



## **Guidelines for the management of the Round 8 of the Recfishwest Community Grant Program**

### **Recfishwest Community Grants**

The purpose of Recfishwest Community Grant Program 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 Program.

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
  - 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 salary
- 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 / benefit to public recreational fishing in WA
- Projects that commence before approvals are announced, no retrospective projects.

**Role of Recfishwest**

All applications received will be reviewed by Recfishwest to ensure the application meets the guidelines. All applications that meet the guidelines will be presented to the Recfishwest Board.

**The Recfishwest Board will be responsible for:**

- Approving/declining applications 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.

**Recfishwest will be responsible for:**

- Calling for Expressions of Interest
- Assessment of applications received to ensure they meet the guidelines
- Advising applicants of successful / unsuccessful applications
- Developing contracts to successful applicants
- Disbursement of funds to successful applicants
- Acquittal of project expenditure

**Successful applicants will be responsible for:**

- Carrying out project as outlined in project contracts
- Promotion of project including;
  - Tagging Recfishwest into posts on social media platforms (where appropriate)
  - Providing Recfishwest with communication material relevant to the project such as photos/video and
  - Participating in events Recfishwest may organise that are relevant to promoting the project.
- Completing project acquittal form at completion of project

**Closing Date**

An Expression of Interest period for community grants will open 21<sup>st</sup> August 2017 with an eight (8) week application period, closing midnight 23<sup>rd</sup> October 2017.

