

PWA 017
Community Grant Program Information
Sheet 2023 - 2024



1 Introduction

Pride WA is a leading LGBTQIA+ organisation in Western Australia with a mission to encourage and promote the community and culture of the LGBTQIA+ community of Western Australia. Pride WA supports and advances the specific needs of all people of diverse sexuality and gender living in Western Australia and educates the broader Western Australian community about those needs.

Pride WA, in-keeping with this mission, looks to provide project funding to groups that uplift, encourage, and develop the LGBTQIA+ community in Western Australia. Grants must be for projects that meet community needs, promote the community's well-being, and empower the community.

This funding program is governed by the Policies and Committee of Management of Pride WA.

Grant applications will close on 31 January 2024. Grants will be announced February 2024.

2 Eligibility Criteria

2.1 Eligibility of Applicant Groups

Groups (broadly defined) are eligible for grants if they are an LGBTQIA+ group that does not operate for profit and that has a presence in Western Australia.

Groups do not have to be incorporated, but if they are not incorporated Pride WA will facilitate the direct spending of the funds required for the project (rather than providing it to the unincorporated group).

Individuals are not eligible to apply. Two or more people may apply as a group.

2.2 Eligibility of Project Funding Request

Broadly, the project may relate to equipment purchase, training, community engagement or events.

However, Pride WA will not fund:

- Retrospective costs.
- Corporate/commercial events or projects or anything that already has corporate sponsorship.
- Recurrent operational and staffing costs (e.g. wages). [NB insurance costs for single events may be covered for the first year only.]
- Deficit funding.
- The purchase of alcohol.
- The purchase of prizes and gifts.
- Equipment costs that are not an element of a community event or related to the purpose of the group.

3 Assessment

3.1 Application Documents

Each application will require an online application form and two written references (each a maximum of two pages long) in support of the project. One referee can be within the applicant group, and one referee must be outside the group.

3.2 Assessment Criteria

Each application will be assessed in the context of the purpose and requirements of the grant program and against the following grant program criteria:

Criteria	Comments
Project Overview	Quality and clarity of project description
Budget	Feasibility and appropriateness of budget
Benefit to Community	Impact on LGBTQIA+ community and members
Promotional & Awareness Efforts	Efforts in acknowledging and promoting Pride WA's support and uplifting of community.

For each application, panel members can assign scores to each criterion based on the quality of information provided in the application. The total score for each application can then be calculated by summing up the scores assigned to each criterion. The application with the highest total score would be considered for funding.

3.3 Panel Members with a Conflict of Interest

Pride WA recognises that the LGBTQIA+ community is connected in many ways. A conflict of interest may occur if an interest or relationship influences, or appears to influence, the ability of the panel members objectivity.

Pride WA places great importance on making clear any existing or potential conflicts of interest. Panel members must declare any such conflicts of interest. Panel members with a conflict of interest will not be permitted to participate in discussions on those applications with which they hold an association.

4 Conditions Of Grant

The following undertakings and conditions will form part of the agreement with Pride WA. The group agrees:

- All information described in the application is true and correct.
- Pride WA may contact any relevant parties or persons in order to validate and proceed with any and all applications.
- The project milestones will be completed within timelines identified, and the group agrees to undertake the event in full within the agreed time.
- Not to use, apply or extend any portion of the grant, other than in, and towards, the cost of the specified project unless otherwise agreed in writing by Pride WA.
- To meet the promotional requirements described under Promotion (Section 6).
- To obtain the relevant permits and approvals required by local, state and/or federal governments.

Requirements



The following requirements apply to all applicant groups:

- Groups may only make one grant application during the funding period.
- Applications must be submitted by the advertised closing dates. No late applications will be accepted.
- Funding may be withdrawn or withheld if the project milestones are not completed within timelines identified.

On the success of an application for a grant:

- Funds must be spent in accordance with the details and timeline described in the application.
- Funds will not be available for projects prior to approval being given in writing.
- Unexpended funds must be returned to Pride WA on the project completion.

5 Variations

The grant recipient must inform Pride WA in writing of any circumstances which may result in the project not being completed as described in the application.

If a project is disrupted because of unforeseen circumstances, Pride WA will work with the recipient to explore options. This may include grant variations, changes to reporting timeframes, cancelling, or postponing events. Pride WA may also support decisions made by grant recipients to delay or amend funded projects.

Requests for variations will be considered on a case-by-case basis and in line with Pride WA Committee of Management practices.

6 Promotion

Successful applicants are required to acknowledge the support they receive. This helps people to understand how Pride WA engages and uplifts the LGBTQIA+ community. It may also encourage other community groups undertaking similar activities to consider applying for a grant. As part of the acceptance of funding through this program, your group is required to:

- Submit all promotional material to Pride WA for review prior to being distributed.
- Provide a written invitation to Pride WA to attend the event.
- Publicise Pride WA's financial support for your event through:
 - Promotion on social media accounts.
 - Pride WA's name or logo on any promotional or program material produced for the event.
 - The display of Pride WA signage during the event (photo evidence to be included in the acquittal).
 - Verbal acknowledgement of Pride WA's support during speech activities.
 - Promotion of the event on your website and/or social media channels.



7 Acquittal Process

Successful grants require an acquittal. An acquittal form will be provided at the time the grant is paid. This form will require:

- Documentation to show how the grant has been expended, i.e. invoices and receipts.
- Photographic evidence of how the group has met the promotional requirements, e.g. display of Pride WA banners.

8 Grant Summary

Grant Type	Value of Grant	Group Purpose	What is Funded	Grant Closing Date	Grant Announcement
Small Purpose Community Grant	\$2,000 maximum	Benefit to LGBTQIA+ Community	Small projects: Equipment; Training; Engagement; Events	31 January 2024	February 2024

9 Document control

Publication Date	29 November 2023
Version	0.2
Approval Date	30 October 2023