



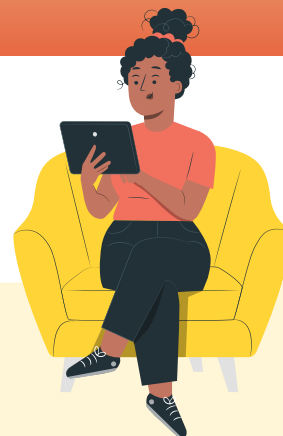
# ClubGRANTS Online

Every year community groups can apply directly to Merimbula RSL Club for Category 2 ClubGRANTS for community development projects, sporting clubs and events. The Merimbula RSL Club is proud to support our community and we encourage groups and individuals from right across the Bega Valley to apply.

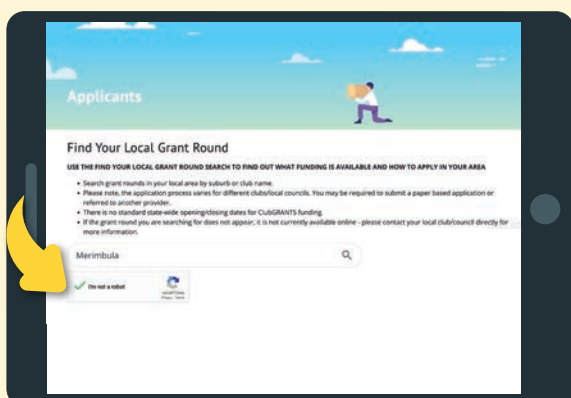


## HOW TO APPLY

The application process is online only. To help you with your application we have put together simple instructions and tips.



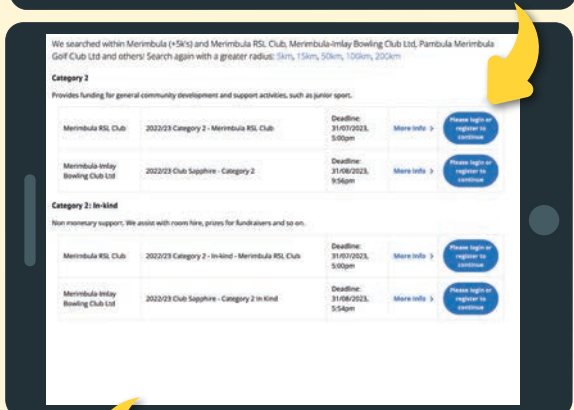
## STEP 1 CREATE AN ONLINE ACCOUNT



Go to [www.merimbularsl.com.au/your-community/club-grants/](http://www.merimbularsl.com.au/your-community/club-grants/)

Find your local club and the grant round you're applying for. You are looking for **Merimbula NSW**

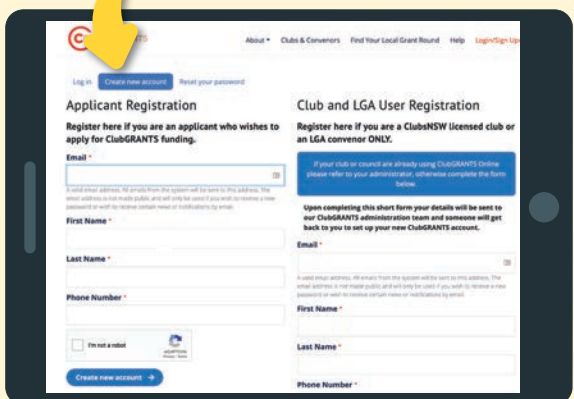
**TIP don't forget to tick I'm not a robot**



