

# Animal Welfare Grant Program Guidelines

## Program overview

The aim of Animal Welfare Grant Program is to improve the welfare of companion animals and wildlife through grants for not-for-profit activities that foster or rehome pets, rehabilitate wildlife, or provide low cost or free animal health and veterinary services.

The objectives of the grant program are to:

- promote responsible ownership of companion animals
- improve the health and welfare of companion animals in WA
- promote the reuniting of companion animals with owners; fostering and rehoming
- improve the efficiency and effectiveness of arrangements for foster caring and community foster care networks
- provide reduced/no cost animal health and veterinary services to community groups and
- promote wildlife welfare through improved arrangements for the rehabilitation of displaced and injured animals.

## Who can apply for funding?

Interested parties may include, but are not necessarily restricted to:

- animal shelters
- wildlife carers, rescue groups and rehabilitation centres
- companion animal foster care and rescue networks
- veterinary clinics, universities and local governments who provide low-cost or free services in relation to desexing, microchipping and veterinary care.

More information on specific applicant eligibility criteria can be found below.

## Activities that can be funded

The funding can be used for the following types of activities/projects:

- free or low-cost veterinary services, including companion animal de-sexing, for Western Australians who are economically or otherwise disadvantaged
- services, systems, infrastructure or equipment that improve the efficiency and effectiveness of animal rescue, rehabilitation and rehoming of companion animals in Western Australia
- services, systems, infrastructure or equipment that improve the rehabilitation of displaced and injured wildlife in Western Australia.

More information on specific activity eligibility criteria can be found below.

## Funding limits

This program will offer individual small grants up to \$50,000 (GST exclusive). Applicants are encouraged to apply for grants of greater than \$2000.

## Eligibility requirements

### Application eligibility requirements

To be considered for funding through this program, applicants must meet all the following eligibility criteria, and submit an application via DPIRD's [SmartyGrants platform](#) before 5pm on the deadline for the relevant round. Applications received after this date and time will not be considered. There will be no appeal regarding eligibility of late applications.

### Applicant eligibility criteria

To be eligible to apply for funding applicants must:

- be the party responsible for carrying out the activity/project with the legal right to carry out and control the activity/project
- have an Australian Business Number (ABN)
- have an account with an Authorised deposit-taking Australian financial institution
- deliver services in Western Australia and
- be one of the following types of entity:
  - a company incorporated in Australia
  - an incorporated trustee on behalf of a trust
  - an incorporated association
  - a partnership
  - an individual
  - a joint (consortia) application with a lead organisation
  - a charity or not-for-profit organisation registered with the Australian Charities and Not-for-profits Commission
  - a publicly funded research organisation
  - a Western Australian local government body
  - an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and/or Torres Strait Islander) Act 2006*.

The application needs to demonstrate that the entity will not make a profit or financial gain from the grant funds. Demonstration of not-for-profit character can include governing documents, association legal structure, evidence from an accountant, or execution of a statutory declaration.

### Ineligible applicants

Applicants will not be eligible for funding if they are a Commonwealth, state, territory agency or body (including government business enterprises).

### Ineligible activities

The funding cannot be used for the following:

- ongoing salaries
- legal fees
- cash prizes or commercial gifts
- ongoing or routine maintenance
- recurrent operating costs (such as utility bills and lease or rental fees)
- individual business training
- lobbying activities
- costs of consultants to prepare the grant application
- research
- activities and services delivered outside Western Australia

## Application

In addition to reading these guidelines, applicants are encouraged to read the Tips for Writing a Good Grant Application and the Example Application Forms available on DPIRD's website. Further information can be sought by emailing [animal.welfare@dpiird.wa.gov.au](mailto:animal.welfare@dpiird.wa.gov.au).

### How and when to apply

Applications can be submitted online at: [www.agric.smartygrants.com.au/AWGP-R2](http://www.agric.smartygrants.com.au/AWGP-R2)

The Grant Program will be run across 4 years, with one round each financial year. Only one application can be submitted by an eligible applicant per year. Applications must be submitted within the following range of dates.

