

# Animal Welfare Grant Program – Example Grant Application

This document is intended to provide an example of a grant application and tips for writing an application.

The Animal Welfare Grant funding can be used for three categories of activities:

- Free or low-cost veterinary services, including companion animal desexing, for Western Australians who are economically or otherwise disadvantaged.
- Services, systems, infrastructure or equipment that improve the efficiency and effectiveness of animal rescue, rehabilitation and rehoming of companion animals in Western Australia.
- Services, systems, infrastructure or equipment that improve the rehabilitation of displaced and injured wildlife in Western Australia.

Projects that fall within these categories vary from purchasing equipment, to renovating or constructing facilities, to more complex activities such as desexing programs. As such, the application form is designed to suit a range of projects, including those seeking a small amount of funding, to large and complex projects. While the application form may seem onerous for small projects, it is essential that all relevant information is presented accurately.

This example application considers construction of animal shelters for a smaller organisation. If your organisation is seeking funding for a more complex project, the alternative example application document may be more appropriate for you to review and reference. The information regarding the West Aussie Avian Rescue Group within this document is fictional and not intended to represent any company, organisation, or persons or the activities carried out by any company, organisation, or persons.

For more information regarding the Animal Welfare Grant Program and writing an application, please go to the [Department's website](#) and read the Program Guidelines, Frequently Asked Questions, and Tips for Writing a Good Grant Application.

Further information can be sought by emailing [animal.welfare@dpird.wa.gov.au](mailto:animal.welfare@dpird.wa.gov.au).

### \*\*\* START OF EXAMPLE APPLICATION FORM \*\*\*

## Application Information

\* indicates a required field.

The Western Australian Government is delivering on our commitment to improve the welfare of companion animals and wildlife through grants for not-for-profit activities that foster or rehome pets, rehabilitate wildlife, or provide low cost or free animal health and veterinary services.

The Animal Welfare Grant Program will offer grants of up to \$50,000 (Excl GST) to eligible organisations. The Grant Program, administered by the Department of Primary Industries and Regional Development (DPIRD), will run for 2 years, commencing in 2025-26 financial year. One round will run each financial year.

These grants recognise that companion animals play a significant role in the lives of Western Australians and are an example of the Government's continued commitment to improving the welfare of animals in WA.

Queries on the application process are to be directed to [animal.welfare@dpird.wa.gov.au](mailto:animal.welfare@dpird.wa.gov.au).

Incomplete applications or applications received after the closing date will not be considered.

## Program Guidelines

Before completing this application form, please ensure you have read and understood the Animal Welfare Grant Program Guidelines, available online at <https://www.dpird.wa.gov.au/businesses/grants-and-support/animal-welfare-grant-program/>.

**I have read and understood the Animal Welfare Grant Program Guidelines \***

☒ Yes

## Privacy Statement

Information provided by applicants or collected by DPIRD in relation to an applicant or their proposal may be used in the administration of the Animal Welfare Grant Program and in the assessment of this application.

Any information provided (personal, financial or otherwise) will be solely used for the purpose of the Animal Welfare Grant Program.

DPIRD will store personal information collected in this application, supporting documentation and any grant administration, monitoring and evaluation activities in compliance with its obligations under the *Privacy Act 1988 (Cth)*.

DPIRD is subject to the *Freedom of Information Act 1992 (WA)*, which provides a general right of access to records held by the State Government agencies and local governments

**I have read and understood the privacy statement and I consent to and authorise such uses and disclosures. \***

☒ Yes

## Organisation Details

### Name of the organisation responsible for the project \*

Organisation name

West Aussie Avian Rescue Group

This should be the name of the organisation with the legal right to carry out and control the project. In the case of a sole operator, the name of the person.

### Trading name (if different from the business entity name)

WAA Rescue Group

### ABN \*

18 951 343 745

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### If applicable, what is your Australian Company Number? (ACN)

### If applicable, what is your Incorporated Association Reference Number? (IARN)

This is located on your Certificate of Incorporation

### Primary Address \*

12 Avian Drive, Manjimup, WA, 6258, Australia

### Postal Address

12 Avian Drive, Manjimup, WA, 6258, Australia

Website or social media link (if applicable)

<http://westaussieavianrescue.org.au>

## Contact Person \*

Title

Mrs

First Name

Sally

Last Name

Smith

Phone Number \*

0488 777 666

Position

General Manager

Email Address

waavianrescue@gmail.com

Must be an email address.

