

## Who can apply?

- Not-for-profit organisations and local government authorities can apply for Lotterywest grants. Not-for-profit organisations can range from small unincorporated groups to large multi-functional organisations.
- Individuals, profit-making organisations and Government organisations are not eligible to apply.

## Does being registered with the ACNC make me eligible for a Lotterywest grant?

Not automatically! The ACNC operates under different legislation to Lotterywest with different requirements. While many Lotterywest grant customers will be registered with the ACNC, there is no direct link between the two. Some organisations will be eligible for a Lotterywest grant even though they are not registered with the ACNC. Call us to check about if your organisation is eligible to apply if you're not sure.

## What is required for not-for-profit governance?

We can support a range of not-for-profit organisation structures including Incorporated Associations, not-for-profit companies, Aboriginal Corporations and unincorporated associations.

During assessment, or as part of your initial enquiry, we will determine your not-for-profit status and look for evidence of good governance. Good governance is required to ensure your organisation is well managed and operated with community involvement and support for what you do. This helps provide confidence that the grant will be responsibly and reliably managed, that there is support for what you do and that the project will effectively be delivered for the approved purpose to benefit the WA community.

To help us understand your organisation's governance arrangements we typically ask you to provide us with your organisation's constituent documents, including governance arrangements, and a list of Directors/Board Members and members/shareholders/owners. Relevant information can also be found in documents such as minutes from Board or Management meetings, policies and codes of conduct.

The following links provide information to guide not-for-profit organisations with their governance arrangements:

- [WA Department of Mines, Industry Regulation and Safety](#) - guide for Incorporated Associations in WA
- [ACNC](#) – resources for governing charities registered with the national regulator
- [ATO](#) – self-governance checklist for NFP organisations
- [Linkwest](#) – good practice governance for members of NFP management committees
- [Australian Institute of Company Directors](#) – good governance principles and guidance for NFP organisations
- [Governance Institute of Australia](#) – good governance guides

## What can Lotterywest support?

The grant request must be:

- for charitable or benevolent purposes with outcomes that will benefit the WA community and align with one of our [priority areas](#).
- directly related to your organisation's purpose. Quick tip: You can check the 'objects' or 'purpose' in your organisation's constitution or rules
- taking place in WA, or be of direct benefit to the WA community

We will work with you to explore your initiative, and if we can support it, or if there are other initiatives we can support your community with.

## What doesn't Lotterywest support?

- Individuals, profit-making organisations and government organisations;
- The promotion of sport, including equipment or a vehicle that will support sporting teams or travel for sporting teams. Grants may be supported if a charitable purpose can be identified such as providing activities for people with disabilities or the elderly, where community outcomes will be achieved, or where sport is used to engage with disadvantaged community members;
- Projects taking place interstate or internationally;
- Ongoing operating costs, however time limited project costs may be supported;
- The faith based activities of religious organisations, however the welfare and community service activities of faith based groups may be supported;
- Retrospective requests;
- Elements funded by Government or under individualised funding arrangements;
- Replacement funding for an organisation or service;
- Government schools are not eligible however independent, not-for-profit schools may be able to apply. Activities and assets that are core school responsibilities e.g. playground equipment for schools or education materials. There may be scope to support projects that are:
  - Led by Parents & Citizens Associations (P&Cs) and Parent & Friends Associations, or other suitable not-for-profit organisation.
  - Linked to schools that meet a community need aligned with a priority area and outcome.
- Prizes for individuals, or prizes for organisations that won't deliver a specific charitable purpose
- The purchase of cigarettes or unhealthy food or drink, including alcohol

If you are unsure of the eligibility of your organisation or project, please [call us](#) to discuss. [Please call us](#) if you'd like to check your idea for a grant and whether there is scope for support.

## Can Lotterywest help prepare a grant application?

We can't prepare an application for you, however a member of our team will be happy to talk about your proposal and provide information to help you develop the application. It is important that you [call us](#) to discuss your idea or project and any questions about applying before you apply.

## How much can be requested?

We accept applications from \$3,000 upwards. Please don't under or over estimate your request. Request the amount that will support your initiative, has a strong case to support it, meets relevant assessment considerations) and demonstrates value for money. The limit for unincorporated groups and organisations not GST registered is a combined total of up to \$15,000 for each financial year.

## How many applications can be submitted?

Please call us if you plan to make multiple applications in a year so we can work with you on how best to do this. In some cases, requests can be grouped together in one application. Please [contact us](#) about how best to progress if you are planning to submit more than one application within a short timeframe.

## Can I apply to Lotterywest and Healthway at the same time?

You can apply to Lotterywest and Healthway at the same time. As part of the coming together of Lotterywest and Healthway we are exploring how to effectively work together to achieve better outcomes for the Western Australian community. This includes how we support requests from the same organisation for a related or complementary purpose. We encourage you to talk with us before you apply and get guidance on the best way to take your initiative forward.

## How long is the process?

It will generally take four months to assess your request and make a recommendation to the Lotterywest Board for consideration. It may take longer if your application is incomplete when you submit it to us. We need further information or the assessment is complex. Please factor in these timeframes to when you need to apply to make sure you know about the outcome of your request in time for planning your event or project. We will let you know as soon as possible if your application is not eligible for Lotterywest support, not ready to progress, or hasn't provided enough time for us to assess it before you need an outcome.

## How are applications made through the Portal?

You can apply for your grant online through our portal:

1. Log in or register if it's your first time applying to Lotterywest
2. Provide all required information or [contact us](#) at any stage to discuss your application and requirements
3. Complete and submit your application. You can attach documents (from your computer).
4. You will receive an email with your application number and a PDF version of your application. You can then track your application online.
5. You can save a copy of your application from the PDF in the email you will receive.

