



Department of
Local Government, Sport
and Cultural Industries

GRANTS PROGRAM HANDBOOK

community

engagement

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Program Information

Community Engagement

The Community Engagement Grants Program provides funding for activities that promote the participation and active engagement of Western Australian communities in arts and culture.

Objectives

Grants are available for a range of activities that will deliver on one or more of the following objectives:

- promoting or facilitating greater engagement of WA communities in arts and culture;
- delivering artistic, cultural and social outcomes for the community through the arts;
- providing opportunities for communities to create and share their stories;
- encouraging communities to engage with and express their culture; and/or
- increasing the relevance and accessibility of arts and culture within communities.

To be successful, your application should align to one or more of these objectives.

What can I apply for?

To be eligible the project must:

- involve emerging or established practicing artists, arts and cultural workers, or cultural practitioners;
- engage with and benefit a defined community.

Eligible activities may include, but are not limited to:

- exploration of new ideas through research and/or development with a community;
- collaborations with a community or communities that are designed to produce and/or present new work, public programs and/or events;
- commissioning of new works;
- professional and/or skills development of individual artists, arts workers or cultural workers;
- participation in skills or professional development workshops where entry is competitive and/or by invitation;

- the engagement of an artist-in-residence by a collecting organisation to interpret, revive or work with their collection in an innovative way;
- a residency by an artist in an educational community;
- a non-Western Australian organisation facilitating the participation of WA artists or arts and cultural workers at an event;
- initiatives by a collecting organisation to increase the quality and range of its public programming;
- community workshops and events;
- cultural maintenance projects with a clearly defined arts component such as intergenerational skills transfer, recording of cultural stories for archival purposes; and/or or collection of materials for making traditional items.

What can't I apply for?

You cannot apply for:

- purchase of capital equipment including instruments, equipment, software, computers and/or uniforms;
- capital works, e.g. applications for funds for construction or purchasing of studios, work spaces or gallery spaces;
- activities already funded by the government of Western Australia. However, you may apply for different components of the same project to different funding programs;
- activity relating to radio broadcasting;
- restoration or conservation of cultural material;
- costs of manufacturing and/or producing prototypes;
- fundraising, competitions, prizes and trophies
- the work of State or Federal government departments;
- facsimiles, genealogical works and histories of local governments, clubs, districts and organisations;
- activities related to an individual's membership in a national organisation;
- ongoing staffing costs;
- film and television activities that are not part of an artist's practice.

How much can I apply for?

Applications to the U-15K category can request up to \$15,000.

Applications to the 15K Plus category can request between \$15,000 and \$40,000.

When can I apply?

U-15K

Applications to the U-15K category are open all year round. Your application must be submitted at least 25 business days before the start date of your activity.

If you are applying to the U-15k category you must use the U-15k [business day calculator](#) to work out your submission deadline. From time to time modified submission deadlines will apply to allow for system upgrades. Please check the U-15k business day calculator and [the website](#) for updates before submitting your application.

15K Plus

Applications to this funding category are assessed by peer assessment panels, which are convened once per year for each program. The [Key Dates Calendar](#) has application opening and closing dates, activity start dates, draft review deadlines and notification dates.

Processing of grant payments to successful applicants will not start until after the grant contract is signed and returned. Depending on the activity start date, we cannot guarantee notification and or availability of grant funds before the activity begins.

Who can apply?

Individuals, groups and organisations are welcome to apply, however:

- individuals must have Australian citizenship or permanent resident status;
- groups including unincorporated bodies, partnerships and individuals informally collaborating on a activity must be based in Australia;
- organisations must either be registered under law (eg. incorporated association, company limited by guarantee) or created by law (eg. university, school or government statutory authority).

WA educational institutions (kindergartens, primary and secondary schools, colleges and universities) cannot apply for curriculum-based arts activity. Educational institutions may apply for an artist-in-residence activity. If you are in any doubt, [contact us](#) to discuss your activity.

If you are applying on behalf of Aboriginal people you must provide evidence of significant Aboriginal involvement in the conception, development of and participation in the activity.

Although WA residency is not a requirement to apply for a grant, if you are applying from outside WA you will need to show the benefits to WA artists, creatives, arts or cultural workers and the local community in your application.

What disciplines are eligible?

