



## Progress Report

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### Important Information

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#### How to Complete

Applicants are required to complete an acquittal upon receiving ClubGRANTS funding from a club. The purpose of the acquittal is to ascertain the manner in which that funding was applied.

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

#### *Grants Up to And Including \$7,500*

Organisations receiving ClubGRANTS funds of up to and including \$7,500 must provide a report detailing the application of the ClubGRANTS funds. Where a previously funded project has not been completed within the current tax year, a progress report must be provided.

- 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 \$7,500, a written report from the recipient as to the application of the funding is required.

#### *Grants over \$7,500*

Organisation who receive ClubGRANTS funding exceeding \$7,500 must complete a written report as to the application of the funding and this must be accompanied by a statutory declaration.

Where a project has not been completed within a tax year, a progress report must be provided accompanied by a statutory declaration.

#### More Information

The ClubGRANTS Application Guide has been prepared to assist applicants navigate the Scheme. The Guide provides general information on the various funding categories, who can apply, how to apply, and reporting requirements. It also provides advice to applicants on how to stand out from the pack and how to say thanks.

A copy of the Application Guide can be found at [www.clubsnsw.com.au/clubgrants](http://www.clubsnsw.com.au/clubgrants)

**Acquittals/progress reports should be sent to local committees or individual clubs.  
Acquittals/progress reports sent to ClubsNSW will be returned.**

## Progress Report Details

Organisation:

Contact Name:

Did you complete a ClubGRANTS standard application form?

- Yes  
 No

If no please attach your request for funding to this progress report.

Project Name:

Amount Received:

Amount Spent

Dollar value:

Percentage of benefit received:

Please describe how the money has been applied so far:

Please describe how the remaining amount will be applied:

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

- Yes  
 No

If yes, please describe how the money was applied:

## Attachments

Please attach any additional information which may assist the Club in making an assessment of the success of the program, project or service.

Documents may be quotes, letters or support for your project or your organisation's annual report.

## Declaration, Authority and Consent

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### Funding Conditions

Although care is taken to ensure that the information regarding the ClubGRANTS scheme is correct at any given stage of the ClubGRANTS process, the granting organisation cannot guarantee and assumes no legal liability or responsibility for the accuracy, currency or completeness of the information provided.

### Privacy Statement

This privacy statement is a requirement of section 10 of the Privacy and Personal Information Protection Act 1998 (NSW). Some of the information in this acquittal/progress report is personal information. This information is required as part of the funding conditions of your application for grant funding from registered clubs and to communicate with you about an application and resulting funding. The information will be used by the ClubGRANTS Local Committee, or club to which you are applying and ClubsNSW staff, and may also be shared with trusted contractors or consultants appointed by them for a particular task, or by persons or entities who may have a legal entitlement to such information or when so directed by a court order. The information may be retained by ClubsNSW, the ClubGRANTS Local Committee or individual clubs.

### Data Use

The Applicant acknowledges and consents to:

1. The information supplied in this acquittal/progress report being stored by ClubsNSW, the ClubGRANTS Local Committee or individual clubs, and made available to ClubsNSW and the subject ClubGRANTS Local Committee, or club for the purpose of completing the application and associated administration purposes;
2. The ClubGRANTS Local Committee, individual clubs and/or ClubsNSW referring the contents of this acquittal/progress report (as necessary) to external experts and other Clubs or grant makers for the purpose of assessment, reporting, advice, comment, benchmarking, streamlining, trend analysis, or for discussions regarding alternative or collaborative funding opportunities.
3. The information supplied in this acquittal/progress report being used by ClubsNSW, or individual clubs, in isolation or in aggregate, for any purpose, including:
  1. To quantify the social contribution made by the Club or club industry in the making of grants; and
  2. To advocate on behalf of the Club or club's industry.

**NOTE:** ClubsNSW, individual clubs and ClubGRANTS Local Committees will not publicly disclose any personal information (such as contact details). Such information may, however, be shared with trusted parties for the purposes as described above.

### Declaration & Consent

The Applicant:

- Declares that the information provided in this acquittal/progress report form is true and correct.
- Undertakes to notify the subject ClubGRANTS Committee of any changes to this information and any circumstances that may affect this acquittal/progress report.
- Declares that he/she is authorised by the applicant organisation to submit this acquittal/progress report and agree to the terms and conditions described above.

I am authorised to submit this acquittal/progress report and agreeing to the Declaration, Authority and Consent.

I have read and agreed to the above.

Name

Position

Date

**NB: If your organisation received more than \$7,500 in funding you must attach a statutory declaration to this form.**