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Description automatically generated**CLAIM FORM**

**Grassroots Sports Fund**

**Community Sport Recovery Package 2021**

The Grassroots Sport Fund will provide a one-off grant of up to $1,000 to eligible NSW Croquet clubs across the State to assist them with recovery from the impacts of COVID-19 and the recommencement of community sport. The Grassroots Sport Fund will assist with fixed costs, irrecoverable costs due to cancellation of events that were incurred as a result of COVID-19 stay at home orders or for activities associated with a return to sport. To be eligible, clubs must be a legal entity and be affiliated with Croquet NSW prior to 23 October 2021.

**Eligible items for funding**

The Grassroots Sport Fund can be used for the following purposes:

1. to mitigate fixed costs that may have been incurred by clubs and associations during the period where they were not able to operate normally as a result of COVID-19 stay at home restrictions; and/or

2. to compensate for irrecoverable costs arising directly from the cancellation or postponement of events from 26 June 2021; and/or

3. to assist with costs associated with a return to sport.

Eligible clubs and associations that receive this funding will not be required to provide documentary proof of these impacts but will be required to maintain records which show how the funds were used and provide those records, if requested by the Office of Sport as part of its audit process.

**Costs / Items applied for under the Local Sport Grant Program will be ineligible under the Fund.**

Examples of these eligible items include:

**1. Fixed costs**

• insurances

• power

• telephone and internet

• fixed vehicle or equipment costs (lease, registration)

• other base operating costs including affiliation fees, EFTPOS and banking fees and IT support arrangements

**2. Irrecoverable costs**

• the loss of perishable goods (e.g. food) that were not able to be used

• cancellation fees and charges (e.g. facility/coach/officials) that were not refunded

• booking cancellations that were not refunded

• other costs and losses incurred that could not be reasonably avoided and were not recovered

• 2020/21 registration fees that are not refunded from the relevant SSO for senior players (this does not apply to juniors who have used the Active Kids vouchers)

• uniforms purchased for the 2020/21 season that are unable to be used for future seasons

**3. Return to Sport costs**

• marketing and communication expenses for the current or upcoming season

• essential equipment (including sport equipment and equipment required to implement COVID-19 Safety Plans)

• uniforms for the current or upcoming season

• subsidised registration fees for senior players (this does not apply to juniors who are able to access the Active Kids vouchers).

**HOW TO CLAIM USING THIS FORM**

If your club meets the **Eligible items for funding** as detailed on page 1 then please complete the following information using a black pen and email back to [secretary@croquet-nsw.org](mailto:secretary@croquet-nsw.org) by **4pm on Sunday, 13 March 2022.**

|  |  |
| --- | --- |
| **Legal Name of the Club/Association (ie. your Organisation):** |  |
| **Organisation ABN/ACN/Incorporation Number:** |  |
| **Organisation Address:** |  |
| **Name and phone number of Club/Association representative submitting claim:** |  |
| **Amount of your claim:**  **(Maximum $1,000)** |  |
| **Organisation Bank Details:** | **Account Name:**  **BSB:**  **Account Number:** |

**DECLARATION** (please use a black pen)

To be completed by the person submitting the claim on behalf of the club/association.

I declare all information provided in support of this claim is true and complete and that the amount claimed is to be used for the purposes set out under the heading Eligible items for funding in this claim form and in accordance with the Guidelines for the 2021 Community Support Recovery Package.

I further declare the club/association will maintain records which show how the funds were used and provide those records, if requested by the Office of Sport as part of its audit process.

Representative name Representative signature Date (DD MM YYY)