Disciplines may include (but are not limited to):

- Visual Arts
- Contemporary Design
- Performing Arts: Music; Theatre; Dance; Circus; Comedy
- Literature: Literary Fiction; Literary Non-Fiction; Poetry; Illustrated Narrative
- Interdisciplinary
- Collections
- Moving image (such as film, video, digital, animation, projection art, time-based media art) in limited circumstances

How do I apply?

Please apply using the [Online Grants web portal](#).

What will make my application ineligible?

You will make your application ineligible if you:

- do not adhere to support material limits and format requirements;
- do not adhere to budget requirements including requesting more than 80% of expenses;
- start the activity before the eligible start date;
- submit an application late;
- exceed application limits;
- have any key personnel with an overdue acquittal;
- are a staff member of the Department of Local Government, Sport and Creative Industries (staff of portfolio organisations may apply subject to meeting the Code of Conduct and Secondary Employment Policy);
- request funding that exceeds the funding cap of the program;
- apply for activity that is delivered as part of an educational institution's curriculum or will be academically assessed;
- are a Portfolio Organisation of the DLGSC;
- receive recurrent funding through DLGSC (including the Organisations Investment Program) or any of its Portfolio Organisations.

How many times can I apply?

You can submit a maximum of three applications per calendar year. This includes applications that have been deemed ineligible or unsuccessful. Applications to Regional and Remote Touring Fund, Raise the Roof and Connecting to Country grants programs do not count towards the three-application limit.

Only one application can be submitted per program submission or closing date unless you are applying to different programs for different activities. You cannot apply for different components of the same activity to the same program's submission or closing date.

How will my application be assessed?

General Assessment Criteria

All applications are assessed against the 4 criteria: Quality, Reach, Good Planning and Financial Responsibility. Each criterion has a subset of dimensions and definitions. When you are preparing your application you are strongly encouraged to refer to these dimensions and their definitions, and address the most relevant ones in your application.

Assessors will consider applications against the relevant dimensions and allocate a weighted score against each of the four criteria as follows:

Criteria	Weighting
Quality	35%
Reach	25%
Good Planning	20%
Financial Responsibility	20%

More information about the assessment process as well as the dimensions and their definitions can be found in the [First Time Applicant Handbook](#).

Three components of your application

There are three components of a grant application: core application questions, financial information and support material. Each plays a significant and distinct role in creating a whole picture about your activity.

Core application questions

Your answers to the core application questions should give assessors an overview of your activity. Each question has a 1500 character limit.

If you require further information on how to prepare your application please read the relevant section in the [First Time Applicant Handbook](#).

Q1. What is the activity you are seeking Department of Local Government, Sport and Cultural Industries funding for?

Describe your planned activity. Outline your ideas behind the activity, what is involved, who you will be working with and how they will contribute to the activity. Explain the creative, artistic or cultural relevance or significance of the activity, both for yourself and the relevant sector of the community.

Q2. Why do you need to undertake this activity and why do you need to do it now?

Explain the strategic significance of undertaking this activity at this time. Demonstrate the relevance, timeliness and impact of the activity in the context of your individual practice, other WA practitioners, WA communities or for your business or organisation.

If this activity involves a repeat attendance at an event you must show how this proposal builds upon the outcomes of that previous activity.

If your activity includes travel out of WA, you must describe the national or international significance of the event or opportunity you need to attend or participate in, and you must demonstrate that the activity will have a long-term impact for your practice, or where applicable, for your business or organisation.

Q3. What outcomes will be achieved?

List the direct outcomes you hope to achieve from your activity. These may include developing your skills, producing a new work or body of work, accessing promotional or networking opportunities, reaching new audiences or markets, or engaging with specific

communities. Where relevant, you should include outcomes and benefits for the participants and audiences for your activity.

Q4. How do you plan to undertake the activity?

Describe in detail the stages or steps in planning, developing and implementing your activity. Include as many specific details that are essential to the success of your activity. If your activity engages with an Aboriginal community evidence of consultation with the community must be provided in your support material.

Q5. What is the timeline for the activity?

Provide a timeline for the activities you will be undertaking at each stage of your activity. The timeline should begin and finish with the Activity Start and End Dates you entered at the beginning of your application.

Q6. How will you evaluate the activity?

Outline the methods, processes or tools you will use to measure and report your progress towards, and/or achievement of the activity outcomes you outlined in Question 3. Consider how you will know whether you achieved your proposed outcomes.

Q7. What are your plans for marketing, promotion and/or distribution for the activity?

