



Department of  
**Primary Industries and  
Regional Development**



# Project Grant Guidelines

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Animal Welfare in Emergencies Grant Program

## Acknowledgements

We acknowledge and respect the Aboriginal people of the many traditional lands and language groups of Western Australia and recognise them as the original custodians of the land. We honour the wisdom of Elders past and present whose knowledge has ensured the continuation of Aboriginal culture and traditional practices. We wish to acknowledge the strength of the continuing culture and offer our respects to Aboriginal communities today.

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## Animal Welfare in Emergencies Grants for Local Government – Round 2

### What are the Animal Welfare in Emergencies Grants for Local Government?

The Animal Welfare in Emergencies Grant Program is funded by the Department of Primary Industries and Regional Development (DPIRD) to promote Preparedness, Response and Recovery capacity building for animal welfare in emergencies in Local Governments.

Research indicates that the human-animal bond plays a critical role in an animal owners' compliance with emergency response directions, such as evacuating and preparation activities, and can lead to risk-taking behaviour causing dangerous or fatal consequences. The Grant Program seeks to improve the animal's chances of survival and recovery, and to the safety and resilience of communities, through preparedness activities.

The Grants Program also aims to support the [State Support Plan-Animal Welfare in Emergencies](#) (2019) which:

- defines the roles and responsibilities for animal welfare in response to, and to recover from, emergencies for all hazards
- provides a framework for the coordination between government agencies, non-government agencies, industry, the community and owners or carers of animals.

Round One of the Grant program was conducted in 2020/21. A total of 25 Local Governments were successful recipients in Round One. Some case studies can be found under "What sort of projects will be funded?" on page 7.

### How much funding is available?

DPIRD has provided a total of \$500,000 in funding for the Grant Program.

Eligible applicants can apply for small grants between \$5,000 and \$10,000 (ex GST) per Local Government. Up to \$5,000 (ex GST) per Local Governments is available for collaborative grants. For example, a collaboration of 5 Local Governments=a maximum grant allocation of \$25,000 (ex GST).

### Key dates

Applications open	Thursday, <b>24 June</b>
Applications close	Friday, <b>13 August</b>
Successful applicants notified	<b>September</b>
Agreements signed (milestone 1) and payments made	<b>30 September</b>
Activities commence	<b>October 2021</b>
Progress update due	<b>January-February 2022</b>
Project activities completed	<b>31 May 2022</b>
Final Acquittal Report due	<b>30 June 2022</b>

### How to apply?

Application forms are available on the WALGA website. Completed Application forms must be submitted to the WALGA Resilient Communities team at [em@walga.asn.au](mailto:em@walga.asn.au) by **5pm on Friday, 13 August**. Incomplete or late applications will not be considered.

## Project Grant Requirements

### Objectives

The Objectives of the Project Grants is to build the capacity of Local Governments, and their communities, to prepare for, and respond to, emergency situations that impact animal welfare through actions which are in line with the emergency management principles of shared responsibility and building resilience.

### Who can apply?

The Grants are available to Local Governments in Western Australia only. Collectives made up of multiple Local Governments are also eligible to apply.

### Eligibility

To be eligible for a grant, the application must be made by a Local Government in Western Australia.

Grant recipients from Round One are eligible to apply for Round Two (2021/22) on the condition that they have acquitted their Round One funding by 5pm on Friday, 13 August.

### Ineligible applicants

Applications from organisations, groups or individuals who are not representative of a Local Government are ineligible for the grant. This includes:

- State Government departments or agencies
- Registered businesses
- Not-for-profit organisations
- Community groups
- Individuals.

Grants are limited to one grant per Local Government. Community groups with an idea relevant to the grant are encouraged to discuss this with their Local Government.

Local Governments who have not acquitted their grants from Round One by the application closing date cannot apply for project funding in Round Two.

### Budget

Your application must fully and clearly define project costs, including any GST on the supply of items required to deliver your project. A financial reporting budget template is located on the [WALGA website](#).

Local Governments should follow their existing purchasing processes throughout the grant process. The program will support the following categories of expenditure (note this list is not exhaustive):

- Consultants
- Advertising (e.g. for promotion of community training activities)
- Equipment purchase
- Printing/design
- Contractors
- Signage

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- Pilot projects.

