



Royalties for Regions Peel Regional Grants Scheme

2014-15 Guidelines

Grants from \$20,001 to \$300,000

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

Applications must be received at the Peel Development Commission office, 45
Mandurah Terrace, Mandurah WA 6210
4.30pm 11 December 2014

This funding is for projects starting after 1 June 2015.

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 late or 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 Regional Grants Scheme 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 Regional Grants Scheme 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 Regional Grants Scheme's 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 the Regional Grants Scheme and Royalties for Regions. 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 \$1.1 million has been allocated to Peel Development Commission for this Regional Grants Scheme and associated administration for the year 2015.

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.

- **Regional Grants Scheme (\$20,001 to \$300,000)**

The current round of contestable funding will open on 31 October 2014 and close at 4.30pm on 11 December 2014.

The Regional Grants Scheme provides grants for infrastructure projects, project development activities, non-capital projects such as community development activities, establishment of new services and increasing access to information.

Grant funding is also available to assist with costs associated with headworks undertaken by essential service providers to connect businesses to water, electricity, gas, telecommunications, drainage and sewerage.

C. WHO CAN APPLY?

The Regional Grants Scheme 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 Federal 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 Regional Grants Scheme is not intended to provide support to individuals or businesses.

Preference will be given to projects that can demonstrate that a grant from this Regional Grants Scheme 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 Regional Grant Scheme objectives.
3. The project should demonstrate alignment with existing regional development strategic planning.
4. Applicants should demonstrate a high level of 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 (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 project should demonstrate its capacity for meeting ongoing operating and maintenance costs.
9. 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? 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 Regional Grant Scheme objectives – Indicate which Royalties for Regions Regional Grant Scheme 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 – Applicants are advised that the funding for the Regional Grants Scheme round will not become available until 1 June 2015 and project planning must take this into account. 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.

Applicants should demonstrate that the project is ready to proceed by 1 June 2015. This means that detailed planning has been undertaken, all required approvals are in place or achievable in a short timeframe and the project can be completed in a timely manner.

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

Timeline – Applicants may wish to attach a separately formatted timeline, for example, a Gantt chart to illustrate how the project will be implemented. Alternatively, if you check the ‘no’ box, complete the timeline template by inserting tasks, start and finish dates.

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 you have one.

Ongoing operating and maintenance costs – Give details of your project’s ongoing and maintenance costs and how they will be funded. Evidence should be provided to demonstrate project sustainability.

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 high level of 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 budget expenditure for the funds required from the Peel Regional Grants Scheme, 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.

Include a budget allocation for **an independent audit**. See conditions and obligations below for full details.

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 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 value of the project is the sum of all the cash and in-kind contributions.

Audit – Applicants must include the name of the organisation completing the financial audit for this project. Please note an auditor means an accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants and who is independent from the Grantee.

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.

Additional business case information (Appendix 1)

For requests for funding of **\$150,000 or more** applicants must provide the following additional information in support of your application.

1. Objectives and Benefits

Objectives – List the key objectives of your project ensuring that they are ‘SMART’, i.e.: Specific, Measurable, Achievable, Realistic and associated with a specific Timeline.

Benefits - Provide a summary of the expected benefits of your project. Where possible applicants should quantify the expected benefits with specific targets and explain how they will be measured and over what timescales they are likely to be achieved?

Applicants should provide evidence that the targeted benefits are realistic and likely to be achieved (e.g. previous experience, studies from similar projects etc.).

Cost vs Benefit - Outline how the benefits of the project outweigh the costs. Why do you think this project represents value for money?

2. Risk Management

Applicants must demonstrate that they will effectively identify and manage all relevant project risks. Attach the project risk management plan or alternatively complete the template provided.

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/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 Regional Grants Scheme’s criteria by an assessment team which will make recommendations to the Board of the Peel Development Commission.

- All applications will be assessed by the Peel Development Commission Board which will make recommendations to the Minister for Regional Development.
- The Minister for Regional Development will review and finalise the recommendations.
- Final recommendations will be considered by Cabinet for approval.

It is anticipated that this approval process make up to six months to be completed. Please allow for this time frame as part of your project planning.

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.

Generally, large grants will be paid progressively by instalments based on the achievement of agreed milestones, unless the applicant can demonstrate that the project is unable to proceed without an upfront grant payment or explain satisfactorily why funds are required before a milestone is achieved or the project is complete.

Progressive payments will be made, subject to the applicant providing the Peel

Development Commission with:

- sufficient information (including a written report) on the agreed milestone 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.

An initial partial payment of grant funds may be made to the applicant on signing of a grant agreement.

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 twelve (12) weeks of the conclusion of the project.

The acquittal report must include:

- Details on how the funds were expended, including an audited financial statement of income and expenditure for the project (prepared by a qualified independent auditor in accordance with Peel Development Commission guidelines and signed by him/her), signed by the Chief Executive Officer (or equivalent) **and** Chief Finance Officer (or equivalent) of the recipient organisation, that show the grant was expended in accordance with the Peel Regional Grants Scheme 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; and
- The cost of the audit must be included in the funding application (see Section 8 of the application form).

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 Australian Business Number 87 080 446 375. The Peel Development Commission regards grants under the Regional Grants Scheme 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.