## How much of a request will Lotterywest support?

We do not have set amounts, however we expect requests to demonstrate a sound case for the initiative, address relevant assessment considerations, provide value for money and provide other sources of support. We expect that most organisations will make a contribution from their own resources, whether financial or in kind. For relevant initiatives we also expect contributions from other funders. We can offer ideas to help you to combine our grant with other sources of support.

## Can the request be for elements that relate to government funded services?

Lotterywest seeks to achieve its vision of 'Building a better WA together' by working with eligible organisations, including those who may receive government funding. We can consider support for aspects that go beyond the Government funded elements or under individualised funding arrangements to better meet the needs of the community. Given the range and complexity of arrangements, we encourage organisations to [discuss](#) their grant application with us before applying.

## What conditions will apply to the grant?

- All organisations are required to agree to the Lotterywest [Conditions of Grant](#)
- [Lotterywest Conditions of Grant Special Conditions](#) may also apply.
- Further conditions may also apply to your grant. These are communicated in the grant approval advice letter if a grant is approved.

## Can retrospective requests be considered?

We can't provide grants to cover items or expenses incurred prior to grant approval unless exceptional circumstances apply. [Contact us](#) before you make an application if you believe exceptional circumstances apply.

## How are applications assessed?

Your application will be assessed by our team and a recommendation made the Lotterywest Board. Our Board reviews all grant recommendations. A final recommendation is then presented to the Minister for Lotterywest for approval.

A typical grant process looks like this:

1. Seek information via website
2. Talk with us about your proposal
3. Gather your requirements and necessary documentation
4. Develop and submit your application
5. Assessment, including referee checks and any follow up conversation and requests for information from you
6. Our internal review and recommendation to the Board
7. Board meeting and review
8. Recommendation to the Minister for Lotterywest
9. Application decision and written advice to you
10. Grant payment
11. Sharing your good news
12. Evaluation, reporting and acquittal

## Can a joint application be submitted with another organisation?

Of course! However, one of the organisations will need to be responsible for each application and be the applicant and show how you will be working together.

## Can an application be made if a previous grant hasn't been acquitted?

We will need to consider what stage your previous grant is at, and why it hasn't been acquitted. Any assessment of a new grant request will take this information into consideration. Please [call us](#) to discuss.

## Should GST be included in the request?

Please don't include the GST component in your request.

If your organisation is not registered for GST and would find it difficult to pay the tax, please [call us](#) to discuss.

## What does a delegated signing authority mean?

Lotterywest grant conditions and agreements must be signed by the person legally able to enter into contracts on behalf of your organisation. We refer to this person as the legal signatory.

- For incorporated organisations, the legal signatory is normally the Chairperson or President
- For Local Government Authorities, the legal signatory is generally the Chief Executive Officer
- For Aboriginal Corporations, the legal signatory is usually two Directors
- For not-for-profit Companies and Trusts, the legal signatory is generally 2 Directors / or a Director and Secretary

Your organisation's constitution or equivalent document usually sets out who the legal signatory is. Please check those documents if you are not sure.

If your organisation's legal signatory chooses to give this responsibility to someone else within your organisation we refer to the person nominated for responsibility as the 'Delegated Authority'. If this is the case for your organisation, you need to complete our [Delegated Signing Authority Form](#).

**Please note:** you only need to complete this form once and it will remain on our records for future grant applications. You will only need to complete this form again if your 'Delegated Authority' changes.

## How will the decision about the application be advised?

Lotterywest provide written advice on the outcome of all applications. If your grant is approved, we will advise you of payment arrangements and our requirements for reporting on the grant and acquitting the funds. You can track the status of your application in the portal.

## How are payments made?

Once a grant is approved, we'll send you a letter advising what has been approved and any outstanding requirements for payment to be made.

Grants are paid through an electronic funds transfer. Please ensure that the bank account details provided are your organisation's main operating account and that these are always kept up to date in the portal.

## Where can the payment request form be found?

If your grant approval letter asks you to submit a [Payment Request Form](#), please download the form [here](#).

**[Note: please download the form and open with Adobe Reader]**

## How are grants acquitted?

All organisations who receive our support are accountable for the expenditure of a grant within a given timeframe. Our grant acquittal processes are explained once your grant is approved. It's important to read your grant approval letter.

Generally grant acquittal will require you to:

- Comply with the grant agreement
- Meet any grant conditions, including for evaluation and reporting
- Show expenditure of the grant by providing copies of invoices or receipts or by submitting a completed [Payment Request Form](#)

## How can Lotterywest support be acknowledged?

Your public acknowledgment helps spread the word about your initiative and Lotterywest's contribution to the community. It also helps inform people about how playing Lotterywest games enables us to provide grants like yours. Your organisation also benefits from being partnered with our well established and respected brand.

Visit [Sharing the news](#) for resources on how you can tell your good news story.

## What happens if project or organisation details change?

Let us know if there are changes to your project or the key members involved so we can work with you in to ensure these changes do not affect the intended outcomes of your grant.

We also need to know if the changes relate to your organisation's details such as bank details, name, delegated authority or GST status. You can make these changes in the Portal.

## Can a request be made for a grant recommendation to be reviewed?

Yes, the request should be made in writing within 60 working days of receiving formal advice of the decision to the attention of Susan Hunt PSM, Lotterywest CEO, and signed by your organisation's Chairperson or authorised delegate. Please include the reason for the review and what you propose as a resolution. We will advise you of the outcome as soon as possible. A request for review will not impact the consideration of any future applications.