



COMMUNITY PARTICIPATION FUNDING GUIDELINES

This scheme funds initiatives that target low participation populations, particularly culturally and linguistically diverse (CaLD) and indigenous.

Do you have a project that increases participation of sport and active recreation or develops the skills of the people involved in your organisation or local community?

Amounts from \$1,000 to \$5,000 are available.

DOES YOUR PROJECT INCREASE PARTICIPATION OR DEVELOP PEOPLE?

Grant applications must be for projects that target either 'Participation' or 'People Development' outcomes.

1. Participation – A more physically active society in which sport and recreation maintain and increase their contribution to community well being.

How will your project increase the physical activity levels of target groups (particularly CaLD and indigenous) who currently have low participation rates.

2. People Development – All providers of sport and recreation in Western Australia are well informed, skilled and resourced.

How will your project improve the skills of the volunteers or staff of your organisation or community group that is targeting low participation groups?

APPLICATION LODGEMENT DATES

Application forms can be submitted at any time until 15 May 2012. DSR will advise if your project is successful in gaining funding within **six weeks** of receipt of application.

WHO CAN APPLY?

- Sport and recreation community organisations/clubs (who are not currently receiving Organisation Sustainability Funding)
- Other community not for profit organisations.
- Regional Local governments.

WHAT CAN FUNDING BE USED FOR?

- Running of programs
- Coaching clinics
- Volunteer training
- Coordinators
- Coaching courses
- Referee/Umpire courses.



WHAT IS NOT CONSIDERED FOR FUNDING?

- Travel to sport or recreation events/meetings/conferences;
- Construction of sport or recreation facilities;
- Projects being undertaken outside Western Australia;
- Projects which commence before applications are approved;
- Existing projects that target the same participants and or location;
- Additional funds for a project already funded by a DSR grant program;
- Prize Money/ Trophies
- Merchandise: i.e. clothing/promotional material
- One off camps
- Membership fees
- Catering costs
- Any program targeting school age children must occur outside of school hours
- Purchase of equipment. (Except in extenuating circumstances for specialist / adaptive equipment. The applicant must clearly demonstrate it is essential for the project to occur.)
- No more than 10% of the total funding request may be allocated to administration costs
- No more than \$500 may be allocated to promotion and/or advertising costs. This may include website or booklet productions if incidental to the program.

To be eligible for funding projects are not to commence before approval has been granted by DSR. No retrospective funding will be considered.

HOW WILL MY APPLICATION BE ASSESSED?

Eligible applications will be assessed against the following criteria:

- You contacted a DSR consultant to discuss your project;
- The project targets low participation groups;
- The project will increase participation or skill development of the target group;
- The organisation demonstrates its capacity to deliver the outcomes of the project;
- The project will be undertaken within specified timeframes as negotiated;
- Priority will be given to projects that can demonstrate sustainability of the program
- The organisation has public liability insurance
- The organisation is incorporated and has an ABN

WHAT IS THE APPLICATION PROCESS?

STEP 1 - Read the guidelines for Community Participation Funding.

STEP 2 - Contact DSR (by phone or email) to discuss your project. It will help with initial screenings of your ideas to determine eligibility and ensure you are meeting all criteria of the scheme.

STEP 3 - Complete the application form.

STEP 4 - Submit the application to your closest DSR office.

STEP 5 - DSR will advise if your project is successful in gaining funding within **six weeks** of receipt of your application. You will be advised how funds will be distributed to your organisation so the project can be implemented.

STEP 6 - After you have completed the project, organisations submit an acquittal form including completed income and expenditure details to DSR.

WHAT IF MY ORGANISATION IS GST REGISTERED?

- If your organisation has an ABN and **is registered for GST** the grant will be 'grossed up' by 10% of the grant amount.
- If your organisation has an ABN and **is not registered for GST** no GST is allocated.

FREEDOM OF INFORMATION

DSR will adhere to the provisions of the *Freedom of Information Act* 1992 in relation to requests for information originating in the department. Information not originating in the department but provided to the department will not be released without prior consultation or permission given by the relevant organisation.

PRIVACY ACT

All information provided to DSR and gathered during the grant assessment process will be stored on a database that will only be accessed by authorised departmental personnel. The database is subject to privacy restrictions in accordance with the *Privacy Act* 1998 (Commonwealth) and the *Freedom of Information Act* 1992.

DSR ACKNOWLEDGEMENT

Successful programs will be required to acknowledge DSR. Details will be advised to successful applicants.

FURTHER INFORMATION

To discuss your project concept, or to obtain help to complete your application, call Gemma Whitman at DSR on 9492 9620.

For regional areas, please contact your local DSR regional office. Contact details may be found at: <http://www.dsr.wa.gov.au/contact>