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Peaks Sector Support

GUIDELINES – CAPACITY-BUILDING GRANTS 2022

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

Body	Total amount available	Context and purpose of each set of funds
Lotterywest	$200,000 available over two years	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 are emerging issues that require a quick turnaround.
Lotterywest	$300,000 available over one year	The Lotterywest COVID-19 Grants (max $20,000 per project) are provided for Peaks to effectively respond to impact of COVID-19 spread in WA.

Process, Requirements, Subcommittee

Process

This process applies to the new current round of the Lotterywest Capacity Building Grants and Lotterywest COVID-19 Grants (max $20,000 per project).

All applications are assessed by the Peaks Grants Subcommittee. The Grants Subcommittee assesses all applications after they are submitted to WACOSS. All applications should be forwarded to peakgrants@wacoss.org.au

The turnaround process for review and consideration should not exceed 10 business days, as all applications are assessed on a fortnightly basis. If your application is urgent and requires a quicker response, please tick the 'urgent' box on your application.

If your application is successful, WACOSS will release funds immediately upon receiving your invoice.

If your application is declined, feedback will be provided upon request.

Requirements

- There must be **clear outcomes and deliverables** for each grant (i.e. that it is a standalone project with standalone outcomes).
- A demonstrated link to COVID-19 response for the COVID funding pool.

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- An emerging issue that requires an **immediate response**.
- Projects must be completed within a six-month period.

Principles for Gentle Prioritisation

- Projects developed by **one peak or sector that can be rolled out to others**.
- Projects with an emphasis on supporting **regional and remote organisations**.
- **Size of potential impact** - either short or long term.
- Projects that focus on a **preventative approach** (i.e. to circumstances getting worse).
- Projects that develop capacity both for the **Peak(s) involved and its members**.
- Projects that involve **more than one Peak**.
- Overall **organisational resources** and need (including how recently the Peak received a capacity building grant. Note: that there is a preference to share the grants around the different peaks).

Exclusions

- The grants will not provide funds for any project or service that forms part of a peak's core business and for which they receive other funding.
- The grants will not fund projects for which Lotterywest funding is otherwise readily available.

Subcommittee

- Rebecca Smith (Centre for Women's Safety and Wellbeing)
- Tina Williams (Volunteering WA),
- Melanie Every (Financial Counsellors Association of WA),
- Liz Prescott (Peel Community Development Group)
- Alenka Jeram (WACOSS)

Three members of the subcommittee form a quorum.

Note: Please do not approach the specific Peaks sitting on the subcommittee to be references for your application.

If a Peak sitting on the subcommittee applies in that grant round because of an immediate need, or declare conflict of interest, they will not be involved in the decision-making process.

Enquires:
Shammy Baijnath
Project Officer, Corporate Services
6381 5300
shammy@wacoss.org.au

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Apply now:
Submit this form by e-mailing your application to peakgrants@wacoss.org.au

APPLICATION FORM

Organisation details

Legal name:

ABN:

Is your Organisation an Incorporated Association?

☐ Yes ☐ No ☐ Other

Is your organisation registered for GST?

☐ Yes ☐ No

Which funding pool your application relates to?

☐ Emerging Issue ☐ COVID-19 response

Is your application urgent are requires a quicker than 10 business days turnaround?

☐ 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)	

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Total	
Expenditure (Details)	**Amount GST Exclusive**
Total	

2. Please provide a description of the issue or opportunity facing your sector/members in either the context of COVID-19 response or other emerging issue?

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 COVID-19 or an other emerging issue. 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

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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? (if applicable)	
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:

WACOSS Signature: _____

Name: _____

Date: _____

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