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GRANDFAMILIES SUPPORT INITIATIVES GRANTS PROGRAM 2008

UP TO \$15,000

Guidelines and Application Form

Close Date: **4:00PM FRIDAY 28 MARCH 2008**

Please note, applications for funding must be made using the prescribed application form available from the Department for Communities. Completed application forms must be forwarded to the Non Government Funding Unit, Department for Communities. Late applications will not be accepted.

FOR FURTHER INFORMATION

Telephone	08 6217 8500
Freecall	1800 281 116
Facsimile	08 9481 3074
Email	info@communities.wa.gov.au
Website	www.communities.wa.gov.au

OVERVIEW OF GRANDFAMILIES SUPPORT INITIATIVES GRANTS PROGRAM 2008

The Department for Communities, Office for Seniors Interests and Carers (OSIC) is committed to assisting Grandfamilies. The aim of the Grandfamilies Support Initiatives Grants Program is to support both metropolitan and regional organisations to provide respite/short breaks initiatives for Grandfamilies within their local communities.

The Department for Communities, Office for Seniors Interests and Carers is seeking applications from suitable community organisations to develop respite/short breaks initiatives for Grandfamilies in 2008.

Grandfamilies is the term used to describe grandparents who have grandchildren in their full-time care.

Grandparents take on the role of primary carers of their grandchildren when the parents are no longer able to fulfil their parental responsibilities. Reasons include:

- substance abuse,
- death of a parent,
- disability or mental illness,
- imprisonment and family violence, and
- child abuse, neglect or abandonment.

Grandparents taking on this role make an invaluable contribution to society by:

- providing family continuity,
- providing a secure stable environment for children who may be traumatised by the circumstances which brought them there, and
- preventing the children from going into State funded care.

The ages of grandparents can range from late 30s to more than 80 years. The age range of grandchildren can be from birth to 18 years, and the number of grandchildren being cared for by their grandparent's ranges from one to as many as 8 to 10. Most grandparents are looking after two or three children at one time.

The degree of hardship and difficulty faced by these grandparents varies depending on; cultural issues; their financial situation; legal difficulties regarding the residency status of their grandchildren; complications with health and social lifestyle changes.

Grandparents frequently become isolated from their peers due to these family demands. They often feel a sense of grief and loss, suffer financial, physical and emotional stress and don't know where to go for information or know their rights and responsibilities in their caring role.

Caring for children full time can be exhausting for anyone. Children who come into the care of their grandparents may be experiencing emotional trauma (frequently shared by the grandparents themselves, as it is their family too) and have behavioural problems, as a result of the events that brought them there.

Stress, exhaustion and illness are frequently reported by grandparent carers, many of whom have difficulties in getting away for a break or even a short time out. Becoming a primary carer at this stage of life may also result in a loss of social contacts for the grandparents, with fewer opportunities to mix with peers or to become involved in community activities.

THE DEPARTMENT FOR COMMUNITIES, OFFICE FOR SENIORS INTERESTS AND CARERS PRIORITIES

Funding is available to develop respite/short breaks initiatives for Grandfamilies which could include the following:

- ❖ Short breaks;
- ❖ Individual families or small groups weekend respite opportunities (for example Farm stays)
- ❖ One day activities for larger groups; in family groups or for children and grandparents separately;
- ❖ Group respite/activity camps.

WHO CAN APPLY?

Local Government Authorities, community organisations, special interest groups and other not-for-profit organisations can apply. Applications from CaLD and Indigenous organisations are encouraged. To get funding, applicants will need to be **an incorporated, not-for-profit organisation**. If not, you will need to have the support of an incorporated, not-for-profit organisation or local government authority. Organisations that have outstanding acquittals and/or evaluations from previous Seniors Interests & Carers funding are ineligible to apply until the required documentation has been submitted.

ASSESSMENT CRITERIA

Applications will be assessed by a Committee supported by the Department for Communities, Office for Seniors Interests and Carers. The Committee may request further information from applicants to explain or clarify proposals and will make recommendations to the Minister for Communities for approval.

STEPS IN THE FUNDING PROCESS

Step 1

Contact the A/Grants & Contracts Officer to discuss your project and confirm it falls within the guidelines.

Telephone: (08) 6217 8500

Freecall: 1800 281 116

There is no question too big or too small!



Step 2

Complete the application form.



Step 3

Submit the application by the closing date.

Please note, up to eight weeks may be needed to process your application. Please allow at least three months' lead time for your project to be considered by the Assessment Committee.



Step 4

Applications are considered by the Assessment Committee who make recommendations to the Minister for Communities for approval.



