

ClubGRANTS

Become familiar with your club's new online tool to report community contributions.

Available in New South Wales.



Getting started

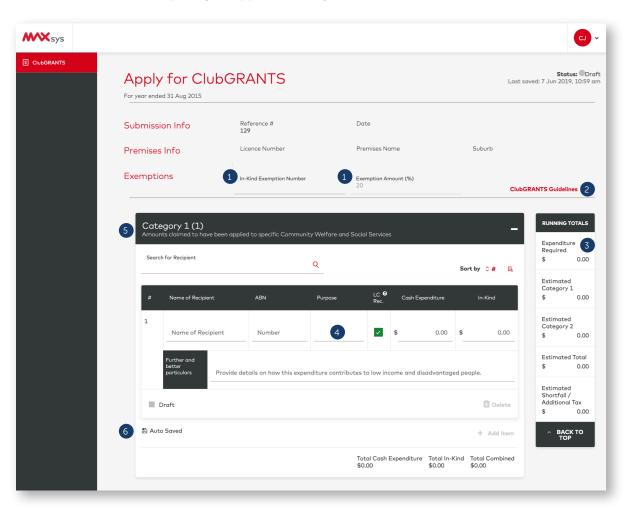
You can access ClubGRANTS by logging into your MAXsys account at https://www.maxsys.com.au.

From the dashboard you'll be able to view your club's submissions and their status.

To create an application, simply click on CREATE APPLICATION and select your premises and application year to get started.

Completing an application

ClubGRANTS makes completing an application easy.

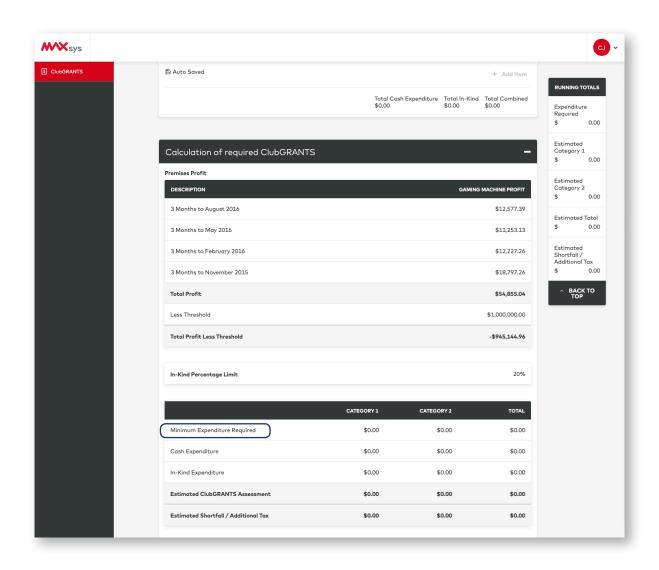


- If you've been provided with an exemption, the in-kind Exemption Number and Exemption Amount is to be entered at the start.
- 2 The ClubGRANTS Guidelines can be downloaded directly from this.
- 3 As you complete the application you can see a running total of your figures.
- 4 Select the purpose of the contribution from a dropdown list.
- Use the Category 1 section for the contributions specific to Community Welfare and Social Services.
 - For other contributions use the Category 2 form.
- 6 Your application will autosave, so that you won't lose entered information and also allows you to finish your application at a later time.

Completing an application cont.

As you scroll down you can view a quarterly breakdown of the **Calculation of required ClubGRANTS**.

The club's **Minimum Expenditure Required** is automatically populated to provide you with an estimate of the shortfall/additional tax.



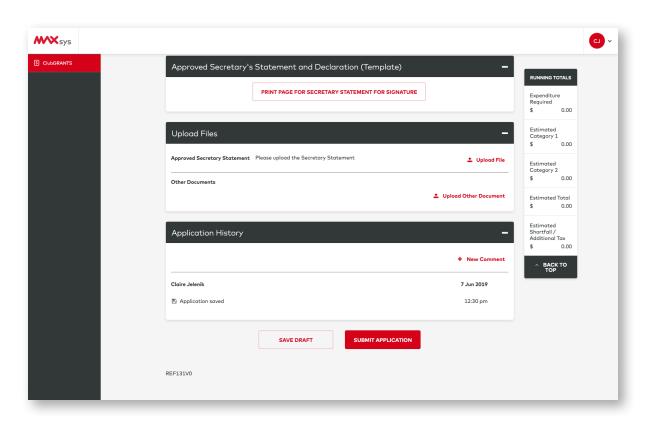
Completing an application cont.

To complete your application print, sign and upload the Secretary Statement.

Other documents can also be uploaded at this stage.

There is also an option to add further comments against your application.

Once you've submitted your application, you can check the status of your application on the My ClubGRANTS Dashboard.



Needing help?

If you would like more information about the ClubGRANTS guidelines, please contact L&GNSW on 1300 024 720 or email club.grants@liquorandgaming.nsw.gov.au.

Technical difficulties?

If you have any technical difficulties accessing the MAXsys online portal, contact us on 1800 307 551



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