



CLUBS NSW

Community Development Support Expenditure

**HANDBOOK FOR
CLUBS &
LOCAL COMMITTEES**

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WHAT IS THE CDSE SCHEME?

The Community Development and Support Expenditure (CDSE) scheme is a statewide initiative that recognises clubs' significant financial support for projects and services that contribute to the wellbeing of their communities.

Clubs that earn over \$1 million annually in gaming machine revenue provide funding for community projects and services, and in turn receive dollar-for-dollar gaming tax deductions. In 2001, clubs reported CDSE expenditure of over \$60 million across New South Wales.

The scheme was introduced in 1998 by the NSW Government and allows clubs to claim a tax deduction of up to 1.5% on gaming machine revenue over \$1 million for monies spent on community support.

Introducing the legislation to establish the scheme, the Minister for Gaming and Racing, the Hon Richard Face MP, stated:

"This specifically recognises the valuable role played by registered clubs in their local communities and provides the Government with a more effective method of rewarding clubs for the support they provide to these communities."

Full details on the operation of the scheme are contained within the CDSE Guidelines, approved by the Minister.

CDSE CATEGORIES

There are two classes of expenditure under the CDSE scheme:

Category 1 – expenditure on specific community welfare and social services, community development, community health services and employment assistance activities; and

Category 2 – expenditure on other community development and support services (eg, traditional areas of club expenditure, such as support for sport and recreation groups).

To qualify for the maximum tax deduction of 1.5% of gaming machine profits over \$1 million, clubs must contribute at least 0.75% to Category 1 purposes, with the remainder allocated to Category 2 purposes. Category 1 expenditure in excess of 0.75% may be used to cover shortfalls in Category 2, but the reverse does not apply.

Full details on the criteria for Categories 1 & 2 are contained in the CDSE Guidelines. The Guidelines are accessible at www.dgr.nsw.gov.au. Click on Gaming, and then click on Community Development and Support Expenditure Scheme. Alternatively, the Guidelines are available in the CDSE Funding section of the ClubsNSW website www.clubsnsw.com.au or the NCOSS website www.ncoss.org.au.

CDSE LOCAL COMMITTEES

The Minister for Gaming and Racing decided in 2000 that CDSE should have a broad consultative and advisory process, based on the establishment of Local Committees in which qualifying clubs and key community service agencies would participate.

CDSE Local Committees have been established on the basis of Local Government (council) areas (LGAs) and have a core membership of:

- the CDSE-eligible clubs in the area;
- the local council;
- Department of Community Services (DoCS); and
- Council of Social Service of NSW (NCOSS) or its affiliate.

A CDSE Local Committee must be formed in LGAs where the club(s) have a combined Category 1 liability that is greater than \$30,000. There are approximately 70 LGAs with a CDSE liability of \$30,000 or more. Voluntary Committees can also be formed, in line with the Guidelines, in LGAs where the liability is below \$30,000, if all parties agree.

In 2001, the Minister directed that the Charter for CDSE Local Committees be incorporated into the CDSE Guidelines, which now outline the operational procedures, role and responsibilities of CDSE Local Committees.

WHAT IS THE ROLE OF LOCAL COMMITTEES?

A key role of Local Committees is to **identify and advise clubs on the social needs within their Local Government area** and on the alignment of Category 1 funding applications with these needs. However, final decisions regarding funding of CDSE activities lie with each club's Board of Directors, in accordance with the Guidelines.

The CDSE Guidelines define the key roles of Local Committees as being to:

- identify community service priorities for Category 1 expenditure in their LGA based on council social plans and DoCS advice on regional and whole-of-government community service priorities;
- advise qualifying clubs of the identified community service priorities for Category 1 expenditure;
- assess Category 1 applications received by the Local Committee as to whether they align with the identified community service priorities;
- inform qualifying clubs in their LGA of the outcomes of the assessment of Category 1 applications;
- (in the case of Category 1 applications forwarded directly to a club without referral to the Local Committee and subsequently funded by that club) review the evidence received from clubs as to whether such applications align with the identified community service priorities;
- (if requested by any qualifying club/s) determine a priority listing of Category 1 applications received by the Local Committee to assist those clubs requiring additional information to determine which projects to fund;
- obtain written reports from local qualifying clubs listing the Category 1 projects funded by them, together with evidence from clubs as to whether these are aligned with the community service priorities identified by the Local Committee; and
- provide each qualifying club with a certificate of attendance, signed by the Local Committee convenor, indicating their attendance or otherwise at Local Committee meetings, for forwarding with their annual return to the Liquor Administration Board at the end of the tax year.

Local Committees are also required to:

- organise local promotion of the CDSE Scheme, in conjunction with state-wide and regional advertising of the Scheme by ClubsNSW;
- encourage clubs to publicise and disseminate information on CDSE funded projects within the local community;
- distribute standard application forms and take enquiries about CDSE activities; and
- discuss and review on an annual basis the operation and impacts of CDSE within the LGA.

Local Committees are not authorised to veto or disallow Category 1 applications for funding. In identifying the local community service priorities for Category 1 expenditure, Local Committees should identify a sufficiently broad range of local priorities to allow clubs to fund a wide range of local community service projects.

WHAT IS AN “NGO” AND WHAT IS THE “COMMUNITY SECTOR”?

NGO Stands for non-government organisation. In Australia, the term is sometimes used to refer to public-benefit non-profit organisations in the health and community services fields, though in government documents it often encompasses for-profit organisations as well.

Community Sector An Australian term [that] usually refers to third sector [non-profit] organisations providing community services plus small locally based organisations in [related] fields or activities such as health, legal services, employment services and the arts

(Third Sector: the contribution of nonprofit and cooperative enterprises in Australia – Mark Lyons 2001)

These are fairly broad definitions, but what does it mean in relation to the application process for the CDSE Scheme?

The **CDSE Guidelines** state that Category 1 expenditure is specific to community welfare and social services, community development, community health services and employment assistance activities.

Community welfare and social services generally represent the interests of **disadvantaged people**. Community organisations are as diverse in their size as they are in the types of services they deliver. The common element is that these organisations provide support, care, advice and focus on local community needs.

It is estimated that in NSW there are **7,000 community based organisations** meeting identified needs in their local communities. Examples of community organisations are neighbourhood centres, community legal centres, aged and disability support services, youth refuges, family support services, community health services such as women’s health and mental health services, emergency accommodation, and home and community care services.

The majority of these organisations are **not-for-profit**. Some may function on a voluntary basis while others receive financial support through various government funding sources and also generate additional income through sales of goods and services, fundraising and so on. In many cases, the funding is not regular or ongoing.

Most community organisations, particularly small to medium-sized, are **incorporated associations** and their governance is on a **voluntary** basis from representatives from the local community.

WHAT ARE THE ROLE AND OBLIGATIONS OF CLUBS?

It is compulsory for clubs to:

- participate in the Local Committee process, including attendance at meetings;
- provide their Local Committee with details of each Category 1 funding project, including:
 - i) name of funding recipient;
 - ii) nature of project;
 - iii) amount allocated; and
 - iv) whether the project aligned with identified local community priorities;
- inform their Local Committee of any pre-existing or long term commitments to organisations;
- obtain from the Local Committee a certificate of attendance, to be forwarded to the Liquor Administration Board at the end of the tax year.

Within the spirit of the Guidelines, clubs' **"participation" in the local committee process requires more than simply attending meetings**. There is a general expectation that clubs will be reasonably open with information about past and future funding allocations (as is required under the Guidelines), as well as playing an active role in identifying local priorities, agreeing on the process and criteria for reviewing applications, and then assessing applications received.

The Minister has emphasised to clubs that the CDSE scheme has been in operation for some time, and there should no longer be any excuse for qualifying clubs not participating fully in their local committee activities.

The CDSE Guidelines and the Gaming Machines Tax Act 2001 both require all CDSE clubs to provide their Local Committees with **details of their Category 1 expenditure**.

Clubs can download and fill out a report form to satisfy this obligation. Clubs should provide their Local Committee with a copy of the form for each Category 1 project that is funded.

Clubs must also complete an **Approved Secretary's Declaration**, to be returned to the Liquor Administration Board shortly after the end of the CDSE funding year (that is, in early September). To ensure the process of completing the form is as simple as possible, clubs are advised to begin collating their CDSE funding records *prior* to the end of the funding year.

Under section 10(1)(m)(v) of the Registered Clubs Act, CDSE clubs are also obliged to include in their **annual reports** the amount applied to CDSE purposes over the previous gaming tax period (that is, September to August).

HOW DO CLUBS BENEFIT FROM THE CDSE LOCAL COMMITTEE PROCESS?

Local Committees provide **valuable advice** to clubs on the social needs of the local area. The other Committee members (from Council, DoCS and NCOSS) offer expertise on local needs and how to fund projects that will have the greatest impact.

The scheme also allows clubs to **develop relationships** with organisations that play an important role in other aspects of club development, such as social impact assessments, building applications and leases.

A good working relationship with the local council and community representatives is therefore important for the future of every club. If that relationship does not exist already, the CDSE Local Committees can provide a useful mechanism through which to develop that relationship.

Communication between clubs and Committees can also **prevent “double-ups”**, where applications might receive more funding than is required.

Committees also provide an excellent vehicle to **promote the contributions clubs make** to their local communities. Of course, the CDSE process allows clubs to quantify how much they contribute to social services through support for projects and services that contribute to the wellbeing of their communities, and in turn to be rewarded with tax deductions. With this in mind, full participation in the CDSE Committee process is the best way to **ensure the survival of the scheme** and, importantly, the 1.5% gaming machine tax deduction.

BEST PRACTICE MODELS FOR CDSE LOCAL COMMITTEES

There are many ways for Local Committees to operate. However, experience has suggested that the following models are the most practical, equitable and successful overall.

