



## National Volunteer Week Celebration Event Grants Guidelines & Terms and Conditions

National Volunteer Week 2019 grants provide an opportunity for volunteer involving organisations in metropolitan, regional and remote WA to hold an event and participate in the annual national celebration of Australia's extraordinary volunteers.

We strongly encourage organisations who have not been the recipient of a National Volunteer Week grant before to apply, as well as those in regional/remote areas.

Funding may be used for event promotion and publicity, National Volunteer Week merchandise, transport, hire of equipment and/or venue, entertainment (e.g. hiring a band), food or non-alcoholic beverages and small recognition gifts.

Funding is not available for normal operational costs such as uniforms, training material or IT equipment. Project management costs should be covered by the organisation as a contribution towards the event.

National Volunteer Week 2019 grants will be allocated on the basis of:-

- The grant being used during National Volunteer Week from 20-26 May 2019
- Preference for activities involving partnerships between local volunteer organisations and activities that strongly promote National Volunteer Week and volunteering to the local community
- The applicant operates in Western Australia and the event will be held in WA
- Confirmation that the conditions of funding will be met.

### Categories

Category 1 - Single organisations may submit one application for up to \$1000.

Category 2 - Large organisations with multiple branches may choose to submit one application covering up to five locations. This can include one location NOR Perth metro, one location SOR Perth metro and up to three regional locations that are more than 50km apart. The large organisation can apply for up to \$500 per branch taking part, up to a maximum of \$2500 if five branches take part.

Category 3 – Multiple organisations. One lead organisation may collaborate with up to four other local organisations to hold a large joint community event. Each organisation must provide a confirmation letter on their own letterhead to confirm their intention to work together (a template is provided on the Volunteering WA website for use) as part of the application process. The lead organisation agrees to collate all the information, submit the application, manage all financial aspects of the event and complete the acquittal process on behalf of the others. The lead organisation can apply for up to \$1000 per organisation taking part, up to a maximum of \$5000 if five organisations take part. It is expected that the event taking place in this category would be a large event open to all local community members, with a strong emphasis on promoting National Volunteer Week and volunteering.

### Conditions of funding

Organisers must agree to:

- Acknowledge the support of Volunteering WA and Lotterywest for the event eg during speeches, media releases etc
- Brand all promotional and marketing material produced specifically for the event, including brochures, leaflets, display, advertising, invitations, posters, presentations, certificates, forms, websites, signage with the Volunteering WA, Lotterywest and National Volunteer Week 2019 logos
- Promote the event and National Volunteer Week within the community
- Provide an acquittal report (this will be provided once funding is confirmed) to Volunteering WA **no later than one month after the event**
- Meet the upfront costs of the event and submit receipts to Volunteering WA for payment no later than one month after the event. If not received within one month then the grant will be cancelled and the organisation will have to cover the event cost
- Commit to holding the event. We suggest checking with your volunteers before submitting the application.

### Terms and Conditions

1. The grant is used solely for the specified purpose approved by Volunteering WA.
2. Volunteering WA will reimburse the cost of the event upon submission of receipts. Receipts **must be submitted within one month.**
3. Volunteering WA will not be held responsible for the success of the event for which the grant is applied or for any losses or additional costs incurred that are associated with the event.
4. The grant payment provided by Volunteering WA includes an amount to cover any liability for GST, if applicable.
5. Insurance  
Volunteering WA is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the Grant. In this respect, recipient organisations

are required to be appropriately incorporated and be responsible for their own insurances. This includes but is not limited to, Public Liability, Volunteer Insurance and Professional Indemnity.

#### 6. Working with Children Checks

Applicants seeking a grant for a project that involves working with children should ensure that appropriate criminal record checking policies and procedures are developed and that criminal record checks are obtained for employees and volunteers working with children. The Working with Children (Criminal Record Checking) Act 2006 introduced compulsory checking of the criminal history of people working with children and young people. More information on the check can be found on [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au).

### Acquittal Process

As part of the acquittal process grant recipients will be required to complete the acquittal form provided and supply supporting documentation in the form of invoices/receipts to Volunteering WA within 30 days of the completion of the event. This documentation will be kept as an official record of the celebrations held.

### Media Coverage

Organising bodies/applicants are encouraged to liaise with local media to promote the event. The purpose is to symbolically recognise volunteer efforts across the State in celebration of National Volunteer Week 2019.

If you need advice or assistance with media coverage please contact Monika at Volunteering WA – [monika@volunteeringwa.org.au](mailto:monika@volunteeringwa.org.au).

### Promotional Material

Promotional material will be available to order through the [Volunteering Australia website](#) should you wish to purchase.

### Steps in the Funding Process

- Step 1            The application form is completed and submitted by the closing date.
- Step 2            Applications considered by the Assessment Committee.
- Step 3            Applicants notified of the outcome.
- Step 4            The event or display goes ahead.
- Step 5            The acquittal report and receipts are completed and submitted to Volunteering WA within 30 days of completing the event.
- Step 6            Funds distributed to organisation by Volunteering WA.

## Closing Date

Applications close **5.00pm Sunday 10 March 2019**

Please note: no late applications will be accepted.

Successful organisations will be notified via email within 2 weeks of the closing date.



Please contact Volunteering WA on 9482 4333 if you require any assistance.

Please check the Volunteering WA website [www.volunteeringwa.org.au](http://www.volunteeringwa.org.au) and Volunteering Australia website [www.volunteeringaustralia.org](http://www.volunteeringaustralia.org) for any promotional items/downloads which may be available to assist you with your event.