



## ClubGRANTS Reporting Requirements

A legislative requirement to be fulfilled by all organisations receiving ClubGRANTS assistance from registered clubs is that a club must request funding recipients to provide a report on how the funds were applied and whether the use of funds has varied from the purpose stated in the original application. If a report is not received from a funding recipient, the ClubGRANTS Guidelines require that the club should not consider any additional funding for that organisation, except in exceptional circumstances.

In some instances, however, a program, project or service has not been completed before the funding recipient wishes to seek further funding for another activity. In these cases, recipients should provide a progress report on the current project. This should include a timeline for the project's completion and reasons for any delay in the expenditure of the funds.

Recipients should also advise the funding club of any changes in the circumstances of the project (such as what the money will be spent on, who will benefit from the funding, how they will benefit), and obtain the club's written approval prior to making any changes.

Funding recipients should use this form for amounts above \$500. Where an individual ClubGRANTS expenditure is above \$5,000, the benefiting organisation must also complete a statutory declaration (attached).

This report form should be forwarded to the appropriate club (and Local Committee, if the funding was allocated through a Committee). Please note: additional details should be attached to the form where the space provided is insufficient.

Further information concerning the ClubGRANTS scheme is available from individual clubs, local committees, or the ClubsNSW website [www.clubsnsw.com.au](http://www.clubsnsw.com.au) or contact ClubsNSW on (02) 9268 3000 or [enquiries@clubsnsw.com.au](mailto:enquiries@clubsnsw.com.au). **Please return this form to the club supplying the funding.**

### Information on Recipient/Organisation

<b>Name of Recipient/ Organisation:</b>	
<b>Postal Address:</b>	
<b>Street Address:</b>	
<b>Contact Person:</b>	
<b>Position:</b>	
<b>Telephone:</b>	
<b>Email:</b>	



**ClubGRANTS Standard Funding Report Form**

<p><b>1. Did you complete the 'ClubGRANTS Standard Application Form – Category 1 Funding'?</b> If so, a copy of the form must be attached to this report. (please attach the 5 page application form only with no supporting material)</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p><b>2. Has your organisation deviated from the original areas of expenditure you nominated on the application form?</b></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p><b>3. Was the organisation's expenditure on community development and support outside New South Wales?</b></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

<p><b>Please describe below how the money has been applied so far and outline any deviations from the original areas of expenditure.</b></p>	
<p><b>Please provide a revised timeframe for the completion of the project and reasons for the delay in the expenditure of the funds</b></p>	

Please attach any additional information you consider will assist the club in making an assessment of the success of the program, project or service.

<p><b>Signature:</b></p>		<p><b>Date:</b></p>	
<p><b>Name:</b></p>		<p><b>Position:</b></p>	

Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

1 *Insert the name, address and occupation of person making the declaration*

I,<sup>1</sup>

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*

Declared at <sup>4</sup>

5 *Day*

on <sup>5</sup>

6 *Month and year*

Before me,

of <sup>6</sup>

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before—**

- (1) a person who is currently licensed or registered under a law to practise in one of the following occupations:
- |                      |                      |                    |
|----------------------|----------------------|--------------------|
| Chiropractor         | Dentist              | Legal practitioner |
| Medical practitioner | Nurse                | Optometrist        |
| Patent attorney      | Pharmacist           | Physiotherapist    |
| Psychologist         | Trade marks attorney | Veterinary surgeon |
- (2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
- (3) a person who is in the following list:
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
  - Bailiff
  - Bank officer with 5 or more continuous years of service
  - Building society officer with 5 or more years of continuous service
  - Chief executive officer of a Commonwealth court
  - Clerk of a court
  - Commissioner for Affidavits
  - Commissioner for Declarations
  - Credit union officer with 5 or more years of continuous service
  - Employee of the Australian Trade Commission who is:
    - (a) in a country or place outside Australia; and
    - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
    - (c) exercising his or her function in that place
  - Employee of the Commonwealth who is:
    - (a) in a country or place outside Australia; and
    - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
    - (c) exercising his or her function in that place
  - Fellow of the National Tax Accountants' Association
  - Finance company officer with 5 or more years of continuous service
  - Holder of a statutory office not specified in another item in this list
  - Judge of a court
  - Justice of the Peace
  - Magistrate
  - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
  - Master of a court
  - Member of Chartered Secretaries Australia
  - Member of Engineers Australia, other than at the grade of student
  - Member of the Association of Taxation and Management Accountants
  - Member of the Australasian Institute of Mining and Metallurgy
  - Member of the Australian Defence Force who is:
    - (a) an officer; or
    - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
    - (c) a warrant officer within the meaning of that Act
  - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
  - Member of:
    - (a) the Parliament of the Commonwealth; or
    - (b) the Parliament of a State; or
    - (c) a Territory legislature; or
    - (d) a local government authority of a State or Territory
  - Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
  - Notary public
  - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
  - Permanent employee of:
    - (a) the Commonwealth or a Commonwealth authority; or
    - (b) a State or Territory or a State or Territory authority; or
    - (c) a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
  - Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
  - Police officer
  - Registrar, or Deputy Registrar, of a court
  - Senior Executive Service employee of:
    - (a) the Commonwealth or a Commonwealth authority; or
    - (b) a State or Territory or a State or Territory authority
  - Sheriff
  - Sheriff's officer
  - Teacher employed on a full-time basis at a school or tertiary education institution