You'll see Category options for clubs in the Merimbula area

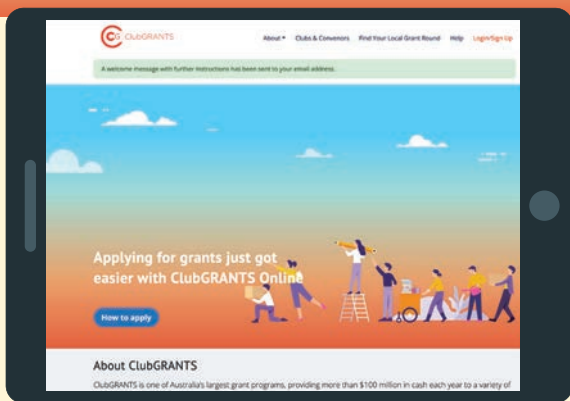
- *Category 2 grants can be cash or in-kind and you apply directly to the Club*
- *Category 1 grants are managed by Bega Valley Shire Council*

Click on **Please login or register to continue**



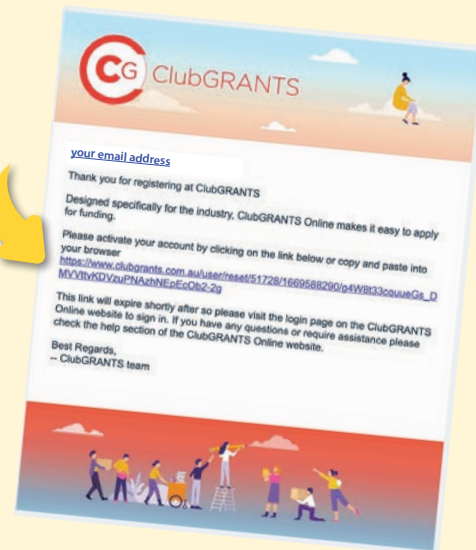
Find **Applicant Registration** on the left hand side of the screen and select **Create new account**

Fill in your details and click on I'm not a robot.

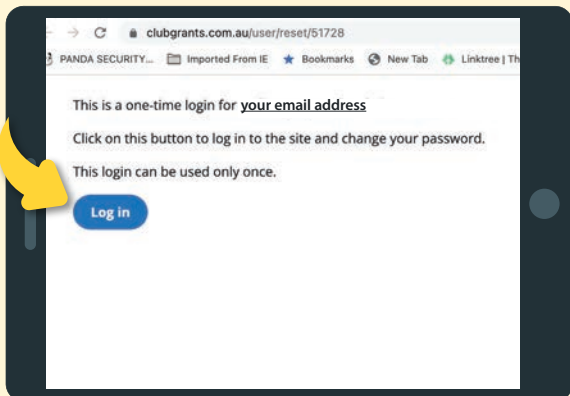


Check your email for a welcome message and instructions. Please check your junk email in case it goes in there.

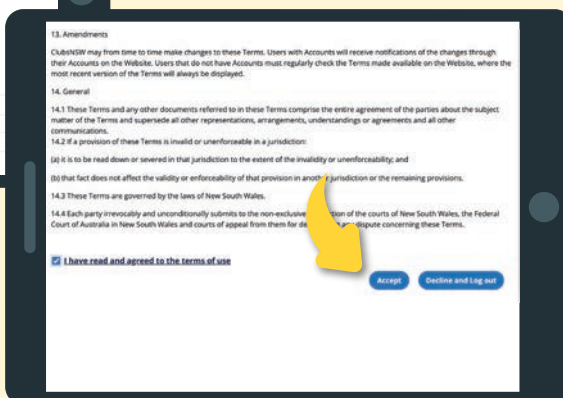
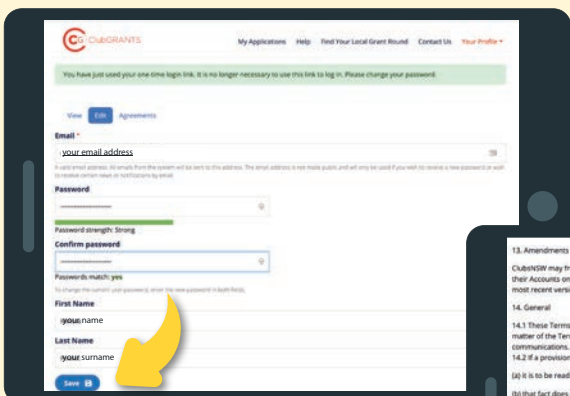
**TIP** If the link in your email doesn't take you back to the website, cut and paste it into your web browser.



