

# Frequently Asked Questions

## 1. Who can we support?

To apply for a grant with us you need to be a not-for-profit playgroup/organisation, ranging from small unincorporated groups to larger incorporated groups. Each application is considered on its own merits.

There are a few things we look for to be able to progress an application:

- Grants must support playgroup/organisation that will benefit the WA community.
- The playgroup/organisation must be not-for profit.
- The grant request must be directly related to the playgroup/organisation and its requirements.
- The grant request must be for toys, equipment or portable items.

## 2. What do we look for?

For a playgroup/organisation to be supported with a grant we look for evidence of a well organised playgroup/organisation. We look to ensure your playgroup/organisation is well managed and operated to be confident that grant funding can be responsibly and reliably managed and that the project or items supported can effectively be delivered for the approved grant purpose. We can also check with Lotterywest on previous grants.

## 3. What don't we support?

There are some restrictions on what we can support:

- Individuals, profit-making playgroups/organisations are not eligible to apply.
- Activities and assets that are core venue owner responsibilities (e.g. playground equipment for schools or building updates) are not able to be supported.
- Playgroups/organisations ongoing operating costs are not able to be supported.
- Costs associated with the core delivery of a service purchased by local, State and/or Federal Governments are not able to be supported.
- Consumables
- Information Technology
- Private sales (eg Gumtree)

Please call us if you'd like to check your idea for a grant and whether there is any scope for us to provide support.

## 4. What can the grant be used for?

Under the new grant, individual community playgroups will be able to apply for financial support of between \$500 - \$15,000 directly through Playgroup WA, to fund the purchase of toys, education resources and other equipment. These things include items like portable storage, outdoor play equipment, internal play equipment, kitchen items etc. Applications are subject to panel review and consideration on funding amount will be based on playgroup size and sustainability, value for money, size of the project to name a few.

## 5. Can we pre-purchase items and get a reimbursement?

No, unfortunately we cannot reimburse on goods purchased prior to the application and approval of the grant.

## 6. Do I need to talk to Playgroup WA before applying for the grant or can I talk to someone before I apply?

Yes, we're keen to work with you and understand your needs. To ensure a smooth application process and your application is appropriate for your playgroup please call us on **9228 8088** to talk to one of our Development Officers or call your local playgroup Development Officer directly before submitting an application. We're here to listen, discuss and help.

## 7. How much can I ask for?

We accept applications for \$500 to \$15,000 for furniture, toys and equipment. Your application should request the amount you need to serve the purpose properly - make sure you don't under or overestimate your request. Applications are subject to panel review and consideration on funding amount will be based on a range of factors including: playgroup size and sustainability, value for money and size of the project to name a few.

Like other Lotterywest funded activities we want to stretch these funds as far as possible so we generally don't expect to be the only source of funding. Our grants should be used to compliment other sources of support, including a contribution from your playgroups/organisations own resources. We can also help you to combine our grant with other sources of funding.

## 8. Can Playgroup WA give advice on where to buy toys and equipment

Yes, we can provide recommendations on retailers that supply quality toys and equipment. We have also entered into some partnerships with retailers to offer Playgroup WA members discounts. Here are two suppliers that will offer Playgroup WA members special offers;

- Educational Experience – <https://www.edex.com.au> will offer 20% off store wide- Contact Jasmine to set up an account
- Playroom - <https://theplayroom.com.au/> will provide a 20% gift card on purchase amounts over \$500 - Contact Sue on 9242 2003
- Modern Teaching Aids - <https://www.teaching.com.au/> may negotiate on price on a case by case basis, please contact your regional representative for further details.

## 9. Are there limits on what I can apply for?

The maximum amount you can apply for in one application is \$15,000. Applications are subject to panel review and consideration on funding amount will be based on a range of factors including: playgroup size and sustainability, value for money and size of the project to name a few. We want to stretch these funds as far as possible so we review each application on its merits to ensure the funding is distributed widely and equitably.

