Royalties for Regions Pilbara
Community Chest Fund Round One

2016 Guidelines
Grants up to and including $50,000

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

Applications must be received by the Pilbara Development Commission by:
4.30pm on 17 March 2016

How to submit your application:
Post
PO Box 544, Port Hedland WA 6721

Deliver
Shop 2, 6 Wedge Street, Port Hedland

Email
r4r@pdc.wa.gov.au

The Pilbara Development Commission does NOT accept late or faxed applications.

Please Note - Round Two of the Pilbara Community Chest Fund will open 1 August and close 28 October 2016
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Why we do not accept faxed applications:

- Because of the need for attachments and the potential for transmission problems faxed copies are not accepted.
A. OBJECTIVES

The Community Chest Fund invests in projects which assist in attracting investment, increasing jobs, and improving quality of life to improve economic and community infrastructure and services in the Pilbara Region.

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

The Community Chest Fund is administered by the Pilbara 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 Community Chest Fund’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 Royalties for Regions Community Chest Fund. In addition, the Pilbara Development Commission will give consideration to the proposal’s alignment with existing regional development strategic planning and, in particular, the Pilbara Regional Investment Blueprint.

B. WHAT TYPE OF SUPPORT IS AVAILABLE?

A total of $556,000 has been allocated to the Pilbara Development Commission for the Community Chest Fund for the 2016 round. The current round of contestable funding will open on 11 January and close at 4.30pm on 17 March 2016. Second round will be held in 2016/2017 financial year.

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 Community Chest Fund provides grants for smaller community projects including but not limited to community enhancements, events and project planning.

C. WHO CAN APPLY?

The Community Chest Fund 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 the Community Chest Fund will leverage funds from other sources.

State and Commonwealth Government agencies are not eligible. Individuals or private sector businesses are also 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 Community Chest Fund objectives.
3. The project should demonstrate alignment with existing regional development strategic planning, including the Pilbara 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 Pilbara 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.pdc.wa.gov.au. You are encouraged to discuss your proposal with the Pilbara 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 Community Chest Fund objectives – Indicate which Royalties for Regions Community Chest Fund objective is most applicable to your project (tick one box only) and explain why.

Alignment with planning – Briefly describe how your project aligns with relevant existing regional development strategic planning. This may include:
• Regional Investment Blueprints.
• Pilbara 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; and
- Be from organisations or individuals that are genuine partners, stakeholders and/or supporters of this project.
- Be signed by the duly authorised officer.

7. Project planning and management

**Project ready** – Endorsed projects will be required to be ready for implementation upon funding endorsement and achieve practical project completion within the timeframes negotiated by the Pilbara Development Commission.

Project planning must take this into account. This means that detailed planning must have been undertaken, all required approvals are in place or achievable in a short timeframe. If applicable, attach copies of documents which demonstrate the approvals and/or that approval has been applied for.

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.

**Timeline** – Applicants must include a basic timeline for the project from commencement to completion, including provision for completion of the acquittal. Timelines must be realistic and take into account potential delays in approval or project commencement.

**Project management and organisational accountability** – Who is going to be responsible for managing the project on behalf of your organisation and what qualifications, skills and experience do they have. Explain what project management and governance structures are in place to ensure the project progresses according to plan. Please attach your organisation’s latest audited financial statements, if available.

**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 Pilbara Development Commission. The Pilbara 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 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 budgeted expenditure for the funds required from the Pilbara Community Chest Fund, 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.

In-kind support – In-kind are those contributions considered essential to the project in 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 Pilbara Development Commission that you have used the funds granted for your originally stated purpose.

The total cost of the project is the sum of all the cash and in-kind contributions (including grants).

2016 Community Chest Funds requested from other Regional Development Commissions for this project – Please indicate if you have submitted an application for the 2016 Community Chest Funds 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 if requesting a grant of more than $20,000 from the Community Chest Fund. Please note an auditor means an accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practicing Accountants or the National Institute of Accountants and who is independent from the Grantee.
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 Pilbara 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 or will not be assessed.

G. **WHAT IS THE DECISION MAKING PROCESS?**

The Pilbara 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 Community Chest Fund’s criteria by an assessment team which will make recommendations to the Board of the Pilbara Development Commission. The Pilbara Development Commission Board will review funding applications and make recommendation to the Minister for Regional Development. The Minister for Regional Development will approve or decline recommendations from the Pilbara Development Commission Board.

It is anticipated that the approval process could take up to four months. Please allow for the approval process in your project planning.

H. **WHO CAN I CONTACT FOR FURTHER INFORMATION?**

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

Website: [www.pdc.wa.gov.au](http://www.pdc.wa.gov.au)
E-mail: r4r@pdc.wa.gov.au
Phone: (08) 9173 8402

**Street Address**
Shop 2, 6 Wedge Street, Port Hedland

**Mailing Address**
PO Box 544, Port Hedland WA 6721

Please note that applications will be accepted at the Pilbara Development Commission’s Port Hedland Office only

I. **HOW DOES THE FREEDOM OF INFORMATION ACT 1992 AND PRIVACY APPLY TO MY APPLICATION?**

Applicants are informed that the Pilbara 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 may appear on the Pilbara Development Commission website even if the application has been unsuccessful.

The Pilbara 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.

Progressive payments may be made where applicable and subject to the applicant providing the Pilbara Development Commission with:

- sufficient information (including a written report) on the agreed milestones 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.

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 Pilbara 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 Pilbara Development Commission within twenty (20) business days of the conclusion of the project for grants under $20,000 and twelve (12) weeks for grants over $50,000.

The acquittal report must include:

- Details on how the funds were expended, including a statement of income and expenditure for the project, signed by the Chief Executive Officer/Chairperson (or equivalent) and Chief Finance Officer (or equivalent) of the recipient organisation that show the grant was expended in accordance with the Pilbara Community Chest Fund 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.
- If the grant amount is more than $20,000 an independent audit will be required. If the grant amount is $20,000 or less an audit is not required however copies of tax invoices should be provided to justify all expenditure and payment details in the statement of income and expenditure.
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 Pilbara 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 Pilbara Development Commission.

Any monies from the grant not spent for the purpose for which it was provided must be refunded to the Pilbara Development Commission. Any variances in budget expenditure items, timelines or grant conditions must be negotiated with the Pilbara Development Commission. The Pilbara 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 Pilbara Development Commission’s Disability Access and Inclusion Plan have been met.

L. TAX INFORMATION

The Pilbara Development Commission is registered for GST and has been issued with an Australian Business Number 24 898 158 508. The Pilbara Development Commission regards grants under the Community Chest Fund 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 Pilbara Development Commission will increase the grant by the amount of GST payable. GST-registered grant applicants must provide the Pilbara Development Commission with a tax invoice for the GST inclusive value of the grant unless the Pilbara Development Commission and applicant have agreed in writing to the issue of a Recipient Created Tax Invoice. Payment will not be made until the Pilbara Development Commission receives a tax invoice or an agreement to issue a Recipient Created Tax Invoice. The applicant acknowledges that the grant provided is consideration for a supply to the Pilbara 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 Pilbara 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 Pilbara Development Commission with an invoice for the amount of the grant.