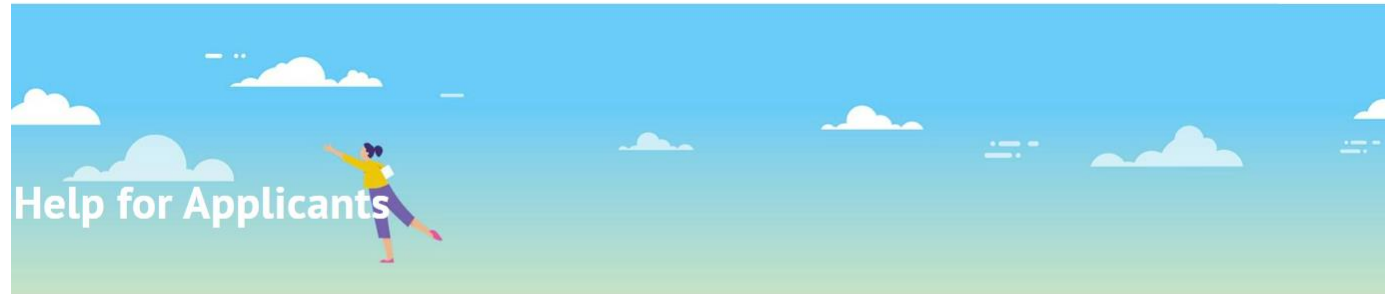
Help for Clubs

Help for Conveners

Help for Applicants

Click here

ClubsNSW Information



Setting up a New Applicant Account

Download this link and follow the instructions on how to set up a new Applicant account.

NOTE: Only use this process if your organisation does not have a ClubGRANTS Online Account. If there is an existing account see below link for "Adding a New User to an Existing Applicant Account".

Adding a New User to an Existing Applicant Account

Download this link and follow the instructions on how to add a new user to an existing Applicant account.

Video tutorials - for applicants



[Searching for a Grant Round](#)

ClubsNSW Information

User manual - for applicants

Contains the following detailed guide to:

1. Getting started
 2. Application process
 3. Approved applications / reporting process
- [ClubGRANTS applicant manual \(Vietnamese\)](#)
 - [ClubGRANTS applicant manual \(Arabic\)](#)
 - [ClubGRANTS applicant manual \(Chinese\)](#)

Applicant Manuals available in [English](#), [Vietnamese](#), [Chinese](#) and [Arabic](#).

<https://www.clubgrants.com.au/faqs>

ClubsNSW Information

1.0 Getting Started

- 1.1 How to create a new account
- 1.2 How to create an organisation
- 1.3 How to log in to an existing account
- 1.4 How to reset your password
- 1.5 How to update your account/organisation details
- 1.6 How to change your username (email) or password
- 1.7 Manage invited users
- 1.8 How to get help – via the *Help* tab
- 1.9 How to logout

2.0 Application Process

- 2.1 How to search/apply for available grants – from the Find Your Local Grant Round tab
- 2.2 How to search/apply for available grants – from the My Applications tab
- 2.3 Help tips on completing a new application
- 2.4 How to save/submit an application
- 2.4 How to edit an application
- 2.5 How to navigate an application form
- 2.6 How to determine when a grant round will close
- 2.7 How to attach documents to an application form
- 2.9 How to view an application
- 2.10 How to download an application/application form
- 2.11 How to withdraw (delete) an application
- 2.12 How to archive an application

2.13 How to unarchive an application

2.14 How to determine the status of an application

2.15 How to determine how much funding has been provided

3.0 Approved Applications/ Reporting Process

- 3.1 How to determine the status of an application
- 3.2 How to determine how much funding has been provided
- 3.3 How to view additional documents from the grant round administrator for approved applications
- 3.4 How to upload a progress report
- 3.5 How to upload an acquittal



ClubsNSW Information

Frequently Asked Questions:

Is there a deadline for applications?	+
How much funding can I apply for?	+
I work for an organisation based in another state. Can I still apply?	+
I am based in an area where there are no ClubGRANTS clubs. Can I still apply?	+
We receive some Government funding. Can I still apply?	+
Does ClubGRANTS funding have to be for a project?	+
Where does ClubGRANTS funding come from?	+
If my application is successful, when will my organisation receive funding?	+
Why does the Application Form ask whether applying organisations are non-profit and incorporated?	+
Is funding for hospitals and medical research allowed under Category 1?	+
Is funding for drought-relief initiatives allowed under Category 1?	+
The club which gave my organisation ClubGRANTS support is asking me to complete an acquittal report and statutory declaration. Am I required to submit this documentation to the club?	+
Does GST apply to ClubGRANTS funding?	+

ClubsNSW Information

Other useful resources and documents

Please find below a range of resources related to ClubGRANTS Online.

