

## ClubGRANTS Checklist

Checklist for consideration in decision-making

### Purpose of Checklist

This checklist can be used by registered clubs as a guide to assist with their decision-making process regarding applications for ClubGRANTS funding. It is highly recommended that you consult the [ClubGRANTS Guidelines](#) and our [FAQ](#) whilst using this checklist.

Checklist for consideration in decision-making	X
Was the application received through ClubGRANTS Online?	<input type="checkbox"/>
Has the applicant provided enough information regarding the project to explain how the funding will help the local community?	<input type="checkbox"/>
Has the benefitting organisation provided a correct ABN?	<input type="checkbox"/>
Has the club received the required progress or acquittal report from previous funding provided?	<input type="checkbox"/>
Is the project or service readily assisted by an existing Government funding program?	<input type="checkbox"/>
Does the grant request align with the intent of the Scheme, in that it will contribute to the provision of frontline services to your local community; and ensure that the disadvantaged in the community are better positioned?	<input type="checkbox"/>
Category 1 specific - Was the grant recommended by the local committee as aligned with community service priorities for Category 1 expenditure in the LGA. (If not - refer to Clause 2.1.6 of the Guidelines)?	<input type="checkbox"/>
Category 1 specific - Does the request for funding meet the Category 1 eligibility criteria in the Guidelines, in that the project and/or activity will contribute to the welfare and broader social fabric of the local community and is aimed at improving the living standards of low income and disadvantaged people?	<input type="checkbox"/>
Category 2 specific - Does the request meet the Category 2 eligibility criteria in the Guidelines, in that the funding is for community development and support activities?	<input type="checkbox"/>
Has the benefitting organisation correctly identified the grant as either a request for cash or in-kind funding?	<input type="checkbox"/>
Will there be a comparable reciprocal contribution to the club in return for funding?	<input type="checkbox"/>
If the purpose of the grant is for overseas travel/education programs, has the required approval from the Authority been received, as per Clause 2.3.7 of the Guidelines?	<input type="checkbox"/>
If a decision of eligibility is unclear, consider if a more conservative approach should be taken with respect to awarding the grant under the ClubGRANTS Scheme.  *This does not prevent the club from providing the funding outside of the Scheme.	<input type="checkbox"/>