



ClubGRANTS

UNITE. OUR COMMUNITY PROGRAM

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Version control

1.1

Document tracking

Date	Name	Revision

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1. Purpose

This Plan sets out the guidelines for the Cooma Ex-Services Club to promote and distribute its ClubGRANTS funds each year.

2. Program Aims

The purpose of the Program is to set out the guidelines in which organisations can apply for ClubGRANTS funds and how the Club can distribute ClubGRANTS funds to these organisations.

3. Definitions

Board	Responsible for the business and affairs of the Club
Directors	Persons elected to the Board by the members.
Chairperson	Elected by the Directors to provide leadership to the Board.
Secretary Manager	A person appointed by the Board to manage the Club.
ClubGRANTS	Program provided by clubs to contribute to the provision of front-line services for their local communities.
Unite. Our Community Program	Program developed by the Cooma Ex-Services Club for the application, distribution and promotion of ClubGRANTS funds.

4. Program Objectives

- To ensure that projects funded by the Cooma Ex-Services Club meet the requirements of the ClubGRANTS Guidelines.
- To provide guidelines to the Club's Board of Directors for funding ClubGRANTS Applications.
- To assist the Club's 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 ClubGRANTS funding to community organisations.
- To increase awareness within the community of the projects funded by the Cooma Ex-Services Club.

5. Timeline

The Club has devised the following timeline to assist in managing the Program and to provide a fair and structured process to organisations wishing to apply for ClubGRANTS funding from the Cooma Ex-Services Club.

Activity	Date
Board meets to: <ul style="list-style-type: none">• Review previous year's operation and funded project outcomes.• Funded organisations met all criteria from previous year's operation• Confirm plan for the upcoming year• Devise list of funding priorities and allocate budget funding	December
Previous year cheque presentation	March
Advertise call for applications	March
Open applications to be received	1 May
Deadline for receipt of applications	31 May
Board meets to assess and applications	June
Applicants notified if application was successful	30 June

6. Program Management

6.1. Review of Operations

Each December the Board of Directors of the Cooma Ex-Services Club will meet to review the success of the previous years Unite. Our Community Program and ensure all funded projects have been fulfilled by organisations meeting their funding criteria.

6.2. Confirmation of Plan

The Unite. Plan will be reviewed each December by the Board of Directors to ensure relevance with the community and compliance with current legislation.

6.3. Funding Priorities and Allocation of Budgeted Funds

The Board will develop funding priorities for the upcoming year and set the budget for the program in line with its ClubGRANTS commitments.

7. Confidentiality

All applications will be treated as confidential by the Cooma Ex-Services Club. Any applications for funding will only be discussed at relevant meetings of the committee who will uphold confidentiality at all times.

8. Marketing

A wide approach will be implemented to promote the Unite. Our Community Program and shall largely be driven through the Club's website and in-house advertising.

The Cooma Ex-Services Club will place advertisements calling for applications through the following media:

- Local Paper
- Website
- Facebook page
- In-house

9. Applications

All applications must be completed on the correct standard application form as required by the Cooma Ex-Services Club. Applications submitted in any other format will not be accepted by the Club.

Incomplete or late applications will not be considered by the Club in the assessment process.

Completed applications are to be forwarded to admin@coomaexservices.com.au

10. Assessment

The Committee will meet to assess all applications received and will determine:

- Eligibility of each application
- Assess each application and align with the Club's priorities
- Rank each application as 1 – High, 2 – Medium, 3 – Low, priority

To determine the eligibility of each application the assessment checklist will be used by the committee.

11. Funding

Each year the Club will determine the amount of funding available for the Unite. Our Community Program which will be in line with ClubGRANTS requirements.

Successful Applicants will be funded as required throughout the year and must provide the Club with:

- A receipt, for funding of \$500 or less
- A Standard Funding Report Form, for funding of over \$500
- A Progress Report Form, for Recipients wishing to apply for further funding who have not completed their current project or program.

In addition to the above; for funding of \$10,000 or more, the applicant must enter into a formal contract with the Cooma Ex-Services Club stating the terms of funding.