Model 1 – Centralised Applications

Receipt

- Applications are received centrally (see notes on exemptions below), usually through Council or another nominated Secretariat

Collation

- Secretariat collates all applications into template database format (prior to discussion)

Evaluation and funding

- Local Committee meets to discuss and prioritise each application in line with Guidelines and identified local priorities
 - Local Committee delegates select projects in line with priority checklist, ensuring no other clubs opt to fund the same projects
 - Delegates take selected projects to club boards for endorsement
 - Local Committee's final meeting – clubs advise of final funding decisions.
- Evaluation of process

Benefits

- No doubling-up of funding
- Less administrative load for clubs
- More transparent, standardised assessment process
- Easier application process
- Ideal for smaller Local Committees

Drawbacks

- More administrative burden for Council / Secretariat
- Constricting timeframe

Model 2 – Decentralised Applications

Receipt

- Applications received individually by clubs (see notes on exemptions below)

Collation

- Clubs collate all applications received into template database format. Clubs provide this list to Convenor prior to meeting for discussion

Evaluation and funding

- Local Committee discusses alignment of projects with local identified priorities, in line with checklist. Any double-ups are identified, ideally prior to funding
- Clubs draw on discussion when making final funding decisions, and use checklist to ensure proper processes are observed
- Clubs report to Local Committee on expenditure for the year. Evaluation of process

Benefits

- Less administrative load for Council
- More flexible time frame
- Avoids double-up of funding

Drawbacks

- More administrative load for clubs
- More difficult and time-consuming process for funding applicants
- Less transparent decision-making process
- Clubs are less assured that project aligns with local priorities

Optional exemption from Model 1 & 2 processes for applications under \$500

- Where the Local Committee agrees, amounts less than \$500 may be funded independently by clubs without going through the process of Local Committee evaluation
- Clubs must still use the funding checklist when making funding decisions, to ensure transparency and good decision-making in line with local priorities, and the CDSE Guidelines still apply for all CDSE funding
- Clubs should ideally communicate their small grants funding decisions to other local clubs and Committee members in between meetings

CDSE CATEGORY 1 ASSESSMENT CHECKLIST FOR CLUBS AND LOCAL COMMITTEES

This checklist should be used as a tool for clubs and Committees in assessing each Category 1 application, to:
 1 ensure the eligibility of projects for Category 1 funding; and
 2 develop a priority ranking of project applications.

NAME OF PROJECT: _____

1	Does the project fit one or more of the Category 1 funding sub-categories, as listed in Section 3 of the Guidelines? (Q1) <i>If No, application should not be considered.</i>	Yes / No
2	Is the organisation not-for-profit? (Q17) <i>If No, application should not be considered.</i>	Yes / No
3	Is the organisation incorporated? <i>If No, application should not be considered. (But unincorporated applicants may be "sponsored" by an incorporated body that accepts legal and financial responsibility for a grant.)</i>	Yes / No
4	Has the club allocated CDSE funding to this applicant before? If so, has the applicant returned a report on the funded project? <i>If No, application should not be considered, other than in exceptional circumstances.</i>	Yes / No
5	Has the organisation applied for funding from other registered clubs? (Q11) <i>If Yes, clubs should ensure that they do not "double up" on funding.</i>	Yes / No
6	Does the project historically receive funding from a local club in the area? (Q12) <i>If so, is continued funding vital for the project's viability? If Yes, score high.</i>	/10
7	Are other sources of funding available from Federal, State or Local government or other funding sources for this project? (Q10) <i>If Yes, score low. If project is a core Government responsibility, application should not be considered.</i>	/10
8	Is the project based locally, regionally, statewide or nationally? (Q4,9) <i>If local, score high. Projects outside NSW should not be funded except as outlined in the Guidelines.</i>	/10
9	Does the project address the funding priorities identified by the Local Committee? (Q1,2) <i>If Yes, score high.</i>	/10
10	Does the project present good "value for money"? (Considering level of financial contribution compared to expected impact on the identified need / number of beneficiaries / long-term benefit) (Q3,4) <i>If Yes, score high.</i>	/20
11	Does the organisation have the capacity to deliver the project? That is, does it have identified strategies and timelines to achieve outcomes, suitable management structure, track record working with target group, links to other competent community organisations? (Q5,6,7,8) <i>If Yes, score high. (Clubs should seriously consider a project's viability when making funding decisions.)</i>	/20
12	Is the project financially viable, with consistency between the budget and project outcomes? (Q13,14,15) <i>If Yes, score high.</i>	/10
13	Does the project duplicate existing services in the same area? <i>If Yes, score low.</i>	/10
TOTAL SCORE:		/100

Comments: _____

Recommended for funding: Yes No

Board Decision: _____

LOCAL COMMITTEE CHARTER & TERMS OF REFERENCE

- The CDSE Guidelines require that Local Committees **adopt rules and procedures** for the operation of the Committee
- It is strongly recommended that these rules be incorporated into a **charter or terms of reference** for the Local Committee, which should be adopted by all Committee members and agreed to by the board of directors of each club represented on the Committee.
- This will ensure that the Committee has a **clear framework** for its operation and that all members are aware of their obligations.
- Below is a **sample charter** for Local Committee operations.

SAMPLEVILLE CDSE LOCAL COMMITTEE CHARTER 2003

1 OBJECTIVES

- To ensure that projects funded by member clubs meet the Category 1 requirements of the CDSE Guidelines.
- To provide advice to club boards of directors on priority social issues in the Local Government area, including a list of priority areas for funding.
- To assist club boards of directors to make informed decisions when granting funds to applicants.
- To provide a forum for objective assessment of applications for funding from community organisations
- To facilitate an equitable distribution of Category 1 funding to community organisations.
- To increase awareness within the club industry of the applications submitted for funding across the sector.
- To increase awareness among club members and across the community of the projects funded by each participating club.

2 MEMBERSHIP

- Membership will be in accordance with the Charter, with one representative from each participating club and Sampleville Shire Council, Department of Community Services and NCOSS each nominating one representative.
- Each participating club will be responsible for nominating their representative, who will advise Board members of the recommendations of the Committee.
- The Chair of the Committee will be elected by the representatives on an annual basis.
- Sampleville Shire Council will convene each meeting and provide administrative support to the Committee, including:
 - accurate minuting of proceedings of Committee meetings
 - provision of application forms to applicants
 - advertising the call for applications under the scheme
 - receipt and documentation of applications, including data entry into spreadsheet form.

This administrative work will be supported by clubs, which will each contribute 5% of their Category 2 liability to the administration of the Local Committee.

3 TIMETABLE

- The timeframe for the 2005 funding process will be as follows:

Activity	Date
Committee meets to: <ul style="list-style-type: none">– review previous year’s operation– confirm operation plan for the year– agree on a list of local community funding priorities, which is to be provided to clubs and to all applicants	20 November
Local Council-sponsored advertisements calling for applications	1 April
Deadline for applications to Council or clubs	1 May
Any applications received by clubs to be forwarded to Council	8 May
Applications collated into spreadsheet and circulated to clubs	22 May
Committee meets to assess applications	15 June
Recommendations made to club boards	1 July
Decision of Club Boards to Committee for information	15 July
Any amended recommendations to Boards	30 July
All funds disbursed	31 August

4 OPERATION

4.1 Identification of priority issues

- Sampleville Council, Department of Community Services and NCOSS will provide the Committee with information on their priority issues, to assist in compilation of Local Committee Category 1 priorities.
- Clubs will provide information on long-standing commitments to assist in compilation of Local Committee Category 1 priorities.

4.2 Confidentiality

- Members of the Committee will uphold confidentiality of any discussions within the meeting at all times.

4.3 Marketing

- ClubsNSW will place advertisements in statewide and regional papers, calling for applications.
- Council will place advertisements in the Sampleville Times [local paper].
- Each club will publicise the CDSE program through its individual facilities, including newsletters, website and club advertising.
- Each member of the Committee will be responsible to provide information about the program to prospective applicants.
- Each individual club will notify successful applicants and be responsible for any publicity.
- The Committee will develop press releases to publicise the program at all stages of the process.
- The Committee will hold a CDSE launch in early March and a cheque presentation reception in August, to be attended by all clubs and Committee members.

4.4 Applications

- All applications must be on the Category 1 standard application form.
- Each Committee member will have copies of the standard application form and Guidelines to be forwarded to organisations upon request.

4.5 Assessment

- The Committee will meet to assess all applications received, including:
 - discussion of each application as to eligibility for Category 1 funding;
 - assessment of each application as to alignment with local priorities; and
 - ranking of each application as either High, Medium or Low Priority.
- During the assessment process, the Committee will have regard to the assessment checklist.
- Committee recommendations will be distributed to clubs, for each Board to determine successful projects.

5 FUNDING

- Each club will estimate the amount of Category 1 funding available (based on year to date and previous year's performance) and advise the Committee of this early in the September-to-August funding year.
- Recommendations from the Committee will be forwarded to individual clubs for determination by each board for funding.
- Individual club decisions on funding support will be forwarded to the Committee to identify any duplication prior to notification to any organisation.
- Any recommended changes due to duplication or overlap of funding will be referred back to individual club boards for consideration.

6 EVALUATION

- Representatives of the Committee will assess the process on completion of the funding round, in order to identify improvements required in the process.

Signed: _____ *Joe Brown, Sampleville Council (Sampleville CDSE Convenor)*

Signed: _____ *Jane Green, Sampleville Neighbourhood Centre*

Signed: _____ *Bob Black, DoCS CPO for Samplearea*

Signed: _____ *Jill White, Sampleville RSL Club*

Signed: _____ *Jack Smith, Sampleville Bowling Club*

Signed: _____ *Sally Jones, Sampleville Community Club*

DATE: 20 January 2003

SETTING AN ANNUAL LOCAL COMMITTEE TIMETABLE

The sample timetable / checklist below is advisory only and is based on a single funding round. However, it addresses all key requirements for Local Committees.

Appointment Of CDSE Local Committee Delegates – 1 September

- Local government (council) to appoint a delegate to the Committee
- DoCS – regional representative to be nominated by DoCS
- NCOSS – to be advised by NCOSS State Office
- Local qualifying clubs – each club to appoint one delegate

Please ensure that representatives of all stakeholders (ie clubs, Local Government, DoCS and NCOSS) are invited to all meetings of the Local Committee, including any preliminary or informal meetings arranged during the start up phase of CDSE in your areas.

