



## Lotterywest Grants Information Package

### Strengthening Community Service Delivery

### Telecentre 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 the infrastructure needs of all Telecentres, that have been operating for three years or more. Information on other grant areas is available from our website or by calling Lotterywest.*

***Telecentre Grant applications may be submitted at any time.***

You will find in this package:

- Information about Lotterywest Grants.
- How to apply for a Telecentre Grant.
- Assessment Criteria for Telecentre 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 equipment grants 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.

If your organisation has a need 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 enhance the delivery of services provided by Telecentres that have been operating for three years or more.

Proposals for 'multi-use' community buildings, including those funded through the Regional Collocation Scheme, may be considered under the **Service Accommodation and Community Facilities** grant area.

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](http://www.lotterywest.wa.gov.au/grants) for this or 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 **Telecentre Grant** if you are a **not-for-profit organisation** or a **local government authority** delivering Telecentre services.

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



## Telecentre Grants

**Telecentre Grants** aim to support established Telecentres requiring infrastructure, equipment and related needs to support their services, activities or projects.

Priority is given to proposals that clearly demonstrate:

- The need for the requested items.
- The value or benefit the requested items will provide to the Telecentre and the clients of the Telecentre.
- That there are no suitable alternative funding sources for the Telecentre to obtain the requested items.
- That any grant made would provide value for money.

## Types of Proposals Supported

The following list provides an overview of grants that may be provided under **Telecentre Grants**. The list is not intended to be limiting, rather to clarify and encourage a broad range of proposals.

Grants may be provided for:

- Office furniture and telephone systems to support the administrative needs of Telecentre services.
- Equipment to be used to support specific community activities, for example the printing of a community newspaper or running of a youth club.
- Meeting room and creche equipment to fit out a community space.
- Training equipment such as chairs and desks, whiteboards and data projectors.
- Minor capital works, including air conditioning, security and building upgrades.
- Information technology to support internet access and training activities. Proposals for IT of more than \$15,000 may require additional supporting information, including a technology needs assessment. Please contact a member of our grants team to discuss your proposal further.

Grants will generally not be made for:

- Items that supports the commercial aspects of a Telecentre's operations.
- Items to support services funded through a competitive tender (Telecentres are encouraged to contact Lotterywest to clarify this policy).



## Additional Grant Opportunities

If your proposal does not seem to fit the **Telecentre Grants** area, we may have an alternative information package that may be more relevant.

These information packages may 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

Applications for **Telecentre Grants** may be submitted at any time.

Please also 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.

## Telecentre Grants Assessment Criteria

The following factors will inform our assessment of your application:

You must be able to demonstrate:

- The need for the requested items to support your organisation's services.
- The benefit that will be provided and to whom.
- The suitability of the proposed items for the intended purposes.
- An itemised budget that is value for money.
- Your organisation's capacity to manage the requested items and the Lotterywest grant (should it be supported).
- Support for the proposal has been obtained from the relevant Regional Coordinator of the Telecentre Support Branch who will be contacted by Lotterywest as a referee.



## How to Start

If you think you have a suitable proposal for a **Telecentre 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, a **Lotterywest Grant Application Form** and **Telecentre Grants Additional Information Form** can be downloaded from our website or we can mail them 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 **Telecentre Grants Additional Information Form**. A separate document has been developed with information required under various headings, which form the criteria used to assess the grant.

## 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 responsible for Telecentre Grants.

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 five months.

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

Grant recipients will receive a Grant Approval letter advising of any grant conditions.

## **Acknowledging Lotterywest's Support**

Grant recipients are generally encouraged to acknowledge the support they receive from Lotterywest; however potential promotional 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.



## 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](mailto:grants@lotterywest.wa.gov.au)  
Web: [www.lotterywest.wa.gov.au/grants](http://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