



Lotterywest Grants Information Package

Strengthening Community Service Delivery

Overview of General Grant Opportunities

This package provides not-for-profit organisations and local government authorities with an overview of the 'Strengthening Community Service Delivery' grant area. It provides details of grants that will add to community based services. It also provides specific information for some types of community based services, including:

Aboriginal Services and Organisations Supporting Aboriginal People
Aged Care Residential Facilities
Animal Welfare Agencies
Children and Families Services and Organisations
Church Community Welfare Services
Community Health Services
Community Media Organisations
Disability Services and Organisations Supporting People with a Disability, including independent living and accommodation support grants
Emergency Relief Services
Emergency Services and the Emergency Service Levy
Ethnic Services
Family and Neighbourhood Centres
Low Cost Retail Food Outlets
Overseas Aid Groups
Telecentres
Universities and Student Guilds
Youth Services and Organisations Supporting Young People including Block Grants, Blue Light Activities, Cadets

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 Strengthening Community Service Delivery Grant.
- Specific information for some types of community services, including any grant limits that may apply.



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 community services, 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 your organisation's eligibility under our legislation, we work with organisations 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 a proposal that will enhance the delivery of services to a community, including specific information relevant to some types of community services.

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 **Strengthening Community Service Delivery** grant if you are a **not-for-profit organisation** or a **local government authority**.

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



Strengthening Community Service Delivery Grants

Strengthening Community Service Delivery grants have been developed to add value to the various not-for-profit community services available to the Western Australian community. They recognise the critical role played by community services in helping to improve the quality of life for our citizens.

Priority for these grants is given to:

- Organisations that provide support to disadvantaged people or groups,
- Proposals that will provide a broad community benefit.

Grants may be provided for:

- The cost of **equipment, information technology, vehicles, service accommodation** and to provide a small grant to assist existing, new or developing organisations.
- **Projects** for service development or new service initiatives (these can include salaries and operating costs).

Grants may also be provided to assist new or developing organisations, which do not have paid staff or adequate resources, with establishment costs. These organisations may be eligible for a small grant of up to \$5,000 towards the cost of non-recurrent administrative, incorporation or publicity costs.

Grant Information Packages for Different Types of Requests

This package provides information for particular types of services, including any grant limits that may apply. Where limits apply they have been developed in recognition of other funding support that is available, or as a way of managing Lotterywest's support to particular types of services.

In addition to this package, organisations seeking to strengthen their service delivery are encouraged to look at other information packages that may also be relevant to their request. Such information packages may include:

- *The General Equipment Grants Information Package.*
- *The Information Technology Grants Information Package.*
- *The Vehicles Grants Information Package.*
- *The Projects Grants Information Package.*
- *The Service Accommodation and Community Facility Grants Information Package.*
- *The Aboriginal Project Grants Information Package.*
- *The Children and Families Project Grants Information Package.*
- *The Gordon Reid for Youth Grants Information Package.*



Requirements for Different Types of Community Services

Outlined below are the particular opportunities and requirements for some types of community service organisations. Please check for any relevant information for your type of organisation before developing your application.

Other community service organisations are encouraged to speak to a member of our grants team prior to developing their request to strengthen their community service delivery.

Aboriginal Services and Organisations Supporting Aboriginal People

Lotterywest is able to support the infrastructure needs of Aboriginal services and organisations supporting Aboriginal people with items such as furniture, general and office equipment, service accommodation and vehicles, and for service projects.

Lotterywest may also support Aboriginal Community Development projects. Refer to the *Enhancing Community Development Initiatives – Aboriginal Project Grants Information Package* for more details and requirements for these types of grants.

Aged Care Residential Facilities

Lotterywest is able to provide support to not-for-profit aged care residential facilities for those activities that are beyond what is normally required by the organisation to meet certification and accreditation standards. Grants that may be considered are those demonstrating that they add to the quality of life of residents within an aged care facility. Examples of requests that have been supported are sensory gardens, transport services, family areas and recreational equipment.

Animal Welfare Organisations

Lotterywest may support established organisations that provide a service caring for sick, injured or abandoned animals or birds with their infrastructure needs. A subsidy may also be provided towards the costs of sterilisation of pets (cats and dogs) provided by registered veterinary practices (for health card holders and people on low incomes) but which are facilitated through established and recognised not-for-profit animal welfare groups. Lotterywest previously limited grants to animal welfare organisation to up to \$25,000 over three years. Organisations no longer need to limit their request to this amount although requests for larger amounts must be strongly substantiated and reflect the nature and scope of the organisation and its work within the community.