## 10. Does my playgroup/organisation need a bank account to apply for a Grant?

No, in the case that your playgroup/organisation doesn't have a bank account, Playgroup WA will pay the invoices on your behalf.

For organisations that do have a bank account, Playgroup WA can also pay invoices on your behalf which can make the acquittal and GST component of the grant easier.

## 11. When can I apply?

You can apply for a grant at any time.

## 12. How many times can I apply?

There are no limits on how often you can apply though we do encourage you to plan your application/s and combine your request to one application to streamline the process.

## 13. Can I apply for another grant, if I haven't acquitted the last grant yet?

yes! We will need to consider what stage your previous grant is at, and why it hasn't been acquitted. Any decision on a new grant request will take this information into consideration. Playgroup WA will also check with Lotterywest on previous grant history and current acquittal statuses.

## 14. How much of my request will Playgroup WA support?

We do not have set amounts, however we would not expect to be the only source of funding. We expect to be a complementary funder. We anticipate that most playgroups/organisations will make a contribution from their own resources, whether financial or in kind.

## 15. Are there any grant conditions?

All playgroups/organisations are required to agree to the Playgroup WA Grant Terms and Conditions. Further conditions may apply to your grant and these would be communicated in your grant approval advice letter if a grant is approved.

## 16. How do I choose a Referee?

Referees are people within organisations that are familiar with your playgroup and have a long-term relationship with you. Some ideas of good references include, venue owners, local councils, other community organisations, Playgroup WA Development Officers and other organisation you have regular contact with.

## 17. What do you mean by a delegated signing authority?

Playgroup WA grant conditions and agreements must be signed by the person authorised to enter into contracts on behalf of your playgroup/organisation. We refer to this person as the Authorised Playgroup Representative. For incorporated playgroups this will generally be the president.

## 18. What about my GST status?

No matter what your GST status please include the GST in your request.

## 19. What happens if my project or playgroups/organisations details change?

Please advise us if the details for your grant project or any of the people involved have changed. We can work with you in responding to any differing or changed circumstances.

## 20. What other funding or finance sources may be available?

- Other support may come from a range of sources including government agencies, philanthropists, corporates, local governments, crowd funding, and your own fundraising activities with individuals and the community.
- The Department of Local Government has developed an online grants directory to help communities and community groups in regional and metropolitan Western Australia in locating sources of financial assistance for their projects and initiatives.

## 21. Can I acknowledge Playgroup WA and Lotterywest support?

Of course! It would actually be really appreciated. Public acknowledgment helps spread the word about our role in the community, as well as assisting us with our ongoing grants work. It can also benefit your playgroup/organisation.

This is a nice to have though - any acknowledgements of support you do will have no influence on our assessment of your application.

## 22. Does the equipment or toys purchased with the grant need to meet Australian Standards?

We recommend that you check with your building owner to see if there are any restrictions with the proposed equipment or toys you are purchasing. We also suggest that you review the Kidsafe website <http://www.kidsafewa.com.au/fact-sheets-play>

If your grant application includes an item that requires installation like cubby house and slides, it will need to be installed by a qualified tradesman with insurance and built to meet Australian Standards if applicable. These costs can be included in the grant application.

## 23. What information we need

Depending on your playgroup/organisation and if you are a member of Playgroup WA the amount of information required by Playgroup WA will vary. Please note that playgroups/organisations that are not members of Playgroup WA are absolutely eligible to apply but will be required to provide information about the longevity and membership of the playgroups/organisations in question that we would already have in relation to member playgroups/organisations.

The following information is needed with your application:



- If your playgroup/organisation has a bank account, one current bank statement (within the last 3 months)
- if your playgroup/organisation is incorporated we will require the Annual Report or AGM minutes, if available and the minutes from your last two Committee meetings
- Evidence of a joint decision when applying for the grant.

## 24. Can Playgroup WA help me prepare my grant application?

We can't prepare an application for you, however a member of our Playgroup Development team will be happy to talk about your proposal and provide information to help you develop the application. It is important that you call us to discuss your idea or project and any questions about applying before you apply.