## Governance and Operations

**Describe your organisation's governance arrangements and the type of work it undertakes \***

West Aussie Avian Rescue is dedicated to the rescue, rehabilitation and release of avian species found in the South West Region. Our rescue, rehabilitation, and release (RRR) activities include rescue pick up services from public phone calls, veterinary clinics and rangers, veterinary health assessments and treatment, rehabilitation on our site in Manjimup and release into the wild. Every animal's experience is different, so to provide an understanding of the organisation's activities, a case study outlining the services provided to rehabilitate and release a Carnaby cockatoo named Jeff is attached, as well as a document outlining our RRR procedure guidelines.

West Aussie Avian Rescue has a committee consisting of the following positions: Chairman - John Smith, Vice Chair/Secretary - Sally Smith, and Treasurer - Michaela Brown. There are also 3 long-term volunteers who help with all activities including driving to various locations in the South West to rescue injured birds.

Governance refers to the framework of rules, relationships, systems, and processes that the organisation has in place, and the mechanisms by which it is held accountable. For example, you might like to provide information on the structure of the organisation and any relevant processes or rules that the organisation must abide by, such as a constitution. Applicants should also provide information on the type of work the organisation undertakes. It is important not to assume that the assessment panel will know your organisation or the work it does.

## Upload supporting documents (e.g. constitution, governance framework, board list)

Attach a file:

**Filename** [WAA Rescue Constitution.pdf](#)  
**File size** 94 kB

**Filename** [RRR Volunteer Guidelines.pdf](#)  
**File size** 115.7 kB

**Filename** [WA Avian Rescue Rules and Values.pdf](#)  
**File size** 235.3 kB

### TIPS

This section provides applicants with an opportunity to demonstrate why they should be considered appropriate to carry out the proposed project.

#### Governance

As the selection panel may be unfamiliar with your organisation, providing details of governance and activities offers insight to the organisations structure, abilities, values, and beliefs. Demonstrating good governance is an indication that your organisation can manage projects successfully. It also demonstrates why your organisation is appropriate to carry out the proposed project.

Provide information on people involved with the organisation and their roles within the organisation. This includes responsible persons (such as board or committee members), and other members (such as volunteers). For large organisations, providing estimated numbers of volunteers and/or subscribers allows the assessment panel to gauge the size of the organisation and the community investment.

Consider relevant processes or rules that the organisation must abide by, such as a constitution (rules).

It is recognised that sole operators and small organisations may have limited governance arrangements and input from the wider community, especially those located in more remote regions of Western Australia. This will not have an impact on your application or reduce the importance of your proposed project to the assessment panel.

#### Activities

Discussing activities performed by the organisation/operator during usual business provides the panel with background information on the purpose of the organisation and demonstrates why they are appropriate to carry out the proposed project. It illustrates successes and capabilities, and further promotes their ability to successfully manage projects.

**Upload Minutes from most recent Annual General Meeting (AGM) if applicable**

Attach a file:

**Upload End-of-Financial-Year Statement Report \***

Attach a file:

**Filename** WAARG EOFY Statement.pdf  
**File size** 95 kB

**Insurance**

**Do you have current public liability and/or professional indemnity insurance? \***

☒ Yes

☐ No

**If Yes, attach evidence**

Attach a file:

**Filename** WAARG Insurance copy.pdf  
**File size** 109 kB

**Banking Details**

**Name of financial institution to receive grant funding (if successful) \***

Westpac Manjimup

**Bank Account \***

Account Name

Sally Smith

BSB Number

732 888

Account Number

123456789

Must be a valid Australian bank account format.

**Upload a copy of a bank statement header or a bank-issued confirmation letter**

Attach a file:

**Filename** Westpac Bank Statement Header.pdf  
**File size** 109 kB

**Aboriginal Supplier \***

☐ Yes

☒ No

**Are you registered with Supply Nation? \***

☐ Yes

☒ No

**Are you registered with ABDWA? \***

☐ Yes

☒ No

## Project Details

\* indicates a required field.