Step 5

Applicants are notified of the outcome.



Step 6

Funds are distributed to successful applicants.



Step 7

You run your project!



Step 8

Complete an evaluation and acquittal report and submit it to the [Non Government Funding Unit, Department for Communities](#)

(An acquittal is a report to provide feedback on your project and confirmation of how the Grant was spent.)

WHAT YOU NEED TO INCLUDE IN YOUR APPLICATION

- ❖ Details about where else you have applied for funding. We prefer that our grant is not the only source of funding for your project.
- ❖ If you are not part of an incorporated, not-for-profit organisation, your application must include a letter of support from your sponsoring agency.
- ❖ A timeline that shows your project will be completed within 12 months of the Minister for Communities approving the Grant.

EXPENSES THAT MAY BE COVERED

- ❖ Venue hire and equipment costs, excluding capital equipment;
- ❖ Advertising, promotion and fundraising costs;
- ❖ External facilitator or consultant's fees;
- ❖ Consumable materials;
- ❖ Child care provided by qualified providers in an accredited setting;
- ❖ A contribution towards catering; and

WHAT PROJECTS WILL NOT BE FUNDED

Unfortunately, we **do not** provide funding for the following:

- ❖ Projects which do not fall within the guidelines.
- ❖ Travel to conferences, interstate or overseas travel.
- ❖ Payment of wages of coordinators or staff cannot be included in your request for funding.
- ❖ Projects for infrastructure and capital equipment.
- ❖ Projects where you plan to fund-raise money.
- ❖ Projects that involve commercial ventures (which means where a business can make money from it).
- ❖ Projects not based in Western Australia.
- ❖ Projects that do not represent value for money.
- ❖ Projects that duplicate an existing or similar project/service within the community.
- ❖ Projects that do not reach a broad or diverse enough target group.
- ❖ Retrospective project costs.
- ❖ Infrastructure costs not associated with the project (i.e. rent, telephone calls or general administration)

For further information

If you require further information about the Grandfamilies Support Initiatives Grants program or assistance in completing an application form, please contact:

A/Grants & Contracts Officer
Non Government Funding Unit
Department for Communities

Level 7, Dumas House
2 Havelock Street
WEST PERTH WA 6005

Telephone: (08) 6217 8500

Freecall: 1800 281 116

Facsimile: (08) 9481 3074

Email: info@communities.wa.gov.au

Website: www.communities.wa.gov.au



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GRANDFAMILIES SUPPORT INITIATIVES GRANTS PROGRAM 2008 APPLICATION FORM

PART 1 – APPLICANT INFORMATION

1.1 Tick the box which best describes who you are

<input type="checkbox"/>	Incorporated, not-for profit organisation	<input type="checkbox"/>	Individual or Community Group (non-incorporated)
<input type="checkbox"/>	Local Government Authority	<input type="checkbox"/>	Other

1.2 Applicant's Details

Name of Applicant			
Address			
		Postcode	
Website			

1.3 Contact Person – responsible for the daily co-ordination of the project

Name	
Position	
Telephone	
Mobile	
Facsimile	
Email	

If your organisation is incorporated – please go to question 1.5

If your organisation is NOT incorporated – please answer question 1.4

1.4 Sponsoring Body

A sponsoring body is where an eligible organisation applies for a grant on your behalf. If the application is successful, the sponsoring organisation is responsible for abiding by the Terms and Conditions as stated in the Guidelines, for keeping financial records and providing a financial acquittal of the Grant.

Note: Please **attach** a letter from the sponsoring organisation confirming they will manage the funds.

Sponsoring Organisation			
Contact Person			
Address			
		Postcode	
Telephone			
Email			

1.5 Taxation details of the organisation managing the grant funding

ABN																			
Is your organisation registered for GST?	Yes <input type="checkbox"/>	No <input type="checkbox"/>																	
Is your organisation not-for-profit	Yes <input type="checkbox"/>	No <input type="checkbox"/>																	

You must attach a copy of the Incorporation Certificate

2.6 Provide details of demonstrated experience in working with children and young people, especially in risk management.

2.7 Identify Risk Management – identify what measures you have put in place to prevent any perceived risks to participants.

2.8 How do the initiatives include involvement of Grandfamilies in the organisation and management of projects?

2.9 Describe the expected benefits to project participants - during and after the project.

2.10 How will you know if the project has worked?

Please detail how you will show if your project has been successful:

- Survey Tape/video/photo report Evaluation form Other (please describe below)

2.11 Community partnerships. Will other groups, organisations or people be helping with this project? Please list ALL the agencies and/or key people involved.

