

## Completing an application

As a club user, you will most often be reviewing applications however you may also be required to guide applicants to complete an application form.

Forms can be completed as an applicant in the following way.

1. Navigate to [www.clubgrants.com.au/](http://www.clubgrants.com.au/)
2. Before applicants can complete an application form, they will need to register.
3. You will see the below screen. Select the button on the top right hand side saying Register

ClubGRANTS Online is an online system that allows for the processing and recording of ClubGRANTS applications.

Applicants can submit their funding requests online, and club administrators or local committee convenors can run a grant round, review, assess and access all applications. Data recorded can be reported on and an end-of-year Liquor and Gaming Report Form template has been provided.

To get started, applicants will need to register with an email address to obtain login details. Account details are used solely for the purpose of enabling applicants to complete online application forms. Secure access to the application is given, and applicants can save and return to the form at a later time.

The ClubGRANTS program is made possible through the support of NSW clubs, local councils, ClubsNSW and the NSW Government.

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4. Once you have selected Register, you will see a new screen:

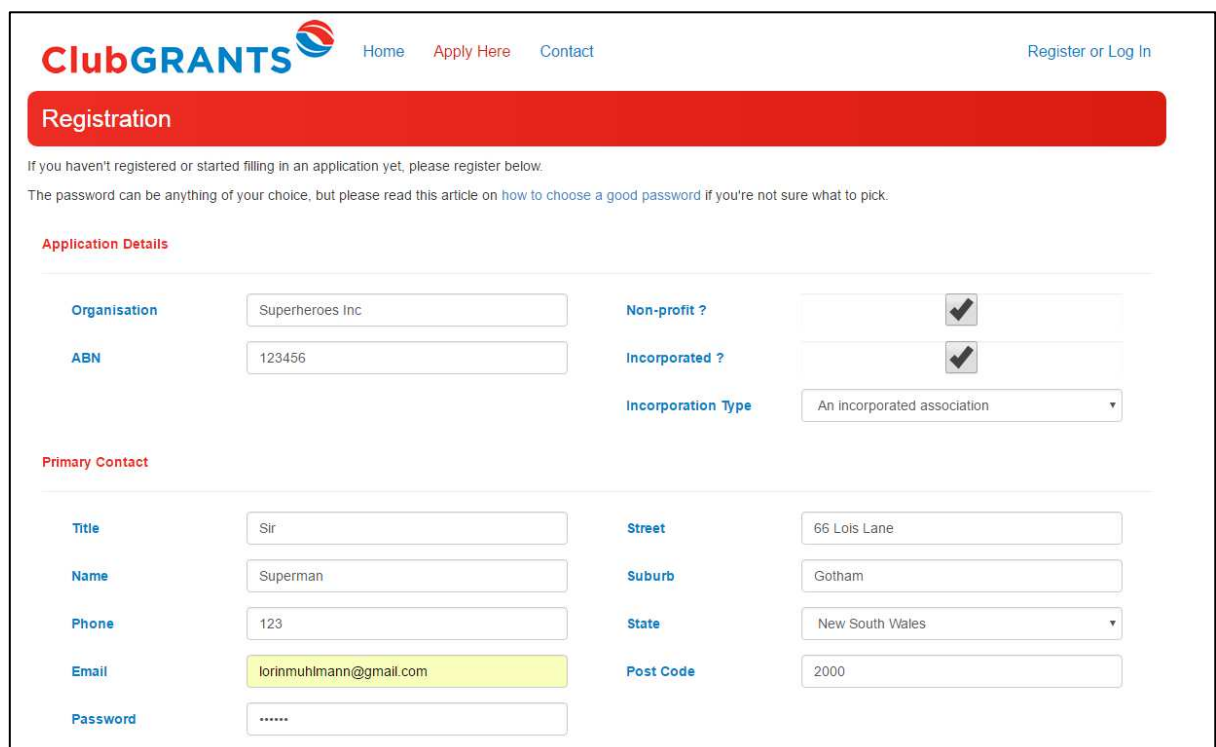
To make an online application, you'll need to register first. Registering gives you secure access to your application so that you can work on it over time - rather than completing it all at once. It also helps us contact you if there is a problem.