### Project Overview

#### Project Name \*

Black Cockatoo Enclosure

#### Project Category \*

- ☐ Free or low-cost veterinary services, including companion animal de-sexing, for Western Australians who are economically or otherwise disadvantaged.
- ☐ Services, systems, infrastructure or equipment that improve the efficiency and effectiveness of animal rescue, rehabilitation and rehoming of companion animals in WA.
- ☒ Services, systems, infrastructure or equipment that improve the rehabilitation of displaced and injured wildlife in WA.

At least 1 choice must be selected.

#### Which species does the project target?

- |  |   |
|--|---|
| <input type="checkbox"/> Dogs              | <input type="checkbox"/> Small domestic animals |
| <input type="checkbox"/> Cats              | <input checked="" type="checkbox"/> Wildlife    |
| <input type="checkbox"/> Horses            | <input type="checkbox"/> Other: _____           |
| <input type="checkbox"/> Livestock species |   |

#### Regions covered (select all that apply) \*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Gascoyne             | <input type="checkbox"/> Metropolitan Perth | <input checked="" type="checkbox"/> South West |
| <input type="checkbox"/> Goldfields-Esperance | <input type="checkbox"/> Mid West           | <input type="checkbox"/> Wheatbelt             |
| <input type="checkbox"/> Great Southern       | <input type="checkbox"/> Peel               |  |
| <input type="checkbox"/> Kimberley            | <input type="checkbox"/> Pilbara            |  |

#### Please select the Local Government Authority in which this project is to be conducted \*

Manjimup, Shire of

## Project Description

**Describe your project, including the activities that will be undertaken, the aims of the project, and how it is intended that the aims will be achieved \***

### Project Description

West Aussie Avian Rescue would like to build outdoor enclosures dedicated to the rehabilitation of threatened Black Cockatoos; Carnaby's Cockatoo (endangered), Baudin's Cockatoo (endangered) and the Red-Tailed Black Cockatoo (vulnerable). The proposed project is to build 3 large enclosures able to house approximately 5 birds each.

### Project Aims

The proposed enclosures are designed to house animals preparing to be released. They are designed to be larger than any enclosure currently on site and to provide appropriate physical and mental stimulation. A major benefit is that they will improve birds' ability to reach pre-release fitness/health and decrease the time it takes. As a result, birds released will be better prepared for living in the wild.

Additionally, this project would allow a three-step rehabilitation system and increase the housing capacity of WAAR. We currently are able to care for 20 birds at any one time, with 8 birds in smaller enclosures allowing more intensive care, and 12 in moderate sized enclosures that begin preparing them for release by re-introduction of movement. Large, pre-release enclosures would allow birds with appropriate fitness/health to transition from medium enclosures to the larger enclosure to further improve their fitness/health for release, and animals ready to transition from small to medium enclosures to do so. WAARs overall capacity would increase to 35 birds. We currently are able to release about 20 birds a year, the overall aim would be to increase this to 30 or more birds per year

Recommended word count: 1000 words. For large or complex projects, consider uploading a project plan or other supporting documentation.

### **Upload any supporting documentation (project plan, etc.)**

Attach a file:

**Filename** [Black Cockatoo enclosure.jpg](#)

**File size** 103.3 kB

**Filename** [Husbandry Guidelines for Black Cockatoos](#)

**File size** 104.6 kB



## TIPS

This section is intended to provide the assessors with an overview of what your project intends to achieve. When writing this section, consider the following:

- Have I described what the project is?  
*e.g. the proposed project is to build 3 large enclosures able to house approximately 5 birds each.*
- Have I described the aims of the project?  
*e.g. to provide appropriate physical and mental stimulation; AND  
e.g. birds released will be better prepared for living in the wild; AND  
e.g. increase capacity etc....*
- Have I described how the aims will be achieved?  
*e.g. by building 3 large enclosures*
- How does this relate to the project category?  
*e.g. improve the rescue, rehabilitation of displaced and injured black cockatoos (wildlife)*
- Have I demonstrated how and why this organisation can perform the project and achieve the outcomes?
  - o For instance, you may wish to provide evidence of previous success in delivering similar projects, and/or a basic project plan for this activity demonstrating thorough consideration and prior planning.
- Are the activities I am requesting to be funded eligible? The following activities CANNOT be funded by the grant:
  - o Ongoing salaries
  - o Legal fees
  - o Cash prizes or commercial gifts
  - o Ongoing or routine maintenance
  - o Recurrent operating costs (such as utility bills and lease or rental fees)
  - o Individual business training
  - o Lobbying activities
  - o Costs of consultants to prepare the grant application
  - o Research
  - o Activities and services delivered outside of Western Australia

## Project Budget

### Funding Requested

Complete the table below to provide a budget for the activity/project. The table should include **ALL** costs associated with completing the activity/project, not just the items that will be expended using grant funds.