Marketing includes audience and sector engagement, promotion and distribution strategies. Describe the different methods you will employ to market your activity or distribute your product to your desired audience, client, consumer or peer group. Activities that do not include a clear public outcome should still include some plan for engagement of peers and promotion of your practice. If relevant to your activity, you have the option of supplementing your response to this question by including a marketing plan with your support materials.

Activity Demographic Information (Q 8, 9, 10)

These questions relate to the demographic target groups you may plan to work with during your activity. Check whichever box is most relevant from the list of options provided. If these questions do not apply to you select 'Not applicable to this application' at the top of the option list. You will not be assessed on the demographic target group information.

Financial information

The financial information in your budget helps to demonstrate that all elements of your activity have been considered, thoroughly researched and costed. A good budget also provides confidence for the DLGSC that your activity will be a sound investment for the State of Western Australia.

You should indicate which expenditure items you want the DLGSC to support. List those items in the 'Additional Notes' section of the application form's budget page.

If you are registered for GST you should not include GST in the budget figures. All amounts should be in Australian dollars.

Your funding request is the difference between your expenditure minus your income. To ensure this amount is calculated accurately, seek quotes for all expenditure items (whether or not you intend to include these as support material) and include all costs associated with the activity, even if they are supplied in-kind.

For each expenditure or income item you add to the budget, use the notes area alongside the item to explain how that item relates to the delivery of your activity. Also include a breakdown or itemisation of costs if relevant.

Many activities will include in-kind contributions in the form of offering something for free or at a discount. Make sure you put the full cost in expenditure and the discounted amount in in-kind income and mark both items in the notes as in-kind so they are easily linked. This program does not fund 100% of your activity costs and in-kind contributions count towards your income, so make sure you identify any discounts. More information on in-kind expenditure and income as well as an example of how to demonstrate your in-kind support can be found on [page 8](#).

Expenditure

Expenditure items can vary significantly from one activity to another. Any legitimate expense that is eligible can be included in the budget.

Do not duplicate costs in the budget form. For example, if you receive a quote for advertising which includes design, do not add an additional item for design. Simply use 'advertising' as the expenditure item, and add a note explaining that the cost includes design.

Make sure you check the list on page 3 for ineligible items.

Eligible expenditure items

Administration	Expenses related to the management and administration of the activity. Eg. Telephone/internet, insurance, postage and stationery. Eligible expenditure items in this category may also include audit costs and accessibility costs (expenditure associated with making your activity accessible to participants or audiences with a disability).
Marketing, Promotion and Distribution	Costs associated with marketing to your target audience. Eg. information, promotion and audience engagement activities, advertising, graphic design, merchandise photography, videography, public relations and production of marketing collateral.
Preparation, Development, Production and Exhibition/ Presentation	Costs related to the creation, development, production and delivery of the activity or its deliverables, including the costs of presentation and exhibition. Eligible items may include venue hire, lighting hire, set construction, manufacturing costs, recording fees, rehearsal space hire, props and audio visual costs.
Salaries, fees and living allowances	Expenditure in this category should include salaries, fees and allowances for all key personnel, with separate components itemised in the budget notes. We support appropriate rates of pay for all people involved in your activity. Refer to the following websites for information on industry standard payment rates: National Association for the Visual Arts Media, Entertainment and Arts Alliance Australian Society of Authors Australian Writers' Guild Museums Australia. If these standards do not apply to your activity then you must outline how reasonable rates have been calculated. For long-term activities, it may be appropriate to pay artists a rate based on a yearly salary for a similar kind of work. If this is the case, you need to clearly explain the rationale for the pay rate in your budget notes.
Travel and Freight	Costs associated with transporting people, equipment or goods. Eligible items may include fares (taxi, airplane, bus etc.), tolls, land or air freight, and vehicle hire.

Income

This program **does not fund 100%** of your activity costs so you must demonstrate at least 20% income or your application will be ineligible.