It only takes a moment to register, and you can get started on your application after registering

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5. Select the 'Register as a new applicant' button

## 6. Complete registration details



The image shows the ClubGRANTS registration form. At the top, there is a navigation bar with the ClubGRANTS logo, links for Home, Apply Here, and Contact, and a Register or Log In link. Below this is a red header with the word 'Registration'. A message states: 'If you haven't registered or started filling in an application yet, please register below. The password can be anything of your choice, but please read this article on how to choose a good password if you're not sure what to pick.' The form is divided into two main sections: 'Application Details' and 'Primary Contact'. The 'Application Details' section includes fields for Organisation (Superheroes Inc), ABN (123456), Non-profit? (checked), Incorporated? (checked), and Incorporation Type (An incorporated association). The 'Primary Contact' section includes fields for Title (Sir), Name (Superman), Phone (123), Email (lorinmuhlmann@gmail.com), Password (\*\*\*\*\*), Street (66 Lois Lane), Suburb (Gotham), State (New South Wales), and Post Code (2000).

**ClubGRANTS** Home Apply Here Contact Register or Log In

### Registration

If you haven't registered or started filling in an application yet, please register below.  
The password can be anything of your choice, but please read this article on how to choose a good password if you're not sure what to pick.

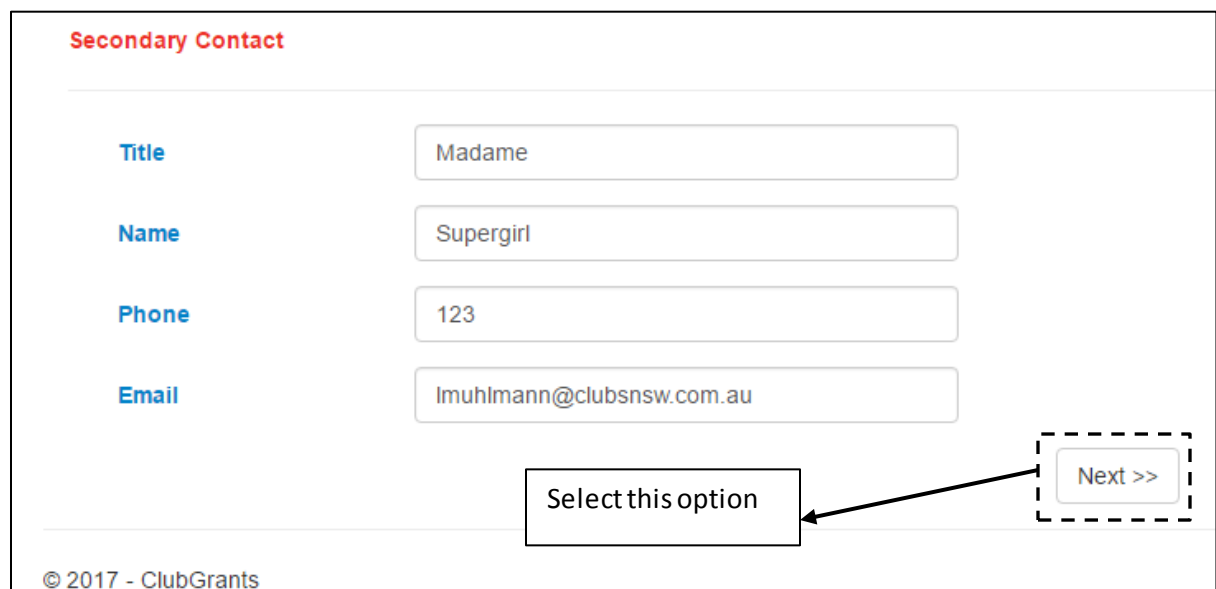
#### Application Details

Organisation	Superheroes Inc	Non-profit ?	<input checked="" type="checkbox"/>
ABN	123456	Incorporated ?	<input checked="" type="checkbox"/>
		Incorporation Type	An incorporated association

#### Primary Contact

Title	Sir	Street	66 Lois Lane
Name	Superman	Suburb	Gotham
Phone	123	State	New South Wales
Email	lorinmuhlmann@gmail.com	Post Code	2000
Password	*****		

## 7. Select 'Next'



The image shows the 'Secondary Contact' form. It has fields for Title (Madame), Name (Supergirl), Phone (123), and Email (lmuhlmann@clubsnsw.com.au). At the bottom right, there is a 'Next >>' button. A dashed box surrounds the button, and an arrow points from it to a box containing the text 'Select this option'. The footer of the form says '© 2017 - ClubGrants'.

