

## **Setting Local Priorities & Timetables**

### **Developing a List of Local Priorities**

All Local Committees must develop a list of local priorities, which needs to be made available to all funding applicants either on request, on a relevant website or with a CDSE information pack. 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 can be seen in the sample priority list provided.

### **Setting an Annual CDSE Timetable**

It is mandatory for all Local Committees to set and abide by an annual timetable for the CDSE funding process. 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 - December*

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

Please ensure that representatives of all stakeholders 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. For newly formed committees and newly qualified CDSE clubs, the process should be as follows:

- Convenor (usually local council) 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 December to February*

- Clubs disclose previous years funding allocations (amounts and recipients)
- Local Committee identifies funding trends for previous year and evaluates the previous years 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:
  1. Committee identifies & collates key resources (for example local social plans)
  2. Local Committee members provide input and information on local community needs. This may include a briefing session.

3. Clubs provide input on their established funding priorities and allocations (these should be taken into account when identifying priorities).
  4. Local Committee establishes broad Category 1 priority areas relevant to local community need.
  5. Local Committee considers adopting a formal assessment methodology.
- State-wide advertising by ClubsNSW (usually occurs mid March)
  - Committees utilise local media for publicity
  - Council and community representatives contact and inform local community groups
  - Committee makes available list of local funding priorities
  - Establish an appropriate timetable for inviting local applications
  - Distribution of CDSE Application Forms Year-round
  - Forms are available on the ClubsNSW website at [www.clubsnsw.com.au](http://www.clubsnsw.com.au)
  - The Local Committee and local qualifying clubs may also distribute forms to enquiring organisations
  - Applications Close For CDSE Funding usually April to May but varies according to Local Government Area and Local committee.
  - 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 May to June

- 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 (MANDATORY)
- Clubs have distributed 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 distribute attendance certificate
- Local Committee may reconvene to assess the scheme's operation over the past year
- 7 September (MANDATORY)
- Clubs report to Liquor Administration Board (LAB)