Convenor Liaison With Local Category 1 Qualifying Clubs (For new Committees and newly qualified CDSE clubs)

- Convenor meets informally with local club management as early as possible
- Discuss scope of Local Committee role & responsibilities
- Invite clubs to appoint their delegates to Local Committee

FIRST MEETING – September to November

- Clubs disclose previous year's funding allocations (amounts and recipients)
- Local Committee identifies funding trends for previous year and evaluates the previous year's process
- Local Committee agrees on process and timetable for current funding year
- Local Committee elects a chairperson

SECOND MEETING – March

- Local Committee identifies (and ranks, if necessary) local funding priorities, as follows:
 - Committee identifies & collates key resources (local social plans etc)
 - Local Committee members provide input and information on local community needs – this may include briefing sessions
 - Clubs provide input on their established funding priorities and allocations (these should be taken into account when identifying priorities)
 - Local Committee establishes broad Category 1 priority areas relevant to local community needs
 - Local Committee considers adopting a formal assessment methodology

Statewide Advertising Of CDSE Grant Program – Late February

- State-wide advertising by ClubsNSW
- Committees utilise local media for publicity
- Council and community representatives contact and inform local community groups
- Committee makes available list of local funding priorities

Distribution Of CDSE Application Forms – Year-round

- Forms are available on ClubsNSW and NCOSS websites (www.clubsnsw.com.au or www.ncoss.org.au)
- The Local Committee and local qualifying clubs may also distribute forms to enquiring organisations

Applications Close For CDSE Funding – May to June

- Establish an appropriate timetable for inviting local applications
- Collate & summarise applications
- Check on Category 1 eligibility, and relevance to local community service needs
- Apply appropriate assessment & ranking system
- Acknowledge receipt of applications

OTHER MEETING/S OF CDSE LOCAL COMMITTEE (if desired)

- Local Committee considers all Category 1 funding applications received since last meeting
- Local Committee may receive submissions or presentations from applicants, if so resolved by the Local Committee
- Committees should note the CDSE Guidelines advice that the process should be carried out in a timely manner
- Committee reaches a consensus on recommendations for funding and draws up a list of recommended recipients

FINAL MEETING – July to August

- Club representatives nominate projects they wish to fund
- Committee forwards details of applications and recommendations to qualifying clubs, and Boards make the final decision as to funding allocations

31 August

- Clubs have disbursed CDSE funds to all recipients by this date, having regard for a Committee-agreed process for notifying all applicants (successful and unsuccessful) on funding decisions
- Clubs and benefiting organisations publicise programs, projects and services approved for funding
- Committee and clubs remind all funding recipients of the compulsory reporting process
- Local Committee may reconvene to assess the scheme's operation over the past year

CDSE LOCAL COMMITTEE MEMBER'S CHECKLIST

CDSE REFERENCE MATERIALS

- CDSE Guidelines issued by Department of Gaming & Racing
- CDSE Handbook issued by ClubsNSW
- ClubsNSW CDSE Newsletters
- ClubsNSW Weekly Circulars
- Lgov Weekly Circulars (www.lgov.org.au)
- List of Category 1 Clubs & respective LGAs on ClubsNSW website (www.clubsnsw.com.au)

KEY CDSE DOCUMENTS (Ensure current versions of all)

- CDSE Guidelines
- Standard Category 1 Application Form
- Standard Funding Report Form (incl. statutory declaration)

CDSE SCHEME KEY CONTACTS

Clubs & Committee Members – ClubsNSW

- Emily Perry, State Policy Officer (02) 9268 3004
- General Enquiries to Member Enquiries Centre, 1300 730 001

Council – Lgov (formerly Local Government & Shires Association)

- Noel Baum, Policy Division (02) 9242 4000
- Nominated local council delegates

Department of Community Services (DoCS)

- Russell Williams, (02) 9716 2222
- Nominated regional office delegates

NSW Council of Social Services (NCOSS)

- Maz Thomson, Deputy Director – Administration (02) 9211 2599
- Nominated local delegates

Department of Gaming and Racing

- Dominic Herschel, Chair, CDSE Steering Group (02) 9995 0672
- Warren McAllister, Secretariat, CDSE Steering Group (02) 9995 0662
- Stephen Howard, Secretary, LAB (02) 9995 0750

SETTING PRIORITIES

- Identified local priorities should not simply be transcribed from the Council social plan or other documents. This is for two main reasons:
 - 1 Clubs are expected to have input into the priorities and the whole Committee must agree on the final priority list; and
 - 2 Identified priorities should not include areas that fall inside Council social plans but are generally not eligible for Category 1 funding, such as shopping amenities, road safety or public transport.

- Experience has shown that while a wide range of target funding areas is desirable, it is important that the identified list is sufficiently specific to allow effective ranking of applications, as below.

SAMPLEVILLE CDSE LOCAL COMMITTEE CATEGORY 1 FUNDING PRIORITIES FOR 2003

Target Group	Identified Priority Need
Children (0–14 yrs)	<ul style="list-style-type: none"> ○ Parenting skills ○ Family support ○ Improved baby health programs
Young people (15 – 24 yrs)	<ul style="list-style-type: none"> ○ Improved educational outcomes, employability and access to education ○ Temporary housing and crisis accommodation for young people ○ Counselling services ○ Drug education programs
Women	<ul style="list-style-type: none"> ○ Self esteem building and leadership building ○ Domestic violence – prevention and treatment
Families	<ul style="list-style-type: none"> ○ Counselling and mental health ○ Parenting skills ○ Family support ○ Domestic violence – prevention and treatment
Older People (55 +)	<ul style="list-style-type: none"> ○ Affordable housing ○ Improved aged day care
People from non-English speaking backgrounds	<ul style="list-style-type: none"> ○ Language support and English language training ○ Support for social participation by NESB people ○ Employment services for NESB people
Aboriginals & Torres Strait Islanders	<ul style="list-style-type: none"> ○ Educational services for Aboriginal young people
People with disabilities	<ul style="list-style-type: none"> ○ Support for social participation by people with intellectual disabilities
Emergency services	<ul style="list-style-type: none"> ○ Improved surf life saving equipment

IDENTIFYING & DEALING WITH CONFLICTS OF INTEREST IN THE CDSE LOCAL COMMITTEE PROCESS

This section is designed to assist CDSE Local Committee members to identify any possible conflicts of interest that, in their view, may arise in the Local Committee context, and to suggest ways of dealing with any such identified conflicts of interest.

By way of background, a brief outline of the membership, key roles and purpose of Local Committees as at 1 February 2002 is provided below.

Membership Of Local Committees

The core Local Committee membership in each Local Government Area (LGA) generally comprises:

- a representative of each CDSE qualifying club;
- a representative of the local council;
- a representative of DoCS; and
- a representative of NCOSS, or a major local or regional affiliate of NCOSS.

The core membership of Local Committees recognises the respective responsibilities of members. Those respective responsibilities are:

- qualifying clubs are the CDSE funding bodies;
- councils provide local area governance, and provide local community service planning input;
- DoCS is the lead government agency providing a community service planning, co-ordination, and delivery role across the State; and
- NCOSS, or its nominated local affiliate, represents local non-profit community organisations.

The council representative is normally responsible for convening the first Local Committee meeting. If the council is unable to undertake this task, DoCS would be expected to convene the meeting. In many instances, the council representative is requested by the Local Committee to convene Local Committee meetings on an ongoing basis.

The Key Roles Of Local Committees

The key roles of Local Committees are to:

- 1 identify the community service priorities for Category 1 expenditure in their LGA based on evidence provided by Local Government social plans and DoCS advice on regional and whole-of-government community service priorities;
- 2 advise qualifying clubs in their LGA of the identified community service priorities for Category 1 expenditure;
- 3 assess Category 1 applications received by the Local Committee as to whether they align with the identified community service priorities;
- 4 inform qualifying clubs in their LGA of the outcomes of the assessment of Category 1 applications;
- 5 (in the case of Category 1 applications forwarded directly to a club without referral to the Local Committee and subsequently funded by that club) review the evidence received from clubs as to whether such applications align with the identified community service priorities;

- 6 (if requested by any qualifying club/s) determine a priority listing of Category 1 applications received by the Local Committee to assist those clubs requiring additional information to determine which projects to fund;
- 7 obtain written reports from local qualifying clubs listing the Category 1 projects funded by them, together with evidence from clubs as to whether these are aligned with the community service priorities identified by the Local Committee; and
- 8 provide each qualifying club with a certificate of attendance, signed by the Local Committee convenor, indicating their attendance or otherwise at Local Committee meetings, for forwarding with their annual return to the Liquor Administration Board at the end of the tax year.

Possible Conflicts Of Interest

Local Committees were established to provide a fair, transparent and consistent process for managing the local operations of the CDSE Scheme, and to provide a forum for qualifying clubs to discuss CDSE applications and thereby avoid unnecessary duplication of grants. In particular, it was intended that Local Committees would bring together in one forum all core participants in local community services to enable their knowledge and expertise to be used to assist qualifying clubs to make CDSE funding allocations based on well-informed advice on the community service needs in their local area.

To ensure the integrity of Local Committee processes appropriate strategies should be in place for dealing with potential conflicts of interest in relation to Local Committee members.

In general, a conflict of interest arises for a Local Committee member if:

- 1 it is likely that the performance of a person's public or professional duties could be prejudicially influenced by that person's private or personal interest, or that a reasonable person would believe that the person could be so influenced; or
- 2 a person's representation on behalf of an organisation on an external Committee could be prejudicially influenced by the interests of the organisation the person is representing, or that a reasonable person would believe that the person could be so influenced.

The fact that a person has both a professional and a private role in a particular matter, or has a direct professional as well as an advisory role as a member of an external Committee, does not necessarily mean that there must always be a conflict between the two. What is important is the way in which any conflict that does exist is handled, and the public perception of the way in which this is done.

