



Lotterywest Grants Information Package

Advancing Participation in Community Life

Community Events and Celebrations Grants

This package provides not-for-profit organisations and local government authorities with information to help you apply for a Lotterywest Grant to advance participation in community life through a community event or celebration. Information on other grant areas is available from our website or by calling Lotterywest.

You will find in this package:

- Information about Lotterywest Grants.
- How to apply for a Community Events and Celebrations Grant.
- Assessment Criteria for Community Events and Celebrations Grants.
- Details about the Additional Information Form, which must be provided as an attachment to the Lotterywest Application Form.

Note: Your application must be submitted at least four months before your organisation requires a decision from Lotterywest. This will allow us time to assess your application, inform you of the result and provide you time to organise your event.



Lotterywest

Thanks to the thousands of Western Australians who play our games, Lotterywest has been an important source of funds for the Western Australian community for over 70 years.

Profits from the sale of our games enable us to provide millions of dollars each year to WA's hospitals, sports, arts and community groups, to help build our community and improve the quality-of-life of Western Australians.

What is a Lotterywest Grant?

Lotterywest grants aim to assist community organisations to turn their ideas into reality. We see the grants we make as an investment, not only in the future of your organisation, but in the future of the Western Australian community as a whole.

Lotterywest grants should make a difference to a community. Our preference is for proposals that have come from, or been embraced by, a community, that will involve a wide cross section of people and will enhance the quality-of-life of Western Australians.

Lotterywest has five broad grant areas. These have come about in response to community priorities. Lotterywest grants will:

- Extend the capacity of not-for-profit organisations.
- Strengthen community service delivery.
- Enhance community development initiatives.
- Value our State's heritage.
- Advance participation in community life.

Within these grant areas we have developed information packages which provide information on common grant opportunities. We encourage you to look at the different packages to get a more detailed sense of the various opportunities.

In addition to community events and celebrations, we provide grants for a variety of purposes. Just a few examples include recreation for people with a disability, heritage and conservation, and for services for seniors, young people and children.

Our primary intent is to provide grants! Once we've confirmed your organisation's eligibility under our legislation, we work with the organisation to develop their proposal. We may also consider a small grant to further develop a proposal to a stage where the application can be assessed.

If your organisation has an idea, we encourage you to contact Lotterywest. Please refer to the contact details at the end of this document.



This Information Package

This package provides information to help your organisation apply for a **Community Events and Celebrations** grant.

The term **Aboriginal**, is used broadly in this information package in describing the first Australians, and should be taken to mean Australian Aboriginal; Torres Strait Islander; and Indigenous peoples.

Please visit our website at www.lotterywest.wa.gov.au/grants for other grant information or ring Lotterywest on 9340 5270 or 1800 655 270 to discuss your proposal.

Who Can Apply for These Grants?

Lotterywest grants are guided by legislation that requires grants to be made to not-for-profit organisations or local government authorities for charitable or benevolent purposes.

You can apply for Community Events and Celebrations grants if you are a **not-for-profit organisation** or a **local government authority**.

Individuals, private or for-profit organisations, government bodies and organisations with a statutory base are not eligible for this grant.



Community Events and Celebrations Grants

Lotterywest offers Community Events and Celebrations grants to help communities celebrate significant occasions, encourage cultural diversity and bring communities together.

We may provide grants towards publicity, advertising, and equipment or venue hire. In small country towns and remote areas, we may also help with performers' travel and accommodation costs. Other costs associated with your event may also be considered. Please discuss the details of other costs with a member of our grants team before making your application.

Your event should engage the wider community and be accessible to all. Generally this requires that your event is free or has an affordable entry fee and that it caters to a range of community members. Lotterywest is strongly committed to achieving successful reconciliation outcomes and supports organisations in their efforts to promote reconciliation. We encourage that consideration is given to including a "Welcome to Country" and that the Traditional Custodians are acknowledged at community events.

Applicants are expected to contribute to the event in keeping with the size of the event and their capacity.

The general limit for Community Events and Celebration Grants is up to \$20,000 per financial year. The amount supported will be based on the size of the event and the capacity of the organisation to contribute.

Major regional events that involve a cross section of communities and attract a high level of attendance may apply for more than \$20,000. For these events organisers are expected to have established partnerships between Local Government Authorities, businesses and community based organisations.