The figures in the 'grant amount' column should total the amount of funding you are requesting from the Department. The table should include expenditure items covered by other funding sources (such as applicant co-contribution or collaborations with other organisations). Where possible, it should also include the value of in-kind resources, such as volunteer hours or existing resources (e.g. equipment or venues). To ensure the table is completed correctly, you are encouraged to view the example application form, found at: <https://www.dpird.wa.gov.au/businesses/grants-and-support/animal-welfare-grant-program/>.

**Total Funding Requested (including GST) \***

\$7,611.35

This number/amount is calculated.

### Budget Table

Item of Expenditure	Grant amount requested from DPIRD	Cash contribution from other funding source	Other funding source	Value of in-kind contribution
e.g. vaccinations	This must be a dollar figure	This must be a dollar figure	e.g. applicant organisation or collaboration with another organisation	This must be a dollar figure
Materials for construction of the enclosure	5,091.15	0.00	-	330.00
Builder service fees	2,520.00	280.00	Discount from builder	0.00
Internal enclosure fit-out	0.00	0.00	-	600.00

### Where relevant, provide further detail on in-kind contributions

Materials from previous building projects on site and donations from the community will be contributed. This includes bricks and cement mix. We currently have approximately \$180 worth of bricks and \$150 worth of cement mix. Should we be successful we intend to advertise our project on a popular Manjimup Facebook group to request donations of building supplies.

The idea to build new enclosures began about 6 months ago and approximately \$300 donated has been saved for this project. This is intended to pay for the fit-out of the enclosure and in the table above.

In-kind contributions may be resources (such as equipment, venues), or labour (such as volunteer hours).

### TIPS

In-kind contributions are goods or services provided instead of cash. For instance, in-kind contributions may include equipment, venues, construction material, use of vehicles, volunteer hours, or professional services. In-kind contributions are 'alternative' financial contributions that can be of significant value.

It is important to quantify in-kind contributions and include them in the budget table above. When factored as part of a project budget, in-kind contributions give the actual total cost of a project and demonstrate the real contribution of an organisation to a project. The calculation of in-kind contributions should be based on your best estimates, taking into consideration the average local prices. Where information is not available, general volunteer labour could be calculated at \$20/hr, and specialist volunteer labour (such as a veterinarian) at \$45/hr. Donated goods can be calculated at the price you would pay for them if they were not donated. Labour and other donations for fundraising activities does not count as an in-kind contribution.

In addition to the calculations above, applicants are encouraged to provide further details of their in-kind contributions. Providing information regarding in-kind contributions provides a holistic understanding of the overall project value. In-kind contributions can also demonstrate community support and engagement, a thoroughness of project planning and additional ways organisations contribute to the project that isn't financial. When discussing in-kind contribution in the above question, it is important to state how you came to your final financial figure for each item e.g. *materials from previous building projects....approximately \$180 and \$150.*

**If relevant, please upload any quotes that you have received in relation to the project**

Attach a file:

**Filename** [Bobs Building and Construction – quote for materials.pdf](#)

**File size** 142 kB

**Filename** [Bobs Building and Construction – quote for enclosure construction.pdf](#)

**File size** 152.4 kB

## TIPS

It is important to have a structured budget to show that the project has been planned. A budget may be calculated by research, obtaining quotes from relevant people, based off previous project expenditure or other methods. It is critical that the assessors understand how you intend to use the grant funds to determine if the project is appropriately resourced and offers a good return on investment. A project that is not properly resourced poses a significant risk to the successful delivery of the project. A project that does not show a good return will be considered a poor investment.

It is strongly recommended to upload documentation to explain items expenses. Documentation may include quotes, independent calculations, previous expenditures of the company, screenshots of shopping baskets from where you intend to purchase items (include company name/logo in screenshot).

