

## **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 2003 funding process will be as follows:

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

### 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 May and a cheque presentation reception in November, 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 December-to-November 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 2008**