The current CDSE Guidelines set out the operational procedures of Local Committees. Those procedures include a mandatory requirement that each Local Committee must:

Adopt a rule specifying that:

- (i) Local Committee members must declare in writing any situation where they or their organisation have any direct or indirect conflict of interest with the priorities set for the local area or with any application for funding; and*
- (ii) any member who has declared a conflict of interest must withdraw from the meeting during the discussion of any such matter.*

In terms of their key roles, there would appear to be three principal tasks of Local Committees, as prescribed under the CDSE Guidelines, where major decisions are made that could potentially involve members in conflicts of interest. These three potential areas of conflict of interest are discussed below.

Identification Of Local Community Services Priorities Phase

The first major decision making phase for Local Committees is the identification of the community service priorities in their Local Government Area. For ease of reference this shall be referred to as the 'identification of local community services priorities phase'.

The CDSE Guidelines state that these are to be identified on the basis of evidence provided by Local Government social plans and DoCS advice on regional and whole-of-government community service priorities. Other social needs/trends data produced by bodies like the Australian Bureau of Statistics, Area Health Services, and PlanningNSW are also used, where available and locally relevant.

As this phase deals with the synthesis of published priorities into a combined list there appears little chance for members to have a 'conflict of interest' in the formal sense of that term. In any case, council and DoCS have a duty to present and advocate their published community service priorities.

The council representative will be bringing material on social priorities from council's latest published Social or Community Plan developed under the *Local Government (General) Amendment (Community and Social Plans) Regulation 1998* and its relevant Guidelines.

These priorities will have been determined through transparent public processes, which to varying degrees will have involved statistical and/or literature-based research, service user and/or citizen input, service provider and/or Commonwealth/State agency input, consultation on draft strategies with a variety of stakeholders and consideration by an open meeting of the council.

The DoCS representative will be bringing material based on the region's latest Integrated Community Services Plan. This will have been determined through transparent Departmental processes, which to varying degrees will have involved statistical and/or literature-based research, service user input, service provider and/or Commonwealth/State/Local Government input, and consultation on draft strategies with a variety of stakeholders.

As mentioned, council and DoCS delegates are required to represent their organisations' published views about priorities across the social policy area. Such members need to bring to these Local Committee debates a dispassionate and objective view about their organisations' published plans. They are required to offer the best advice about how to synthesise these published plans with other advice to arrive at a broadly balanced view of social policy priorities for the Local Government Area.

Nonetheless, if a council delegate is dealing with a Social/Community plan that contains (amongst the priorities) specific proposals for which their council either is likely to or will seek CDSE funding, such delegates should follow the Guidelines closely by declaring this situation in writing as a possible conflict of interest in relation to setting the priorities for the area. The Local Committee may request the member to withdraw from the meeting during the discussion of any such matter.

However, unless there is a clear and fundamental conflict of interest such that the member is unable to have a balanced view on the wider question of priorities generally, the member should be asked to withdraw for the discussion of that matter alone, and should be allowed to take part in discussion of those wider priorities.

NCOSS has advised its delegates as follows:

"It is critical that, as a nominee of NCOSS and a representative of community sector interests in your local area, you provide to Committee discussions and debate, a broad and balanced view about priorities across the whole human services field in your local area, and not overly concentrate on your own organisation's principal concerns."

Advice On Applications Phase

The second major task of Local Committees involves:

- assessing Category 1 applications received by the Local Committee as to whether they align with the identified community service priorities;
- informing qualifying clubs in their LGA of the outcomes of the assessment of Category 1 applications;
- (in the case of Category 1 applications forwarded directly to a club without referral to the Local Committee and subsequently funded by that club) reviewing the evidence received from clubs as to whether such applications align with the identified community service priorities; and
- (if requested by any qualifying club/s) determining a priority listing of Category 1 applications received by the Local Committee to assist those clubs requiring additional information to determine which projects to fund.

For ease of reference, this second phase shall be referred to as the 'advice on applications phase'. Discussions during this phase represent the area most likely to produce significant debate over judgement calls between Local Committee members and possible conflicts of interest. Councils and the non-government organisations acting as NCOSS delegates may be CDSE funding applicants, and councils, DoCS and clubs may have close relations with other funding applicants.

Local Committee members should ensure that there is no conflict, actual or perceived, between their personal and/or organisation's interests and their Local Committee obligations in relation to assessing whether individual applications align with the identified priorities. A Local Committee member with a pecuniary, professional or family interest in an application for funding should declare that interest before the application is first discussed.

If there are council applications, the council delegate should follow the CDSE Guidelines by declaring this situation in writing as a possible conflict of interest in relation to testing the match of any council application to the local area priorities.

The Committee may request the member to withdraw from the meeting during the discussion of the matter. The delegate need withdraw only for that item.

NCOSS has advised its delegates in the following terms:

"Your participation, as the NCOSS nominee on the local CDSE Committee, does not stop your organisation from applying for funds under the CDSE. However, as a standard conflict of interest provision, you must declare at the first possible time to the Committee that your organisation has applied for CDSE funding and you must not participate in Committee discussions about your organisation's funding application. Failure to follow these fundamental probity practices will result in NCOSS withdrawing your right to participate on the Local Committee."

ClubsNSW has advised that in some instances, club representatives are involved (either as part of their club duties or through other unrelated activities) in the management or boards of organisations that are also recipients of significant local financial support from their clubs - for example, aged care homes.

ClubsNSW recommends that during the 'advice on applications phase', such club representatives should declare their involvement in the organisation before the application is discussed and, in line with practice for other Local Committee members, should not participate in the discussion of that application's alignment with the identified local priorities.

In cases where a club has already declared a long-term commitment to a dependent organisation, it would be appropriate for the club representative to participate in discussions regarding this commitment but, as suggested above, withdraw from discussing the match of the application with the local priorities.

Similarly, where a club is directly involved in a project for which CDSE funding is being sought, the club representative on the Local Committee should disclose this information. As recommended above, the club representative should not participate in the discussion of that application's alignment with the identified local priorities.

Evaluation Phase

The third major task is to evaluate the CDSE Local Committee processes. The current Guidelines require the Local Committee to *"discuss and review on an annual basis the operation and impacts of CDSE within the LGA"*. For ease of reference this shall be referred to as the 'evaluation phase'.

This task can involve, for example, assessing:

- i) the strengths and weaknesses of the Committee processes;
- ii) the extent to which clubs' eventual funding decisions were aligned with the local community service priorities identified by the Local Committee; and
- iii) the general impact of CDSE funding within the local community.

The outcomes of the assessment process might involve making decisions in relation to any improvements that could be made to local processes.

It is unlikely that conflicts of interest would arise in evaluation discussions, except where the Local Committee discusses the effectiveness of a specific project undertaken with CDSE funding by a body with which a Local Committee member is associated. Such instances should be rare but essentially the same principles apply – if the Local Committee member's interest in the organisation is such as to prevent the member taking an objective approach, the member should declare the interest and withdraw from discussion.

**SAMPLEVILLE CDSE LOCAL COMMITTEE
ASSESSMENT LOG SPREADSHEET**

It is suggested that Local Committees develop a spreadsheet to allow efficient assessment and recording of grants. Some committees list all applications received on the spreadsheet (this is done either by the Secretariat on behalf of all clubs, or by individual clubs collating their own applications received) together with a simple description of the project. They use this as the basis of discussion and recommendations, and then note the applications funded in order to complete the records. A sample is as follows

App. No.	Organisation	Project Title	Short Description	Amount	Local Priority #	Priority Ranking	Committee Comments	Funding Decision
1	Sampleville Neighbourhood Centre	Drug hotline for young people	Provide training and equipment for 2 youth workers to give telephone counselling and referral service for young people who use drugs	\$5,000	2	High	Sampleville RSL Club has committed \$5,000 per year for the next 3 years	Funded – Sampleville RSL Club \$5,000
2	Sampleville Senior Citizens' Society	Aged and disabled persons' transport service	Repairs for bus to transport frail aged and disabled persons to shopping centre, doctor's appointments, and other outings	\$3,000	5,8	High	<ul style="list-style-type: none"> o 38% of Sampleville residents are aged over 60 o Only service of its kind in Sampleville. 	Funded – Sampleville Bowling Club \$2,000; Sampleville Golf Club \$1,000
3								
4								
5								
6								
7								
8								
9								
10								

Local Priorities

- | | | |
|------------------------------|--|---|
| 1 Children (0-14 yrs) | 4 Families | 7 Aboriginals & Torres Strait Islanders |
| 2 Young people (15 – 24 yrs) | 5 Older People (55 +) | 8 People with disabilities |
| 3 Women | 6 People from non-English speaking backgrounds | 9 Emergency services |

AREAS WITHOUT A LOCAL COMMITTEE

In areas where the combined CDSE Category 1 liability is less than \$30,000, it is not compulsory for a Local Committee to be formed.

Although the rules pertaining to Local Committee operations do not apply to clubs in these areas, clubs must still follow the other aspects of the Guidelines (namely, activities that are eligible for funding and accountability requirements) and should ensure they are up to date on developments in the CDSE scheme. ClubsNSW issues regular newsletters to CDSE Local Committees, and provides copies to member clubs via Circulars.

Advice On Priorities

In areas without a Local Committee, NCOSS and DoCS must make available to clubs a list of general local priorities to assist clubs in making their Category 1 funding decisions. Clubs seeking this list should approach NCOSS or DoCS representatives, or contact ClubsNSW.

Assessing Applications

Clubs seeking further advice on the suitability of Category 1 applications may also approach DoCS, NCOSS and/or the local council for information. ClubsNSW can also offer advice on CDSE-related questions.

It is also recommended that clubs use the Sample Application Checklist For Clubs & Local Committees (included in this Handbook) when assessing applications, in order to be sure that the projects funded are in line with the Guidelines.

