



Lotterywest Grants Information Package

Advancing Participation in Community Life

Active Participation Grants

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

*This package covers the information previously provided in the **Gordon Reid Recreation Grants for People with a Disability** document. The grants were named after Professor Gordon Reid to acknowledge his significant contribution to the community of Western Australia. Prior to serving as Governor from 1984 to 1989, Professor Reid served for many years as Deputy Vice-Chancellor and Professor of Politics at the University of Western Australia, receiving many accolades for his work.*

You will find in this package:

- Information about Lotterywest Grants.
- How to apply for an Active Participation Grant.
- Assessment Criteria for Active Participation Grants.
- Details about the Additional Information Form, which must be provided as an attachment to the Lotterywest Application Form.



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 active participation grants we provide grants for a variety of purposes. Just a few examples include community celebrations, cultural and natural heritage, and services for seniors, young people and children.

Our primary intent is to provide grants! Once we've confirmed 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 grant for an active participation proposal.

If you have an active participation grant proposal it is important that you discuss it with a member of our grants team before submitting your application. This helps us keep track of the various proposals and to provide appropriate advice.

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 an active participation project grant if you are a **not-for-profit organisation** or **local government authority**.

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

Please note:

There may be some restrictions to the amount of grant monies available depending on the nature of the project requested. Please contact a member of our grants team to discuss your project and any considerations that may apply.



Active Participation Grants

Active Participation Grants support projects that provide opportunities for people to participate in community life through recreation.

For many people, social interaction is the main motivation for being active in the community. Shared participation in recreation and community activities can enhance support networks, strengthen the social fabric, increase community self-reliance and identity and reduce anti-social behaviour and social isolation.

Proposals should create links between people, places, community groups and resources and improve access to the community by people who might otherwise not participate. Particular encouragement is given to projects that increase community participation by people with a disability.

An objective is to create more inclusive communities. Inclusion is defined as action that results in people contributing to their communities.

Where possible proposals should ensure that people from the target group(s) actively participate in project planning and decision making. Approaches to achieving increased community participation may focus upon physical activity or activities of a more passive or creative nature.

Types of Proposals Supported

This grant area aims to respond to a wide variety of needs and circumstances by supporting:

- Initiatives such as weekend or holiday projects, workshops, 'come and try' and small group activities designed to build skills and confidence to encourage and facilitate future recreation participation within the broader community.
- Projects that aim to facilitate long-term change that will benefit people facing barriers to participation as well as their communities. Projects must be time limited - that is having a beginning and end date. Support may be provided over a period of time up to a maximum of three years, depending on the nature of the project.

Lotterywest may provide support for:

- The cost of purchasing or hiring capital equipment.
- Operating costs including wages, administrative costs, professional fees and travel expenses.

Activities must be accessible and affordable to people with low incomes.



The following list provides examples of Active Participation Grants. The list is not intended to be limiting. Organisations are encouraged to seek new and innovative ways of enabling people to participate in their communities through involvement in recreation and community activities.

- A project to develop new opportunities for people with disabilities to participate in community-based recreation through a range of strategies including the provision of individual and group support, skills development, networking and community awareness raising.
- Recreational equipment for women diagnosed with or recovering from breast cancer to participate in an activity, which encourages active community involvement.
- A project to develop a cricket team involving young indigenous people in an isolated community, with participation in community life by young people and their families being a key outcome.
- Establishment of a bush-walking group for women who are carers from diverse backgrounds, to provide a chance to share common stories, problems and solutions in a non threatening environment, at the same time as enjoying a healthy outdoor activity.
- A project providing opportunities for separated fathers to build social networks and spend time with their children through participation with others in unstructured sport and recreation activities.
- A project that be-friends, supports and encourages people experiencing mental illness to expand networks and to develop skills and confidence through friendship and participation in recreational activities.
- Development of a social soccer program addressing the settlement and cultural needs of families and young people from North Africa.
- A project linking seniors to recreational activities outside the home to increase their sense of community and assist them to adjust to major life changes.

