



Royalties for Regions Peel Community Chest Fund

2014-15 Guidelines

Grants up to and including \$20,000

Applications that do not include the required information may not be competitive.

Applications may be submitted at any time until all monies are exhausted.

*Please note that consideration dates are subject to the continued availability of funds. It is recommended that you check the status of grant monies at www.peel.gov.au prior to making application.

How to submit your application:

Post
PO Box 543
Mandurah WA 6210

Deliver
45 Mandurah Terrace
Mandurah WA 6210

Email
Grants@peel.wa.gov.au

The Peel Development commission does NOT accept faxed applications.

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Why we do not accept faxed applications:

- Because of the need for attachments and the potential for transmission problems faxed copies are also not accepted.

A. OBJECTIVES

The primary objective of the Community Chest Fund is to improve economic and community infrastructure and services in the Peel Region through funding projects that will assist in attracting investment and increasing jobs or help to improve the quality of life in the region.

Funding is available to assist the development of infrastructure, services and community projects, and to assist in the broad development of the community, including the establishment of services and programs. Funding is intended to support the development of resilient communities and contribute to regional areas being vibrant and interesting places in which to live.

The Community Chest Fund is administered by the Peel Development Commission as part of the Royalties for Regions Program. Royalties for Regions is a State Government program designed to promote long-term development in Western Australia's regions. It aims to help local communities grow and prosper through the promotion of local decision-making and is specifically designed to help regions attract the resources needed to support development. The Community Chest Fund broad objectives are to:

1. Increase capacity for local strategic planning and decision-making.
2. Retain and build the benefits of regional communities.
3. Promote relevant and accessible local services.
4. Assist communities to plan for a sustainable economic and social future.
5. Enable communities to expand social and economic opportunities.
6. Assist regional communities to prosper through increased employment opportunities, business and industry development opportunities, and improved local services.

Consideration will be given to all proposals that will contribute to achieving the objectives of Royalties for Regions Community Chest Fund. In addition, the Peel Development Commission will give consideration to the proposal's alignment with existing regional development strategic planning.

B. WHAT TYPE OF SUPPORT IS AVAILABLE?

A total of \$370,000 has been allocated to the Peel Development Commission for the Community Chest Fund for the financial year 2014/15.

All projects must be approved and grant agreements signed prior to project commencement to be eligible for a financial contribution. No retrospective payments will be made.

The Community Chest Fund provides grants for smaller community projects including but not limited to events, community enhancements and project planning.

C. WHO CAN APPLY?

The Community Chest Fund is targeted at providing financial assistance to regionally based organisations. Eligible applicants may include local governments, voluntary organisations, educational institutions, philanthropic foundations and community organisations.

All voluntary and community groups applying for funding must be incorporated or have equivalent status.

State and Commonwealth Government agencies may apply, but projects deemed to be within their core business functions will not be supported.

Organisations outside the region are invited to apply, but will need to demonstrate significant, sustainable regional benefits and a commitment to local decision-making and planning.

The Community Chest Fund is not intended to provide support to individuals or individual businesses.

Preference will be given to projects that can demonstrate that a grant from the Community Chest Fund will leverage funds from other sources.

D. WHAT CRITERIA WILL THE DEVELOPMENT COMMISSION USE TO ASSESS MY APPLICATION?

1. The project must demonstrate how it addresses a recognised need within the community and/or region.
2. The project must demonstrate that it will contribute to achieving at least one of the Royalties for Regions Community Chest Fund objectives.
3. The project should demonstrate alignment with existing regional development strategic planning.
4. Applicants should demonstrate a financial commitment to the project, either through sourcing other project funding and/or a direct financial contribution.
5. The project should have the support of local government/s and/or other key regional stakeholders.

6. The project should promote partnerships and joint planning (i.e. between the community/business sector and government; or across various levels of government).
7. The project should reflect a commitment to local decision-making and planning.
8. The proponent should demonstrate that detailed project planning has been completed (including all approvals being in place or achievable in a short timeframe), the project is ready to proceed and that it can be completed in a timely manner. (Note: This criteria will not preclude applications for feasibility studies and business planning)

E. WHAT ITEMS ARE INELIGIBLE FOR GRANT FUNDING?

The following items of expenditure are not eligible for funding:

- Recurrent costs once the project is completed.
- Ongoing staff salaries. Employment of personnel will only be considered for a project with specific outcomes achievable within the funding provided.
- Retrospective Expenditure
- Cost Shifting
- GST Payments
- Organisational Overheads

F. GUIDE TO COMPLETING THE APPLICATION FORM

This information and numbering directly corresponds to the information required on the application form which can be downloaded from www.peel.wa.gov.au.

