

Lotterywest Playgroup Grants

Funding Guidelines

Intent of funding

Grant monies are intended to support WA based community playgroups and small community organisations to create a safe, welcoming play environment for their playgroup member families. Eligible playgroups include incorporated and unincorporated parent- led playgroups, including intergenerational and school playgroups, as well as supported playgroups. Grant monies can be used to purchase play equipment and goods that enhance the amenity of the playgroup such as portable storage, furniture, and small IT items.

Funding amount

Playgroup WA accepts funding applications for \$500 to a maximum of \$15,000 for any one application.

Eligibility

To be eligible to receive a Lotterywest Playgroup grant:

- Your group or organisation must be based in WA and be not-for-profit
- Your request must directly relate to the operation of a playgroup
- Your group or organisation must have an annual turnover of less than \$1million, as per the intent of the funding.

Please note that your group or organisation does not need to be a member of Playgroup WA to be eligible for a Playgroup grant. Non-members are asked to provide additional information in the application form. Playgroups **must** discuss their application with a relevant Development Officer prior to submitting a formal application (see Application Process).

We are not able to support:

- Applications from individuals or commercial playgroups or organisations.
- Applications from organisation with an annual turnover in excess of \$1million
- Activities and assets that are the responsibility of the owner or manager of the venue such as fixed playground equipment for schools or building upgrades)
- Ongoing operating costs of playgroups or organisations such as rent or utilities.
- Consumable items
- Large IT costs over \$1000
- Purchase of secondhand goods

Selection Criteria (what do we look for?)

- The group or organisation has worked collaboratively with a Playgroup WA Development Officer to develop the application.
- Evidence of a well- managed and sustainable playgroup or organisation.
- The request directly benefits participants in playgroup by enhancing the play environment and amenity of attending families.
- A clearly outlined rationale for the request (such as replacement of old or unsafe toys, purchase of play equipment to suit a particular age group).

- Play equipment is appropriate and safe for playgroup aged children i.e. 0-4 years.
- Value for money of the requested items.
- A co-contribution (either financial or in-kind) from the applicant. In-kind contributions may include labour, signage, project management, transport/collection.

Application process

After you have received an application pack and read the funding guidelines, we ask that you make contact with your allocated Playgroup WA Development Officer, click [here](#) to see the Development Officer for your area. Non- Playgroup WA members can contact the Playgroup WA Office by phone on 9228 8088 or [email](#) to find out the Development Officer for your area. The Development Officer will guide you through the application process, including advising about suitable play equipment to enhance your playgroup environment, eligibility, reputable suppliers, and the acquittal process.

Once Playgroup WA has received your application, it will be checked by the Administration Team and reviewed by a Development Officer to ensure that the application is ready to be assessed by the Review Panel. Playgroup WA will contact you if more clarification is needed or if there is any missing documentation. Applications will not be considered until all documents are provided.

The application is then forwarded to the Review Panel for assessment and determination. Shortly after the Panel Review meeting, successful applicants will receive written notification. Your Development Officer will also be in touch to advise you of your success.

In the event that the Review Panel has any concerns or queries regarding an application, your Development Officer will contact you for clarification.

Playgroup WA aims to have applications for playgroup grants assessed and processed within six weeks of receipt.

You can apply for a grant at any time. You can apply more than once, but we do encourage groups to plan their request, taking into consideration the wider and future needs of the playgroup.

Quotes

- Your application will need to include quotes from reputable suppliers. PGWA Development Officers will be able to direct you to suppliers of quality play equipment. Some suppliers also offer discounts to Playgroup WA members.
- Single items valued over \$3000 will require two quotes.
- Quotes should be on official letterhead with quote number, outlining prices inclusive of GST.
- If shopping online and you are unable to obtain an official quote, a shopping cart will be accepted provided the total value of goods on that shopping cart does not exceed \$1000.
- Quotes should be from Australian suppliers.

Safety and Approvals

- Please ensure that your request is for items that are safe and appropriate for children 0-4 years. We recommend that you visit Kidsafe at <http://www.kidsafewa.com.au/fact-sheets-play>

- If your request includes item(s) requiring installation, please obtain approval from the venue owner. You will also need to ensure that any assembly or installation work is carried out by a suitably qualified and insured contractor. * For Playgroup WA members, this is a requirement of your insurance.

Payment and Acquittal

All successful playgroups/organisations that undertake their own purchasing will be required to acquit their grant within three months of the award. To 'acquit' simply means providing written evidence that the money spent has been used for the purpose of the grant. Details of the acquittal process are contained in the 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.

In special cases where playgroups do not have a bank account, Playgroup WA can order goods on behalf of your group. We will require written confirmation that the goods have been received before we can pay invoices. Note: conditions may apply on where purchases can be made if Playgroup WA is purchasing for the playgroup.

Share the news

Public acknowledgement of your grant approval, Lotterywest and Playgroup WA, helps to profile your playgroup and our grants program.

Some technical requirements

GST:

GST must be included in your request regardless of your group's GST status.

Delegation of Authority Form:

This applies particularly to incorporated groups and organisations. A Delegation of Authority form will be required if the person signing the application is not the person authorised to enter contracts on behalf of the group/organisation, usually the president or chairperson. Please include a completed form in your application.

A note about IT:

Request for small IT Items that will enhance playgroup communications such as external hard drives, printers, mobile phones will be accepted provided they form a minor part of your proposal and do not total more than \$1000.

Referee:

We ask that you provide the name and contact details of someone who is familiar with your playgroup and can make comment on your ability to manage the grant funds.

Remember: Playgroup WA is here to support you through the process of securing a grant for your playgroup. Contact us on 92288088 or grants@playgroupwa.com.au.