Types of Proposals Supported

Organisations are always encouraged to seek new and innovative ways of enabling people to participate in their communities. The following list offers examples of the various types of community events and costs that have previously been supported by Lotterywest. The list is not intended to be limiting.

- The cost of a 'Welcome to Country' acknowledgement and the hire of equipment for a regional or local community festival.
- The cost of hiring a venue for a special event for a specific community; for example a Heritage Festival in a country town or a Blessing of the Fleet event.
- The cost of advertising, event infrastructure for the commemoration of a significant date, for example a local government authority hosting an Australia Day celebration for local residents, or a 50 year celebration of a not-for-profit organisation.
- For costs such as guest speaker fees, community workshops and production of brochures to support Awareness Week and Day activities, for example a week that involves a program of activities to raise awareness about volunteering.



Grants will generally not be made for:

- The cost of entertainment. E.g. Performer's fees.
- Events primarily for commercial purposes, competitions, exhibitions or fundraising activities.
- Administrative costs, salaries or consumables.

Community Events and Celebrations Assessment Considerations

The following will inform our assessment of your application for a Community Events and Celebration grant:

- The nature of the event, date, time and location.
- The significance of the event to the community.
- The number of people expected to attend the event.
- If applicable, whether the event relates to the same or similar type of events being offered in the community.
- The accessibility of the event to the broader community.
- The planning for event management, including your event's budget and program.
- The provision for relevant event infrastructure i.e. Ambulance, First Aid, Fire Emergency, Police, State Emergency and Medical Services.
- Whether organisers of major regional events have established partnerships between Local Government Authorities, businesses and community based organisations.
- The evaluation plan.

Grants Process

Your application needs to be submitted at least four months before your organisation requires a decision from Lotterywest. This will allow us time to assess your application, inform you of the decision and provide you time to organise your event.

Please note:

- Organisations not legally incorporated or not registered for GST can apply for single or multiple grants with a combined total of up to \$15,000 in any one financial year.
- Applications should be for more than \$1,000.



How to Start

A practical guide to event management *Special Events – A Managed Approach* prepared by EventsCorp may help you to plan your event. This can be accessed at: http://www.tourism.wa.gov.au/Publications%20Library/Events/Special%20Events%20A%20Managed%20Approach%20_2_.pdf

.Completing the Application Form

After discussing your proposal and confirming its suitability for a grant, you will need to complete a Lotterywest Grant Application Form and provide the documents requested in the application form.

Additional Information to Attach

In addition to the information specified in the Grant Application Form, you will also need to complete the **Additional Information Form** for Community Events and Celebrations grants. **The Additional Information Form must be submitted with the Application Form.**

Lodging Your Application

When you have completed your Application and Additional Information forms, you can either mail them to us or drop them into our office. Our address details are on the back page of this document

If you have included all the required information, within approximately two weeks, you will receive a letter acknowledging that your application has been accepted and detailing how the process will proceed. If we need any further information we will contact you.

How is your Application Assessed?

Your application will be assessed by a member of our grants team. As part of the assessment process, we will discuss your application with the nominated contact person. A recommendation will be submitted to the Lotterywest Board for its consideration, and then to the Premier for approval. This process, which ensures accountability for the grants we provide to the community, takes about four months. All applicants will receive written advice on the result of their application.

Acknowledging Lotterywest's Support

Grant recipients are generally encouraged to acknowledge the support they receive from Lotterywest; however potential promotion opportunities of Lotterywest will not influence the assessment outcome.

You might include the Lotterywest logo in brochures or other printed material/signage or hold a community event to 'launch' the project. The Grant Approval letter will let you know if we would like you to acknowledge Lotterywest.



Who to Contact

For further information or to discuss ideas for projects please contact a member of our grants team.

Phone: 08 9340 5270
Toll Free: 1800 655 270
TTY: 08 9340 5236
Fax: 08 9340 5274
Email: grants@lotterywest.wa.gov.au
Web: www.lotterywest.wa.gov.au/grants
Street Address: Lotterywest (Grants and Community Development)
74 Walters Drive
Osborne Park WA 6017

Postal Address: Lotterywest (Grants and Community Development)
P O Box 1113
Osborne Park WA 6917