Once you've activated your account, you **Log in** to create a password.



**TIPS** Don't forget to Save. Don't forget to safely store your password somewhere.



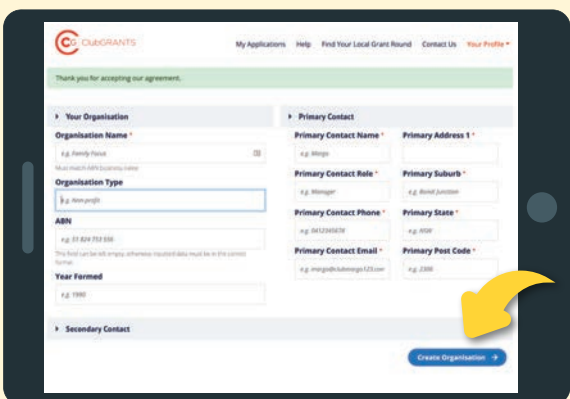
One more thing! **Accept the terms and conditions.**

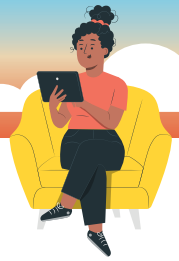
Now it's time to **fill in your details** to set up your account.

**TIPS** If you are an individual you don't need to fill in the ABN or Year Formed fields.

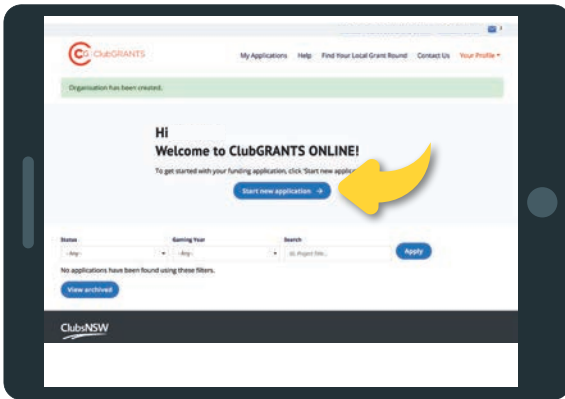
If you are a sporting club, community group etc that has an ABN you will need to match the name with the name associated with your ABN.

You also have the option of setting up a Secondary Contact. You will need to click on the grey box to open the form for Secondary Contact.





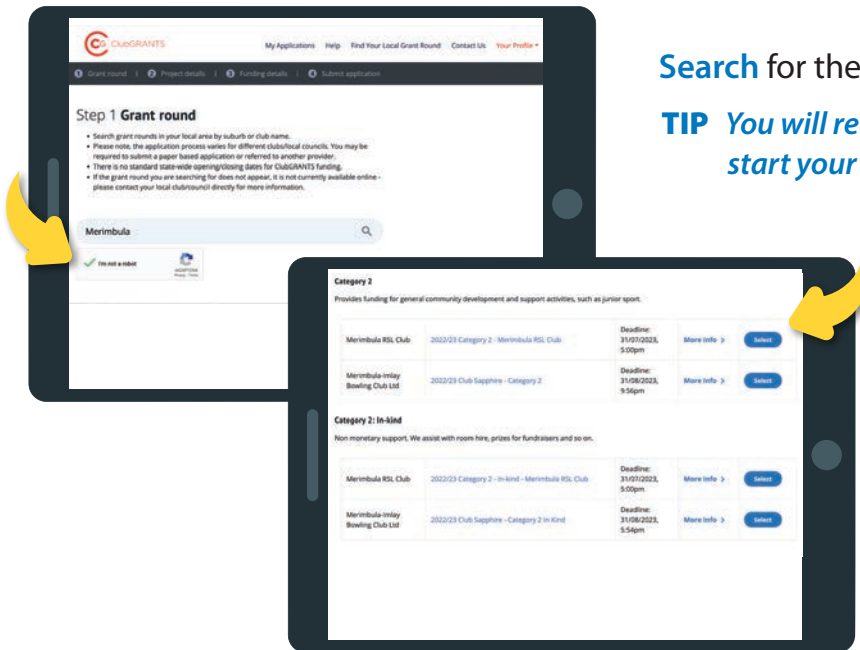
## STEP 2 COMPLETE YOUR APPLICATION



If you continue with your application straight after setting up your online account it will take you to a welcome page.