Eligible Income Items

Earned Income	May include ticket sales, product sales, performance fees and merchandise sales. For performances, this amount should factor in the number of performances, average ticket price and projected venue capacity.
In-kind	Some activity expenses may be offered at a free or reduced rate. This contribution can be in the form of goods, equipment or services, which will be contributed by any source at a free or reduced rate. For example, use of equipment, a rehearsal space, a studio, professional service e.g. a photographer, graphic designer and volunteer labour (including your own), negotiated fees and allowances. Contributions should be valued at the full rate agreed on between you and your participant, sponsor or service provider and based on current market value. As a guide, volunteer labour may be costed as follows: <ul style="list-style-type: none"> •Unskilled: general work where no recognised qualification is required. Max \$25 per hour. •Skilled: recognised qualification or trade specific. Max \$40 per hour. •Specialised: highly skilled professional. Max \$60 per hour. The full value of volunteers is included in expenditure. An equal in-kind value should be entered in income. Both should be clearly marked in the notes to ensure they are easily read by assessors.
Corporate Sponsorship	List any income received through sponsorship from corporate bodies or businesses. Income received through government sponsorship should be included in the relevant government income category.
Philanthropic Donations	May include contributions from fundraising, crowdfunding, donations, gifts and bequests.
Australia Council, Other Federal Government, Other State Government, Local	All grants and sponsorship being sought from local government, state government, Australian government, the Australia Council, and other government sources must be included, whether or not this support has been confirmed. If your application is to be assessed by a peer assessment panel,

Government	we will attempt to confirm the status of any pending funding applications directly with the funding body prior to the panel assessment. Do not include DLGSC grant funds being requested as part of this application.
Other Income	If you are making a cash contribution, or someone is providing cash to the activity, list this item as a 'cash contribution' or similar. Include any other income source that does not fit within any of the above categories, and provide enough detail to identify the income source. RVIF applicants should ensure the minimum cash contribution for the category applied to is included and clearly identified here.

In-kind expenditure and income

The value of in-kind income must always equal the value of in-kind expenditure. Ensure your budget clearly identifies both in-kind income and in-kind expenditure, and that they balance. In-kind expenditure may include expenditure items such as goods, equipment or services, which will be contributed by any source at a free or reduced rate. For example, use of equipment, a rehearsal space, a studio, professional service e.g. a photographer, graphic designer and volunteer labour (including your own). Contributions should be costed based on agreements between you and the sponsor or service provider. Contributions should also be based on current market value.

Here is an example of how to include in-kind expenditure and income in your budget. You are hiring a venue, which would normally charge a hire fee of \$2000. You have successfully negotiated a \$1000 (50%) discount with the venue management.

Expenditure			Income		
Category	Description	Budget	Category	Description	Budget
Preparation, Development, Production and Exhibition/ Presentation	Venue hire in-kind	\$1000	In-kind	Venue Hire	\$1000
	Venue hire – cash	\$1000			
		\$2000			\$1000

Additional Notes

This section of the budget provides an opportunity for you to detail any additional information you feel may help to clarify items within your budget. For example, for fees and salaries you can indicate in this section how you calculated your amount.

You should use this section to indicate which expenditure items you want DLGSC to support.

Taxation

The Australian Taxation Office (ATO) considers any grant payment to be taxable income for the purposes of your annual income tax return. If you receive a grant you are encouraged to discuss your tax implications with your tax agent or the ATO.

Goods and Services Tax

Registered for GST?

If you are registered for GST you must show your expenditure items **exclusive** of the GST component. For example, you have been quoted \$550 including GST for lighting hire. In your expenditure budget you would only show lighting hire of \$500.

If you are registered for GST and your activity is funded, the DLGSC payment will include a 10% GST component to cover those items on which GST is payable.

Not registered for GST?

If you are not registered for GST you must show your expenditure items **inclusive** of the GST component. For example, you have been quoted \$550 including GST for lighting hire. In your expenditure budget you would show lighting hire of \$550.

If you are not registered for GST and your activity is funded, the DLGSC payment will include the GST component for those items on which GST is payable.

Support material

Support materials form a crucial part of your application and are essential for assessors to fully gauge the value of your activity. It is highly recommended you pay close attention to the support material you choose to ensure it offers the best support for your application and will demonstrate the four assessment criteria: Quality, Reach, Good Planning and Financial Responsibility. You should also consider the objectives for the program you are applying to.

There are five units of support material. You must choose **NO MORE THAN THREE** or your application will be ineligible. These units are outlined in the table below.

Within each unit there are Acceptable Formats and Limits. You **must** also strictly adhere to these formats and limits or your application will be ineligible.

The Supplier Creation Form (if required) does not count towards your support material limits, however, if required, it must be submitted with your support materials.

As an Online Grants portal user you can choose to upload your support materials with your online application OR you can post/courier your materials to us (eg. as printed matter, on CD or USB drive).

No matter which way you choose to submit your support material, if you are submitting audio and/or video files you **must** upload them to file streaming sites like Vimeo, YouTube or SoundCloud. **Do not use** Dropbox to deliver audio or video files.