Children and Family Services and Organisations

Lotterywest supports initiatives that provide opportunities for children up to 12 years-of-age that increases the health, well-being and development of children and maximises the participation of children, their families and carers in the community. Lotterywest recognises the importance of experiences and environments on early childhood development including active engagement of parents, caregivers and significant others. Particular



priority is given to strategies which seek to ensure services reach the children and families who need them the most.

Grants may also be available to children and family services and organisations to support their infrastructure needs, for example with general and office equipment, information technology, service vehicle, capital works and service accommodation. Grants may also support service projects.

The types of services and organisations that may be supported include:

- playgroups,
- toy libraries,
- crèches,
- community-based kindergartens,
- programs for children who have not reached kindergarten age,
- out of school hours care and vacation care programs,
- child care services,
- occasional care, child care services,
- family day care schemes, and
- other children and family programs and initiatives.

The types of initiatives that may be supported include:

- Establishing environments for children to engage in play based activities and problem solving learning.
- Projects that support parents and carers in child development.
- Parenting strategies.
- Family participation, particularly for those who face barriers to participating in the community.

For more information, those with:

- An equipment request should refer to the *Equipment Grants Information Package*.
- A project proposal should refer to the *Project Grants Information Package* and *Project Grants Additional Information Form*.
- An Information Technology request should refer to the *Information Technology Grants Information Package*.
- An Accommodation or Facility request should refer to the *Service Accommodation and Community Facility Grants Information Package*.
- A vehicle request should refer to the *Vehicle Grants Information Package*.

Where required, freight costs may be considered for services that are provided in a rural or remote location.

Children and Families Community Development Projects - Lotterywest may support organisations with a community development proposal to improve the well-being of children and families through local initiatives. Go to the *Enhancing Community Development Initiatives – Children and Families Grants Information Package* for more information and application requirements.



Please note these project grants will generally not be made for:

- Ongoing projects.
- Replacement funding for a service or project for which funding from another source has ended.
- Where there is a gap in program funding from another source.

Church Welfare and Other Community Services

Lotterywest may support the broad-based welfare and other community services of a religious organisation or church.

We do not generally support grants to groups for purposes that promote a particular religious or secular philosophy or values system. Our support to such groups focuses on community welfare and service activities provided to the community.

To be considered for a grant the service must:

- Be promoted to, and accessible by, the wider community and have broad community support (indicated by external referees).
- Be appropriately structured, supported, funded and staffed.
- Be clearly distinguished from the Ministry and religious work of the organisation or church.

Applications need to demonstrate:

- Who in the community will access the service (this may include church members, however the service must be available more broadly and provide services not available elsewhere in the community).
- The benefit of the service to the community.
- That there has been broad community input in the development and management of the service/activity/facility.
- How the service links to relevant community networks.
- That service staff are suitably qualified.
- That there is a separation between the Ministry work and community outreach work (for example, the community service activity is noted in minutes of meetings and/or in the annual report etc).

The organisation or church is expected to contribute to the service according to its capacity to do so and, where appropriate, source other funding bodies or stakeholders to contribute to the cost of the project.

Applications from church bodies and religious organisations should be signed or authorised by the person legally empowered to do so.

Community Health Services

Lotterywest may support health-related services which are an initiative of the community, rather than a core government service.



Diagnostic / Monitoring Services - Grants may be considered towards the cost of diagnostic/ or monitoring equipment for not-for-profit organisations that provide a significant community service, such as the Lions Help to Hear Foundation and the WA Speech and Hearing Centre.

Targeted Community Health Strategies - Lotterywest will consider grants to community health services for medical equipment for services that:

- Are delivered within a community setting;
- Involve preventative and educational elements;
- Are of a high quality and use professional, qualified personnel; and
- Are financially viable.

Community Health Centres - Lotterywest may support general preventative and educative health services provided by Community Health Centres through a grant towards the cost of medical equipment where the:

- Service is of a high quality and delivered by appropriate medical professionals;
- Service is complementary to the Centre's core services that are delivered through contractual arrangements with the Health Department and other funding bodies;
- Service is financially viable and is supported by medical practitioners in the local area;
- Services complement rather than duplicate private or public services in the area;
- Equipment being purchased is not the responsibility of another agency; and
- Service is available to all of the key target groups, e.g. women, Aboriginal people, young people.

