



ADDITIONAL INFORMATION FORM

Project Grants

Please attach this Form to the Lotterywest Grant Application Form.

Project applications may be submitted at any time during the year, unless the project relates to one of the following grant rounds:

- **Trails**
- **Cultural Heritage Conservation**
- **Cultural Heritage Interpretation**

Where the project relates to a grant round, applicants are required to complete and submit the relevant Additional Information Form and Lotterywest Application Form by the relevant deadline. Check the **Grant Round Diary** on the Lotterywest website or call us for details.

Whilst the information provided in this Additional Information Form should be kept brief, particularly if your project request is \$15,000 or less, it should provide sufficient indication that the proposal is likely to meet the relevant criteria (as listed in the appropriate Grants Information Package).

Please contact a member of the Lotterywest grants team for further information or to discuss ideas for a project grant.

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TTY:	(08) 9340 5236	Fax:	(08) 9340 5274
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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



PROJECT BACKGROUND

Name of Applicant Organisation: _____

Name of Project: _____

Address/Location of Project: _____

The questions under the headings are provided as prompts for what we would like you to cover. You may provide other information if you think it helps explain your project.

1. What is the overall aim of the project? Provide specific statements about what the project intends to achieve. What will have changed by the end of the project and what will the lasting benefits be?



2. Explain the background to the project. How did the project arise? What need is it addressing (what will happen if it is not addressed)? Mention any research or consultation you have carried out. How does the project relate to your organisation's goals?

3. Explain who or what the project is targeting. Who will benefit, what are their needs? (eg. young people or seniors). How have you established that this proposal is the most appropriate response to those needs?



4. Who are the relevant stakeholders for the project? How did you identify them? How have they been involved in the development of the project? How will you work with and involve the community and stakeholders in the project's implementation?

PROJECT DETAILS

5. What are the main steps or activities required to make this project happen? You may like to provide this information in a project plan with the proposed timeframe for the project including the key stages and tasks to be completed.



6. Who will be involved in delivering the project and what expertise do they have? Where your project involves the employment of staff or the use of volunteers, provide relevant selection, training and supervision plans.

7. Describe the management arrangements that will be put in place to govern the project and briefly describe the accountabilities of each party. If there is a steering or reference group who is involved and what is their role?



PROJECT BUDGET

9. Budget

Provide a budget for the entire project and which aspects are requested from Lotterywest. Include details of the budget items, a brief explanation of how the amount was calculated and the cost for the item excluding GST costs. Attach more information if necessary. Please note: You must provide two written quotes for the purchase of materials or items costing more than \$1,000, and one quote for items costing less than \$1,000. For each item detail the anticipated funding source/s to the project, and whether they are confirmed or potential.

Project Item Description	How Calculated (attach quotes where appropriate)	Cost \$ (ex-GST)	Detail of Funding Source.
1			
2			
3			
4			
5			
6			
7			
8			
TOTAL			

CONTRIBUTION BY APPLICANT

AMOUNT REQUESTED FROM LOTTERYWEST

Contribution by Others **Confirmed** Yes No

Source:
Contact: **Name**
Phone:

Source: **Confirmed** Yes No

Contact: **Name:**
Phone:

TOTAL PROJECT COST

NB. Total Project Cost = Grant requested + Applicant contribution + Other contributions



10. **Non-Cash Contributions:** Describe the non-cash / in-kind contributions and their source. Please do not assign a monetary value.

PROJECT MONITORING AND EVALUATION

11. Checking your progress and evaluating the project.

Lotterywest recognises the importance of monitoring and evaluation and encourages applicants to develop an evaluation proposal appropriate to the project. For example, if your project is small we do not expect a major evaluation.

Outline how you will monitor the progress of your project and evaluate and document what is achieved, and what you have learnt. This may include external input throughout the life of the project. We also encourage you to share your learning with your community and others who may be interested. Make sure your project budget factors in necessary costs to undertake effective evaluation.