### Secondary Contact

Title	Madame
Name	Supergirl
Phone	123
Email	lmuhlmann@clubsnsw.com.au

Select this option

Next >>

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### HINT:

- The primary contact should be the person completing the form
- Secondary contact is the person who would complete the form if the primary contact were absent

8. Once you have selected 'Next' you will be taken to this screen where applicants can view their applications:

**ClubGRANTS** Home My Applications Contact Superman Log off

### Applicant Details

Organisation	Name	ABN	Non-profit ?	Incorporated ?
Superheroes Inc	Superman	123456	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Applications

This area is for you to lodge or monitor a ClubGRANTS Funding Application. Please contact your local club or ClubGRANTS Local Committee Coordinator to about applying.

Create New Application

Description	Form Type	Category	Amount Requested \$	Club Funded	Amount Funded \$	Submitted	Updated
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Applicants can view and edit their applicant details here

9. Now that the registration process is complete, applicants can apply for funding.
10. Once an applicant selects 'Create new application', they will be taken to the following screen:

**ClubGRANTS** Home My Applications Create Application Contact Applicant2 Person Log off

### Step 1. Choose an Application Category

Application Category:  [How to Choose](#)

Applicants can select the category of funding they wish to apply for here.

Information on how to select the appropriate category can be found on the right side of the page. After selecting 'Next', applicants can proceed to Step 2 which allows applicants to provide basic information about their application.

**ClubGRANTS** Home My Applications Create Application Contact Applicant2 Person Log off

### Step 2. Select Your Application Type

**Description**  The Description field is required.

**Amount Requested \$**  The Amount Requested \$ field is required.

**LGA Name**

**Club Name**

**Form Type**

Next >>

**How to Apply**

Applying for ClubGRANTS funding is quick and easy. All funding is processed locally and community groups can contact their local clubs at any time for information and advice. ClubGRANTS is also flexible, allowing clubs to provide support efficiently, and often as soon as a need emerges.

To be eligible to apply, you must be a not-for-profit organisation and provide the following project and/or services: community welfare or social services, community development, community health services or employment assistance activities. You are also eligible if you or your organisation is involved in community or professional sport.

The ClubGRANTS Application Guide has been prepared to assist prospective 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 [here](#).

Step 3 contains instructions to applicants which clubs and LCCs will have the ability to customise.

**ClubGRANTS** Home My Applications Create Application Contact Applicant2 Person Log off

### Step 3. Read Instructions

[INSTRUCTIONS](#)

Next >>

All questions are mandatory so applicants will not be able to proceed without completing each page.

A detailed application form can be found at Step 4. Applicants are able to save as they proceed and view their form as a PDF.

**ClubGRANTS** Home My Applications Create Application Contact Applicant2 Person Log off

### Step 4. Fill Out Application Form

[View as PDF](#) [View Application Guide](#)

**Form Type** Grant for below \$1000

**Description**

**LGA Name**


**Category** 1

**Amount Requested \$**

**Club Name**

**Deadline** 31/07/2017 05:00 PM

Once an applicant selects 'Submit', no further edits can be made and the application is now viewable as submitted in the 'My applications' tab.


[Home](#)
[My Applications](#)
[Create Application](#)
[Contact](#)
Applicant2 Person
[Log off](#)

Applicant Details

Organisation	Name	ABN	Non-profit ?	Incorporated ?
<a href="#">Organisation</a>	Applicant2 Person	123456	<input type="checkbox"/>	<input type="checkbox"/>

Applications

This area is for you to lodge or monitor a ClubGRANTS Funding Application. Please contact your local club or ClubGRANTS Local Committee Coordinator to find out more information about applying.

Create New Application

ID	Description	Form Type	Category	Amount Requested \$	Club Funded	Amount Funded \$	Submitted	Updated	
2027	New donkey	Grant for below \$1000	1	\$200.00	No	\$0.00	No	12/07/2017	<a href="#">✕</a>
2046	Taco trucks	Grant for below \$1000	1	\$500.00	No	\$0.00	No	20/07/2017	<a href="#">✕</a>

«

1

2

»

Applications are viewable here.

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