You can find instructions on how to use these sites at the following links:

- YouTube https://support.google.com/youtube/topic/16547?hl=en-GB&ref_topic=4355169
- Vimeo <https://vimeo.com/upload>
- Soundcloud http://help.soundcloud.com/?b_id=10674&t=604718

More information about how to submit your materials can be found in the [First Time Applicant Handbook](#).

Unit (select up to 3)	Examples of material in this unit	Acceptable formats and limits
Unit 1		
6 minutes of audio (combined total length of all audio submitted for assessment)	<ul style="list-style-type: none"> • Examples of previous work or activities • Other audio (eg. interviews, confirmations, presentations) that supports your activity 	Web links only: <ul style="list-style-type: none"> • maximum 3 links • maximum 6 minutes total listening time (all files) <p>Note: If your audio files are longer than 6 minutes in total, you must specify the exact minute markers from which the assessor should start and finish listening.</p>
Unit 2:		
6 minutes of video (combined total length of all video submitted for assessment).	<ul style="list-style-type: none"> • Examples of previous work or activities • Other video (eg. interviews, confirmations, presentations) that supports your activity 	Web links only: <ul style="list-style-type: none"> • maximum 3 links • maximum 6 minutes total viewing time (all files) <p>Note: If your video files are longer than 6 minutes in total, you must specify the exact minute markers from which the assessor should start and finish viewing.</p>
Unit 3:		
10 images (combined total number of all images submitted for assessment)	<ul style="list-style-type: none"> • Examples of previous work, activities, design collection <p>Note: Each image is counted as one image. Four images, whether they are on one page or four will be counted as four images. One screenshot of four images is counted as four images. A screenshot of text is counted as text.</p>	Online submission <ul style="list-style-type: none"> • Maximum 10 images in one of the following formats: • PREFERRED: One PDF document containing up to 10 images (maximum file size 5 MB) OR • One link to a web page containing up to 10 images OR

		<ul style="list-style-type: none"> • 10 jpeg image files (maximum file size 2 MB per image) <p>Postal submission</p> <ul style="list-style-type: none"> • Maximum 10 printed images OR • USB or CD containing up to 10 images. <p>Note: Each image is counted as one image. Four images, whether they are on one page or four will be counted as four images. One screenshot of four images is counted as four images. A screenshot of text is counted as text.</p>
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Unit 4:

<p>10 pages of text (combined total number of all text pages in documents submitted for assessment)</p>	<ul style="list-style-type: none"> • Applicant CV (up to 2 pages total) • Short biographies/ profiles for key creative or artistic personnel (up to 5 per page) • Business, brand, group or organisation profile • Letters of peer/industry support** • reviews, media reports or articles on your previous work • Participant confirmation (up to 5 per page)** • Evidence of confirmed events, activities or appointments** • Confirmation of consultation and/or support from the target community/participants such as Aboriginal communities or young people • Evidence of significant Aboriginal involvement, participation and decision making. • Marketing and/ or promotional plan • Synopsis of proposed text/script (up to 1 page total) • Curatorial Statement (1 page) • Director’s notes (1 page) • Invitations to present, perform, exhibit or showcase** • Quotes for major expenditure items/ confirmation of fees (up to 5 quotes per page recommended)** 	<p>Online submission</p> <ul style="list-style-type: none"> • Maximum 10 A4 pages of text in PDF or Word ONLY (maximum file size 5 MB per document) <p>Postal submission</p> <ul style="list-style-type: none"> • Maximum 10 printed A4 pages OR • USB or CD containing up to 10 A4 pages. <p>Note: Multiple A4 pages reduced to fit on one A4 page will be counted as the multiple not one A4 page. <u>Unless specified</u>, multiple items per page are not permitted.</p> <p>**can include emails converted to PDF or printed. For quotes, you can take a screen shot or snip of the essential information and paste up to 5 per A4 page.</p>
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Unit 5:		
1 activity- specific document OR web page . The items listed are the only items accepted for this Unit.	Document One of the following, if specific to your activity: <ul style="list-style-type: none"> • literary manuscript • play script • publishing samples • marketing plan • product catalogue • activity plan 	Online submission <ul style="list-style-type: none"> • One Word or PDF document only, containing a maximum of 10 A4 pages (maximum file size 5 MB) Postal submission <ul style="list-style-type: none"> • One printed document only, containing a maximum of 10 A4 pages • USB or CD containing a maximum of 10 A4 pages
	OR Webpage <ul style="list-style-type: none"> • product catalogue 	OR <ul style="list-style-type: none"> • One link to a <u>single</u> web page containing the relevant information. Assessors will not click through to any other page. Please ensure all relevant information is easily accessible on the link. Product catalogue images will not count towards your Unit 3 – Images total. <p>Note: If a web page link contains audio and/or video links, they will count towards your limit of 6 minutes and 3 files. For this reason, we do not recommend including a link to a Facebook page. Should you have any doubts please contact a Grants Officer.</p>