1. [Guidelines](#)
2. [Standard Funding Report Form - Grants Up to & Including \\$7,500](#)
3. [Standard Funding Report Form - Grants Over \\$7,500](#)
4. [Funding Agreement Download PDF](#) | [Download Word Document](#)
5. [Progress Report](#)
6. [Statutory Declaration](#)
7. [Category 1 Project Examples](#)
8. [Category 3 Infrastructure Grants](#)
9. [Reporting Tips](#)
10. [How to make your application stand out](#)
11. [Tips for successful applicants](#)



Contact Details – Technical/Application Enquiries

ClubAssist

Tel: 1300 730 001

<https://www.clubgrants.com.au/faqs>



Contact Details – Project Enquiries

The Grants Team

Natasa Zekanovic

Community Projects & Partnerships Officer

Tel: 9725 0736

Email: clubgrants@fairfieldcity.nsw.gov.au

Cherie Pescod

Business Support Officer

Tel: 9725 0760

Email: clubgrants@fairfieldcity.nsw.gov.au

Contact Details – Funding Enquiries

For any questions around extension of progress reports, acquittal reports or changes to funding agreements – please contact the Funding Club.

Participating clubs in the Fairfield LGA

- Fairfield RSL Club
- Cabra-Vale Diggers Club
- Mounties
- Mekong Mounties Group
- Triglav Mounties Group
- St Johns Park Bowling Club
- Canley Heights RSL
- Club Marconi
- Cabramatta Rugby Leagues Club

Grant Writing Tips!

**How to correctly
complete an application, budget
and workplan?**



Funding Budget

- Be reasonable with amount requested
- Provide a detailed budget – show all workings e.g. 10 x 2hr sessions @ \$80.00 per session)
- Itemise all expenditures with clarity
- Income = expenditures
- Outline in-kind contributions
- Part-funding option if elected
- Make sure your numbers add up correctly

Budget (Poor Sample)

Income Description	Amount	Expenditure Description	Amount
Fairfield ClubGRANTS	\$15,750.00	Training	\$3,200.00
		Venue Hire	\$400.00
		Refreshments for Training Workshops	\$600.00
		Design and print flyers and posters for promotion of activities	\$300.00
		Administration	\$1,250.00
		Salary for Coordinator	\$10,000.00
Total	\$15,750.00		\$15,750.00

Budget (Good Sample)

Income Description	Amount	Expenditure Description	Amount
Fairfield ClubGRANTS	\$15,750.00	Training for 15 participants delivered by TAFE Trainers @\$320 per session x 10 sessions	\$3,200.00
		Venue Hire – Community Centre @\$10/hour x 40 hours	\$400.00
		Refreshments for Training Workshops @ \$5 x 30 participants x 4 sessions	\$600.00
		Design and print 1000 flyers and 50 posters for promotion of activities	\$300.00
		Administration (phone calls, printing, stationery)	\$1,250.00
		Project Coordination/Facilitation Fees @ \$25/hr x 4 hrs per day x 5 days per week x 20 weeks	\$10,000.00
Total	\$15,750.00		\$15,750.00

Project Workplan

- Outline Objective(s)
- Tasks and actions:
What are the activities you need to do to implement your project?
- Performance indicators:
How will you measure the success of the tasks and actions?
- Timeframes:
When will it be done by?



Workplan (Poor Sample)

Q 6. Work Plan. Please complete the following project work plan, for only up to 3 objectives.

Objective 1:

Increase participants confidence in job readiness with the completion of the Hospitality and Customer Service Certificate.

Q 7. Objective 1 details:

Tasks-Actions	Performance Indicator	Timeframe
Promote event	Send email notice to service providers	June 2023
Recruit trainer	Put job ads in the paper	Feb 2023
Recruit participants	Participants recruited	Sept 2023
Deliver training course	Participants trained	July 2024

Workplan (Good Sample)

Q 6. Work Plan. Please complete the following project work plan, for only up to 3 objectives.

Objective 1:

Increase participants confidence in job readiness with the completion of the Hospitality and Customer Service Certificate.

Q 7. Objective 1 details:

Tasks-Actions	Performance Indicator	Timeframe
Promotional flyer developed, designed, printed and distributed to service	30 service providers contacted and promoted events. 40 referrals received	August 2022
Conduct 2 information sessions to promote project to recruit suitable candidates	40 participants attended and 20 submitted their expression of interests	September 2022
Interview and assess all suitable applicants for the 15 vacancies	15 suitable candidates recruited	October 2022
Organise the training courses	15 candidates attended and completed the Hospitality and Customer Service certificate course	May 2023

Funding Tips

- Targeting the identified local priorities (Fairfield Conversations)
- Demonstrate how your project will benefit/impact the local community and number of people benefited or impacted
- Use relevant statistics and data to substantiate your claims or issues
- Value for money
- Be creative and innovative with your project
- Use plain English
- Specify the who, what, when, where and why
- Establish a relationship with your local clubs
- Have a co-worker read your application prior to submitting it

https://www.clubgrants.com.au/themes/custom/clubgrants_bs4/files/cg_resource_standout.pdf

