



---

# 2017 Royalties for Regions

## South West Regional Grants Scheme

### and

## Community Chest Fund

## FREQUENTLY ASKED QUESTIONS

### 1. General

#### 1.1. What is the Regional Grants Scheme?

The Regional Grants Scheme is a Royalties for Regions initiative that aims to improve economic and community infrastructure and services in regional Western Australia. It is aimed at bigger projects that will help attract investment, increase job opportunities and assist in improving the quality of life in the regions. The Regional Grants Scheme is a contestable funding scheme with grants from \$50 001 to \$300 000 available. Projects need to demonstrate how they will address a recognised need within the local community and/or region.

#### 1.2. What is the Community Chest Fund?

The Community Chest Fund is aimed at providing funds for smaller community projects. The Community Chest Fund comprises one-off grants of up to and including \$50 000 to support small, local demand driven projects.

#### 1.3. What can the Regional Grants Scheme and Community Chest Fund be used for?

Both funds aim to assist with the development of infrastructure, services and community projects that will enhance the provision of social and economic benefits to regional communities. The guidelines for each scheme outline what is and is not eligible.

## 2. Applications

### 2.1. Closing date

The Regional Grants Scheme opened on Monday 1 August 2016 and applications must be received by 4pm on Tuesday 27 September 2016.

The Community Chest Fund opened on Monday 1 August 2016 and applications must be received by 4pm on Monday 12 September 2016.

Completed forms can be:

- Posted to: SWDC, PO Box 2000, Bunbury WA 6231
- Delivered to: SWDC, 9th Floor Bunbury Tower, 61 Victoria Street, Bunbury

### 2.2. How can I apply?

Download the guidelines and application form for the Regional Grants Scheme or Community Chest Fund from the SWDC website, at [www.swdc.wa.gov.au](http://www.swdc.wa.gov.au).

The application forms are available in Word format so responses can be typed.

### 2.3. Must I be part of a community group or organisation?

The Regional Grants Scheme and Community Chest Fund aim to provide financial assistance to organisations based in the regions.

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).
- If your organisation is not GST registered, please contact us BEFORE submitting your application.
- 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 Regional Grants Scheme or Community Chest Fund will leverage funds from other sources.

- State and Commonwealth Government agencies (including State-funded schools) are not eligible. Individuals or private sector businesses are also not eligible.

#### **2.4. How can I determine if my project is eligible before I put in an application?**

The following items of expenditure are not eligible for funding:

- Recurrent costs (e.g. operating and maintenance costs such as rent, insurance, telephone etc.)
- Ongoing staff salaries
- Retrospective expenditure
- Cost shifting or core business
- Organisational overheads
- GST payments

Contact the Commission's regional development coordinator in your area for more information on project eligibility and assistance with completing the application form:

Alan Cross | Bunbury-Wellington region  
9792 2000 or 0428 577 298  
alan.cross@swdc.wa.gov.au

Billy Wellstead | Warren-Blackwood region  
9777 1555 or 0448 016 480  
billy.wellstead@swdc.wa.gov.au

Julie Wade | Vasse region (includes Capel and Donnybrook-Balingup)  
9792 2000 or 0427 388 645  
julie.wade@swdc.wa.gov.au

#### **2.5. Can the grant funding be used for the continuation of a project?**

No, grant funding cannot be used for recurrent costs once the project is completed (e.g. operating or maintenance costs such as rent, insurance, telephone, etc.). Nor can grant funding be used for ongoing staff salaries.

#### **2.6. Do letters of support have to be current?**

Yes, all letters of support 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 describe the partnership, ie. contributing financially or in-kind, part of a steering group, has a memorandum of understanding, etc.
- Be signed by the duly authorised officer

## **2.7. Can my project be eligible for both the Regional Grants Scheme and the Community Chest Fund?**

No, projects requesting funding under \$50,000 should apply through the Community Chest Fund. Alternatively, projects requesting funding between \$50,001 and \$300,000 should apply through the Regional Grants Scheme.

## **2.8. Is a certain percentage of matching funds required?**

No, however, applicants should demonstrate a financial commitment to the project through the sourcing of other project funding and/or a direct financial or non-financial (in-kind) contribution to the project. Your application needs to include the total project cost as well as details of how the grant funding you are requesting will be spent.

## **2.9. Is there a nominated rate for in-kind support?**

Yes, voluntary labour time is calculated at \$30-35 per hour. 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 of hours by hourly rate). Further details are available on page 7 of the Community Chest Fund and Regional Grant Scheme guidelines.

## **2.10. What if I need to update my application after the closing date?**

Both grants are contestable funding schemes. Only applications received by the advertised closing date and time for each round will be accepted. We cannot accept any further supporting documentation for your application once the application period closes.

# **3. Assessment**

## **3.1. How are the applications assessed?**

The South West Development Commission undertakes a rigorous assessment process of all applications. Each application will be assessed against the criteria set out in the guidelines. The Commission has produced the following guides to assist you, which set out the weightings that will be applied to each criterion as part of the assessment process:

- How will my application be assessed? Community Chest Fund – 2017
- How will my application be assessed? Regional Grants Scheme – 2017

These guides are available online at [www.swdc.wa.gov.au](http://www.swdc.wa.gov.au) .

The SWDC Board will make final recommendations to the Minister for Regional Development for his consideration and approval.

This rigorous process, like many grant processes, takes time and we appreciate your patience.

### **3.2. How many applications can be successful?**

There is no cap on the number of successful applications. However, there are limited funds available for each region and each fund. To be competitive your application should contribute to achieving the objectives of Royalties for Regions and the objectives of the respective grants scheme.

### **3.3. How soon after applying will I know if I am successful or not?**

We undertake a rigorous assessment process of all applications. 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.

You will be notified by letter whether your application has been successful or unsuccessful.

### **3.4. If I am unsuccessful this round, can I still apply when the next round opens?**

If your application has been unsuccessful, we encourage you to contact us to discuss the outcome of the assessment and how your application / project could be amended for consideration in any future funding rounds.

---

Can't find the answer to your question? Please contact one of the South West Development Commission staff members with your query:

**Grants Coordinator** – Amanda Gregory, [amanda.gregory@swdc.wa.gov.au](mailto:amanda.gregory@swdc.wa.gov.au) or 0475 810 557

**Bunbury-Wellington** – Alan Cross, [alan.cross@swdc.wa.gov.au](mailto:alan.cross@swdc.wa.gov.au) or 0428 577 298

**Warren-Blackwood** – Billy Wellstead, [billy.wellstead@swdc.wa.gov.au](mailto:billy.wellstead@swdc.wa.gov.au) or 0448 016 480

**Vasse** (including Capel and Donnybrook-Balingup) – Julie Wade, [julie.wade@swdc.wa.gov.au](mailto:julie.wade@swdc.wa.gov.au) or 0427 388 645