**GUIDELINES**

***Resources and capacity-building for Peak bodies to service their members.***

The Peaks Sector Support project is a pilot project supported by WACOSS and funded by Lotterywest. It provides an opportunity for WA community services peak bodies to apply to for grants up to $20,000 to facilitate training or consultation/co-design processes with their members on a sector issue of strategic importance, and where the need to do this is immediate.

The focus of this project is ***emerging issues that require a quick response,*** which often is very difficult for small peaks to accommodate. There is an amount of $100,000 per year available over a two-year pilot period. Total funding pool $200,000.

**Essential Eligibility criteria**

* WA-based community services Peak body that is also eligible to apply for Lotterywest grants (note, Peaks who are not registered for GST are able to apply for a maximum of $15,000 only).
* An identified emerging issue that requires a quick response, and goes beyond the core business of the applying Peak.
* It is a small grant (less than $20,000).
* A discrete project with a beginning and an end within a short period, no-longer than six months.
* Written support from two other peaks or the Peaks Forum.

**Desirable Eligibility Criteria**

* No more than one grant per year unless there is exceptional circumstances.
* To fund a collaborative Peak Forum projects and research.

**Principles and Behaviours**

There is in principle support from the Peaks to the following behaviours and principles when applying for funding.

1. A collaborative approach to decision‐making and working together recognising the interdependence in the delivery of Community Services.
2. Mutual trust and respect, with openness and transparency.
3. Consultation on significant issues, including the development of funding submissions.
4. Sharing of data and information produced via projects funded.
5. Submit budgets that accurately reflect the real cost of the project, therefore ensuring the total funding pool has maximum impact.
6. A contribution within the capacity of the Peak.

Peaks acknowledge the funding is limited therefore will only submit applications and funding requests that go beyond their core activities in which they are funded.

**Review and Transparency**

* WACOSS shall report to the Peak forum every six months on all projects funded.
* The Peaks forum will provide feedback to WACOSS on the effectiveness of the grants and make recommendations for improvement on criteria and process.

**Process**

The purpose of this pilot project is to acknowledge that issues faced by peak bodies for their members often require an immediate response. This pilot offers a simplified, faster application process than other grants.

1. The Peak body identifies an issue it is looking to address with members, and applies via the application form;
2. WACOSS and Lotterywest will review the application within ten business days;
3. The Peak body is advised of the outcome;
4. If the application is successful, the funding will be available to the Peak body within an additional ten business days;
5. The Peak body facilitates the consultation, research or project;
6. The Peak body reports back via the [Reporting Form](http://www.wacoss.org.au/wp-content/uploads/2017/09/Peaks-Capacity-Building-Project-LW-Reporting-Form.docx), providing a brief evaluation back to the WA Peaks Forum and to Lotterywest on the outputs and short-term outcomes achieved.

**Other requirements**

If the proposal involves the delivery of professional development, the applying Peak must have co-designed their training with the people or organisations that will be receiving it.

**Enquires:**

Jennie Gray

Deputy CEO

(08) 9420 7222

[jennie@wacoss.org.au](mailto:jennie@wacoss.org.au)

**Apply now**:

Submit this form via the submissions portal - [www.wacoss.org.au/peaks-sector-support-grant-application-form](http://www.wacoss.org.au/peaks-sector-support-grant-application-form)

**APPLICATION FORM**

**Organisation details**

Legal name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ABN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suburb: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your Organisation an Incorporated Association?

 Yes  No  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your Organisation registered for GST?

 Yes  No

**Contact person responsible**

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project information**

Project name:

Commencement date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What amount do you require? (Note: applications must be less than $20,000).

Please provide a brief breakdown of anticipated expenditure.

|  |  |
| --- | --- |
| **Income (Details)** | Amount (GST Exclusive) |
|  |  |
| **Peak contribution (Details)** |  |
|  |  |
| Total |  |
| **Expenditure (Details)** | Amount GST Exclusive |
|  |  |
|  |  |
|  |  |
| Total |  |

1. Please provide a description of the emerging issue facing your sector/members:
2. Please estimate the number of members who will benefit from your proposal
3. What geographical area will this activity serve?

