



Forest
Products
Commission
WESTERN AUSTRALIA



Growing communities in forestry's footprint

FPC Community Support Program

Grant application guidelines

PLEASE READ THE FOLLOWING PRIOR TO COMPLETING THE APPLICATION FORM

The Forest Products Commission's Community Support Program has been established to provide grants of up to \$2,000 to help community groups and clubs deserving of financial assistance.

Applications will be reviewed on a fixed assessment criteria developed by the Forest Products Commission Grants Selection Committee. The committee will make recommendations regarding the allocation of funding based on the proposal's capacity to meet the established criteria.

The FPC's emphasis will be in creating or pursuing activities that contribute the greatest benefits to local communities, increase understanding about forestry and are aligned to FPC's corporate objectives.

Who is eligible to apply?

The FPC welcomes applications from a wide range of community groups and clubs, including the following:

- Community groups and clubs whose services and programs will directly benefit local community members
- Community groups and clubs based in the regional footprint of Western Australia's forestry industry
- Community groups who support the FPC's operations and its aim of a sustainable native forestry industry
- Community groups or clubs focused on increasing understanding about forestry

Examples of eligible groups which may apply:

- Local schools
- Sporting organisations
- Youth organisations
- Local charities
- Other local not-for-profit organisations

What applications will NOT be funded?

Sponsorship grants will NOT be provided for:

- Individuals
- Commercial businesses
- Projects not based in the footprint of the Western Australian timber industry



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- Community groups whose aims, objectives or beliefs are not in accord with the FPC's activities or the FPC's aim of contributing to a sustainable native forestry industry
- Projects not based in the footprint of the Western Australian timber industry
- Retrospective costs for project programs or events that have already taken place
- Travel or accommodation costs for interstate or overseas travel
- Staff salaries or the employment of consultants to deliver projects/services
- Political, religious or spiritual organisations where their key focus is to promote their beliefs.
- Community groups which already receive ongoing funding support from the FPC
- Applicants who do not or will not have relevant insurance.
- Applicants whose staff, volunteers or agents will be working with children as part of the Approved Purpose, but do not require those staff, volunteers or agents to obtain Working with Children Checks.
- Applicants who, upon request from the Grantor are unwilling or unable to prepare a Risk Management Plan.
- Applicants who have not completed all details of the application form
- Applications for funding which will not be spent by June 30, 2019
- Applications which arrive after the closing date
- More than one application from a single community group

To obtain an Application Form

Online application forms can be downloaded from the www.fpc.wa.gov.au/community-support-program.

To complete an Application Form

An application form must be completed IN FULL as part of the application process and requires the following information:

- A concise outline and description of the event, project or initiative for which funding is sought
- A description of the benefits of the event, project or initiative to the target audience
- The timing in which the funding will be used (must be used by June 30, 2019)

Processing of Applications

The FPC's Grants Selection Committee will assess all applications based on the selection criteria, as outlined below. There can be no change to any approved application without the FPC's approval. Any request for variation must be submitted in writing.



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Assessment Criteria

Applications will be assessed against the following criteria:

- Is this a genuine need?
- How will the project benefit the local community(ies)?
- Does the event, project and/or organising body enjoy a good reputation in the local community?
- How does the application fit with other projects already supported by the FPC?
- Will the project/activity increase understanding about forestry?

Decisions will be made at the sole discretion of the FPC's Grants Selection Committee. On making an application, each applicant agrees that the FPC's decision is final and will not be challenged.

The FPC will contact applicants if additional information or clarification is required.

The FPC maintains the ability to award a sum less than that requested by the applicant, or to reject the request entirely.

Successful and Unsuccessful Applicants

Successful and unsuccessful applicants will be notified in writing within 28 days of the application closing date.

Successful applicants will be invited to enter a Grant Agreement with FPC, which sets out the purposes for which the funding will be made and the conditions that apply. A copy of the grant agreement is available on the FPC's website for review. No funds will be provided to the successful applicant unless a grant agreement has been signed by representatives of both organisations.

Funding not used by June 30, 2019 will lapse and any remaining funding will be withdrawn.

Disbursement of Funds

To obtain funds, the amount of the grant will be transferred to the nominated bank account of the recipient in a single instalment. The recipient is responsible for preparing all necessary accounting documents.

A recipient will provide, at the FPC's request, evidence of the use of funding, including receipts and relevant accounts, as well as reasonable evidence demonstrating the use of such funding.

Acknowledgment of the FPC's Support

Successful applicants will be required to credit the FPC in all announcements, publicity, and programs for the funded project.

APPLICATIONS CLOSE WEDNESDAY, 11 APRIL 2018