Active Participation Grants will generally not be made for:

- Activities offered as a direct response to the needs of a particular individual.
- Membership subscriptions, tickets or admission fees.
- Competitive sporting events.
- Upgrades to public facilities to enhance access (For information about applying for a trails grant refer to the Lotterywest *Community Facilities Grants Information Package*).

Applicant organisations should have in place appropriate insurance cover and, where applicable, policies and procedures to ensure that the delivery of activities through a Lotterywest grant is consistent with the 'Disability Service Standards' and 'Principles Applicable to People with Disabilities'; enshrined in the *Disability Services Act (1993)*.

Details are available on-line at: www.dsc.wa.gov.au



Additional Grant Opportunities

If your proposal does not seem to fit the active participation grant area, we may have an alternative information package that may be more relevant.

The **Advancing Participation in Community Life - Overview of General Grant Opportunities** information package provides details about grants available to groups that encourage broad community involvement in social, cultural or recreation activities, particularly for people who face barriers to participation. The grant area aims to respond to a wide variety of needs and circumstances by providing support for equipment and minor capital works and initiatives such as camps and day outings.

This, and other, information packages can be found via our website or we can mail a copy to you. Alternatively we invite you to discuss your proposal with a member of our grants team. Contact details are at the end of this information package.

Local Activity Grants Program

Lotterywest has partnered with the Physical Activity Taskforce and Western Australian Local Government Association in providing Local Activity Grants of between \$5,000 and \$50,000, on a matching dollar basis to Local Government Authorities (LGA). The grants are for projects where an LGA partners with a community to encourage new and innovative approaches to increasing physical activity.

You can obtain details about the Grants Program from the Physical Activity Taskforce on 9492 9631 or from the web site: <http://www.beactive.wa.gov.au/>.

Grants Process

Lotterywest invites applications for its **Active Participation Grants** at any time throughout the year.

Please note:

- Organisations not legally incorporated can apply for grants to a maximum of \$5,000.
- Organisations 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.



Active Participation Grants Assessment Considerations

The following factors will inform our assessment of your application:

- Details about who or what the project is targeting, and why.
- The capacity of the project to have lasting benefits in relation to community involvement and participation.
- The impact the project will have on building community networks and inclusion.
- The project plan, its key stages, activities to be undertaken and the project timeframe.
- Collaboration including community and stakeholder involvement and partnerships with other relevant groups and organisations.
- The budget and resource needs for the project including contributions from other partners.
- The expertise available to the project.
- How the project will be managed.
- How the project will be monitored and evaluated.
- What will happen to the project after the grant ends.

How to Start

If you think you have a suitable proposal for an Active Participation Grant, please speak to member of our grants team (contact details are on the back page of this Information Package) to ensure this Information Package is appropriate for your proposal. If you decide to proceed with an application, an application form can be downloaded from our web site or we can mail it to you.

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 requested documents.

Additional Information to Attach

In addition to the information specified in the Grant Application Form you also need to complete the **General Project Grants Additional Information Form**. The **Additional Information Form** must be submitted with the **Application Form**. The **Additional Information Form** requests specific information under various headings. The headings also form the assessment criteria used to assess the grant and are outlined in the Assessment Criteria Section.



Lodging Your Application

When you have completed your application, you can either mail it into us or bring it into our office. Our contact 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 will your Application be Assessed?

Your application will be assessed by a Lotterywest Program Coordinator responsible for Active Participation Grants. A recommendation will be submitted to the Lotterywest Board for its consideration, and then to the Minister for Government Enterprises for approval. This process, which ensures accountability for the grants we provide to the community, usually takes about four months.

All applicants will receive written advice on the result of their application.

Grant recipients will receive a Grant Approval advising of any special grant conditions. For example, submitting regular progress reports or advising Lotterywest of any changes in circumstances in relation to the project.

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.

If your proposal results in a report, Lotterywest will generally expect you to share your findings with other interested groups so that they may learn from your experience.



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