



Lotterywest Grants Information Package

Extending the Capacity of Not-For-Profit Organisations

Overview of General Grant Opportunities

This package provides information to assist not-for-profit organisations to apply for a grant to develop their organisational capacity through grants for Organisational Development, Conferences and Professional Development. 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 grant for organisational development, conferences and professional development.
- Assessment information for these grants.



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 organisational development 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 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 to extend the capacity of the not-for-profit sector by promoting and supporting your organisation's or sector's development.

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.

Priority for the Extending the Capacity of Not-for-Profit Organisations Grants is given to:

- Not-for-profit community groups.
- Non-profit organisations that support networking forums for specific interest groups, including peak or sector-wide organisations.
- Local government authorities with priority given to their community service activities such as youth, volunteer, seniors, children's or other community service programs.

ArtsWA funded organisations cannot be considered for these grants as ArtsWA's role includes providing organisational development support to arts organisations and ArtsWA funded organisations.

Sporting and recreation groups also cannot be considered for these grants as the Department for Sport and Recreation provides organisational development programs to build the organisational capacity of sporting and recreation groups.

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



Extending the Capacity of Not-For-Profit Organisations

Lotterywest understands that organisations need to be operating at their full potential so they can do what they do best – improve and enhance the lives of all Western Australians. Extending the Capacity of Not-For-Profit Organisations Grants have been developed to give organisations the opportunity to develop themselves, their systems and their partnerships through grants for Organisational Development, Conferences and Professional Development.

Organisational Development

These grants are for initiatives that support community service organisations or sector-wide groups to improve their capacity through organisational development and training activities for Board members, staff or volunteers. We can assist:

- Individual organisations to extend their capacity.
- Organisations collaborating together to maximise resources to extend their capacity.
- Peak or sector-wide organisations to meet the organisational development needs of their members or sector.

Any one-off time limited costs associated with an organisational development activity can be considered. This includes professional fees, printing, access costs and the purchase of resource materials. We may also cover the cost of staff relief and travel where required. Grants for equipment may be provided where it is an integral part of the organisation's proposed capacity building or training activities, however we generally do not support capital items, catering, venue hire or core business activities. Refer to the *Strengthening Service Delivery Information Package* to see where we may consider these costs.

Types of Proposals Supported

We aim to support a wide range of initiatives, from organisational planning to the development of best practice strategies and the training of volunteers. The following list provides examples of grants that have been approved in the past. The list is not intended to be limiting and organisations are encouraged to seek new and innovative ways of extending their organisational capacities.

1. Corporate, business, strategic or management plans.

These planning activities should involve your whole organisation including the Board, staff, volunteers and clients.

2. Promotion, marketing, customer service, public relations or fundraising plans.

Your proposal must clearly demonstrate the benefits to your organisation's client service delivery.

3. Training needs assessment, either for your organisation or sector-wide.

This could include training for Board members, volunteers or staff.

4. Organisational development strategies.

This could include team building exercises, workplace coaching activities or Board member induction programs.



5. Projects that promote best practice or quality assurance.

Proposals for Registered Training Organisation (RTO) applications or for other accreditation/licensing arrangements should be discussed with a member of our grants team before lodging an application.

6. Projects that promote sound financial, human resource, information technology, occupational health and safety or industrial relations practices.

A range of strategies could be considered, including the development of resource materials, new business systems or training programs.

7. Projects or development activities that increase your organisation's capacity to engage in partnerships with the business sector.

Proposals should be discussed with a member of our grants team before lodging an application.

8. Strategies to use new equipment, such as Information Technology (IT) to enhance your business practice and plan your IT needs.

An IT plan is encouraged for any significant IT request to Lotterywest. Please refer to the *Information Technology Information Package* for more details on the requirements for IT planning requests.

9. Operational policies and procedures.

Grants would assist with the development of resources to specifically assist an organisation with its day-to-day management.

10. Training resource materials.

This could include the purchase of printed or electronic (software) training material.

11. Service delivery skills for your volunteers.

A range of service delivery training options could be considered including using existing training programs, developing tailor-made strategies or providing on-the-job training (for volunteers only). Training of staff to improve their core skills is not a priority under this grant area.

We recognise that in some instances opportunities offered outside Western Australia may be more relevant to organisations e.g. to view an established IT Solution that an organisation is considering for implementation within their own business that cannot be viewed locally and where business benefits can be demonstrated. Please discuss these types of proposals with a member of our grants team before making your application.

For regional organisations, more effective ways of achieving one of the above may include:

- **Sending a Consultant to a regional or remote location to provide organisational development or training activities.** Applications for this purpose would need to show that this is a cost-effective way of providing this activity. Applicants should also consider how this expertise could be made available to the wider local community.



Assessment Information

To apply for an Organisational Development grant you need to include with your application an attachment which details:

- How your proposal will enhance your organisation's development; and
- The minutes of the meeting at which Board members agreed to submit a Lotterywest application including details of what they need the grant for.