Community Media Organisations

Lotterywest may support community television, radio and newspaper organisations with a grant towards the cost of equipment, or operating, capital or salary costs. Where a license period applies, organisations are only able to receive one grant in any license period.

Applicants need to demonstrate:

- Community ownership, participation and involvement in the service,
- Long-term viability, including an ability to provide and maintain the service,
- How the service responds to community need,
- The community benefit of its operations including its involvement in promoting local groups and activities, and
- Strong volunteer involvement in program development and delivery.

Community radio organisations with a temporary license may apply for up to \$10,000. Organisations with a permanent license may apply for up to \$20,000 in any five-year license period.

Income from other sources, including advertising, will be considered when assessing a grant request.



Disability Services and Organisations Supporting People with a Disability

Lotterywest provides grants to add to community services supporting people with a disability living in Western Australia. Grants may support the infrastructure needs of disability organisations for items such as furniture, general and office equipment, service accommodation and vehicles, and for service projects.

Independent Living Grants - Lotterywest will consider grants for eligible organisations managing Independent Living properties. Assistance may be provided with furniture and equipment to support people with a mental illness moving to supported accommodation for the first time, as follows:

- One-off grants of up to \$4,000 per property towards essential household furniture and equipment.
- In recognition that a person living with their family may need a larger fridge, washing machine, dining table etc. an additional amount of up to \$1,000 will be considered for properties accommodating an individual and their family.
- The organisation must make provision for the maintenance and replacement of the furniture and equipment items.

Accommodation Support Grants - Lotterywest will consider grants for eligible organisations to assist individuals receiving support under the Disability Service Commission's Accommodation Support Program, as follows:

- One-off grants up to \$2,500 per person moving into independent supported accommodation for the first time towards essential household furniture and equipment.
- The organisation must negotiate with the person in relation to future maintenance and replacement of the furniture and equipment items as appropriate.
- Consideration will be given towards people moving into both communal and "living alone" options.
- Disability Services Commission support for non-recurrent set up costs should be sought for people moving into communal options.

Vehicle Modifications

A grant of up to \$15,000 per vehicle is available for vehicle modifications to allow a vehicle to be accessible to people with a disability under the following conditions:

- The vehicle is organisationally owned;
- The purchase of the vehicle is 90% funded by DSC.

Organisations or individuals seeking support for modifications to a private vehicle should contact the Independent Living Centre of WA on 9381 0620 or by visiting their website at www.ilc.com.au.

Emergency Relief Agencies



Lotterywest is able to support the infrastructure needs of emergency relief agencies such as furniture, general and office equipment, service accommodation and vehicles, and for service projects.

Lotterywest also supports a variety of initiatives that provide direct assistance to people experiencing financial crisis through Emergency Relief Grants. These grants are aimed at helping community agencies to support individuals, including in-patients of public hospitals, experiencing financial crisis. Lotterywest invites applications for Emergency Relief Grants through an annual grant round. Check the Lotterywest website for details for the deadline for the next round.

The *Emergency Relief Information Package* provides more detail on Lotterywest's emergency relief grants.

Emergency Services

Lotterywest supports grants to those volunteer emergency service groups who are providing vital services within the community. Grants are available to cover the cost of capital items that improve the standards of equipment available to the volunteers delivering the services. Though not exclusively, these grants tend to be only available to specific organisational groups such as St John Ambulance, Royal Flying Doctor Service, Surf Life Saving Clubs, Bush Fire Brigades, Local Government Authorities, State Emergency Services and Volunteer Marine Rescue Services. St John Ambulance, Fire and Emergency Services organisations and Surf Life Saving Clubs should discuss their needs and seek endorsement from their main administration representative or Lotterywest prior to submitting a grant application.

Emergency Services and the Emergency Services Levy

Our support for organisations that are direct beneficiaries of the Fire and Emergency Services Authority's Emergency Service Levy (Volunteer State Emergency Service Units; Bush Fire Brigades; Emergency Services Units; Fire & Rescue Services and Fire Service Brigades) is for items that cannot be accommodated within the FESA capital grant program and/or service contract arrangements.

