25.1 Clubs Grant Application Examples

This section provides a variety of examples of correct and incorrect grant application evidence, such as event photos and receipts. If you are unsure about the requirements, please contact the Clubs team.

Correct Marketing Materials

This marketing material features the Arc Clubs logo and demonstrates that the activity was marketed through a Facebook event, including details of the date, time, and location.
This marketing material (poster) contains the Arc Clubs logo (circled in red), and has been printed and pinned to the Clubs poster board. This shows that the event was marketed using the marketing material that was created for the occasion.

Incorrect Marketing Materials

Submitting a Facebook event cover photo on its own, even if it does contain the Arc Clubs logo, is not sufficient as it does not show that the event was actually marketed to Club members. Even if the
cover photo contains event details, such as the location, time, and date, this will not be accepted as marketing material.

Submitting a pdf or jpg of a poster, even if it contains the Arc Clubs logo, is not sufficient as it does not show that the event was actually marketed to Club members. This will not be accepted as marketing material.

Correct Attendance Sheet
This attendance form features the name of the Club, the activity held, the date of the activity, and the names and details of attendees. Note that you would be expected to submit the complete scanned form.

Incorrect Attendance Sheet

There are five major issues with this attendance sheet.

1. The event information has been digitally added. This creates a situation where the attendance form can be fraudulently misused for other events.
2. Student numbers are missing or incomplete. While this is acceptable for events where non-UNSW students are in attendance, it should not be a trend in your attendance sheet.
3. Arc membership statuses are unclear. If this cannot be determined, the attendee will not be counted as an Arc member.
4. Signatures are missing from some attendees. They will not be counted for the purpose of receiving $1 per attendee.
5. The handwriting strongly suggests that one individual person has filled out the attendance form.
Remember that an incorrect or incomplete attendance form may receive two penalties: a 33% penalty (the same as applies for incorrect event marketing or event photos), as well as forfeiting the $1 per attending Arc member.

**Correct Income and Expenditure Spreadsheet**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Expenses</td>
<td>Amount</td>
<td>Income</td>
<td>Amount</td>
</tr>
<tr>
<td>2</td>
<td>Catering (Subway)</td>
<td></td>
<td>70</td>
<td>Ticket Sales (8 per person)</td>
</tr>
<tr>
<td>3</td>
<td>Venue Fees (15 per hour)</td>
<td>1</td>
<td>30</td>
<td>Sponsorship</td>
</tr>
<tr>
<td>4</td>
<td>Publicity (sponsored Facebook posts)</td>
<td>2</td>
<td>20</td>
<td>Donations (optional at door)</td>
</tr>
<tr>
<td>5</td>
<td>Alcohol (assorted ciders)</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Total Expenses (not including alcohol)</td>
<td></td>
<td>2</td>
<td>120</td>
</tr>
<tr>
<td>7</td>
<td>Total GST (not including GST paid on alcohol)</td>
<td>3</td>
<td>10.91</td>
<td></td>
</tr>
</tbody>
</table>

There are four key elements of this spreadsheet that make it an ideal submission.

1. It specifies exactly what the funds were spent on. This also makes it easier for Clubs and Grants Officers to cross-reference your expenses with your receipts, which will result in your grant being processed sooner.
2. The ‘total expenses’ do not include the funds spent on alcohol for the event.
3. GST is correctly calculated. This example assumes that all purchases contained GST. All receipts from Australian suppliers should specify the amount of GST in a purchase.
4. The ‘total incomes’ is correctly calculated.
Incorrect Income and Expenditure Spreadsheet

There are three key elements of this spreadsheet that make it an incorrect submission.

1. Expenses are general and not specific. This may make it difficult for Clubs and Grants Officers to cross-reference your expenses with your receipts.
2. ‘Other’ is not an acceptable category of expenses. You need to specify what was purchased, even small purchases.
3. GST is calculated incorrectly. GST will never be 10% of the total expenses, rather, it is a 10% tax applied to the base price of an item. For example, if the base price is $100, the price including GST will be $110. Taking 10% of this total will give a GST amount of $11, which is not correct.

While minor errors in your spreadsheet will not necessarily lead to your grant application being denied or reopened, they can make the grant more difficult to process, leading to a longer processing time.
Correct Receipts

The necessary components of a receipt are highlighted in the above examples:

- Company/supplier name
- ABN
- Date of issue/purchase
- Itemised breakdown of purchase
- GST information
- Total amount paid

If you are submitting a receipt that contains both Club purchases and personal purchases (such as snacks for a Club event purchased in the same transaction as groceries), you must distinguish between the two categories of purchases (either by annotating the receipt or by explaining in the Income and Expenditure spreadsheet).
Remember that **all expenses** must be documented by receipts. This includes, for example, paying coaches or instructors for lessons that your Club is running, even if the instructor is not providing their service in the course of a regular business. If, in this case, they do not have an ABN, they should complete a ‘Statement by a supplier not quoting an ABN’ form which is available on the Australian Taxation Office Website. You should ask them to provide a receipt stating the amount of money that they received from you, their details, the date, and a description of the service provided.
If you receive an invoice from a supplier, you will likely pay by direct deposit rather than with cash or by card. Note that this example contains all the requirements of a standard receipt. If your invoice does not, you can usually request that the supplier re-issue the invoice with additional information.

For large purchases (over $500), you will need to submit a screenshot of your online banking records showing that you did make the payment required by the invoice.
Incorrect Receipts

This receipt is printed by an EFTPOS machine and would accompany a standard store receipt. Note that several essential components are missing:

- The receipt does not show a breakdown of the purchase (that is, what was bought),
- The receipt does not display an ABN,
- It is not possible to determine if GST applied to the item(s) purchased.

If your application contains this type of receipt, it will be reopened and you will have the opportunity to resubmit the application with the store receipt. If you cannot provide it, this expenditure will not be taken into account when processing your grant.
Event photos

Correct Activity Photos

✓ Activity in progress
  Clearly visible banner

✓ Activity in progress
  Clearly visible banner

✓ Activity in progress
  Clearly visible banner

✓ Activity in progress
  Clearly visible A3 Arc Clubs logo

Incorrect Activity Photos (grant will be denied/penalised)

✗ Blurry Photo

✗ No evidence of activity

✗ No evidence of activity

✗ Banner on the floor

Incorrect activity photos may lead to your grant application being denied or penalised, particularly if you regularly submit incorrect photos.

Information provided in this handbook is a guide only. We encourage you to seek further information and to seek advice for the best way forward for your Club.

Clubs Handbook

Last updated 25/1/18
Correct Equipment Photos

This photo of the official Nicolas Cage Appreciation Society President’s Mug clearly features the Arc Clubs logo in the form of a sticker acquired from the Arc Clubs Space.

This photo of the official Nicolas Cage Appreciation Society Secretary’s Watch is too small to feature the Arc Clubs logo, which means it is exempt from this requirement. However, you must include item measurements. Make sure to email grants@arc.unsw.edu.au well in advance to get an exemption, as it may not be able to be applied retrospectively.
This design would also be appropriate, as it features the Arc Clubs logo incorporated into the equipment design (however, please note that you would need to submit a photo of the final product). You may choose to send your preliminary designs to Clubs staff to ensure that your equipment will be eligible for a grant.

Incorrect Equipment Photo

Submitting a photo of the equipment without a label will lead to your grant application being reopened, even if you indicate where you intend to place the Arc Clubs logo.