Applicant Acquittal Report Images: documenting your activity

As a successful recipient of a Culture and the Arts grant you will be required to acquit the grant at the completion of your activity. Images of your activity provide a simple and straightforward means of showing your activity was delivered as described in your original application.

When you submit an acquittal (Applicant Report) with images, the best images may be used on our website and in promotional materials. This is a valuable opportunity for publicity. If you would like your images to be considered they must be high quality, have information so we can appropriately credit them and an image permission form for us to use them.

To ensure you capture the best possible images for documentation and promotion make sure you:

- Use a good camera. Phone cameras may be convenient but the quality and resolution of phone camera images may not be suitable for publication.
- Set your camera for at least 300 dpi and set it to save the image at between 1MB and 5MB.
- Include photos taken during the development stages of your activity as well as the final activity.
- If you give us images taken by someone else, ensure you clarify copyright ownership and seek agreement or permissions for you to share those images with us.
- If children are pictured, seek the consent of a parent or guardian at the time of taking the photograph and include that consent in your acquittal. We cannot publish images featuring children if consent cannot be verified.
- Take notes to help you remember who or what was in the photograph, where it was taken and when. You will need to provide this information in your image submission form.

Typical image credits may include the following information:

Performance	<name of pictured performers/artists (L-R)>, in <title of performance> by <artist name/producer/company> at <venue/event/festival>, <place/town/city/>; <year>. Photo by <photographer name>
Artwork	<name of artwork>, by <artist name>, at <exhibition and/or event>; <place/town/city/>; < year>. Photo by <photographer name>
Audience or Participants	<name of people pictured if know or significant>, at <exhibition/event/festival>; < place/town/city>, <year>. Photo by <photographer name>
Activity development stage	<description of subject/persons pictured>, <description of activity being undertaken>; <name of project/performance/event etc> by <artist name if relevant>; <place/town/city />; <year>. Photo by <photographer name>

Assistance for Applicants

If you require further information please read the [First Time Applicant Handbook](#).

Grants Officers are available via telephone and email to answer queries about applications and suitability of activities to specific programs. As applications to the U-15k categories are assessed internally, they can only provide general information and cannot provide comment on the content of your application question answers. If you need extra assistance due to disability, language barriers or any other factor that may disadvantage you in completing your application, please contact us.

The advice provided by Grants Officers does not guarantee the success of your application. Due to the high number of applications received, each funding round is highly competitive. All applications are considered on their own merits and against the assessment criteria and program objectives.

Contact us

For assistance using Online Grants or to report any related technical issues, contact the Online Grants Support Team: onlinegrantsupportca@dlgsc.wa.gov.au

For enquiries relating to the Grants Programs, including advice or assistance with your application, contact a Grants Officer:

Telephone: (08) 6552 7400
Toll Free (Country WA callers only): 1800 199 090
Email: grantsprogramsca@dlgsc.wa.gov.au

To assist us in directing your enquiry to a relevant member of the team, please specify the grants program and category your enquiry relates to in the subject line of your email.

Assistance for people with disability

The Department of Local Government, Sport and Cultural Industries is committed to supporting applicants with disability. Information can be provided in alternative formats (large print, electronic or Braille) upon request.

If you require special assistance in preparing your application, please call (08) 6552 7400 or toll-free for regional WA callers on 1800 199 090.

Family, friends, mentors and/or carers can attend meetings with you.

If you are deaf, or have a hearing or speech impairment, contact us through one of the following:

- National Relay Service (NRS) www.relayservice.gov.au then ask for 1800 199 090
- TTY users phone 133 677 then ask for 1800 199 090
- Speak and Listen users phone 1800 555 727 then ask for 1800 199 090

Interpreting assistance

For interpreting assistance in languages other than English, telephone the Translation and Interpreting Service on 13 14 50.

Regional applicants

Toll Free (Country WA callers only): 1800 199 090