* Perth Metro
* Peel
* Pilbara
* Great Southern
* Kimberley
* Southwest
* Gascoyne
* Goldfields
* Midwest
* Wheatbelt
* State wide

1. Please provide an overview of the support you are aiming to provide (e.g. consultation, training, forum or rapid research to inform next steps?)
2. Does your application involve working with Aboriginal Community Controlled Organisations or supporting Aboriginal communities?
3. Is the proposed support something you have previously delivered to your members or is core business?
4. Additional peak support is required, to enhance collaboration amongst sector peaks. Please name two other peak bodies that support your application. (Written support is desirable including emails from the supporting Peak).
5. Supporting Peak: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Supporting Peak: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Or have you got support of the Peaks Forum (please give details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Do you need any support from WACOSS in delivering your support to your sector, for example promoting the event?

**□** Yes

**□** No

**□** Maybe

If yes please provide details of the support you require: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By signing this application form you agree to all terms and conditions outlined in the Project Guidelines and Reporting form. If your organisation is unable to provide a written via the** [**Reporting Form**](http://www.wacoss.org.au/wp-content/uploads/2017/09/Peaks-Capacity-Building-Project-LW-Reporting-Form.docx) **detailing your activities and expenditure you will return all funds to WACOSS within 20 working Days after the Reporting due date.**

**Chairperson Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witness Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes**:

1. The purpose of this application process is to support the Peaks to better support their members. If an application does not meet this eligibility criteria, WACOSS shall provide feedback to the applying Peak and offer potential solutions.
2. Within **10 business days**, WACOSS either approves the application OR notifies the Peak that some changes are required before being able to approve the application OR the request is denied.
3. At the time of receiving the application WACOSS will send the application to Lotterywest
4. Within **10 business days,** Lotterywest reviews application and notifies WACOSS to release the funding OR why Lotterywest is not approving the application.
5. Upon approval from WACOSS and Lotterywest and receiving a Tax invoices WACOSS shall release the funds to successful Peak within 10 working days.
6. The Peak body facilitates the training/consultation/research.
7. The Peak body reports back via the [***Reporting Form***](http://www.wacoss.org.au/wp-content/uploads/2017/09/Peaks-Capacity-Building-Project-LW-Reporting-Form.docx) providing an income and expenditure statement, a brief evaluation back to the WA Peaks Forum on the outputs and short-term outcomes of the activities. Final written report are due to WACOSS 20 working days after the project end date as detailed in the initial funding application.
8. WACOSS provides an analysis of evaluations to Lotterywest and to the Peaks Forum every six months.

**WACOSS Application Approval Guidelines and Process – For Internal Use Only**

1. The Peak body identifies an issue it is looking to address with members, and applies via the application form
2. WACOSS CEO and Deputy CEO will review application based on the below eligibility criteria:

|  |  |
| --- | --- |
| **Eligibility element** | **Does application meet this? Comments** |
| Is the peak eligible to apply for Lotterywest funding? |  |
| Is the peak a WA-based community services Peak body which is a member of the WA Peaks Forum? |  |
| Is there an identified emerging issue that requires a quick response? |  |
| Will the project address the emerging issue and support the Peaks members and communities. |  |
| It is a small grant (less than $20,000)? |  |
| Does the application have the support from two other peaks, indicating collaboration between Peaks on this issue. |  |
| If there is training to be delivered, has the applying Peak co-designed their training with the people or organisations that will be receiving it? |  |
| Does the applying Peak have a way to measure the outputs and short-term outcomes of their project? |  |
| Any Other Comments |  |

**Project Approved: □ Yes □ No □ Requires further development**

**WACOSS CEO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WACOSS Deputy CEO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**