

# Playgroup WA Playgroup Grants

## Funding Guidelines

### Intent of funding

Grant monies are intended to support WA based **not for profit community playgroups** to create a safe, welcoming play environment for their playgroup member families. Grant monies can be used to purchase play equipment and goods that enhance the amenity of the playgroup such as portable storage, furniture, indoor and outdoor toys, and small IT items. Grant funds cannot cover fixed or permanent structural alterations to venues or ongoing operational costs. **If a playgroup should close**, any items received via Grant funding should be **returned to Playgroup WA for redistribution** to other community playgroups in need.

### Funding amount

Playgroup WA accepts funding applications for \$500 to a maximum of \$7500 for any one application.

### Eligibility

To be eligible to receive a Playgroup grant:

- Your group or organisation must be a playgroup based in WA and be not-for-profit
- Your request must directly relate to the operation of a playgroup
- Your group or organisation must have an annual turnover of less than \$1million.

Your group or organisation does not need to be a member of Playgroup WA to be eligible for a Playgroup grant. However, Playgroup WA member groups must have an active (renewed) membership at the time of application to be eligible.

Non-member groups are required to provide additional information as part of their application.

Playgroup WA member playgroups must discuss their application with a relevant Development Officer prior to submitting a formal application.

We are not able to support:

- Applications from individuals or commercial playgroups or organisations.
- Applications from organisation with an annual turnover in excess of \$1 million

- Activities and assets that are the responsibility of the owner or manager of the venue (such as fixed playground equipment for schools or building upgrades)
- Ongoing operating costs of playgroups or organisations such as rent or utilities.
- Consumable items
- Large IT costs over \$1000
- Purchase of second-hand goods

## Selection Criteria (what do we look for?)

- The group or organisation has contacted their Playgroup WA Development Officer to make the application.
- Evidence of a well-managed and sustainable playgroup or organisation.
- The request directly benefits participants in playgroup by enhancing the play environment and amenity of attending families.
- A clearly outlined rationale for the request (such as replacement of old or unsafe toys, purchase of play equipment to suit a particular age group).
- Play equipment is appropriate and safe for playgroup aged children i.e. 0-4 years.
- In assessing your application, the panel will consider whether the items requested represent good value for money and are reasonable for the size, needs and intended use of your playgroup. Luxury or high-cost items are unlikely to be approved where more suitable and practical alternatives are available.
- Value for money of the requested items, including delivery costs.
- A co-contribution (either financial or in-kind) from the applicant. In-kind contributions may include labour, signage, project management, transport/collection or financial co-contribution.

## Installation/Assembly

- For some larger items, where safety is important in the construction or assembly you will need to ensure that the work is undertaken by people who are suitably qualified to do that work and that have public liability insurance (Current Playgroup WA member playgroups have public liability insurance through their membership).

## Insurance and Safety Issues

- Some play equipment, including trampolines and bouncy castles, is considered high risk for playgroups. These items are not covered by the insurance provided to Playgroup WA member playgroups and therefore cannot be purchased or provided under this grant.
- Some equipment will need to meet Australian Standards and be fit for the purpose intended. For example, not for domestic use, be safe and suitable for playgroup aged

children. Check with Kidsafe WA and your Development Officer if you need more information.

## Application process

A Development Officer will guide you through the application process, including advising about suitable play equipment to enhance your playgroup environment, eligibility, reputable suppliers, and the acquittal process. Non- Playgroup WA members can contact the Playgroup WA Office by phone on 9228 8088 or email [grants@playgroupwa.com.au](mailto:grants@playgroupwa.com.au) with any questions.

**Before you lodge your application contact your Development Officer to ensure the application is ready to submit.** Applications submitted with errors are unable to be edited and will be declined. Re-application will be required.

The application is then forwarded to the Review Panel for assessment and determination. After the Panel Review meeting, successful applicants will receive written notification.

Applications will not be considered until all documents are provided. If the Review Panel has any concerns or queries regarding an application, your Development Officer will contact you for clarification.

Applications for playgroup grants will be assessed as received. Please allow up to 2 months for approvals to be completed.

## Quotes

- Your application will need to include quotes from reputable Australian suppliers.
- Playgroup WA Development Officers will be able to direct you to suppliers of quality play equipment. We have provided a list of recommended suppliers.
- Single items valued over \$3000 will require two quotes.
- Larger play equipment must be built for commercial use, and installation must meet safety standards and be carried out by a suitably qualified and insured contractor.
- Request for small IT Items that will enhance playgroup communications such as external hard drives, printers, mobile phones and laptops will be accepted provided they do not total more than \$1000.
- Quotes should be on an official letterhead with quote number, outlining prices ***inclusive of GST and freight (if goods are not being collected)***.
- The cost of installation and assembly can be included in grants, and this will need to be included in the quote or in a separate quote from a suitable tradesman or company.

- If shopping online and you are unable to obtain an official quote, a screen shot of your shopping cart will be accepted provided the total value of goods on that shopping cart does not exceed \$2000, and the following are clearly visible:
  - **Supplier name**
  - **Shipping/freight costs** if goods are not being collected.
  - **and GST** has been included

## In-kind and Financial Contributions

Lotterywest asks that playgroups applying for grants contribute in some way toward the purchases or projects. We recognise that many playgroups already make significant contributions to the ongoing running and management of their group, including covering various costs themselves. Where possible, we ask that playgroups also contribute either funds or an in-kind contribution. This may include tasks such as assembling items, organising transport, or coordinating the project with which the funds will be used for.

## Payment and Acquittal

All successful playgroups/organisations that undertake their own purchasing will be required to acquit their grant within three months of the award. To 'acquit' simply means providing written evidence that the money spent has been used for the purpose of the grant. Details of the acquittal process are contained in the grant approval letter and you will be provided with an acquittal template to complete.

Generally, a grant acquittal will require you to:

- Comply with the grant agreement
- Meet any grant conditions
- Show expenditure of the grant by providing copies of invoices or receipts.
- Estimate your in-kind contribution (hours and/or financial)
- Comply with Lotterywest [Good Practice Guidelines](#)

In special cases where playgroups do not have a bank account, Playgroup WA can purchase goods on behalf of your group. We will require written confirmation that the goods have been received before we can pay invoices. Note: If Playgroup WA is purchasing on behalf of the playgroup, conditions may apply regarding which companies can be used. Playgroup WA will complete the acquittal in this instance.

## Share the news

Public acknowledgement of your grant approval helps to profile your playgroup and our grants program. Please include acknowledgement that the Playgroup WA Toys and Equipment Grant was supported by Lotterywest.

### Ways to Share the News (Grant Acknowledgement)

- Share the outcome of the grant on your playgroup social media profile (if you have one).
- Include Playgroup WA branding where appropriate – noting correct Proud Member of Playgroup WA logo usage (located [here](#))
- If the playgroup doesn't have its own social media, share via a local Community Facebook Group and link/tag Playgroup WA
- Create a short social media reel or carousel showing families using new equipment/resources (with a thank-you caption)
- Share photos or updates in newsletters and AGM reports.

## Some technical requirements

### GST:

GST must be included in your request regardless of your group's GST status.

### Delegate of Authority:

For Incorporated groups, the person signing the online application will need to be the president or chairperson.

### Referee:

For **non-Playgroup WA member groups**, we ask that you provide the name and contact details of someone who is familiar with your playgroup and can make comment on your ability to manage the grant funds.

Remember: Playgroup WA is here to support you through the process of securing a grant for your playgroup. Contact us on 92288088 or [grants@playgroupwa.com.au](mailto:grants@playgroupwa.com.au).