Other sections of this Handbook relevant to clubs in areas without a Local Committee are:

- What is the CDSE scheme?
- CDSE Categories
- What is an NGO & What is the Community Sector?
- What are the Role and Obligations of Clubs?
- CDSE Category 1 Assessment Checklist For Clubs and Local Committees
- Setting an Annual Local Committee Timetable
- CDSE Local Committee Convener's Checklist
- Setting Priorities
- Sample Funding Priorities List
- Frequently Asked Questions
- Reporting and Accountability
- Promoting the CDSE Scheme
- Media Releases – Crucial Ingredients
- Sample Press Releases
- Sample Letter to MP
- Glossary

FREQUENTLY ASKED QUESTIONS

1 THE FUNDING PROCESS AND ELIGIBILITY

What are the rules for funding medical research?

The Liquor Administration Board has made a number of specific rulings disallowing medical research as Category 1 expenditure.

Expenditure on medical research, while commendable, is not seen as a form of community development and support and is therefore not eligible for Category 1 funding.

Clubs and Committees that have received applications from organisations requesting funding for medical research may choose to contact those applicants to determine whether there are any non-research projects, such as local public health education campaigns, that are in need of support.

Is funding for hospitals allowed under Category 1?

The NSW Government has expressed concerns about the proportion of Category 1 funding going to hospitals. The funding of the hospital system is a responsibility of the NSW Government and this should be kept in mind, especially as the Guidelines state that funding preference should not be given to “projects or services that can be readily assisted by an existing Government funding program”.

Funding for area health service hospitals, community health centres and other community health services is allowable as a Category 1 expense. However, if it is to be claimed as Category 1 the CDSE Local Committee has to formally endorse any funding for buildings or in-patient care equipment as being of considerable local importance and priority.

The Local Committee’s priority setting processes will be seen as more transparent if these medical health priorities are identified when the Committee draws up the overall social priorities list at the beginning of the annual process, rather than being decided upon later in the process in response to a specific application.

The Guidelines state that grants not endorsed by the Local Committee will only be recognised as Category 2.

Can we give Category 1 money to Government-funded projects?

The Guidelines state that “It is important that funding preference is not given to projects or services that can be readily assisted by an existing Government funding program.”

This is meant to prevent funding of core Federal, State or Local Government responsibilities, but does not rule out funding of other programs or services with Government involvement. For example, a project that has received one-off grants or is only partially supported by Government funding would generally be allowable.

Does funding for schools and TAFEs come under Category 1 or 2?

It would depend very much on the project being put forward.

Generally, funding provided to schools can only be claimed under Category 2. Schools are generally ineligible for CDSE Category 1 funding, being core budget items for State Government. Section 3.1 of the CDSE Guidelines says that "It is important that (Category 1) funding preference is not given to projects or services that can be readily assisted by an existing Government funding program."

Also, general education would not fulfil the definition of Category 1 expenditure (in Section 3.1 of the Guidelines) as: "...projects/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."

However, some extra curricular activities could qualify as Category 1, when a school or P & C may be running an extra curricular service or activity above their core responsibilities, which helps low income or disadvantaged students or contributes to their welfare.

It would depend on the exact nature of the activity or service, but would generally cover activities such as out-of-hours programmes for troubled students, counselling, or drug and alcohol services.

Why does the Application Form ask whether applying organisations are "non-profit" and "incorporated"?

This is to prevent for-profit organisations from applying, as the CDSE scheme is not intended to support private enterprise, and also to ensure that funding recipients are more accountable. This accountability is obviously in the interest of clubs.

However, it does happen from time to time that an unincorporated organisation will apply for funding. It is recommended that in these cases, Local Committees or clubs contact the applicant organisation and advise it to form a link with an incorporated organisation that is able to endorse or auspice the application on behalf of the unincorporated group, and assumes legal and financial responsibility for the grant.

Can we claim in-kind expenditure for Category 1 and 2?

Many clubs provide a great deal of in-kind support to community organisations, including the use of club facilities for meetings and the delivery of their approved CDSE services, for example counselling or day care.

Sections 3.1.5 and 3.2.4 of the Guidelines say that expenditure "in kind" may be claimed under Category 1 and 2, provided that it:

- only reflects the actual cost to the club;
- is properly documented; and
- falls within the CDSE Guidelines.

This means that if a club allows a community group to use its facilities for a meeting (and the group's project or service is within the Guidelines), the club may claim under CDSE the amount of the standard room hire fee that would ordinarily be charged to groups for the use of the room.

ClubsNSW's experience is that most organisations do not apply for "in-kind" support. Rather, it is something that a club may already be doing for a range of community organisations, and might seek to claim under CDSE if it finds it has a small shortfall at the end of the year.

There have been cases where a club has sought to claim its full Category 1 CDSE liability in in-kind expenditure. ClubsNSW does not encourage this practice, which is not in the spirit of the CDSE Guidelines. If the provision for clubs to claim in-kind expenditure is exploited or abused, its appropriateness could be questioned. In such a case it is possible that some stakeholders might call for that provision to be removed and only cash support to be eligible under CDSE.

Can we claim money raised through fundraising activities under Category 1?

Clubs often hold fundraisers – such as raffles, race days, charity auctions and dinners – where club members or the general public make direct donations to a certain cause or purchase goods or services, with the proceeds (or a portion thereof) directed to a charitable organisation or community group.

Clubs may not claim the proceeds of such activities under CDSE, as the money has been obtained from club members and the general public as a good faith donation to the charity, rather than to the club. Clubs are permitted to claim only their own expenditure under CDSE.

Can a club claim a sponsorship under CDSE?

Some clubs give funding to charities and community groups in the form of sponsorships. For example, some charities hold fundraiser dinners at a set price per head of, say, \$500, where \$50 covers food and drink and the remaining \$450 is given to the charity. Other examples include yacht races, track fundraisers and so on.

In such cases, clubs may claim under CDSE only the amount that is allocated to the recipient – claims for the actual costs of food, drink, and other goods and services are not allowable.

Clubs should also note that in most cases, GST would apply to these types of funding.

Is GST payable on CDSE funding?

The Australian Taxation Office [ATO] has given ClubsNSW advice on whether a payment made by a club to a recipient organisation as part of the CDSE scheme would attract GST.

The ATO determined that this payment does not attract GST, and the recipient organisation does not have a GST liability, *provided they are not making a supply in relation to the receipt of the payment.*

To understand GST implications, there are a number of things that clubs should keep in mind when planning CDSE payments:

1 Acknowledgement of a club by CDSE recipients

As stated above, payments to a CDSE recipient organisation will not be subject to GST unless the recipient makes a supply [eg advertising] in return.

The mere acknowledgement of the club in the form of an article in the recipient's newsletter or annual report would not generally be considered a supply. If, however, the article provides coverage of the services offered by the club or provides publicity for club activities (i.e., a de facto advertisement), then the acknowledgement represents a supply and is subject to GST.

The presentation by the recipient of a certificate, plaque or equivalent appreciation is not a supply and the payment is not, therefore, subject to GST.

The granting by the recipient of naming rights for a room or building, or the provision of direct advertising, is a supply (of advertising) and the payment is subject to GST.

2 Cash versus in-kind payments

For GST purposes, there is no distinction between cash funding and in-kind assistance.

3 Payments to recipients without an Australian Business Number (ABN)

Clubs are able to distribute CDSE payments to recipient organisations without an ABN. However, if the recipient does not have an ABN, the club might need to withhold tax amounting to 48.5% of the payment (ABN withholding).

In relation to CDSE payments, the ABN withholding rules will only apply if:

- the recipient provides the club with a material benefit (e.g., advertising in return for the CDSE payment); and
- the payment does not represent tax-exempt income for the recipient. If the recipient is exempt from the income tax, they should provide to the club a declaration to that effect. This declaration prevents payments being subject to ABN withholding rules.

If the recipient does not possess an ABN then it will not be registered for GST. In this instance, when the recipient provides a material benefit to the club in return for CDSE payments (that would normally attract GST), GST will not apply (as the recipient will not be required to remit GST on the payment).

For general information on GST matters, visit the Tax Reform Web Site at www.taxreform.ato.gov.au or call the ATO 13 24 78 Infoline.

Does CDSE funding have to be for a project?

Not necessarily. Eligible expenditure can take many forms, including (but not limited to):

- one-off funding to buy equipment, such as a vehicle for an aged care centre;
- extended or one-off staffing costs, such as training or wages for a new counsellor for a youth drop-in centre; and
- in-kind support, such as occasional or ongoing use of club facilities for meetings or other activities.

However, it is important that funding be assigned to a specific purpose. General, non-specific allocations are not appropriate.

Can we give funding for an interstate cause?

CDSE, particularly Category 1, is specifically aimed at promoting community support at a local level and as a result, interstate projects are allowed as Category 1 funding only in the cases of:

- services to disaster victims in other Australian states;
- local activities in border areas, such as a facility located on the Gold Coast that provides substantial services to the Tweed area and other NSW residents; or
- national organisations with a presence in NSW (this category includes most of the major charities in Australia).

Applications from interstate or nationally based organisations should specifically address these requirements.

Can we give funding to emergency appeals, such as those for drought relief, bushfires and other disasters?

In general, funding of services to victims of natural and other disasters (such as drought, bushfire, and terrorist attacks) is allowable as Category 1 CDSE funding under section 3.1.1 of the CDSE Guidelines. Funding for volunteer emergency services such as the SES and voluntary bush fire fighting services is also allowable under section 3.1.1.

However, in allocating funding to these types of appeals, clubs should also keep the following points in mind.

- The CDSE scheme is particularly aimed at developing **local community groups**, and local committees have been established to assist clubs in identifying areas of need in their district. Clubs are strongly encouraged to support this process by allocating as large a proportion of funding as possible to local activities.
- Section 5.8 of the CDSE Guidelines says that CDSE funding should **not be allocated** outside **NSW** except in certain circumstances. If clubs intend to claim the monies allocated as CDSE funding, they should ensure that the funds will be expended either on services within NSW or on:
 - services to victims of natural or other disasters nation-wide;
 - locally based, cross-border activities; or
 - funding to nationally operating organisations with a presence in NSW.Appeals for overseas recipients are not eligible for CDSE funding

- With any general donation to large organisations or appeals that do not make a specific application for funding, clubs run the risk of the funds being expended on **activities other than those permitted under the Guidelines**. Clubs should bear this in mind when considering making a non-specific donation to any large or nationally-based organisation or appeal.