## 25. How much information should I provide?

There's no limit to the amount of information you can provide, although we encourage you to only provide the necessary level of detail. Your application should explain why your playgroup requires the grant and what you may have done to try and raise funds yourself. Include information on promotions you might have done or are planning to do, how the grant will benefit the families attending your playgroup and the wider community.

Your application will require quotes from reputable suppliers, these will need to be on official letterhead with quote numbers and include prices with and without GST. Unfortunately, screen shots will not be accepted therefore if you are online shopping please save your wish list and then request an official quote from the supplier.

## 26. What is an “in-kind” contribution?

Like most grants, we would like to see in your application a financial co-contribution or in-kind contribution. An in-kind contribution can include things like labour, signage, project management, supplement equipment, purchase/delivery. Please include this information in the grant application so that the panel can clearly see what you will be contributing.

## 27. How can I keep track of my application?

When you submit your application you will receive an email confirming we have received it. If you haven't heard from us within six weeks of applying we encourage you to contact us for an update.

## 28. Should I keep a copy of the application I have submitted?

Yes, it is best to keep a record of your application for your own playgroup/organisation records.

## 29. How long is the process going to take?

Once your application has been received we will send an email to advise that we have received it. If your application is complete when you submit it to us, it will generally take up to three weeks to progress to the Playgroup WA panel for review. The review process will then take up to three weeks to make a decision on the grant application. If your grant is approved, the funds should be available within two weeks. Please factor in these timeframes for funding in your planning.



**Please note:** We will let you know as soon as possible if your application is not eligible to be put to our panel for review and let you know the reasons.

### 30. What is the typical approval process?

Your application will be assessed by our Administration team to ensure the application is ready to be submitted to the Playgroup WA review panel. Playgroup WA will then conduct a reference check and will make a recommendation to the Playgroup WA review panel for approval.

**Please note:** A member of the Playgroup WA staff will be in contact If more clarification is needed before the application can be submitted to the review panel.

A typical grant process looks like this:

1. Seek information via website
2. Talk with us about your proposal
3. Gather your requirements and necessary documentation
4. Develop and submit your application
5. Assessment, including referee checks and any follow up conversation with you
6. Our internal review and recommendation to the review panel
7. Playgroup WA review panel meeting
8. Application decision and advise
9. Grant payment and acquittal
10. Sharing your good news

### 31. How are applications assessed?

Each application is assessed individually. Assessment considerations include:

- The eligibility of the playgroup/organisation
- The community benefit that will be achieved with the support of a grant
- Request considerations such as the demonstrated need, the rationale for the proposed approach, sound planning, quotes and value for money, contributions from the applicant and other sources are included, whether the request relates to a tendered or contracted service
- The applicant's mandate, governance and capacity to effectively manage the requested grant
- The financial status of the playgroup/organisation
- Risk considerations and what may be required to help manage them. This may involve special payment or grant management conditions being applied

### 32. How are payments made?

To make the acquittal and GST component of the grant easier, Playgroup WA prefer to pay invoices for the items within the grant directly.





If you have a bank account, there is also an option for Playgroup WA to pay the grant by electronic funds transfer, so make sure the bank account details you've provide in your application are your playgroups/organisations main operating account.

If your grant is approved we'll send you a letter with the details of what's been approved and what is required for the payment to be made.

### 33. How do I acquit my grant?

All playgroups/organisations who receive our support are accountable for the expenditure of the grant within a given timeframe. The term 'Acquittal' simply means providing evidence that the money spent has been used for the purpose of the grant, this could be through receipts/ invoices.

Our grant acquittal processes are very simple and are explained once your grant is approved. It's important to read your grant approval letter.

Generally a grant acquittal will require you to:

- Comply with the grant agreement
- Meet any grant conditions
- Show expenditure of the grant by providing copies of invoices or receipts or by submitting a completed payment request form