*If you have navigated away from this go to [www.clubgrants.com.au/user/login](http://www.clubgrants.com.au/user/login)*

**TIP** You can also go back to the Merimbula RSL website page about ClubGRANTS to find the link to starting a new application [www.merimbularsl.com.au/your-community/clubgrants/](http://www.merimbularsl.com.au/your-community/clubgrants/)

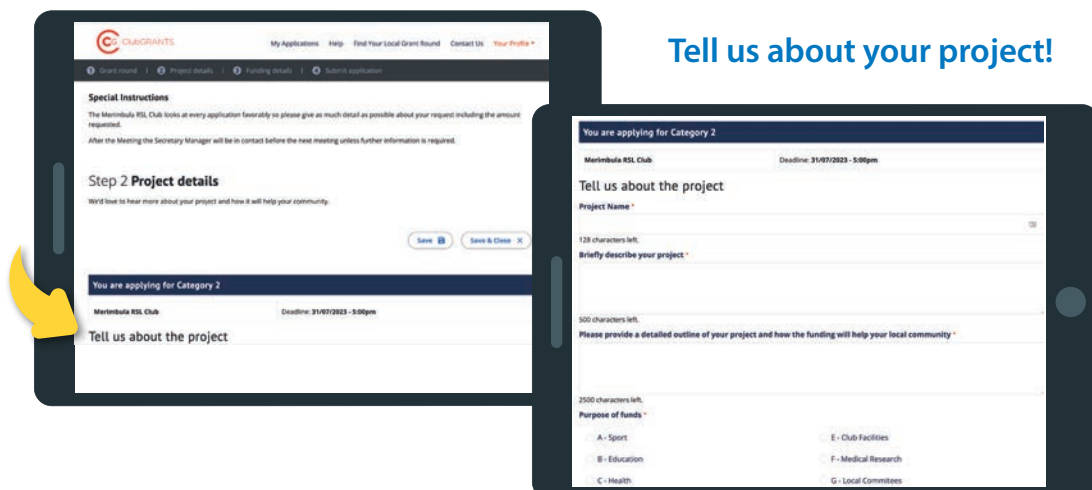


Search for the correct grant round.

**TIP** You will recognise this page as it's where you had to start your online account set up.

Select the grant round you are applying for.

**TIP** Category 2 Cash & Category 2 In-Kind are listed separately.



Tell us about your project!



When you have answered all the required questions and are happy with your application, **Submit Application.**

*You will know that it has been successfully submitted when you receive a Do Not Reply email from ClubGRANTS.*

**TIP** You can go back in and check the status of your application when you log into your account via [www.clubgrants.com.au/user/login](http://www.clubgrants.com.au/user/login)

## OTHER IMPORTANT INFORMATION

*The Merimbula RSL Club Board reviews ClubGRANTS Category 2 applications at board meetings. The RSL will notify you of the outcome of your application via email.*

### KEY WEB LINKS

- > [www.merimbularsl.com.au/your-community/clubgrants/](http://www.merimbularsl.com.au/your-community/clubgrants/)
- > [www.clubgrants.com.au/user/login](http://www.clubgrants.com.au/user/login)

**If you have any questions regarding your application, please contact Secretary-Manager Michael Mutsch:**

**Phone 02 6495 1502 | Email michaelm@merimbularsl.com.au**

*Please note that due to the large volume of requests the Merimbula RSL Club receives, it is not possible to support every request.*



52-54 Main Street | (02) 6495 1502 | [merimbularsl.com.au](http://merimbularsl.com.au)  