

National Volunteer Week Grant *Supported by Lotterywest* **Grants Guidelines & Terms and Conditions**

National Volunteer Week provides an opportunity for volunteer involving organisations in metropolitan, regional and remote WA to celebrate and recognise their incredible volunteers.

National Volunteer Week Grant, Supported by Lotterywest

We strongly encourage organisations that 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 activity.

National Volunteer Week 2022 grants will be allocated on the basis of:

- The grant being used during National Volunteer Week from 16 - 22 May 2022.
- 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 activity will be held in WA.
- Confirmation that the conditions of funding will be met.

Grant Categories

Category 1 - Single organisations may submit one application for up to \$1,000.

Category 2 - Large organisations with multiple branches may choose to submit one application covering up to five (5) locations. This can include one (1) location NOR Perth metro, one (1) location SOR Perth metro and up to three (3) 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 \$2,500 if five (5) branches take part.

Category 3 - Multiple organisations. One (1) lead organisation may collaborate with up to four (4) 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 \$1,000 per organisation taking part, up to a maximum of \$5,000 if five (5) 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.

If you have any queries regarding this grant please contact grants@volunteeringwa.org.au

Conditions of grant funding

Organisers must agree to:

- The event/activity must be held during National Volunteer Week (16 - 22 May 2022).
- Acknowledge the support of Volunteering WA and Lotterywest for the activity e.g. during speeches, media releases, etc.
- Brand all promotional and marketing material produced specifically for the activity, including brochures, leaflets, display, advertising, invitations, posters, presentations, certificates, forms, websites, signage with the Volunteering WA, Lotterywest and National Volunteer Week 2022 logos
- Promote the celebration and National Volunteer Week within the community.
- Commit to holding the celebration event/activity. We suggest checking with your volunteers/committees before submitting the application.
- Acknowledge payment of approved grant funds will only be transferred into a bank account in the name of the organisation which applied for the grant. Payment of grant funds to a personal bank account is not permissible.
- Follow the State Government's COVID-19 [guidelines](#) for holding events.

Terms and Conditions

1. The grant is used solely for the specified purpose approved by Volunteering WA.
2. Volunteering WA will not be held responsible for the success of the event/activity for which the grant is applied or for any losses or additional costs incurred that are associated with the event.
3. The grant payment provided by Volunteering WA will include GST for registered organisations.
4. 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.
5. 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.checkwwwc.wa.gov.au.

6. If the organisation has to cancel the event due to COVID-19 restrictions, organisations can contact Volunteering WA for advice on any assistance that can be offered.

Acquittal Process

You do not have to provide a detailed acquittal report on how you spend the money for the 2022 National Volunteer Grants funding unless requested by Volunteering WA. However, we will need you to complete a financial declaration by Friday, 10th June 2022. The financial declaration will verify that you spent the grant in accordance with the grant application.

If you are asked to provide a financial acquittal, Volunteering WA will require you to provide proof of purchase for the expenses incurred to hold your event. The original receipts showing what you have purchased are required as proof and must be kept for five years.

It is not necessary to send receipts to Volunteering WA, unless requested to do so.

If receipts are not available as evidence of expenditure then records of activity must be kept proving the expenditure was in accordance with the approved purposes of the grant.

All funding must be spent by Wednesday, 08th June 2022. Unspent funds must be returned to Volunteering WA.

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 2022.

If you need advice or assistance with media coverage please contact Holly at Volunteering WA – holly@volunteeringwa.org.au.

Promotional Material

The Lotterywest logo is available to download on the [Lotterywest](#) website. The Volunteering WA logo and NVW logo are available [HERE](#) for download.

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

Steps in the Grant Application Process

- Step 1 The application form is completed and submitted by the closing date.
- Step 2 Applications considered by the Assessment Committee.

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- Step 3 Applicants notified of the outcome and provided a grant agreement.
- Step 4 Successful applicants send back signed grant agreement with terms and conditions and provide bank account details.
- Step 5 Grant payments are made to organisation bank accounts by Volunteering WA.
- Step 6 The volunteer celebration event/activity goes ahead.
- Step 7 A completed financial declaration is provided by the successful applicants by Friday, 10th June 2022.
- Step 8 Volunteering WA may request a financial acquittal in accordance with the acquittal guidelines.

Closing Date

Applications close **5.00pm Sunday 6th March 2022.**

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** or at **grants@volunteeringwa.org.au** if you require any assistance.

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