



Royalties for Regions Peel Regional Grants Scheme

2016 Guidelines

Grants from \$50,001 to \$300,000

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

Applications must be received by the Peel Development Commission by
4.00 pm on Thursday 17 March 2016

This funding is for projects starting after 1 July 2016.

How to submit your application:

Post
PO Box 543
Mandurah WA 6210

Deliver
Level 1, 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.

A. OBJECTIVES

The Regional Grants Scheme invests in projects which assist in attracting investment, increasing jobs, improving quality of life and to improve economic and community infrastructure and services in the Peel Region.

Funding is available to assist the development of infrastructure, services and community projects intended to build vibrant regions with strong economies.

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 and facilitate economic, business and social development in regional Western Australia.

The Regional Grants Scheme's broad objectives are to:

1. Retain and build the benefits of regional communities.
2. Support improved, relevant and accessible local services.
3. Enable communities to deliver a sustainable economic and social future.
4. Assist regional communities to prosper through increased employment, business and industry development opportunities.
5. Increase capacity for local strategic planning and decision-making.

Consideration will be given to all proposals that will contribute to achieving the objectives of the Royalties for Regions Regional Grants Scheme. In addition, the Peel Development Commission will give consideration to the proposal's alignment with existing regional development strategic planning and, in particular, the Peel Regional Investment Blueprint.

B. WHAT TYPE OF SUPPORT IS AVAILABLE?

Over \$1.5 million has been allocated to Peel Development Commission for this Regional Grants Scheme and associated administration for 2016. The current round of contestable funding will open on Monday 11 January 2016 and close at 4.00 pm on Thursday 17 March 2016.

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.

The Regional Grants Scheme provides grants for the development of infrastructure, services and community projects intended to build vibrant regions with strong economies.

C. WHO CAN APPLY?

The Regional Grants Scheme is targeted at providing grants to regionally based organisations. Eligible applicants may include local governments, voluntary organisations, educational institutions (e.g. universities and Parents and Citizens Associations), philanthropic foundations and community organisations.

All voluntary and community groups applying for funding must have an Australian Business Number (ABN), be an incorporated body or have equivalent status (e.g. represented by an incorporated auspicing body).

Organisations outside the region may apply, but will need to demonstrate significant, sustainable regional benefits and a commitment to local decision-making and planning.

Preference will be given to projects that can demonstrate that a grant from this Regional Grants Scheme will leverage funds from other sources.

State and Commonwealth Government agencies, individuals or private sector businesses are not eligible.

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, including the Peel Regional Investment Blueprint.
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), and that practical project completion can be achieved within the timeframes negotiated by the Peel Development Commission.
10. Applicants should demonstrate their capacity to undertake and complete the project (e.g. past grant experience, project management and governance structure, experience of key personnel, project risk identification and mitigation).

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 (e.g. operating and maintenance cost such as rent, insurance, telephone etc.).
- 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 or core business.
- 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. You are encouraged to discuss your proposal with the Peel Development Commission staff prior to submitting an application.

- 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? What are the project outputs and outcomes? Who will benefit from the project? Please consider the ‘SMART’ principle in your application, i.e. Specific, Measurable, Achievable, Realistic and associated with a specific Timeline. If successful in receiving funding, you will be required to report against these outcomes.
- 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:

- Peel Regional Investment Blueprint
- Peel Development Commission Strategic Plan
- Local Government strategic community and financial 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;
- Be from organisations or individuals that are genuine partners, stakeholders and/or supporters of this project; and
- Be signed by a duly authorised officer.

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 July 2016 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 detailed planning has been undertaken, all required approvals are in place or achievable in a short timeframe and that practical project completion can be reached within the timeframes negotiated by the Peel Development Commission.

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. Timelines must be realistic and take into account potential delays in approval or project commencement.

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 project and governance 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.

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.

Risk analysis – 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 by contacting the Peel Development Commission.

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 (in-kind) 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 – In-kind are those contributions considered essential to the project the form of cash-equivalent goods or services, which, if not donated, would have to be purchased with project funds. In-kind contributions could also include the time of individuals within partner organisations (e.g. experts in a specific area) spent in providing direction and participating in the project.

Applicants need to provide 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 \$30-35 per hour. 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 (including grants).

2016 Regional Grants Scheme funds requested from other Regional Development Commissions for this project – Please indicate if you have submitted an application for the 2016 Regional Grants Scheme to other Regional Development Commissions. Please also indicate the Royalties for Regions amount requested.

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. (*Audits must be conducted in accordance with Australian Auditing Standards.*)

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.

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 and we appreciate your patience.

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 who will make recommendations to the Minister for Regional Development. Final recommendations will be considered by the Minister for Regional Development for approval.

It is anticipated that this approval process may take 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?

Please contact staff at the Peel Development Commission to discuss your application prior to submission.

Website: www.peel.wa.gov.au

E-mail: grants@peel.wa.gov.au

Phone: (08) 9535 4140

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 may be made where applicable and 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 thirty (30) 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 whole project (not just the funded amount), must be 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, timelines or grant conditions 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 requirements of 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. Payment will not be made until the Peel Development Commission receives a 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.