List any in-kind support. 'In-kind' means services provided free of charge, for example volunteers or staff wages.

PART 3 – FINANCIAL INFORMATION / PROJECT BUDGET

It is important to show how you plan to spend the Grant and whether you expect any other income to support your project.

Use the tables below to show where the money for your project is coming from and how it will be spent. Include the Grandfamilies Support Initiatives Grant in these tables. If you are getting funds from other sources to support your project, it is important you show evidence of where the money is coming from.

Step 1 – The cost of your project

- | | | |
|-----|--|----------|
| (a) | Total amount requested from the Grandfamilies Support Initiatives Grants program – (maximum of \$15,000) (do not include any GST in this amount). | \$ _____ |
| (b) | Other sources of funding (see Step 2 below). | \$ _____ |
| (c) | Total project cost. (Add (a) and (b) together). | \$ _____ |

Step 2 – Other funding bodies

Tell us what other sponsors/funding bodies you may have approached and whether their support is confirmed.

Note: Please also include your organisation's cash and 'in-kind' contributions.

Organisation	What will this money be spent on?	Amount	Confirmed / Not confirmed
<i>Example: ABC Local Council</i>	<i>Catering for 100 people at \$20.00.per head</i>	<i>\$2,000.00</i>	<i>Not confirmed - requested and application sent on 01/09/06</i>
	TOTAL	\$	

Step 3 – Your budget

Your budget income and expenditure should **not** include GST. Using your own sub-headings or those below, outline the major expenses and income associated with your project. Where exact amounts are unknown, please provide estimates. **Note:** Your income column and expenditure column should total the same.

Income	\$	Expenditure	\$
Participant/Entrance fees		Administration	
Organisation's contribution (cash only)		Advertising	
Organisation's contribution (in-kind)		Printing / Promotion	
Grandfamilies Support Initiative Grant		Professional fees / Facilitators	
Other grants / Sponsorship (see Step 2)		Travel / Accommodation	
Other (please specify)		Equipment / Venue hire	
		Catering	
		Childcare	
		Other (please specify)	
TOTAL	\$	TOTAL	\$

Step 4 - Bank Account Details

ORGANISATION NAME Name of <u>Incorporated Organisation</u> applying for funding										
NAME OF BANK										
SUBURB										
BRANCH CODE / BSB										
BANK ACCOUNT NAME The name of the organisation receiving funding										
ACCOUNT NUMBER Up to 9 digits - do not include BSB Code										

STOP!

Before you sign the declaration – please ensure that you have;

- Read the guidelines and terms and conditions.
- Completed all sections of the application form.
- Attached the copy of **Certificate of Incorporation** OR a copy of the sponsoring organisation’s Certificate of Incorporation.
- Where an application is being submitted by a community group who has a sponsoring organisation, please attach a letter of support from the **sponsoring organisation**.
- Retained a copy of your application.
- Attached other supporting material. Please list:
 - _____
 - _____
 - _____
 - _____
 - _____

PART 5 - DECLARATION

This Declaration is made by the applicant (an eligible incorporated organisation or local government authority) or an appropriate sponsoring body on behalf of the applicant:

- I declare that I am currently authorised* to sign legal documents on behalf of the organisation.
- I declare that all the information provided is true and correct.
- I give permission to the Department for Communities, Office for Seniors Interests and Carers, if applicable, to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies, as appropriate.
- If a Grant is provided I am aware the Grant Terms and Conditions as outlined in the Guidelines will apply to ensure projects are appropriately completed and accountability requirements are met.
- If the Grandfamilies Support Initiatives Grants program – Grant funding is provided, I agree to ensure that appropriate insurances are in place (eg. workers compensation, volunteers, professional indemnity, public liability, motor vehicle etc).
- I agree to run the project as stated, and provide a final acquittal report (signed by an office bearer) and Statement of Financial Income and Expenditure to demonstrate how the Grant funds were utilised to the Department for Communities, Office for Seniors Interests and Carers within **eight weeks** of completion of the project and that the final report will need to demonstrate achievement of the project aims and objectives.
- I declare that the organisation is financially viable and is able to meet all accountability requirements.