The funding rounds details are:

- Round 1 (FY2021-22) – applications open from 27 October and close on 26 November 2021.
- Round 2 (FY2022-23) – applications open from 13 April and close on 13 May 2022. Funding will not be available until 1 July 2022.
- Round 3 (FY2023-24) – applications open from 1 April and close on 30 April 2023. Funding will not be available until 1 July 2023.
- Round 4 (FY2024-25) – applications open from 1 April and close on 30 April 2024. Funding will not be available until 1 July 2024.

### What you will need to provide in the application

Applicants must supply the following information:

- The applicant's name, contact details, and legal entity type
- Australian Business Number (ABN)
- An overview of the entity's governance arrangements and the type of work it undertakes. Documentation may be uploaded in support, such as constitution, management framework, or a list of members on the board or committee.
- Evidence of public liability and/or professional indemnity insurance status
- Evidence that the organisation will not receive profits from the proposed project. This may include verification of not-for-profit status, demonstration of not-for-profit character in governing documents, association legal structure, or execution of a statutory declaration.
- Description of the activity/project to be funded under the grant program, including:
  - the activities that will be undertaken
  - the aims of the project
  - proposed timelines and milestones
  - the benefits (animal welfare and otherwise) the project offers
  - measureable outputs for the project
  - an assessment of risks to delivering the project and
  - a detailed budget, including providing quotes.

A checklist detailing all the information required to complete the application form has been provided in the Tips for Writing a Good Grant Application document.

## Assessment

### Assessment criteria

Assessment criteria will be used to determine an application's suitability for funding and relevance to achieving the program objectives. Applicants must address the assessment criteria. Applications will be assessed through a competitive merit-based process using the following criteria and weightings:

- The degree to which the activity/project will deliver animal welfare benefits and contribute to the objectives of the grant program (listed above) (40%)
- How the activity/project will address a gap in current delivery of community-based animal welfare activities, or avoids duplication of existing services (including evidence of partnerships or collaboration) (15%)
- Demonstration of the applicant's capacity and capability to deliver the activity/project. This may include the organisation's governance arrangements, experience in managing similar activities, access to necessary infrastructure and equipment (20%)
- The degree to which the project realises a good return on investment. This may include consideration of the extent of application co-contribution, level of all benefits received, and efficiency of community resource use (25%).

### Assessment process

Applications will be assessed by an independent panel on completion of the round. Applicants may be contacted during the assessment stage to provide supplementary information. Applicants will be advised of the outcome of their application by email within 12 weeks after the closing date. In addition, decisions to grant applications may be announced in a media release or publicised on the Government's website.

If successful, applicants will be requested to enter an agreement with DPIRD which sets out the terms and conditions of the grant.

## Payment and execution of the grant

### Payment of the grant

Payments are made by DPIRD on provision of invoice by the recipient in accordance with the payment schedule in the agreement. Payments are made electronically to the nominated supplier bank account.

### Monitoring and reporting requirements

Progress in the delivery of funded projects may be monitored by DPIRD. If the recipient of the Grant becomes aware of problems that will affect the delivery of the funded activity/project, they should provide written notification to DPIRD without delay. Any requests for adjustment to a funded activity/project should be submitted via email to [animal.welfare@dpiird.wa.gov.au](mailto:animal.welfare@dpiird.wa.gov.au).

Grant recipients will be required to submit a final report, upon conclusion of the activity/project or at the end of the financial year. The Final Report will cover results achieved and income and expenditure information. Any project specific items to be reported on will be identified in the contract.

## **Tax information**

Funding provided to recipients under the Grant is regarded as payment for a supply. GST-registered grant recipients will therefore be liable for GST in connection with the grant.

The grant will be increased by the amount of GST payable. Recipients must provide a tax invoice for the GST inclusive value of the grant.

Applicants are encouraged to seek tax advice on the potential implications of obtaining funding.

## **Personal Information and disclosure of information**

Applicants are informed that DPIRD is subject to the *Freedom of Information Act 1992 (WA)*, which provides a general right of access to records held by the State Government agencies and local governments.

## **Contact Information**

For further information on the Grant Program, please contact [animal.welfare@dpird.wa.gov.au](mailto:animal.welfare@dpird.wa.gov.au). Please include the subject header 'Animal Welfare Grant Program'.