



SMALL GRANTS PROGRAM 2021

State Government Election Commitments

Guidelines for Recipients

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1. OVERVIEW

The Western Australian Government has committed to fund a wide range of small grants throughout Western Australia in 2020-21.

The Small Grants Program 2021 will provide funding to support local community driven projects under the Minister for Regional Development, Agriculture and Food; Hydrogen Industry portfolio.

The Department of Primary Industries and Regional Development (DPIRD) in partnership with the nine Regional Development Commissions (RDCs) will deliver and implement the Program within their respective regions.

These Guidelines contain important information for Recipients of funding.

2. FUNDING ELIGIBILITY CRITERIA

To be eligible for funding under the Small Grant Program 2021 a Recipients must:

- Be included in DPIRD' list of eligible recipients for the small grants program as provided by the Department of Premier and Cabinet.
- Have an Australian Business Number (ABN) and
- Have an account with an authorised deposit-taking institution (an Australian financial institution or bank) registered with the Australian Prudential Regulation Authority.

Items or activities that **may** not be eligible for funding include:

- Activities that are outside the scope of those detailed in the Election Commitment.
- Retrospective payments or expenditure incurred prior to the execution of a Grant Agreement, unless otherwise approved.

If you require further information or wish to discuss the above eligibility criteria requirements please contact the relevant RDC or DPIRD to discuss.

DPIRD/RDC	Telephone	Email
Gascoyne	9941 7000	info@gdc.wa.gov.au
Goldfields-Esperance	9080 5000	grants@gedc.wa.gov.au
Great Southern	9842 4888	admin@gcdc.wa.gov.au
Mid West	9956 8593	grants@mwdc.wa.gov.au
Kimberley	9194 3000	gpo@kdc.wa.gov.au
Peel	9535 4140	grants@peel.wa.gov.au
Pilbara	9173 8401	grants@pdc.wa.gov.au
South West	9792 2000	grantscoordinator@swdc.wa.gov.au
Wheatbelt	9622 7222	grants@wheatbelt.wa.gov.au
DPIRD (Department of Primary Industries and Regional Development)	6552 1823	PAgrants@dpiird.wa.gov.au

3. GRANT APPROVAL PROCESS

The following outlines the Grant approval process for recipients:

3.1 Provision of Information

Recipients will be notified of the Grant Offer via email and asked to submit information verifying the organisation and project details (Project Details Form) via a link provided to the online Grants Management Platform ('SmartyGrants')

3.2 Assessment

Officers from your local Regional Development Commission (RDC) or the Department of Primary Industries and Regional Development (DPIRD) will undertake a Due Diligence Assessment of the information provided to confirm eligibility and verify project and organisation details.

3.3 Notification

Recipients will be notified of the outcome of the Due Diligence Assessment and advised of the next step in this process.

3.4 Grant Agreement

- Before receiving any funds, recipients are required to enter into a Grant Agreement with the State outlining the conditions of the grant funding.
- All Grant Agreements will be entered into online utilising the SmartyGrants online Grants Management Platform (i.e. a paperless process).
- Organisations must ensure an authorised person (eg: Chief Executive Officer, Chairperson, or Delegated Authority enters into this Grant Agreement on behalf of the organisation).

3.5 Payments

Grant Payments will be made upon execution of a Grant Agreement and in accordance with the terms and conditions outlined in the Grant Agreement, including the submission of and acceptance by DPIRD of the Organisations bank details. You will be notified if a Supplier Creation Form is required for payment purposes (to be submitted at time of Grant Agreement execution).

3.6 Reporting

Required reporting will be on a case by case basis and will be reflected in your Grant Agreement.

3.6 Final Report

- All grant recipients will be required to provide a Final Report to DPIRD or the relevant Regional Development Commission within twelve (12) weeks of the completion of the project.
- For projects receiving funding of \$50,000 (GST Excl) and under the Final Report will require evidence of expenditure through provision of tax invoice receipt.
- For projects receiving funding over \$50,000 (GST Excl) the Final Report must be audited by an independent auditor, unless advised otherwise.

4. PERSONAL INFORMATION AND DISCLOSURE OF INFORMATION IN APPLICATION

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

RDCs and DPIRD will store personal information collected in Applications, supporting documentation and any grant administration, monitoring and evaluation activities in compliance with its obligations under the Privacy Act 1988 (cth).

Recipients are advised that information pertaining to the receipt of State Government financial assistance will be tabled in the Western Australian Parliament and listed in Government media statements. This information could include the name of the recipient, name of the project, Grant funding amount. This could result in requests for more details to be released publicly.

Successful Recipients should be aware that a summary of the key project details and approved funding amount might appear on the relevant RDC or DPIRD website.

5. CONDITIONS AND OBLIGATIONS THAT APPLY TO SUCCESSFUL APPLICANTS.

Applicants will be asked to address outcomes related to Local Content (products and services) and Disability Access and Inclusion.

5.1 Local Products and Services

The Recipient agrees to use products and services sourced within the Region of Western Australia where the Project is undertaken, wherever reasonably practicable using an open and competitive process, to the satisfaction of the State.

For assistance in regard to the above, DPIRD Local Content Advisers are available to provide high level advice and support to maximise local content outcomes for the Project. Local Content Advisers are located in Perth and in each of the nine Regional Development Commissions across the State.

5.2 Disability Access and Inclusion Plan

For recipients that are State or Local Government entities, and where the grant involves the supply of services to the public, the recipient will, to the extent practicable, implement the State's Disability Access and Inclusion Plan prepared under the Disability Services Act 1993.