1. **General project information** – We need to know some basic information about your project. Please complete the details as requested.
2. **Organisation details** – This information is required to enable us to process your application and to have the correct contact details should further information be required.
3. **Project description** – What do you plan to do with the funds? Who will benefit from the project? Please be clear and concise. Your response is restricted to no more than 200 words.
4. **Statement of need** – Why is this project relevant and needed in our region now? What are the gaps that currently exist that lead to the project being required? Why are current solutions failing to provide for the needs?
5. **Funding category, sector and strategic objectives**

Category – Indicate which category of funding is **most** applicable to your project (**tick one box only**).

Sector – Indicate which sector of funding is **most** applicable to your project (**tick one box only**).

Royalties for Regions Community Chest Fund objectives – Indicate which Royalties for Regions Community Chest Fund objective is **most** applicable to your project (**tick one box only**) and explain why.

Alignment with planning – Describe how your project aligns with relevant existing regional development strategic planning. This may include:

- Regional Investment Blueprints
- Peel Development Commission Strategic Plan
- Local Government Strategic Community Plans
- Relevant Government agency planning

6. Partnerships and local decision-making

Partnerships – Provide evidence of partnerships and other support for your project such as between the community/business sector and government; or across various levels of government.

Letters of support – Your project should have the support of your local government/s, other key regional stakeholders and/or other organisations benefiting from, or contributing to, the project. Please list the letters of support, which must:

- Be current to this funding round;
- Be relevant to the specific project for which funding is sought; and
- Be from organisations or individuals that are genuine partners, stakeholders and/or supporters of this project.

Commitment to local decision-making – Explain how you have involved your local government/s, the local community or others in planning and decision making for your project.

7. Project planning and management

Project ready – Approved projects will be required to be ready for implementation upon funding approval and able to be completed in a timely manner.

Project planning must take this into account. This means that detailed planning must have been undertaken, all required approvals are in place or achievable in a short timeframe.

If applicable, attach copies of documents which demonstrate the approvals and/or that approval has been applied for.

All projects must be approved and grant agreements signed prior to project commencement to be eligible for a financial contribution. No retrospective payments will be made.

Timeline – Applicants must include a basic timeline for the project from commencement to completion, including provision for completion of the acquittal.

Project management – Who is going to be responsible for managing the project on behalf of your organisation and what qualifications, skills and experience do they have.

Organisational accountability – Explain the management mechanisms that will be in place to ensure the project progresses according to plan. Detail your organisation's accountability processes, the structure of your organisation and process for approving and monitoring the implementation of projects. Please attach your organisation's latest audited financial statements, if available.

Previous funding support from government and other organisations – Applicants need to give details of funding received within the last three years for similar or related projects. Include the year it was received, the project title, the amount, the name of the funding body and their contact telephone number. Please include funds received from the Peel Development Commission. The Peel Development Commission reserves the right to discuss an application with a third party if it is judged necessary to assist in assessing the application.

8. Project Budget and leveraged funds

Applicants should demonstrate a financial commitment to the project through sourcing other project funding and/or a direct financial contribution to the project. If your project is unable to source supporting funds this should be stated with a clear explanation as to why this is the case.

Give **details of the total project budget**. Include details of your budgeted expenditure for the funds required from the Peel Community Chest Fund, using categories appropriate to your individual project; and include financial and non-financial contributions from all parties. It is important that this information is clearly explained.

Wherever possible, please attach **documents that support the budget request**.

Give details of **all of your funding sources**. Identify where the funding is coming from, what it will be used for, and if it is approved or requested. If it is requested but not yet approved provide details of when a decision is expected. Specify funding from any **other Royalties for Regions funding sources**. If applicable, attach written evidence of funding contributions from other sources.

Please consider **promotional aspects** (e.g. signage) of your project and include budget allocations, where relevant.

In-kind support – Applicants need to give details as to how any in-kind contributions have been calculated and will be acquitted (i.e. voluntary labour time = number of hours by hourly rate). In general, voluntary labour time is calculated at \$15 per hour. Any specialised labour should be calculated at the current rate applicable to the particular trade/industry. Timesheets should be maintained to assist you when it comes time for you to acquit the grant. This will help to demonstrate to the Peel Development Commission that you have used the funds granted for your originally stated purpose.

The total cost of the project is the sum of all the cash and in-kind contributions.

9. Checklist – Please tick all boxes in this section to signify that the application form has been completed and all required information has been attached.

10. Declaration – To be signed by the Chief Executive Officer/Chairperson or equivalent.

The Peel Development Commission reserves the right to request more information to clarify aspects of the application. Applications that do not include the required information as described may not be competitive or will not be assessed.

G. WHAT IS THE DECISION MAKING PROCESS?

The Peel Development Commission undertakes a rigorous assessment process of all applications.

This rigorous process, like many grant processes, takes time. We appreciate your patience during this time.

Each application will be assessed against the Community Chest Fund's criteria by an assessment team which will make recommendations to the Board of the Peel Development Commission.

The Peel Development Commission Board will review funding applications and make recommendation to the Minister for Regional Development.

