

Animal Welfare Grant Program – Tips for writing a good grant application

This document is intended to provide guidance on preparing an application for the Animal Welfare Grant Program. A checklist has been provided at the end of this document detailing all the information required to complete the application form.

If you have queries on the Animal Welfare Grant Program, please read the Program Guidelines, Frequently Asked Questions and Example Application Forms. Further information can be sought by emailing animal.welfare@dpird.wa.gov.au.

Preparing to apply

Understand the grant program

Before completing the application form, please read all relevant documents, particularly the Program Guidelines. It is important to understand the intent of the Animal Welfare Grant Program and that your project is in keeping with this intent.

Grant funding can be used for three categories of activities, presented in the table below with examples of projects. These examples do not cover all possible projects; applicants are encouraged to apply for projects unique to their values, beliefs and capabilities.

Category	Example
Free or low-cost veterinary services, including companion animal de-sexing, for Western Australians who are economically or otherwise disadvantaged	A scheme providing a specific number of vouchers offering free or subsidised desexing, vaccinations or microchipping
	Activities providing veterinary care for companion animals of people without housing
	A program providing preventative health care to companion animals in remote communities
	Development of a responsible pet ownership course aimed at a specified target group, such as children or non-English speaking communities.
Services, systems, infrastructure or equipment that improve the efficiency and effectiveness of animal	Expansion or renovation of facilities for animal rescue, rehabilitation and rehoming of companion animals.
	A program providing temporary foster care for pets of victims of domestic violence.

rescue, rehabilitation and rehoming of companion animals in Western Australia	Engage dog training services to work with foster dogs to improve the likelihood of successful rehoming.
	A scheme providing free veterinary care to rescue groups for defined services, up to a set figure.
Services, systems, infrastructure or equipment that improve the rehabilitation of displaced and injured wildlife in Western Australia	Purchase of veterinary equipment to assist wildlife rehabilitation
	Construction of enclosures / dedicated enrichment space
	Engaging outreach or support services to deliver education programs aimed at dealing with injured wildlife

Check eligibility

Applications that are considered ineligible will not progress to assessment stage. While the Department may seek further information from the applicant throughout the assessment process, it is the responsibility of the applicant to ensure that all questions have been satisfactorily addressed in the application form.

Before investing time and resources into preparing an application, please check that your organisation and project meets the eligibility criteria in the Program Guidelines. If unsure if your application is eligible, contact DPIRD by emailing animal.welfare@dpird.wa.gov.au.

Research and plan your project

A clear and comprehensive understanding of your project will enable the best pitch for the assessment panel. Before completing the application form, it is suggested the following points are considered:

- the anticipated outcome and benefits of the project;
- how you will achieve the anticipated outcome and deliver the project;
- where and when the project will be delivered;
- who will be involved in delivering the proposed project;
- how much the project will cost overall and how much assistance is required from the grant (including seeking quotes as appropriate);
- how the project will be managed; and
- why the project should be funded (including the level of animal welfare benefits the project will deliver and whether the project addresses an existing gap in delivery of community-based animal welfare activities).

Budget

It is important to develop a detailed budget prior to submitting your application. A budget should demonstrate the proposal is based on sound cost estimates and represents value for money. You are encouraged to upload any quotes you have sought to the application form.

When researching your project cost, consider what other funding sources are available and include this in your grant application. Other funding sources could include: other government departments, local councils, philanthropic organisations, local businesses, volunteers or in-kind contributions.

Grant funding cannot be used for the following:

- ongoing salaries
- legal fees
- cash prizes or commercial gifts
- ongoing or routine maintenance
- recurrent operating costs (such as utility bills and lease/rental fees)
- individual business training
- lobbying activities
- costs of consultants to prepare the grant application
- research
- activities and services delivered outside of Western Australia

Completing the application form

Projects can only be assessed based on the information provided in your application form. While DPIRD may seek further information throughout the assessment process, it is the responsibility of the applicant to ensure that the information in the application form is clear, concise and compelling. It cannot be assumed that the assessment panel will know your organisation or the work it undertakes.

A checklist is provided at the end of this document detailing all the information required to complete the form. Before submitting an application, it is recommended that you read the Program Guidelines, Frequently Asked Questions, and Example Application Form available on the DPIRD website.

The application form is designed to suit a range of projects, including those seeking a small amount of funding, to large and complex projects. For large and complex projects, please upload further supporting documentation. For example, a project plan and quotes from relevant sources. While the application form may seem onerous for small projects, it is essential that all relevant information is presented accurately.