In addition, where applicable, you should also include:

- The potential benefit to the development/future capacity of the organisation.
- The potential benefit to the Western Australian community.
- The number of people participating in the activity.
- Alternative strategies considered in meeting your organisation's development needs and evidence that this project is the most suitable option.
- Evidence that your staff, volunteers and management have been consulted about the need for this project.
- If your proposal involves the appointment of a consultant, you should include details of why you have selected that consultant/s, a copy of the brief you asked the consultant to respond to and details of their fees. We require two detailed written quotations for the work you want done. If you require assistance with identifying appropriate consultants, please contact Lotterywest.
- Whether your organisation is contributing either cash or an in-kind contribution to the project.
- Your organisation's financial position, in particular that it is financially viable and contributing to the proposal according to its capacity to do so.

We encourage you to consider your organisation's total development needs and where necessary combine a number of activities into one application to ensure all current and emerging organisational needs are met. Collaborative applications or applications from peak or sector-wide organisations are particularly encouraged. Organisations are expected to contribute towards the total cost of their proposal.

There are no longer any limits to the size of an Organisational Development grant that may be considered, however applications must demonstrate that the grant is value for money.

Conferences and Professional Development

Lotterywest can support Conferences and Professional Development to enable Board members, volunteers and staff from not-for-profit organisations to improve their management and leadership skills.

The application process for Conferences and Professional Development grants are slightly different than for grants for Organisational Development.



Conferences

If you are a not-for-profit community group holding a conference or seminar, you may be eligible for a grant to assist delegates who may not otherwise be able to afford to attend the event. Generally the group organising the conference rather than the group wanting to send delegates must make the grant application.

In specific circumstances direct support to groups that want to send delegate(s) to a conference or seminar will be considered. Usually this will be to a local event, however, it may involve interstate or overseas travel where benefits are clearly evidenced and there is no suitable alternative within Western Australia. Please discuss these types of proposals with a member of our grants team before making your application.

Grants are available to help Board members, staff, volunteers and service users (where applicable) to attend conferences that will facilitate their participation in policy making and organisational and sector development. You will need to clearly identify the benefits to delegates in attending the event and the value they will add to the event's outcomes.

The conference or seminar must have a clear and direct benefit for groups traditionally supported by Lotterywest, i.e. Western Australian not-for-profit organisations providing community services.

Priority is given for grants to assist with the cost of registration fees, travel and accommodation for delegates. Support towards costs that enable conference participation may also be considered e.g. Interpreting Services for people who are hearing impaired. Please discuss the details of such costs with a member of our grants team before making your application. Conference running costs or the printing of proceedings will generally not be supported.

Assessment Information

To apply for a conference grant you need to include in your application:

- Date, duration and location of the conference or seminar.
- Number of delegates you want supported and how you will recruit and select them.
- Proposed speakers and topics.
- Benefits for subsidised participants and the value they will add to conference outcomes.
- Benefits that the conference attendance will have for your organisation.
- Evidence of Western Australian community sector relevance to local policy or service innovation.
- Conference expenditure and income details.

There are no longer any limits to the size of Conference grant that may be considered, however applications must demonstrate that the grant is value for money.

We strongly advise that you submit your application at least four months prior to the event, this will allow us time to assess your application, inform you of the result and also provide you time to organise the attendance of subsidised delegates.



Professional Development

Lotterywest will consider a contribution towards the cost of enabling a Board member, volunteer or staff member to further their management and leadership skills and competencies in recognition that individual professional development can contribute to an organisation's development and management capacity.

A contribution of up to \$5,000 can be considered towards the cost of:

- Course fees for education or training provided by reputable organisations.
- Travel directly related to this activity.
- Some staff relief whilst paid staff undertakes professional development activities.

Assessment Information

To apply for a Professional Development grant you need to include in your application:

- Details of the Professional Development activity.
- Details of the person who will undertake the activity, including their name, position, the length of time in their current position, their responsibilities, and previous management/leadership training. A current curriculum vitae should also be attached.
- Details of how the organisation will benefit from the grant, in particular how it will assist your organisation's development and improve its level of management expertise and skills. This information can include any significant future plans for the organisation, the number of people benefiting from the organisation's services, how the organisation plans to use the newly acquired management and/or leadership skills and how enhancements to the organisation's services to the community will occur as a result of the grant. The long-term impact of the grant on the organisation should also be clarified.
- The total operating budget of your organisation for the current financial year, including the organisation's training budget.
- A written endorsement for the submission from the Chief Executive Officer (or equivalent) and the Chairperson of the Board.

Lotterywest will generally consider a grant up to 75% of the overall cost of the activity, to a maximum of \$5,000, with the balance to be contributed by the applicant. Generally, up to 50% of the grant will be paid on commencement, with the remainder on successful completion of the activity. Grants are not available for the total cost of an academic qualification.



Grants Process

Applications for Extending the Capacity of Not-For-Profit Organisations Grants may be submitted to Lotterywest at any time.

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

If you think you have a suitable proposal for an Extending the Capacity of Not-For-Profit Organisations 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 requested in this package should be submitted as attachments to your application.

Organisations may usually only submit one application per year for this grant area. If you have a strong case to present, you may discuss the potential for an additional grant with a member of the Lotterywest grants team.

Lodging Your Application

When you have completed your application 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 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.

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 such as submitting consultant's invoices for payment 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
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