Feedback on previous submissions



- Applicants had submitted unrealistic budgets – project did not represent value for money
- Too much money spent on administration and too little on service delivery
- Too much money spent on equipment items with minimal service provisions
- Project workplan objectives are unclear or unrealistic – the project lacks clarity and detail
- Project submitted for the wrong category, they put in for Cat 1 but their project was a Cat 2 - e.g. capital items or sporting projects – read the guidelines clearly

Useful Websites - Statistics

Community Profile – Demographic Resources

- <https://profile.id.com.au/fairfield>
- http://www.fairfieldcity.nsw.gov.au/info/20005/community_services/971/community_profile

Crime data for each LGA in NSW: <https://www.bocsar.nsw.gov.au/>

Centrelink data (numbers of people on different payments, job seeker numbers, unemployment figures): <https://lmip.gov.au/>

Health data collated from a range of sources for each LGA across Australia:
<https://phidu.torrens.edu.au/social-health-atlases>

HealthStats NSW is a 'one-stop-shop' providing statistical information about the health of the NSW population

<https://www.health.nsw.gov.au/hsnsw/Pages/default.aspx>

Unemployment rates for every LGA in Australia, each state and the national rate (quarterly):

<https://www.dese.gov.au/employment/employment-research>

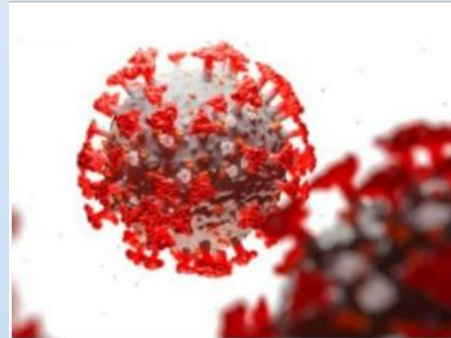
NSW Population projections to 2036 for each LGA in NSW

<https://www.planning.nsw.gov.au/Research-and-Demography/Population-projections>

Useful Websites - Statistics

Fairfield Conversations

- <https://www.fairfieldcity.nsw.gov.au/Community/Fairfield-Conversations/Research-and-Information>



How services responded to Covid-19

An overview of how local services have responded to Covid-19 as well as research reports on Covid-19



What you have told us

Throughout May and June we held consultations with over 80 Community Sector Organisations. This is what we heard.



Fairfield Conversations 2021

Fairfield Conversations was held through May and June 2021. Find out more about the process, what was identified and the action plan.



Research and Information

Find out more about the social issues impacting on communities through our catalogue of research reports.



Profile of Fairfield

Find out more information on our people.



Funding for local service providers


An overview of different funding programs available from both Council and external providers.

Community Capacity Building Resources

The resources below have been developed by Western Sydney Community Forum as part of the Community Capacity Building program to assist you with writing a grant application.

<https://www.fairfieldcity.nsw.gov.au/Community/Grants-and-Funding#section-6>

Community Capacity Building Workshops

-  [Community Capacity Building Workshop WSCF](#) (PDF, 6MB)
-  [Grant Writing Workshop WSCF](#) (PDF, 23MB)
-  [Measuring Social Impact Workshop WSCF](#) (PDF, 6MB)
-  [Measuring Social Impact Workshop WSCF2](#) (PDF, 6MB)
-  [Report Writing Evaluation Workshop WSCF](#) (PDF, 4MB)
-  [Social Enterprises Workshop WSCF](#) (PDF, 4MB)

Resources and templates

-  [Budget Template](#) (XLSX, 11KB)
-  [Funding Partner Relationship Conversation Prompts](#) (DOCX, 81KB)
-  [Program Logic Blank Template WSCF](#) (DOC, 96KB)
-  [Project Plan Template](#) (XLSX, 39KB)
-  [Project Risk Management Template](#) (DOCX, 107KB)

Grant Writing Workshops

This grant writing workshop is intended to give local service providers insight into how to write a good grants application. The workshops will be facilitated by Keith Whelan from The Grants Guy.

Dates:

- Friday 17 February | 9.30am – 11.30am (online)
- Thursday 23 February | 9.30am - 11.30am (in person)
- Thursday 23 February | 5.30pm - 7.30pm (in person)

To register: <https://www.eventbrite.com.au/e/2023-grant-writing-workshops-tickets-517104321947>

Grant Writing Workshops

What will be covered:

- What Grants Funding is there and How to Apply for them?
- Grants Project Plan
- Grants Budget
- Grant Writing Do's & Don'ts
- Practical Writing Tips
- Creating Grants Templates for Standard Application Questions
- Creating a Grants Calendar
- Grants Acquittal, Auditing & Evaluation
- Writing a Business Case
- Report Writing, Funding Acquittals & Evaluation
- Establishing Community Capacity Building



Thank you for attending! 😊

Please fill in the survey – your feedback
will assist us with planning of future
workshops.