Although the Guidelines do not make it compulsory for Category 1 funding applicants to complete an application form, there are certain responsibilities in terms of **reporting**. The Guidelines say that clubs must request a report from all CDSE funding recipients, indicating how the funding was spent. Recipients of over \$5,000 in funding are also required to return a statutory declaration on how the funds were expended. Clubs should address a letter to the Secretariat of the relevant fund requesting that a report be returned.

To address these issues, clubs may choose to make it a policy to reserve their CDSE funding for local groups only, and in the case of statewide, national or international appeals use their club as an effective fundraising vehicle, through hosting fundraiser events and co-ordinating “doorknocks”, rather than making a direct donation from club funds.

If clubs intend to make donations to emergency appeals under CDSE Category 1, they should make this known to their Local Committee, to allow the Committee to take this into account when planning the funding calendar and deadlines for funding. In some areas, Local Committees agree at the beginning of the year that a certain small proportion of Category 1 funding may be “reserved” for ad hoc funding of emergency appeals through the year. This provides greater certainty to the Committee and to applicants, and allows clubs to strike a balance between developing the local community and providing support to incidents of statewide or national significance.

What about ClubAID?

ClubsNSW is seeking to provide clubs with a reliable channel for donating to large-scale appeals through the new ClubAID fund, which will only be directed towards eligible Category 1 activities.

As is the case with other emergency appeal funds, however, clubs should make arrangements with their Local Committee to accommodate these donations in Committee planning.

Could we fund a trust for a local person?

Some clubs have been approached to provide funding for a trust that pays for a particular person’s education or supports a particular person suffering from a chronic or terminal illness.

Although these are worthy causes, this type of expenditure would not be eligible under Category 1, because the immediate and specific beneficiaries of CDSE expenditure should be a class of persons, rather than an individual.

If a trust were set up to help all victims of a particular affliction, or to benefit young people from disadvantaged backgrounds, but it was applied to individuals on a case by case basis, clubs may be permitted to fund these projects under CDSE.

What is the maximum amount of money an organisation can receive?

Due in part to the different sizes of CDSE clubs, there is no limit on the amount clubs may provide, and clubs are encouraged to support significant projects. However, clubs and Committees should also try to identify and fund a range of local community projects in order to assist a diverse proportion of their community.

What is the relationship between a club's Articles of Association / Constitution and the CDSE scheme?

There is no link between the CDSE scheme and a club's Articles of Association or Constitution.

CDSE is a Government legislated scheme where the funds have to be allocated in accordance with the CDSE Guidelines, as approved by the Minister for Gaming and Racing. The Guidelines make no reference to clubs' Articles of Association or Constitution but specify that CDSE Category 1 funds are to be expended on community development, community welfare, social services and employment assistance activities.

It is possible that activities related to a club's Articles of Association or Constitution may be eligible for Category 1 funding and may therefore be considered by the CDSE Local Committee and by the club.

How do we deal with long-term commitments?

Many clubs have long-standing or fixed commitments to certain Category 1 projects or activities in their local area. These should be considered during the Committee's deliberations, as the issue of longer-term commitments is specifically dealt with in the Guidelines.

Clubs should exercise extreme caution in making long-term funding commitments through CDSE. For example, the CDSE scheme could have been abolished this year, meaning any long-term commitments would have affected the club's bottom line.

The Minister for Gaming and Racing also has the power to change the CDSE Guidelines at any time and therefore a particular project or service that may be eligible for CDSE funding this year, may not be eligible for funding the following year.

Where a club does have a long-term funding commitment, this must be brought to the attention of the CDSE Local Committee at the start of the year to assist the Committee in its deliberations.

Many clubs currently fund projects and services of a regional nature. How should these be dealt with?

As part of the assessment process, Committees would determine if a regional application fits with the local priorities, and advise clubs accordingly. It would be wise for the Committee to have some communication on more significant regional applications to ensure they are not over or under-subscribed. Further, DoCS may be able to provide advice on relevant whole-of-government priorities.

2 ACCOUNTABILITY

We have received an application from a group that received funding in a previous year, but has not returned a report. What do we do?

Other than in exceptional circumstances, grant recipients must return a report on how their funding was applied, before the organisation can be provided with further Category 1 or 2 funding.

This is to ensure that funding recipients are accountable for the funding they receive and that the money is spent on the activities outlined in the original application. It is in the best interest of clubs to ensure their money is being spent appropriately.

If a club wishes to fund an organisation that has not returned a report on previous allocations, the club should contact the organisation and request that the group fill in a standard report form.

In some cases, a funded project will be only partly underway. In these situations, the club should request a progress report outlining how the funds have been spent so far and the plan for the future of the project, including a timeline for completion.

It is the club's responsibility to follow up the accountability procedures. However, when an application has been funded in line with priorities identified by the Local Committee, the recipient also needs to send a report to the Local Committee.

What is the Local Committee's role in assessing applications? Can the Local Committee reject an application that does not fit into Category 1?

When processing applications, Local Committees should remember that they are not authorised to veto applications for funding.

The Committee's responsibility is to prioritise applications and advise clubs as to whether and how they align with local priorities, and it is up to clubs to decide how closely to follow a Committee's recommendations.

However, the Guidelines say that applications should not be considered in a number of different cases where the application is in breach of the Guidelines.

This may be because the applicant is a for-profit organisation or has failed to return a report on previous funding, or the project does not fall within the prescribed sub-categories for Category 1 (as would be the case with research), and other reasons as outlined in the Guidelines.

In cases such as this, where the Committee considers an application to be in breach of the Guidelines for Category 1 funding, the Committee should *not* discard the application or prevent clubs from accessing the application.

Rather, it should recommend that clubs not fund the project as the Committee believes it to be outside the Guidelines for Category 1, and provide a brief explanation as to how it believes it to have breached the Guidelines. The club can then make an informed decision, taking into account the Committee's advice.

Queries as to whether a project is eligible for Category 1 funding may also be directed to the Liquor Administration Board (02 9995 0750) for a final decision as to its eligibility.

Is it compulsory for Category 1 applicants to use the Standard Application Form?

The CDSE Guidelines do not make it compulsory for the Standard Application Form to be used. However, it is strongly recommended that use of the form be encouraged wherever possible.

This enables clubs and Committees to assess all applications on an even footing, increasing the transparency of the CDSE process. It also makes the CDSE application process as simple as possible for applicants.

Using the standard form also ensures that Committees have adequate information on which to base their priority rating and recommendations, and that club boards are fully aware of how their funding will be applied. The Application Form has been developed to ensure that applicants address all the Category 1 criteria under the Guidelines.

Some Local Committees have agreed not to accept applications that do not use the form and have publicised this to potential applicants.

Is there a standard form for Category 2 applicants?

There is no Standard Application Form for applications for Category 2 funding. Many Category 2 recipients have been historically supported by the club and do not fill in any type of form. Organisations seeking funding should write to the club(s), outlining their project / service, how it helps the local community, and how much funding is required. Some clubs have additional criteria that they apply to Category 2 grants, and will advise applicants of these.

However, Category 2 funding recipients DO have to fill in a report on how their funding was applied. The same rules apply as for Category 1 recipients.

3 ADMINISTRATION OF COMMITTEES

What is the purpose of the CDSE Local Committees?

The main role of the Local Committee is advisory, and its primary objectives are to bring together in one forum core participants in local community services, identifying priorities for community development and support services within the local area, and to prepare a priority list for consideration by the local CDSE qualifying clubs.

The Local Committees provide advice to clubs on the social needs of the local area and to avoid the same organisations receiving funding by several clubs while others may miss out entirely.

The other bodies represented on the CDSE Local Committees are the council, DoCS and NCOSS, all of which have expertise on the local needs of the area and where funding may have the most beneficial impact.

The Board of Directors of each individual club retains the final decision-making power over what projects or organisations are funded, and obviously long-term relationships with certain recipients will be an important consideration.

However, clubs also need to demonstrate that serious consideration of CDSE Local Committee recommendations has occurred in the allocation of Category 1 funding. If this does not occur, Government may have grounds for the view that the CDSE scheme is not worth maintaining.

Does the club still reserve the right to say where the funding is going?

Under the Guidelines, the final decision on funding rests with the club's Board of Directors, and Local Committees may not veto Category 1 applications. The exception to this is in section 3.1.3 of the Guidelines, which notes that expenditure for hospital buildings and in-patient care equipment will only be eligible Category 1 funding if the Local Committee identifies the funding as being of considerable local importance.

The CDSE scheme's survival depends on cooperation and communication between clubs and other Committee members. If the Local Committee process is not seen to be working, clubs risk losing their CDSE tax concession and paying a higher rate of tax.

Who covers administration costs?

ClubsNSW appreciates the considerable effort contributed by all Local Committee members in developing and maintaining the CDSE Committee system.

There are many flow-on benefits to councils and community representatives in the opportunity to influence the allocation of a significant amount of funding to local projects. However, the ongoing prominence of the issue has been recognised.

In response to this, the CDSE Guidelines have been amended to recognise under Category 2 funding provided to reimburse local councils (or other committee members providing a secretariat role) for the costs incurred for the administration of the Local Committee for their Local Government Area.

The maximum allowable amount of funding is limited to either 10% of total CDSE Category 2 liability for the relevant LGA, or \$1,000 per participating club, whichever is the lesser amount.

In order to qualify for this reimbursement, local councils (or other committee members, where relevant) must apply in writing to their CDSE Local Committees, and provide such documentation to verify the claim as may be requested by the CDSE Local Committee.

How are CDSE funds allocated when clubs amalgamate?

Section 23 of the Gaming Machine Tax Act 2001 says that in calculating the payable gaming machine tax for a club with two or more separate and distinct premises (be they satellite sites or the product of amalgamation), the premises are treated as separate.

