



Lotterywest Grants Information Package

Advancing Participation in Community Life

Special Initiatives Grants

This package provides not-for-profit organisations and local government authorities with information to assist you to apply for a Lotterywest grant for a significant proposal that will have a major benefit for the State. Information on other grant areas is available from our website or by calling Lotterywest.

*This package covers the information previously provided in the **Special Initiatives Grants** document*

You will find in this package:

- Information about Lotterywest Grants.
- How to apply for a Special Initiatives Grant
- Assessment Criteria for Special Initiatives 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 grants for special initiatives we provide grants for a variety of purposes. Just a few examples include recreation for people with a disability, community celebrations, heritage and conservation, and for 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 grant for a **Special Initiatives** proposal.

If you have a Special Initiatives 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 Special Initiatives 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 a Special Initiatives grant if you are a **not-for-profit community group** 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.



Special Initiatives Grants

Special Initiatives Grants support unique initiatives that:

- Have strong community support.
- Will contribute to the quality-of-life for a wide cross-section of the community.
- Will bring significant benefits to Western Australians.

Types of Proposals Supported

Lotterywest will support a very wide range of initiatives. The following list provides an overview of grants that have been approved in the past. The list is not intended to be limiting. We encourage innovative initiatives that will provide a substantial benefit to Western Australians.

The types of projects that have been previously supported include:

Community Assets, either built or natural, that will add significantly to the State's capital base and will be enjoyed by the Western Australian community such as:

- A memorial to the HMAS Sydney situated in Geraldton.
- Lotterywest Federation Walkway in Kings Park.
- Settler and Explorer displays within the Shark Bay Heritage Precinct Interpretative Centre.

Major events that will enrich the State's social and cultural life and involve high levels of community participation such as:

- Awesome International Children's Arts Festival.
- A Community Access Strategy for the Monet Art Exhibition.

Grants are generally provided on a one-off basis.

Additional Grant Opportunities

If your proposal does not seem to fit this grant area, we may have an alternative information package that may be more relevant to your needs. Please discuss your proposal with a member of our grants team or see the complete range of information packages on our website. Contact details are at the end of this information package.



Grants Process

Recommendations for Special Initiatives Grants are presented to the Lotterywest Board in March, June and September each year.

There are no closing dates for applications, but applicants should be aware that, generally, Special Initiatives applications could take up to four months to assess.

The budget allocation for this grant area is limited. Proposals will be considered against competing applications in accordance with the assessment criteria. Because of budget limitations some projects considered worthy of support but unable to be recommended, may be reconsidered in the next grant round.

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.

Special Initiatives Assessment Factors

The following factors will inform our assessment of your application:

- **Community involvement and benefit**

The proposal should have been developed in response to an identified community need or interest from a significant cross-section of the community. You must be able to demonstrate that the initiative is important to the community and has measurable benefits.

The community should be involved in developing and managing the proposal. It should involve significant community participation and build a sense of community identity. Attendance or participation should be affordable to disadvantaged groups within our community and physically accessible to all groups including people with a disability, seniors etc.

- **Significance**

The proposal should provide for an enduring contribution to the State's social or cultural environment. It should be unique within Western Australia, be world class and add to the social, cultural and economic base of the State.

- **Considered planning and ongoing sound management**

Proposals should demonstrate that planning included wide community consultation and ongoing work will be developed in close collaboration with stakeholders. The project should be strongly supported by relevant community and government bodies. The applicant organisation also needs to demonstrate that it has the capacity to manage



the project and that the project is consistent with the organisation's overall business plan and role.

- **Adequate resourcing and value for money**

The proposal should be both well costed and cost effective. All cash and non-cash resources required for the project must be identified in the application. If other funding is not yet secured, organisations should demonstrate that Lotterywest support will attract the necessary support. The project should not be part of a contractual responsibility.

- **Viability**

If the proposed initiative is for the building or purchase of an enduring asset, you will need to include a three-year management/operational plan including an indicative budget.

How to Start

If you think you might have a suitable proposal for a Special Initiatives Grant, you should speak to a member of our grants team (contact details are on the back page of this Information Package) to ensure this grant area is appropriate for your proposal. If you decide to proceed with an application, an application form can be downloaded from our website 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 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** required for Special Initiatives Grants. A separate document has been developed with information requested under various headings. The headings also form the assessment criteria used to assess the grant and are outlined in the *Special Initiatives Assessment Factors* section.



Lodging Your Application

When you have completed your Application Form, and Additional Information Form, you can either mail it to us or bring it 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, usually takes about four months. For Special Initiatives Grants it can take longer.

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

Grant recipients will receive a Grant Approval letter advising of any special grant conditions. Any grant conditions for Special Initiatives Grants will be discussed with the applicant as part of the assessment.



Acknowledging Lotterywest's Support

Grant recipients are generally encouraged to acknowledge the support they receive from Lotterywest. An appropriate acknowledgment strategy is required for Special Initiatives Grants. This is developed with the Lotterywest Public Affairs Manager after the grant has been approved.

Who to Contact

For further information or to discuss ideas for proposals 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
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