Volunteer Marine Rescue Services Grant Round

Lotterywest invites applications for Emergency Services- Volunteer Marine Rescue Services Grants through an annual grant round. These grants are aimed at helping services with their capital purchases that are essential to the delivery of their sea search and rescue activities. Check the Lotterywest website for details of the deadline for the next grant round.

Ethnic Organisations

Lotterywest is able to support the infrastructure needs of the community service aspects of ethnic organisations with items such as furniture, general and office equipment, service accommodation and vehicles, and for service projects. Lotterywest also recognises the role of some ethnic organisations in fostering participation in community life and preserving



cultural heritage. The *Advancing Participation in Community Life - Information Package* provides more details on Lotterywest's grants to small cultural groups.

Family and Neighbourhood Centres

Lotterywest is able to support not-for-profit Family and Neighbourhood Centres with infrastructure needs such as furniture, general equipment and some capital works.

Centres requesting capital works must consult and receive approval from the owners of the building (eg Local Government Authority or Department for Community Development) prior to an application to Lotterywest. Each request must include a letter of support from the relevant authority confirming the suitability of the request. The *Service Accommodation and Community Facility Grants Information Package* provides more details on Lotterywest's grants and requirements for capital works, accommodation and facility grants.

Low Cost Retail Food Outlets

Lotterywest is able to support low cost retail food outlets, which provide affordable food to people in financial need. These organisations should speak with a member of the Lotterywest grants team to discuss their needs and Lotterywest requirements prior to completing an application form.

Overseas Aid Groups

In recognition of the community education and development role of overseas aid groups applications will be considered for equipment and organisational development to support the effective administration of the organisation's administration office.

A grant may **not** be provided in support of overseas aid projects. Projects with a focus in Western Australia and of community benefit may be considered.



Telecentres

Lotterywest provides support to Telecentres that have been operating for 3 years or more.

Grants are available for infrastructure, equipment and related needs.

Please refer to the separate *Telecentre Grants Information Package* for further information on this grant opportunity.

Universities and Student Guilds

Universities - Universities are able to apply for a Lotterywest grant towards the cost of a charitable or benevolent purpose. Applications need to demonstrate the community benefit that will result from the grant and why the university is the most appropriate applicant.

Requests towards core educational activities will not be supported, as it is considered that these activities are the policy and funding responsibility of other authorities.

Please speak with a member of the Lotterywest grants team to discuss your proposal prior to completing an application form.

Student Guilds - Lotterywest may support university, TAFE and other higher education student guilds where the request is for an activity that will broadly benefit the student population (and broader community where possible).

Projects should:

- Be available to the whole student campus population, not only guild members.
- Involve either no charge or a low charge.
- Provide a service or an activity that is not the responsibility of the education institution and is not available elsewhere.
- Not be income generating.
- Not be related to the core organisational need of the guild.

Please speak with a member of the Lotterywest grants team to discuss your proposal prior to completing an application form.



Youth Services and Organisations Supporting Young People

Lotterywest is able to support community service organisations working with young people through grants towards items such as furniture, general equipment, information technology, service accommodation, vehicles, facilities for young people and for time-limited service projects.

Blue Light Activities - Grants may be available for community blue light activities supported by local communities and operated with assistance by the WA Police Service. The grant application should be made through the Federation of WA Police and Community Youth Centres, telephone 9356 0555.

Cadets - Lotterywest may support applications by cadet groups for equipment or minor capital works.

Youth Organisation Block Grants - Lotterywest provides annual grants to youth organisations such as Scouts, Guides, Australian Army, Air Force and Navy Cadets and Police and Community Youth Centres (PCYC's) towards the cost of minor capital works or equipment. The head offices of these organisations make a block grant application to Lotterywest on behalf of its member organisations. Any grant request outside the block grant allocation needs to be made through the Head Office/Coordinating Body and will be considered on its merit.

Before submitting any request outside the block allocation, please contact us to discuss your project with a member of the Lotterywest grants team.



Grants Process

With the exception of Emergency Relief and Emergency Services - Volunteer Marine Rescue Grants, all applications for Strengthening Community Service Delivery Grants may be submitted to Lotterywest at any time.

Please note there are specific limits for particular types of grants as outlined earlier in this information package. In addition:

- 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 a Strengthening Community Service Delivery Grant, you should speak to 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, a Grant 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.

Additional Information to Attach

Please attach any relevant additional information to the Lotterywest Application Form to support your application and request for a grant.

Lodging Your Application

When you have completed your Application 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



and referees. 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.

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