Consequently, CDSE liability (which is based on the gaming machine tax for each separate premises) is also treated separately. That is, if a satellite club receives gaming machine profits of over \$1,000,000 over one tax year, it is eligible for CDSE, and a separate return should be lodged for that premises as well as its parent club.

This means that satellite clubs must participate in their Local Committee, as would any other club, and should have regard to identified local priorities in their own LGA when allocating funding. Clubs should keep appropriate records to support this.

The CDSE Local Committee only allocates Category 1 funds. What happens with Category 2 funds?

The Local Committee can only deal with Category 1 funds. Category 2 remains the sole responsibility of clubs.

Some Committees have been approached to advise clubs on Category 2 grants as well as Category 1. This is not appropriate. The CDSE Guidelines, approved by the Minister, specifically limit the Committee's role to dealing with applications for specific community welfare, community development, social services and employment assistance activities, and the Local Committee membership reflects these areas.

Can clubs allocate only a percentage of Category 1 funds to the CDSE Local Committee and still distribute the balance themselves?

Local Committees do not actually "handle" the CDSE money – clubs make the final decisions and distribute the funds, and should never "hand over" money to the Local Committee to distribute.

It is not mandatory for a club to allocate Category 1 invoices in accordance with Local Committee recommendations. A central tenet of the scheme is that clubs retain the ultimate decisions on the allocation of funds.

The Local Committee process is designed, however, to involve local councils, the Department of Community Services, New South Wales Council of Social Services and clubs in the decision-making process for setting priorities, which should be reflected in the way in which monies are allocated.

To uphold this process, ClubsNSW recommends that clubs aim to fund as many Category 1 projects as possible that address these identified priorities.

Does funding need to get allocated all in one go, once a year, or can it get spread out over the year, say monthly if some clubs wish?

This is up to the Local Committee. Committees should take into account the number of meetings required, the implications for "emergency" applications, the club financial year, council funding activities, and so on. Too many meetings present a burden to Committee members, but too few meetings may mean that there is not adequate communication within the Committee.

Our club is on a Local Government boundary. Which Committee do we attend? Can we support priority projects in the other Local Government area?

A number of clubs are located near Local Government boundaries and may wish to support projects in adjoining Local Government areas. It is recommended that in these circumstances, the clubs attend Committee meetings for the Local Government area in which they are located, and also take advice from the neighbouring CDSE Local Committee. This may include attending meetings of the neighbouring Committee or simply receiving minutes, recommendations and so on.

Clubs in this situation may fund projects in neighbouring local government areas but should advise the Local Committee early in the funding year of their intention to allocate funds to other areas.

Do the CDSE Local Committees report to anyone?

There is no formal reporting structure for the CDSE Local Committees. However, there is a CDSE Steering Group that meets regularly to review the progress and outcomes of the CDSE Local Committees. Its membership comprises:

- Department of Gaming and Racing (DGR)
- Liquor Administration Board (LAB)
- Department of Community Services (DoCS)
- Council of Social Service in NSW (NCOSS)
- Lgov (formerly the Local Government and Shires Association)
- ClubsNSW
- Club Industry Advisory Committee (CIAC).

This Steering Group meets approximately quarterly to consider feedback from representatives on each CDSE Local Committee as to what progress, from their perspective, has been achieved. The Steering Group also makes periodic recommendations to Government on changes to the CDSE Guidelines and other elements of the scheme.

Local Committee members can provide feedback and make representations to the CDSE Steering Group either through their representative body or directly by writing to the Chair of the Steering Group, c/o the Department of Gaming and Racing.

REPORTING AND ACCOUNTABILITY

The CDSE Guidelines require organisations that have received funding through the scheme to **provide a report to the club** that provided the funds.

Clubs should not consider further applications from organisations until they have received a report on previously funded projects.

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 - \$5,000	Standard report
\$5,000 and over	Standard report + statutory declaration

The CDSE Guidelines state:

5.3.1 Reports from Benefiting Organisations – Expenditure up to and including \$5,000

Clubs must request organisations receiving CDSE funds of up to and including \$5,000 to provide a report detailing the application of the CDSE funds. Where a previously funded project has not been completed within the current tax year, a progress report must be provided.

Where a benefiting organisation has received funding in line with the Local Committee's identification of local community service priorities, the club should request the benefiting organisation to supply a copy of a report on the project to the relevant Local Committee.

The type of report required depends on the level of funding. For cash amounts of less than \$500, a receipt will suffice. For in-kind funding valued at less than \$500 (such as free use of club meeting rooms), a letter of acknowledgement from the benefiting organisation or individual is required.

In the case of cash or in-kind expenditure for funding of between \$500 and \$5,000, a written report from the recipient as to the application of the funding is required.

If a report (or progress report) is not received from a benefiting organisation, no additional Category 1 funding should be considered, other than in exceptional circumstances.

5.3.2 Reports from Benefiting Organisations - Expenditure over \$5,000

Where an individual grant for CDSE funding exceeds \$5,000, the club must require the benefiting organisation to complete a statutory declaration detailing the application of the funds at the end of the project.

Where a project has not been completed within a tax year, a statutory declaration providing a progress report must be obtained by 31 August of the current year.

Where a benefiting organisation has received funding in line with the Local Committee's identification of local community service priorities, the club should provide a copy of the report (statutory declaration) to the relevant Local Committee.

Clubs and LCs (as appropriate) must consider the report (or progress report) before further Category 1 applications from the benefiting organisation are entertained.

PROMOTING THE CDSE SCHEME

The CDSE scheme is one of the Club Movement's best assets in terms of community recognition. The scheme is a formal recognition of the crucial role clubs play in their local community, and the Local Committee system is an example of clubs working together with community groups to help improve their neighbourhood.

Holding events and putting out media releases to generate publicity is the return a club gets for its investment in the community. Not everyone knows about the enormous support clubs provide, so it's in clubs' best interests to promote this as much as possible. This doesn't necessarily involve large cost – many of these activities can be put together for very little cost.

EVENT IDEAS

- **Cheque Presentation Reception** – Ask one or more of the funding recipients to speak about how the funding will be applied. Invite local media, MPs, and other groups.
- **Information Day** – Invite local groups (including previous funding recipients and groups from the NCOSS and DoCS database) to hear about the aim of the scheme and how to apply.
- **CDSE Scheme Launch** – At the beginning of the year, drum up interest by holding a launch of the scheme. This could be tied in with the applicant information day.
- **President's Reception** – Some Committees hold informal social gatherings where the club presidents meet with the presidents and managers of the organisations supported through CDSE, to review and celebrate the previous year and discuss future plans for club activities and community support.

Events such as these are a great way to promote your club's support for the local community through CDSE and other funding, and to raise awareness of the club's role in developing and supporting community organisations in the local area.

MAXIMISING THE IMPACT

- Inviting both club **staff members and directors** is important, as the Board makes the final decision on how funds are to be allocated.
- Many clubs have found that **inviting VIPs** such as political and community leaders can help to increase their clubs' profile, both with these special guests and with local media.
- Including the **Mayor or your State and Federal MPs** in your club's CDSE presentation or awards night can emphasise to them the value of the Club Movement, the support your club provides to local organisations and the way the club enhances the lives of members and the general community.
- Clubs also publicise their community support activities through their **member newsletters and annual reports**. By showcasing CDSE funding and other donations in this way, clubs are ensuring that members are aware that their membership helps support these local groups.
- Ask successful Category 1 & 2 **funding recipients to help publicise** the scheme, by writing letters to the editor and announcing the grant to their stakeholders – for example, a school could run a short piece in its newsletter.
- Put up **signage** in clubs and council chambers listing the successful recipients and the projects funded.

MEDIA RELEASES – CRUCIAL INGREDIENTS

No matter what the event, you should send out a **media release** that highlights the people who benefit from CDSE and underlines the community focus of clubs. This will reinforce a positive public image and help garner valuable coverage at little cost to your club or Committee. Remember to make it clear that the money comes from clubs rather than from local or state government.

When putting together a media release, **make it as easy as possible** for the local paper to include your story. You'll need to include all the key information, and for maximum impact, include a photo.

When taking photos at events, **be imaginative!** As an alternative to the traditional cheque presentation, which often doesn't get a run in the paper, why not have your club president pose with the recipients as the projects get underway. Individual stories and interesting photos – such a mobile pre-school arriving at an outlying locality, or “pets as therapy” visits to a local nursing home – make for better publicity than a “big cheque”.

Crucial ingredients of a good release include:

- Who will benefit from the project(s)?
- What is the aim of the project(s)?
- How much funding is the club(s) providing and how long will it last?
- What is CDSE? *(Use a definition which emphasises clubs' community role – eg, “...through the club industry's Community Development & Support Expenditure scheme, which recognises clubs' enormous financial contribution to their local area. Clubs earning over \$1 million per year receive a tax deduction in exchange for investing in their neighbourhood by funding community projects”)*
- Comment from Club President or Committee Chairperson
- Comment from funding recipient(s)
- Comment from Mayor
- Which clubs participated?
- Don't forget a contact name and telephone number for follow-up!

SAMPLE PRESS RELEASE (SINGLE CLUB)

For immediate release

SAMPLEVILLE RSL CLUB GIVES OVER \$200,000 TO LOCAL GROUPS

Eighteen local community groups will benefit to the tune of \$205,700, thanks to Sampleville RSL Club.

This latest slab of funding means the Club has given over \$1,000,000 to charities and community support in the last five years.

Among the major beneficiaries was the Sampleville Neighbourhood Centre, which will use its \$40,000 grant to purchase and maintain a mini-bus.

"We were desperate for a bus to take local disadvantaged children on weekend outings," said Neighbourhood Centre Manager, Jane Doe.

"Sampleville RSL's generosity means the kids have a fun activity to look forward to every weekend, and it takes the pressure off their parents. It just makes everything so much easier," she said.

RSL Club President Mary Black said, "We think it's a gift not just to the Neighbourhood Centre, but to the whole community.

"All our donations are aimed at helping as many local people as possible.

"After all, a club is only as good as its members and we want to give something back to Sampleville," Ms Black said.