The Minister for Regional Development will approve or decline recommendations from the Peel Development Commission Board.

It is anticipated that the approval process could take up to three months. Please allow for the approval process in your project planning.

All approved funding applications will be reported to the Minister for Regional Development.

H. WHO CAN I CONTACT FOR FURTHER INFORMATION?

Contact our staff at the Peel Development Commission if you require assistance.

Website: www.peel.wa.gov.au

E-mail: grants@peel.wa.gov.au

Phone: (08) 9535 0000

Street Address

45 Mandurah Terrace, Mandurah WA 6210

Mailing Address

PO Box 543, Mandurah WA 6210

I. HOW DOES THE FREEDOM OF INFORMATION ACT 1992 AND PRIVACY APPLY TO MY APPLICATION?

Applicants are informed that the Peel Development Commission is subject to the WA Freedom of Information Act 1992, which provides a general right of access to records held by State and local government agencies.

Applicants are advised that information pertaining to the receipt of State Government financial assistance will be tabled in the Western Australian Parliament. This information could include the name of recipients, the amount of the assistance, the name of the project/activity and, possibly, a brief description thereof. This could result in requests for more detail to be released publicly.

Following the announcement of the successful applications, applicants should also be aware that their organisation's name, the name of the project/activity and the amount requested will appear on the Peel Development Commission website even if the application has been unsuccessful.

The Peel Development Commission reserves the right to discuss an application with a third party if it is judged necessary to assist in assessing the application.

J. WHAT ARE THE CONDITIONS AND OBLIGATIONS THAT APPLY TO SUCCESSFUL APPLICANTS?

All projects must be approved and grant agreements signed prior to project commencement to be eligible for a financial contribution. No retrospective payments will be made.

Progressive payments will be made, subject to the applicant providing the Peel Development Commission with:

- sufficient information (including a written report) on the agreed milestones to indicate that the project is progressing satisfactorily; and
- a statement of income and expenditure for the project, to the date of the progressive payment claim, signed by the applicant's Chief Executive Officer or equivalent position. The statement should include details of eligible project expenditure compared to budget.

Before receiving funds, successful applicants are required to sign a grant agreement which will outline the conditions of the grant. The grant agreement must be signed and returned to the Peel Development Commission within sixty (60) days of the date of issue. As a condition of funding, all grant recipients are required to provide detailed acquittals to the Peel Development Commission within thirty (30) days for grants of \$20,000 or less.

The acquittal report must include:

- Details on how the funds were expended, including a statement of income and expenditure for the project, signed by the Chief Executive Officer/Chairperson (or equivalent) **and** Chief Finance Officer (or equivalent) of the recipient organisation that show the grant was expended in accordance with the Peel Community Chest Fund application and has been used for the purpose for which it was provided;
- An evaluation report outlining the effectiveness of the project against the set outcomes as set out in the grant agreement is required.

As part of the grant agreement, recipients must provide public recognition of State Government funding and ensure that acknowledgement is given to the State Government and the Peel Development Commission in all promotional material. The recognition should note that funding has been provided under the Royalties for Regions Program.

Equipment purchased with grant funding must not be disposed of within three (3) years of the date of the grant agreement without the prior written agreement of the Peel Development Commission.

Any monies from the grant not spent for the purpose for which it was provided must be refunded to the Peel Development Commission. Any variances in budget expenditure items must be negotiated with the Peel Development Commission. The Peel Development Commission reserves the right to reduce the amount of the grant on a proportionate basis should the project cost be less than what was stated in the original budget. .

K. DISABILITY ACCESS AND INCLUSION PLAN

If the application is successful and involves the supply of services to the public, then as part of grant acquittal processes, grant recipients may be required to explain the extent to which the Peel Development Commission's Disability Access and Inclusion Plan have been met.

L. TAX INFORMATION

The Peel Development Commission is registered for GST and has been issued with an Australian Business Number 87 080 446 375. The Peel Development Commission regards grants under the Community Chest Fund as payment for a supply. GST-registered grant recipients will therefore be liable for GST in connection with the grant.

For GST-registered grant applicants the Peel Development Commission will increase the grant by the amount of GST payable. GST-registered grant applicants must provide the Peel Development Commission with a tax invoice for the GST inclusive value of the grant unless the Peel Development Commission and applicant have agreed in writing to the issue of a Recipient Created Tax Invoice. Payment will not be made until the Peel Development Commission receives a tax invoice or an agreement to issue a Recipient Created Tax Invoice. The applicant acknowledges that the grant provided is consideration for a supply to the Peel Development Commission and that the GST component will be included in the applicant's next

Business Activity Statement lodged with the Australian Taxation Office.

For applicants not registered for GST the Peel Development Commission will *not* include GST. Nor will it reimburse an unregistered grantee for GST paid or payable to a third party. Unregistered grant applicants must provide the Peel Development Commission with an invoice for the amount of the grant.