



Lotterywest Grants Information Package

Strengthening Community Service Delivery

Emergency Relief Grants

This package provides not-for-profit organisations and local government authorities with information to assist you to apply for a Lotterywest Grant to support individuals, including in-patients of public hospitals, experiencing financial crisis. 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 an Emergency Relief Grant.
- Assessment Criteria for Emergency Relief 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 emergency relief grants we provide grants for a variety of purposes. Just a few examples include recreation for people with a disability, 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 **Emergency Relief**.

If you have an emergency relief 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.

Eligible community organisations and Local Government Authorities may submit applications to provide an Emergency Relief service in the designated regions within the State. Refer to the **Emergency Relief Grants Additional Information Form** for details of the designated regions. Grants must be used within the region for which it is approved.

Joint applications from service providers within the same region are strongly encouraged.

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



Emergency Relief Grants

Emergency Relief grants are made to community organisations and local government authorities to support individuals experiencing financial crisis including in-patients of public hospitals.

Emergency Relief grants complement other Lotterywest annual grants aimed at:

- Sector wide coordination of Christmas and Winter Appeals.
- Increasing the organisational capacity of the Emergency Relief sector.

Types of Proposals Supported

Grants will be made to organisations for distribution to clients to help alleviate their financial crisis. Grants can be used to provide:

- Food.
- Clothing.
- Shelter.
- Transport.
- Other critical needs at the discretion of the service provider.

Up to 10% of the grant may be used for service administration.

To ensure equitable access to emergency relief, the annual Lotterywest budget for Emergency Relief is allocated on a regional basis throughout the State. Refer to the **Emergency Relief Grants Additional Information Form** for details of the designated regions.

Eligible community organisations and Local Government Authorities may submit applications to provide an Emergency Relief service in the designated regions. Grants must be used within the region for which it is approved.

Joint applications from service providers within the same region are strongly encouraged.

Additional Grant Opportunities

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

These 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.



Grants Process

Lotterywest invites applications for Emergency Relief grants through an annual grant round. Applications must be received by or postmarked no later than the closing date for the annual grant round. Please refer to the grant round schedule provided in the **Emergency Relief Grants Additional Information Form** for information on key dates for the 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.

Emergency Relief Grants Assessment Criteria

The following factors will inform our assessment of your application:

- The services, including emergency relief, your organisation currently provides to people in crisis.
- A plan describing how you will manage and distribute the Lotterywest Emergency Relief grant including hours of operation of the service and any conditions of service provision.
- Evidence of consultation with other local emergency relief providers and other stakeholders.
- Evidence of an understanding of the needs of the target group for your service.
- A budget clearly itemising the emergency relief component/s and any administration component.
- Your organisation's demonstrated capacity to deliver the emergency relief service and manage the grant.
- Other proposals received for your region.

In addition, those organisations wishing to provide emergency relief to in-patients of public hospitals must demonstrate a working relationship with the relevant hospital.



How to Start

If you think you have a suitable proposal for an Emergency Relief Grant, please speak to a 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 **Emergency Relief Grants Additional Information Form**. 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 Assessment Criteria Section.

Lodging Your Application

When you have completed your **Application Form** and **Additional Information Form**, you can either mail it into us or bring it into our office. Applications must be received or postmarked no later than the closing date for the annual grant round. Please refer to the grant round schedule provided in the *Emergency Relief Grants Additional Information Form* for information on the due date for the round.

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 Program Manager with input from relevant emergency relief sector stakeholders.

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 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.



If a round is particularly competitive, we may not be able to support all eligible proposals. Unsuccessful organisations are advised at the end of the round if it would be worthwhile re-applying to the next Emergency Relief grant round. A discussion with a member of the Lotterywest grants team may assist you to develop your proposal to enhance its chance of success.

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. The Grant Approval letter will let you know if we would like you to acknowledge Lotterywest support.

Who to Contact

For further information or to discuss ideas for emergency relief 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