

## **Guidelines for the management of the Recfishwest Community Grant Scheme**

### **Recfishwest Community Grants**

The purpose of Recfishwest Community Grants is to provide funding for small scale projects which benefit recreational fishing in Western Australia.

Incorporated fishing clubs and community groups are encouraged to submit an application for funding through the Recfishwest Community Grants scheme.

Applications for funding must cover at least one of the following priority areas:

- Extension Materials
- Education/Engagement Initiatives
- Habitat Protection/Enhancement
- Recreational Fishing Safety
- Community Capacity Building
- Access
- Promotion of recreational fishing in Western Australia

A maximum of \$8,000 will be made available for any one project, with preference given to projects less than \$5,000 and to projects from a wide range of regions.

More than one application may be submitted from your group provided each project is quite distinct from the others, and you have the capacity to deliver them.

All applicants are encouraged to discuss their projects with Recfishwest prior to submission.

The Recfishwest Board will be responsible for approval of funding applications.

### **Guidelines for applicants**

- Grants available to incorporated bodies only.
- Unincorporated organisations may apply through a sponsoring organisation, which is an incorporated body, co-operative, or association that has an ABN.
- Have an Australian Business Number (ABN) or have written advice from the Australian Taxation Office that the Withholding Tax does not apply to the grant payment.
- Expenditure must be accounted for as per Recfishwest's acquittal form.
- Must be completed on an official community grants funding application form, which will include:
  - Full Project Description of project
  - Community Benefit
  - Other Support and Ongoing Maintenance
  - Administration Details
  - Declaration signed by a member of the organisation's executive

**Grant funding cannot be spent on:**

- The costs associated with the establishment and maintenance of an organisation;
- Staff
- The hire of equipment owned by organisations' or groups members (may be shown as contribution in kind).
- Core business of one or more Government organisations. I.e. Reprinting brochures produced by Department of Fisheries.
- General operating or travel costs not directly associated with a project/event
- Projects assessed as having little value or no benefit to public recreational fishing in Western Australia
- Projects that commence before approvals are announced, no retrospective projects.

**Role of Recfishwest**

Administration of all applications received will be reviewed by Recfishwest to ensure that all guidelines are met. All applications will be presented to the Recfishwest Board for approval.

The Board will assess and approve/decline applications received based on the guidelines of the Community Grant Scheme up to the allocation amount of \$50,000 with a maximum of \$8,000 per project with preference given to projects up to \$5,000.

**Administration and Provision of Funds**

Recfishwest will be responsible for:

- Calling for Expression of Interest – opens 12 September 2016
- Assessment of applications received
- Advising applicants of approved/declined applications
- Developing contracts to successful applicants
- Disbursement of funds to successful applicants

**Project management reporting**

Recfishwest will be responsible for liaising with the successful applicants during the duration of the 12 month funding period to assess the project's timeline.

**Closing Date**

An Expression of Interest period for community grants will open 12 September 2016 with an eight (8) week application period, closing midnight 7 November 2016.