

GUIDELINES – CAPACITY-BUILDING GRANTS 2021

WACOSS currently holds the funds for the following capacity building grants:

Body	Total amount available	Context and purpose of each set of funds
Lotterywest	\$120,000 available	The Lotterywest Capacity Building Grants (max \$20,000 per project) are provided for Peaks to facilitate training or consultation/co-design processes with their members on an issue of strategic importance, and where the need to do this is immediate. The focus of this project has traditionally been <i>emerging issues that require a quick turnaround</i> ; and the focus now needs to include a nexus with response to or recovery from COVID-19.

Process, Requirements, Subcommittee

Please [click here](#) to see the current processes, timelines, requirements for application, and the subcommittee for this grant round.

Enquires:

Alenka Jeram
 Manager Corporate Services
 6381 5300
alenka@wacoss.org.au

Apply now:

Submit this form via emailing to alenka@wacoss.org.au before the application deadline outlined [here](#).

APPLICATION FORM

Organisation details

Legal name:

ABN:

Is your Organisation an Incorporated Association?

Yes No Other

Is your organisation registered for GST?

Yes No

Contact person responsible

Name:

Email:

Phone:

Project information

Project name:

Approx commencement/completion:

1. What amount do you require? Please provide a brief breakdown of anticipated expenditure.

Income (Details)	Amount (GST Exclusive)
Peak(s) contribution (Details)	
Total	
Expenditure (Details)	Amount GST Exclusive

Total	

2. Please provide a description of the issue or opportunity facing your sector/members in the context of COVID-19 recovery? (note: there's an emphasis here on **emerging issue** requiring an immediate response).

3. Please explain why this project responds effectively to this?

4. Please estimate the number of members who will benefit from your proposal

5. Please indicate which geographical areas this activity will serve (i.e. Perth Metro, Peel, Pilbara, Great Southern, Kimberley, Southwest, Gascoyne, Goldfields, Midwest, Wheatbelt, State wide

6. Please provide an overview of the activities you are intending to undertake and the anticipated timeframes. Please include the specific deliverables/outcomes that will occur as a result of your project.

7. How has COVID-19 impacted on the allocation of your resources? Noting that organisations have very different resources and degrees of flexibility, we want to understand how this grant and work will complement/add value to your current resourcing.

8. Additional peak support is required, to enhance collaboration amongst sector peaks. Please name two other peak bodies that endorse your application (please attach indication of support. Note: this could just be an email response from them.)

1. Supporting Peak: _____ Contact person: _____

2. Supporting Peak: _____ Contact person: _____

By signing this application form you agree to all terms and conditions outlined in the Project Guidelines and completing the Report on timelines agreed.

Note: if you have delegated approval to the CEO to sign off applications through Lotterywest portal, then the CEO can sign this off.

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 in an environment of response to, and recovery from, COVID-19. If an application does not meet this eligibility criteria, WACOSS shall provide feedback to the applying Peak and offer potential solutions.
1. 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.
2. Upon approval from grants subcommittee & receipt of a tax invoice, WACOSS shall release the funds to successful Peak within 10 working days.
3. The Peak body reports back via the **Reporting Form** 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 reports are due to WACOSS 20 working days after the project end date as detailed in the initial funding application.

4. WACOSS provides a progress report narrative and compilation of the project evaluations to Lotterywest every six months. The Capacity Building grants are a standing agenda item on the Peaks Forum, and members are updated about projects through this mechanism

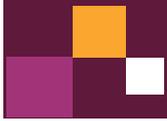
INTERNAL USE ONLY - Application Guidelines and Consideration

Eligibility & Priorities	Comments on application
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 be able to be undertaken with the amount requested?	
Will the project achieve intended outcomes and support the Peaks members and communities?	
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 application build the capacity of the peak and/or of its members? How?	
Is there a connection with adaptation (response or recovery) in the COVID-19 environment?	
Does the applying peak have a way to measure the outputs and short-term outcomes of their project?	
Is the grant a stand-alone project, with its own specific deliverables and outcomes?	
Any Other Comments	

Project Approved: Yes No Requires further development

Peak Sub-committee review:

Taken to Peaks meeting: _____ (date)



WACOSS Signature: _____

Name: _____

Date: _____