It is important that you submit your application before the closing date for the financial year in which you are applying. This information can be found in the Program Guidelines and on the Departments website. Late applications will not be accepted. All applicants are encouraged to submit their proposal before the due date to avoid last minute issues.

Addressing assessment criteria

Eligible applications will be assessed using the competitive merit-based process and weightings selection criteria below to determine an application's suitability for funding. A good grant application will effectively address each criterion, demonstrating the organisation's ability to deliver a successful project that achieves the program objectives.

To address each criterion, please consider the factors below.

Assessment criterion 1: The degree to which the activity/project will deliver animal welfare benefits and contribute to the objectives of the grant program (40%)

The objectives of the grant program are clearly articulated in the Program Guidelines. Successful applications will clearly demonstrate the objectives, and how the expected project outcomes are relevant to these objectives. For example, the number of animals impacted by the project may be taken into consideration by the assessment panel. Where possible, the applications should provide clear and measurable outcomes, such as the number of animals to be desexed.

Assessment criterion 2: How the activity/project will address a gap in current delivery of community-based animal welfare activities, or avoids duplication of existing services (15%)

Projects do not need to address a gap in current activities; however, competitive applications will show an understanding of the target group and the services already available to that group. Where there are shared interests and opportunities, an application could demonstrate a commitment to collaborate with other organisations, such as reducing sector fragmentation, reducing duplicative efforts and/or improving coordination. The panel may also consider if the project builds community capacity.

Where there is an identified gap, an application should demonstrate the importance of addressing that gap and a description of the benefits for the target group. If applicable, applications could show an understanding of changing needs or an increase in demand for services over recent years. For example, citing dates on waiting lists or evidence of an increase in people accessing similar services.

The assessment panel will consider if a project has an impact beyond one location or has the ability to be replicated in other locations. If relevant, evidence of stakeholder consultation or support should be included in the application.

Assessment criterion 3: Demonstration of the applicant's capacity and capability to deliver the activity/project (20%)

A competitive application will demonstrate sound and achievable management of the project. This will include consideration of the scope, budget, timeframes, deliverables, and risk management for the successful delivery of the project. For complex projects, applicants should provide a description of how the service and all its elements would be implemented.

Clear, developed governance arrangements are important for project management. For large projects it may be appropriate to provide details of financial management systems, including internal policies, procedures and quality improvement mechanisms.

Previous experience in delivering similar projects will be viewed favourably during the assessment process. Similarly, if staff involved in the project have relevant experience or qualifications, it is recommended that relevant documentation be uploaded in the application.

Assessment criterion 4: The degree to which the project realises a good return on investment (25%)

An applicant can demonstrate a good return on investment by providing a detailed budget that outlines how services would be efficiently delivered. This may include leveraging off

other funding sources, existing infrastructure, co-contributions or collaboration with other organisations.

When assessing return on investment, the level of benefits the project will deliver will be considered. In addition to delivering animal welfare benefits by meeting the objectives of the grant, it is also relevant whether any co-benefits will be delivered. Co-benefits could include those related to public health, education or knowledge improvement, job creation, environment and sustainability, socioeconomics or aboriginal communities.

Checklist for completing the application form

The following information is needed to complete the application form:

- ☐ Contact information including the name of the person responsible for the application, an appropriate phone number, and email address
- ☐ Australian Business Number (ABN)
- ☐ Applicant's legal entity type
- ☐ Overview of the organisation's governance arrangements and the type of work it undertakes. You may wish to upload your constitution (rules), management framework or list of members on your board/committee.
- ☐ Your nominated bank account details
- ☐ The Local Government Authorities in which the project is to be conducted
- ☐ Project description, including the activities that will be undertaken, the aims of the project, and how it is intended that the aims will be achieved. You may wish to upload supporting documentation, such as a project plan.
- ☐ Details of organisations (other than the applicant organisation) involved in the delivery of the project.
- ☐ A detailed budget, broken down into each expenditure item and amount proposed from each funding source
- ☐ Any quotes received to justify the budget
- ☐ Details of any planned in-kind contributions
- ☐ Evidence that the organisation will not receive profits from the proposed project. This may include verification of not-for-profit status, demonstration of not-for-profit character in governing documents, association legal structure, or execution of statutory declaration.
- ☐ Proposed timelines and milestones
- ☐ Description of the benefits (animal welfare and otherwise) the project offers
- ☐ Description of measurable outputs for the activity/project
- ☐ If the project addresses a gap in current delivery, what this gap is
- ☐ An assessment of risks to delivering the project

Important Disclaimer

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.

Copyright © State of Western Australia (Department of Primary Industries and Regional Development), 2025.