Information on in-kind contributions, including how to calculate them, is provided below.

The following activities **WILL NOT** be funded by the grant program

- Ongoing salaries
- Legal fees
- Cash prizes or commercial gifts
- Ongoing or routine maintenance
- Recurrent operating costs (such as utility bills and lease or rental fees)
- Individual business training
- Lobbying activities
- Costs of consultants to prepare the grant application
- Research
- Activities and services delivered outside of Western Australia

Applicants may apply for grants of up to \$50,000 (Excluding GST). Applications that request more than the maximum amount may be considered ineligible.

**Provide evidence that the grantee will not receive profits from the proposed activity/project**

\*

West Aussie Avian Rescue is a registered not-for-profit organisation  
For queries regarding the building quotes, please contact Bob Wilson on 0477 888 999

Evidence may include verification of the applicant's not-for-profit status, demonstration of not-for-profit character in governing documents, association legal structure, or execution of a statutory declaration.

**Please provide evidence of not-for-profit status**

Attach a file:

**Filename** [NFP Statutory Declaration.pdf](#)

**File size** 95 kB

## Project Milestones

**Describe the project milestones (specific activities) necessary to complete the project.**

Successful applicants will be required to report on the status of each listed milestones throughout the course of the project. Provide the intended timeframe for the delivery of the milestone, and if possible, evidence to show that the timeframe is realistic.

Project Milestone	Start Date	Evidence of milestone achievement
Contract builder and order building supplies	01/08/2025	Supplies ordered (invoices received) and ready to go ahead with build
Begin building 1 <sup>st</sup> aviary	19/09/2025	1 <sup>st</sup> aviary complete
Begin building 2 <sup>nd</sup> aviary	28/09/2025	2 <sup>nd</sup> aviary complete
Begin building 3 <sup>rd</sup> aviary	10/10/2025	3 <sup>rd</sup> aviary complete
Internal fit-out	04/11/2025	Invoices for internal materials and objects received. Project fully completed

**Upload project milestone plan or related files**

Attach a file:

**Filename** [WAARG – project plan.pdf](#)

**File size** 101 kB

## TIPS

This doesn't have to be an exact timeline; it is understood that circumstances may change which will disrupt any planned timeline. The purpose of this section is to show that you have considered how the proposed project can be completed in relation to key 'milestones' of the project and provide an understanding of the timeframe of the project.

Other examples besides the one above may include an estimate from a builder and estimated purchase and delivery dates. If a project is more continuous, you may consider quarterly reviews and reports, consider reviewing when a certain percentage of the grant should have been spent and compare this to when it was spent.

Successful applicants will be required to identify suitable milestones to provide reports against.

### Target project completion date

04/11/2025

Must be a date.

**Please provide details of organisations, other than the applicant organisation, involved in the delivery of the project (if any). If not applicable, leave empty.**

Person or Organisation	Role or Responsibility	Qualifications, Skills, Experience
Bob Wilson	Contracted builder	Bob is a builder local to Manjimup. He will be responsible for construction of the enclosure.  Bob is experienced in building and maintaining houses, public buildings and sheds.

## TIPS

If other organisations are involved with the delivery of your project, a brief introduction to these organisations allows the assessment panel to determine the impact they have on the success of the project. Involvement of other organisations can also demonstrate community support and engagement.

## Project Justification

**Describe how the activity/project will improve the welfare of companion animals or wildlife in WA \***

Construction of pre-release enclosures will enable WAAR to improve the rescue, rehabilitation and release of Black Cockatoos in our care by providing birds with a safe space to gain pre-release fitness. Pre-release fitness and mental stimulation is important for maximising the bird's ability to survive once released. The proposed enclosures are larger than any currently on site and has been designed to provide physical and mental stimulation that is not currently available. A major result is that animals in our care will be able to achieve pre-release health better and faster. As a result, WAAR will be able to increase the number of birds released every year.

Additionally, having these enclosures will allow WAAR to increase the number of birds taken into care as currently, birds with appropriate health are either housed in our medium enclosures, or housed in small enclosures until there is room. Having a large enclosure for animals to be housed will allow more animals to transition between enclosures, especially opening-up smaller enclosures. The improved fitness discussed above will also decrease the amount of time each animal is in our care which further improves our 'turn-over'.

