

## Reporting back

---

If you are successful in receiving ClubGRANTS Category 1 or 2 funds, you will be required to report back to the club(s) that provided you with funding upon completion of your project. Clubs will not consider further applications if you have not submitted some sort of report (sometimes referred to as an acquittal) on previously funded projects.

In some cases, a funded project will be only partly underway when a recipient wishes to apply for further funding for another project. In this situation, the applicant may submit a progress report form. If the project has been delayed, the recipient should provide a progress report to the club(s) advising why it has not run to schedule.

Recipients should also advise the funding club of any changes in circumstances, such as any variation on how the money will be spent. Organisations must obtain the club's written approval before making any changes.

Reporting requirements are as follows:

<b>Funding provided</b>	<b>Reporting method</b>
Up to \$500 Cash	Provide the club with a receipt only
Up to \$500 In-kind*	Provide the club with a letter of acknowledgment
\$500–\$7,500 Cash or In-kind	Complete a Standard Funding Report form
Over \$7,500	Complete a Standard Funding Report and a Statutory Declaration
Over \$10,000	Club and benefiting organisation are required to enter into a formal contract.

\*In-kind refers to any support provided by a club to an applicant that does not include money. An example of in-kind assistance may be room hire or the use of facilities free of charge.

All reporting forms are available for download on the ClubGRANTS website.

*If you have an enquiry related to closing dates or application forms, please refer to the Find Your Grant Round page on the ClubGRANTS website or contact the relevant club or local committee convenor.*

*Questions about these guidelines and other website related matters can be directed to the ClubsNSW Member Enquiries Centre on 1300 730 001.*