

**CARDIFF RSL CLUB LIMITED**  
**CLUB GRANTS APPLICATION FORM**



This application form is designed to assist applicants to disclose the relevant information required by Cardiff RSL to assess and determine requests for sponsorship and community support.

**Applicant Instructions:** Applicants are required to complete this form in its entirety and submit it to Cardiff RSL Club by either handing it in at reception or mailing to PO Box 61 Cardiff 2285 addressed to the President. Incomplete applications will be returned with covering correspondence indicating the areas requiring further attention.

Organisation Name \_\_\_\_\_

ABN, ACN or ARBN (as applicable) \_\_\_\_\_

Contact details (note that this person will be the principal point of contact and will also be the person responsible for ensuring contractual obligations are adhered to).

Contact Name \_\_\_\_\_

Position (eg President, Secretary) \_\_\_\_\_

Address for correspondence \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

*Bank Account Details for EFT purposes:*

BSB \_\_\_\_\_ Account #: \_\_\_\_\_

Account Name: \_\_\_\_\_

**Application Statement:**

**Please enclose a statement that identifies your organisation's officers, the purpose of your organisation, number of members and the reason for submitting your application for support and the amount you are seeking.**

*(Hints: A letter head with the organisation officers contact details will satisfy this requirement. Refer to your membership database or registered players and indicate the number of members you have. Clearly tell us what you want to do and what you need from Cardiff RSL to assist in achieving it. If you are requesting monetary sponsorship indicate how much and what it will be spent on. If you require use of Cardiff RSL Club facilities indicate what you need and when (if possible).*

Please answer the questions below by marking your responses;

1. Is your organisation based in the Lake Macquarie Local Government Area? Yes No
2. Are you eligible to receive any government (local, state or federal) funding? Yes No  
(Please include your organisations most recent Annual Report with your application).
3. Amount of cash support for which you are applying for from Cardiff RSL  
\$ \_\_\_\_\_  
*Please attach reason (or any other supporting documentation, such as quotes or plans) for this amount to this application form. Note that if your application is successful, the club may choose to allocate goods in kind and/or donated room hire towards this amount.*
4. Is your organisation or club registered for GST? Yes No
5. Will your organisation or club remit GST on the cash support paid by Cardiff RSL? Yes No
6. Does your organisation or Club pay wages or pay players? Yes No
7. If YES, is the financial support for the purposes of paying these wages or player payments? Yes No
8. If your organisation is a club participating in competition sport, are you registered with the Australian Drug Foundation 'Good Sports' programme? N/A Yes No
9. If YES, what level of accreditation have you achieved?  
Level 1      Level 2      Level 3
10. Has your organisation or club received cash sponsorship or support previously from Cardiff RSL Club Limited? Yes No
11. Has your organisation or club acknowledged the cash support as indicated in the table below for the respective value threshold? Yes No

AMOUNT	MINIMUM REPORTING METHOD
Up to \$500 (cash)	Receipt
Up to \$500 (in-kind)	Letter of acknowledgement from recipient
\$500 up to and including \$5,000 (cash and in-kind)	Standard Funding Report
Over \$5,000	Standard Funding Report + Statutory Declaration
Over \$10,000	Club and benefiting organisation must enter into a funding agreement / formal contract.

12. Are you seeking support in kind? (i.e. free room hire, discounted or free food & beverage for meetings, functions or fundraising events) Yes No

**If yes please attach a list of your proposed meeting dates in addition to completing the table below in this application regarding events expenditure.**

13. Do you receive funding from other licenced venues? Yes No

**If yes please provide venue names and amounts.**

## Membership

Number of \_\_\_\_\_ (insert name of your organisation) members who are also Cardiff RSL financial member's \_\_\_\_\_

Please attach a list of Cardiff RSL financial members including names and membership number in the format attached. *Note that this request does not violate privacy rules as the information is not being provided to a 3<sup>rd</sup> party. We are asking you to confirm information about people who are already members of Cardiff RSL Club i.e. person about whom we already have information. Additional sheets for submitting membership information are attached and should be fully completed.*

## Proposed Calendar Activity involving Cardiff RSL

Proposed calendar activity involving Cardiff RSL where food & beverage purchases are anticipated.

<b>Function name &amp;</b>	<i>Eg. Annual Presentation Night</i>				
<b>Proposed date of function</b>	<i>7.9.2010</i>				
<b>Estimated attendance</b>	<i>150</i>				
<b>Total estimated catering expenditure</b>	<i>Eg. 150 x \$25 = \$3750</i>				
<b>Estimated beverage expenditure</b>	<i>Eg. 150 x \$10 = \$1500</i>				

**Applicant checklist:**

- Application Statement: Brief letter summarising the history and purpose of your organisation or club and disclosing the office bearers.
- Completed Cardiff RSL Community Support application form.
- Membership and functions information (as per application form)
- Schedule of meeting dates (if applicable)
- Reason for application including any supporting documentation.

**Reminder: Incomplete or incorrect applications will be returned and will need to be resubmitted for consideration of the Board of Directors. Should you require assistance completing your submission please contact The Secretary Manager, Ken Williams, at the Club on 02.49540766.**

**Office Use Only**

Contact Details completed?	
Application Statement completed?	
All questions 1-12 answered?	
Copy of previous funding acknowledgement on file? (if applicable)	
Membership information completed?	
Function Event Information completed?	
Date Application considered by the Board of Directors	
Application Result:	