The funding was allocated through the club industry's Community Development & Support Expenditure scheme, which recognises clubs' enormous financial contribution to their local area by offering a tax deduction in exchange for funding local community projects.

The following groups have also received grants from Sampleville RSL this year:

[...List recipients & projects...]

**For more information, contact Mary Black – President, Sampleville RSL
Telephone: 9999-9999**

SAMPLE PRESS RELEASE (LOCAL COMMITTEE)

For immediate release

“CLUBBING TOGETHER” FOR SAMPLE SHIRE

The registered clubs in Sampleshire have dug deep to help out their local community, handing over \$350,000 worth of funding to support 25 very worthy projects in the Sample area.

The funding was allocated through the club industry’s Community Development & Support Expenditure (CDSE) scheme. The CDSE scheme recognises clubs’ enormous financial contribution to their local area by offering a tax deduction in exchange for funding local community projects.

The CDSE scheme emphasises local projects, and the clubs have allocated their funds to a wide range of causes.

One very grateful recipient was the Sampleville Crisis Line, which will receive \$15,000 to train volunteer telephone counsellors and buy new phone equipment.

James Jones, manager of the Crisis Line said, “We have no permanent, secure funding so this will allow us to keep going and take on new volunteers. The Crisis Line receives over 2,500 calls a week and now this generous donation from the clubs will hopefully mean that callers never get a busy signal.”

Sampleshire Mayor Mary Jones said the scheme was a terrific example of how clubs can work together to get big results. Sampleville Bowling Club, Sampleville RSL Club and Sampleville Golf Club formed links with Sampleshire Council and local community groups to decide how to allocate their funds.

“Giving back to the community is the club movement’s top priority”, said the Local CDSE Committee Chairman, John Brown, who is also President of Sampleville Bowling Club.

“By providing these grants to local organisations, clubs are helping to address local social needs and develop their communities. It’s been great working with the Council and community representatives, because we got to know about lots of small groups that needed a helping hand, just like the Crisis Line,” Mr Brown said. “We’re thrilled to have been able to help so many local community projects.”

“I would encourage other community organisations to visit the ClubsNSW website (www.clubsnsw.com.au) or contact the Committee to see whether they would be eligible for funding next year,” he said.

The next round of funding will close on 30 June. Local community groups are encouraged to contact Sampleshire’s CDSE convenor, John Brown on 9999-9999.

For more information, please contact John Brown, 9999-9999

SAMPLE PRESS RELEASE (INVITING FUNDING)

For immediate release

CLUBS ASK COMMUNITY GROUPS TO PUT UP THEIR HANDS FOR FUNDING

Clubs in the Sampleshire area are lending their support to a wide range of community projects, ranging from welfare to employment services. This boost comes through a club industry program called the Community Development & Support Expenditure (CDSE) scheme.

The CDSE scheme allows clubs with annual gaming revenue of over \$1 million to apply a percentage of gaming taxes to specific community projects.

The scheme is co-ordinated with the assistance of Sampleshire Council and local community groups, who give advice on areas of need.

Last year Sampleville Bowling Club, Sampleville RSL Club and Sampleville Golf Club worked together to hand out \$45,000 to community groups, and clubs hope to reach the \$50,000 mark this year.

CDSE Committee Co-ordinator Dave Smith, of Sampleshire Council, says, "We've had great success with the clubs in the past. The Committee has worked very well together and it was so satisfying to see so many worthy projects funded."

Community groups interested in finding out more can contact local clubs or Dave Smith on 9999-9999 for an information package, or visit the website of the club industry association, ClubsNSW, www.clubsnsw.com.au for more details.

The next round of funding closes on 30 June 2005.

For more information, please contact Dave Smith, 9999-9999

SAMPLE LETTER TO MP

Why not write to your local State and Federal MPs, detailing the contribution your club has made and inviting them to attend your cheque ceremony, President's reception or funding launch.

The Hon Joe Brown, MP
Member for Sampletown
1 Sample Lane
Sampletown NSW 2222

Dear Mr Brown

It is my great pleasure to invite you to attend Sampleville RSL's cheque presentation to community groups who have received funding in 2004 under the Community Development & Support Expenditure scheme, in which registered clubs provide.

Sampleville RSL Club has provided over \$55,000 in support to various community groups over the past year. These funds have been provided in conjunction with Sampleshire Council and various community service representatives, to help ensure that we are fully aware of local areas of need.

On 22 August 2005, we will be hosting a President's Reception at which we will present cheques to the successful applicants for 2005.

We would be delighted if you could join us as one of our honoured guests to celebrate this important relationship between clubs and the Sampleshire community.

I look forward to meeting with you.

Yours sincerely

Jack Green
President, Sampleville RSL Club

EVALUATION SHEET

*- To be completed by all Committee members -
- Please forward a copy of this form to ClubsNSW -*

This evaluation sheet has two purposes:

- 1 To assist Local Committee members to identify areas for development in Local Committee operations; and
- 2 To assist the CDSE Steering Group in identifying any statewide trends and recurring issues in Local Committee implementation.

Club participation

How many clubs attended meetings? _____

What proportion of CDSE-eligible clubs attended meetings? _____ %

Action needed in 2004? _____

Did all clubs advise of the previous year's funding and any long term-commitments by the agreed date? **Yes / No**

If not, why not? _____

Action needed in 2004? _____

Other Committee members

Did other Committee stakeholders – Council, NCOSS, DoCS – attend meetings? **Yes / No**

If not, why not? _____

Action needed in 2004? _____

Did Committee members provide information (eg social plan) in a timely manner to assist with the identification of local funding priorities? **Yes / No**

If not, why not? _____

Action needed in 2004? _____

Consultation

What amount of Category 1 funds were allocated by clubs following consultation with the Local Committee? \$ _____

What proportion of the total Category 1 liability did this represent? _____ %

Action needed in 2004? _____

Local priorities

What amount of Category 1 funds were allocated to areas of identified priority? \$ _____

What proportion of the total Category 1 liability did this constitute? _____ %

Were there any identified priorities that were not addressed? If not, why not?

Yes / No _____

Action needed in 2004? _____

Local priorities (ctd.)

What identified priority areas have most benefited from CDSE Category 1 funding this year?

What identified priority areas have least benefited from CDSE Category 1 funding this year?

Comments? _____

Appropriate spread of funding

How many applications were received; how many were funded? _____ ; _____

What was the smallest funding amount provided? _____

What was the largest funding amount provided? _____

What was the average funding amount provided? _____

Action needed in 2004? _____

What amount of Category 1 funds were allocated to organisations to which clubs had pre-existing or long-term commitments? \$ _____

What proportion of the total Category 1 liability did this constitute? _____ %

In recommending and allocating funding, did the Committee and clubs try to balance short-term and new projects with pre-existing and long-term commitments? **Yes / No**

Action needed in 2004? _____

Were there any "double-ups" in funding? **Yes / No**

Action needed in 2004? _____

What amount of Category 1 funds were allocated to projects and activities outside of NSW? \$ _____

What proportion of the total Category 1 liability did this constitute? _____ %

Action needed in 2004? _____

Timetabling

Did the Committee devise a timetable for the 2003 funding round? **Yes / No**

Did the Committee comply with this timetable? **Yes / No**

Did the timetable allow adequate time for the application and assessment processes? **Yes / No**

Action needed in 2004? _____

Accountability

Did clubs receive reports for all projects funded in 2002? **Yes / No**

Did clubs provide funding to any organisations that did not provide a report on a previously funded project? If so, why? **Yes / No**

Action needed in 2004? _____

Promotion

Did the Local Committee organise promotion of the CDSE scheme? **Yes / No**

If so, what activities were successful? What activities were unsuccessful?

Did funding recipients participate in CDSE-related activities or promotions? If not, why not? **Yes / No**

Other issues

Identify any other issues or problems in the operation of the CDSE Local Committee in 2003, and possible measures to address these issues in future years:

Issue	Action in 2004

GLOSSARY

Below is a glossary of terms and acronyms that are often referred to in the CDSE process.

ABN	<i>Australian Business Number</i>
CIAC	<i>Club Industry Advisory Council</i> Provides the Minister for Gaming and Racing with feedback and advice on club industry-related issues
CDSE	<i>Community Development & Support Expenditure</i>
ClubsNSW	The peak representative body for registered clubs in NSW
CPO	<i>Community Project Officer (DoCS)</i>
DGR	<i>Department of Gaming and Racing</i> The Government Department responsible for regulation of clubs.
DoCS	<i>Department of Community Services</i> The Government Department responsible for community and social services.
GST	<i>Goods & Services Tax</i>
LAB	<i>Liquor Administration Board</i> The LAB consists of four magistrates appointed to supervise the <i>Liquor Act 1982</i> and the <i>Registered Clubs Act 1976</i> .
LGA	<i>Local Government Area</i> Also known as "council", "municipality" or "shire".
Lgov	The peak representative body for NSW metropolitan, regional and rural councils. (Formerly the Local Government & Shires Association)
NCOSS	<i>Council of Social Service of NSW</i> The peak representative body for the social and community services sector in NSW.
NGO	<i>Non-Government Organisation</i>
Registered club	Clubs are groups of people sharing a common interest who combine to provide facilities to promote and pursue that interest. Registered clubs cover interests including sporting, social, community, workers, national, religious, RSL and ex-services clubs. NSW clubs are registered under the <i>Registered Clubs Act 1976</i> , through the Licensing Court of NSW, which is the State Government licensing authority. Registration authorises clubs to serve liquor and/or to have gaming machines on premises.
Social plan	A document developed by councils, based on community consultation and statistical research and analysis, to identify the priority issues facing both targeted social groups and the local community as a whole. The social plan forms the basis of council planning and funding activities.

DISCLAIMER: This Handbook contains information and advice to assist CDSE Conveners and Local Committee delegates in the establishment and operation of their Local Committees. Where, and if, advice is interpreted as being inconsistent with the CDSE Guidelines approved by the Minister for Gaming and Racing, the Guidelines shall prevail.