Bird enclosures if maintained appropriately can be used for more than 10 years. This project will improve the welfare of Black Cockatoos for years and would impact more than 300 birds.

A brief description of purpose of the project, what it hopes to achieve and clear idea of what exactly the approved funding will provide.

## TIPS

The overall aim of the Animal Welfare Grant Program is to improve the welfare of companion animal and wildlife by meeting the objectives in the Program Guidelines. The major objectives of the grant program are to

- Promote responsible ownership of companion animals.
- Improve the health and welfare of companion animals in WA.
- Promote the reuniting of companion animals with owners; fostering and rehoming.
- Improve the efficiency and effectiveness of arrangements for foster caring and community foster care networks; and reduced/no cost animal health and veterinary services to community groups.
- Promote wildlife welfare through improved arrangements for the rehabilitation of displaced and injured animals.

It is not enough to state that a project meets one or more of these objectives. It is important to provide a brief explanation of *how* it does so directly. In the above example, it is described how the project will improve the rescue, rehabilitation, and release of black cockatoos by providing them with a safe place to re-gain pre-release fitness, through providing appropriate physical and mental stimulation. This meets the objective '*promote wildlife welfare through improved arrangements for the rehabilitation of displaced and injured animals*'

You should consider the short-term and long-term welfare impacts of your project. For example, animals in WAAR's care will be able to achieve pre-release fitness better and faster (short term), and the enclosures will be functional for years and therefore affect potentially more than 100 Black Cockatoos (long term).

Also consider direct and indirect animal welfare benefits of the project. A project may directly improve the welfare of animals by providing them with care or treatment, or a project may indirectly improve animal welfare by increasing the capacity or efficiency of an organisation so that it can rescue more animals.

Where possible, you should provide clear and measurable outcomes, such as the number of animals to be desexed/vaccinated/treated, or how increasing capacity will allow an increased number of animals to be rescued.



**In addition to improving animal welfare, describe any other benefits the activity/project offers**

The Carnaby's Cockatoo, Baudin's Cockatoo and Red-Tailed Black Cockatoo are threatened species endemic to Australia. Building an enclosure dedicated to rescuing, rehabilitating, and releasing these birds allows us to contribute to the preservation and restoration of these species and increase our abilities to do so. This has cultural, environmental, social, and educational/knowledge benefits.

These species of birds are only found in Australia making them part of the Australian identity. Their uniqueness also encourages tourists and bird enthusiasts to travel to remote areas in the South West to see these beautiful creatures. The conservation of Black Cockatoos is also of social interest to the public.

Preserving and restoring Black Cockatoos is environmentally important for maintaining a balanced ecosystem.

By increasing our services, partnering vet clinics will be able to improve their knowledge of these creatures by gaining invaluable experience. Our volunteers will also gain more knowledge and experience working with these animals which will improve our ability to help them.

## **TIPS**

Many activities that primarily focus on animal welfare will have secondary benefits (termed 'co-benefits') that impact society. This includes benefits related to public health, education/knowledge, job creation, environmental benefits, socio-economic benefits, remote communities and many more. In addition to animal welfare benefits, co-benefits demonstrate that the project offers a good return on investment. If you need help writing this section, you can use the above categories as headings and then discuss them underneath.

**Please describe how the activity/project addresses a gap in current delivery of community-based animal welfare services and/or avoids duplicating existing services \***

We are currently the only specialised Black Cockatoo rescue and rehabilitation centre located in the South West, with the next nearest facility being based in Perth. As a result, those unable to be appropriately cared for or transported to an appropriate carer are euthanised. The service that we provide is crucial in minimising the occurrence of unnecessary euthanasia by providing facilities and expertise to rehabilitate and release these animals. By funding this project, we would be able to rehabilitate even more black cockatoos and expand our services further throughout the South West.

Additionally, we have been able to train and educate volunteers and members of the public about Black Cockatoos and foster a love for these animals. By expanding our resources, we will be able to also develop volunteers experience and knowledge in how to best care for these birds.

## **TIPS**

It is recognised that not all projects will 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 is an identified gap, an application could demonstrate the importance of addressing that gap and a description of the benefits for the target group. If appropriate, 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.