* **IMPORTANT: The application must be signed by the person legally able to enter into contracts on behalf of the organisation. For incorporated organisations this is generally the Chairperson, President or equivalent officer. For Local Government Authorities this is generally the Chief Executive Officer. The application may be signed by a formally authorised delegate, according to the organisation's constitution or as bound by law.**

Organisation Name	
Address	
Legal Authorising Officer	
Telephone Number	
Contact Officer	
Telephone Number	
Email Address	

Signature	
Name	
Date	
Witness	
Name	
Date	

Please post your completed application form to:

**A/Grants & Contracts Officer
Non Government Funding Unit
Department for Communities
Level 7, Dumas House
2 Havelock Street
WEST PERTH WA 6005**

Or fax to: **(08) 9481 3074**

GRANDFAMILIES SUPPORT INITIATIVES GRANTS PROGRAM 2008

TERMS AND CONDITIONS

Grants provided under Grandfamilies Support Initiatives Grants Program are made under the following terms and conditions.

1. The grant is to be used solely for the specified purpose outlined in your application or as approved by us.
2. Funds are to be spent within 12 months of the Minister for Communities approving the Grant. If the project extends beyond this period, the applicant MUST, request in writing, an extension from the Department for Communities.
3. Any part of the Grant that is not used in accordance with Condition 1 must be repaid to us unless you obtain our written approval.
4. If you cease carrying out the activities for which the Grant was made or if we have terminated the arrangement on account of your breach or breaches of these Conditions then:
 - (a) the balance of the Grant monies unspent must be repaid to us; and
 - (b) any property acquired with the Grant monies must be transferred to another not-for-profit organisation with similar objectives and purposes to your organisation, provided our prior approval has been given.
5. Providing you with a grant does not mean that you are entitled to any further funding.
6. We will not be held responsible for the success of the approved purpose for which the Grant was given or for any losses or additional costs incurred that are associated with the approved purpose.
7. You must comply with all Local, State and Commonwealth laws applicable to the approved purpose.
8. If you breach any of these Terms and Conditions, we can terminate the arrangement at any time and without giving you any prior notice.
9. Unless agreed otherwise, applicants will need to be an incorporated, not-for-profit organisation or local government authority or seek the support (sponsorship) of an incorporated, not-for-profit organisation or local government authority to administer their funds and provide accountability for the Grant.
10. Recipients must formally acquit their Grant funds within **eight weeks** of the completion of the project. Acquittal and evaluation forms will be provided.
11. An acknowledgment of funding assistance provided by the Department for Communities must be included in any advertising and on any material relating to the project for which the funds were allocated.
12. You must allow the Auditor General of the State of Western Australia, or an authorised representative, to have access to and examine your records and information concerning this Grant.
13. Service Providers including their employees and volunteers are required to comply with the *Working with Children (Criminal Record Checking) Act 2004*. Please refer to this website for further information: www.checkwwc.wa.gov.au
14. **Goods and Services Tax (GST) and Tax Invoices**
 - 1.1 **Interpretation**

In this clause:

 - (i) “**GST**” means a tax in the nature of a supply or goods and service tax levied or imposed by the Commonwealth of Australia;
 - (ii) “**GST Act**” means *A New Tax System (Goods and Services Tax) Act 1999*, as amended;
 - (iii) “**Funding**” means any payment by the Department for Communities, under this agreement to the Grant recipient (the Service Provider);
 - (iv) “**New Tax System changes**” has the same meaning as in the *Trade Practices Act 1974*; and
 - (v) Except for defined terms in this agreement, capitalised expressions in this clause have the same meaning as in the GST Act.
 - 1.2 **Gross Up**
 - (1) The Department for Communities and the Service Provider acknowledge and agree that the amount of the funding specified in this Agreement is exclusive of GST.
 - (2) If the Service Provider is liable for any GST on any funding, the Department for Communities must pay to the Service Provider the amount of the GST.
 - 1.3 **Tax Invoices** (where applicants are registered for GST)

The Department for Communities and the Service Provider agree that in lieu of the Service Provider delivering a valid Tax Invoice, the Department for Communities will issue a Recipient Created Tax Invoice and pursuant to the Commissioner’s requirements relating to Recipient Created Tax Invoices (“**Requirements**”), further agree that:

 - (a) the Department for Communities can issue Tax Invoices in respect of the Supply;
 - (b) the Service Provider will not issue Tax Invoices in respect of the Supply;
 - (c) the Service Provider acknowledges that it is registered for GST when it enters into this agreement and that it will notify the Department for Communities if it ceases to be registered;
 - (d) the Department for Communities acknowledges that it is registered for GST when it enters into this Agreement and that it will notify the Service Provider if it ceases to be registered or if it ceases to satisfy any of the Requirements; and
 - (e) the Department for Communities indemnifies the Service Provider for any liability for GST penalty that may arise from an understatement of the GST payable on any Supply for which it issues a Recipient Created Tax Invoice.