It may be helpful to relate this back to the aims of the project. For example, a project seeking funding for infrastructure in a veterinary clinic to improve the treatment of wildlife could discuss how this infrastructure is not easily obtained by clinics as many do not charge for their treatment of wildlife.

## **Measurable Outputs**

**Please describe measurable outputs for the activity/project**

Grant recipients will be required to report on the success of the program. In anticipation of this, applications should consider how to measure whether the anticipated outcome has been achieved.

The measurement method will generally be dependent on the anticipated outcome or benefit. Examples may include:

- the number of animals that benefit such as numbers rehomed, rehabilitated, sterilised or treated

- the cost savings for disadvantaged Western Australians by the provision of animal health and veterinary services
- the cost savings for the organisation in improving the efficiency of services.
- increased number of jobs within the community
- any other co-benefits listed above.

Anticipated outcome/benefit (what success looks like)	How you will measure the outcome/benefit (how you will know it is successful)
Construction of each enclosure and completion of internal fit-out	Report from the builder that the enclosure construction has been completed Completion of internal fit-out by WAAR
Increased capacity of WAAR	By increasing the number of birds in our care and beginning to house birds in the new enclosures. This can be measured by maintaining records of birds in our care and comparing it to previous years

## TIPS

Grant recipients will be required to submit a final report covering the results achieved and income and expenditure information. In anticipation of this, applicants should consider how to measure whether the anticipated outcome has been achieved.

The measurement method will generally be dependent on the anticipated outcome or benefit. For instance, in many cases, it may simply involve keeping records of how many animals were treated or how many people were reached. In other circumstances, you may wish to consider writing reports, interviewing participants, or providing photo updates to show progress against milestones.

It is important to understand that the outputs for the activity/project must be able to be measured in the financial year in which the activity/project takes place.

## Risk Assessment

**Please describe any potential risks to delivering the project, and where possible what steps you may take to minimise these risks.**

You may wish to consider factors related to occupational health and safety, technology, communication, performance, budget, people and timeframes.

Potential risk	Steps to minimise the risk
Cost increase due to when initial quote was provided	We are unable to control any price increases from when the initial quote was produced. Should we be successful with our application we are able to fundraise to cover any differences in price and work with Bob to develop a new materials list that is more accessible
Delay in project due to weather	To avoid this, Bob has allocated extra time to build the enclosures. Additionally, the plan is to begin construction in spring when there are less rainy days and it isn't too hot.
Delay in delivery of supplies	Have allocated almost 2 months for the delivery of supplies to account for any delays out of our control.
Lack of donations	To minimise the risk of not receiving enough donations for this project, we have budgeted according to previous experiences. The building materials in the budget are already existing and we have saved \$350 of the budgeted \$600 for internal fit out. Should we not be able to fundraise the remaining \$250, we are able to fit enclosures with resources on our property.

## TIPS

Having a risk management plan demonstrates good planning and in-depth consideration of the project. It is important that applicants consider the risks to delivering the project, and where possible, what steps the applicant can be taken to minimise these risks. Establishing a risk assessment plan demonstrates that difficult or uncontrollable circumstances have been considered and that the applicant is able to acknowledge and address these issues appropriately.

Risks are diverse in nature and may include risks to human/animal health, environmental factors, failure of equipment/infrastructure, or issues with obtaining relevant approvals. Risk control may be achieved by reducing the likelihood, reducing consequences, managing the risk, or avoiding the risk.

## Declaration

This section must be completed by the applicant, or a person authorised to act on behalf of the applicant (may be different to the contact person listed earlier in this application form).

Once this form is submitted via SmartyGrants, it will be deemed as authorised by the below signatory, despite no signature provided.

### By submitting this application, I acknowledge that: \*

☒ The information provided in this application is, to the best of my knowledge, accurate and complete.

☒ I have read, understood and agree to abide by the Guidelines. If any personal details of a third party are included, the third party has been made aware of, and given their permission for, those details to appear in this application.

☒ If any personal details of a third party are included, the third party has been made aware of, and given their permission for, those details to appear in this application.

☒ I give consent to the Department of Primary Industries and Regional Development to make public the details of the applicant and the funding received, should this application be successful.

### Name of Authorised Person \*

First Name

Last Name

Sally

Smith

### Position \*

General Manager

**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.

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