### Does the applicant need to contribute to their project's budget?

Local Governments need to contribute to the project through one of the following options:

#### a) Financial contribution

- Band 1 & 2 Local Governments\* must demonstrate a 50% (Grant) to 50% (Local Government) contribution to the project.
- Band 3 & 4 Local Governments\* must demonstrate a 75% (Grant) to 25% (Local Government) contribution to the project.

#### b) In-kind contribution

Contributions that include staff time or resources.

#### c) Both

Local Governments may choose to contribute to the project through a combination of in-kind and financial contributions.

\*Local Government Band Allocations can be viewed [here](#).

### Ineligible activities and budget items

Funding is NOT available for the following (note this list is not exhaustive):

- Activities that cover a single emergency event e.g. paying for the accommodation of animals for the duration of an event, or perishable food items
- Activities that do not relate to emergencies
- Recovery of costs that already funded through alternative sources (i.e. all aspects of the project proposal must relate to new, and additional, activities and outcomes).

### Assessments

Applications will be assessed by a panel of WALGA and DPIRD staff based on the assessment criteria set out on page 9 of this document.

### What supporting documents will need to be provided?

Please submit the project budget with your application. A template budget can be found on the grant website [here](#).

### What sort of projects will be funded?

#### Project eligibility

Projects eligible to apply for this funding must meet the following criteria:

- The project is implemented in Western Australia
- The project delivers an animal welfare outcome as the primary objective of the project
- The funding sought for this project is between \$5,000 and \$10,000
- The project is led by a Local Government.

Examples of projects include:

- The development or review of a Local Plan for Animal Welfare in Emergencies (PAWE) and/or arrangements
- An exercise or training opportunity in capabilities for Animal Welfare in Emergencies (AWE)
- Community education, communication or engagement activities
- Procurement of equipment for Animal Welfare in Emergencies (AWE).

Local Governments are also encouraged to develop their own initiatives that build the capacity

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of their Local Government(s), and communities, to address animal welfare in emergencies.

Below are three case studies developed in Round One of the Grant Program:

### Case Study 1: Community Preparedness Media, City of Kalamunda

The City of Kalamunda developed two mixed-media videos to initiate the thought process and detailing some ways to keep pets and livestock safe in emergency situations. The project was to develop new resources to help the community better prepare for their animals in emergencies.



*A frame from the City of Kalamunda's video titled "Preparing your emergency plan with large animals"*

The videos are available to view on the City's website [here](#).



*The Stock Trailer procured as part of the Shire of Cranbrook's project.*

### Case Study 2: Procurement of Equipment for Animal Welfare in Emergencies, Shire of Cranbrook

The Shire of Cranbrook procured a Stock Trailer to assist with the moving of affected stock in an emergency to safe holding yards in designated areas within the Shire. This was an identified need in the Shire, having been raised at LEMC meetings before and purchased as part of their Animal Welfare Plan.

### Case Study 3: Emergency Animal Welfare Plan, City of Kwinana

The City of Kwinana has developed their Emergency Animal Welfare Plan to support animal welfare during an emergency. Their plan outlines the key roles and responsibilities and actions to take should an emergency occur in the City.

The City's Local Emergency Management Arrangements can be viewed [here](#). Appendix 8 is the Local Plan for Animal Welfare. This can be found on page 105 of the document.

## How will applications be assessed?

### Assessment criteria and weighting

Applications MUST address ALL the following criteria:

Criteria	Value	Description
Animal welfare outcome	20%	Extent to which the project will help communities to prepare and respond to the impacts of emergency situations on animal welfare

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Community engagement and capacity building	20%	The extent to which the project engages and builds the capacity of the Local Government and broader community and supports with resilience in a time of crisis
Value for money	20%	Project represents good value for money by delivering multiple outcomes, high public benefit, and reasonable costings
Risk management	20%	This criteria refers to the extent to which the project addresses any of any risks previously identified in your Local Government(s) emergency risk assessment process.
Demonstrated need and community and public benefit	20%	Alignment with strategy or plan or other statement identifying the need for this project or activity and the community and public benefit to be delivered by the project

Projects that are scalable or replicable to other areas or regions are highly desirable.

## What happens when applications close?

### What is the notification process?

Successful and unsuccessful applicants will be notified in writing after the assessment process is complete. All decisions are final and are not subject to further review.

Unsuccessful applicants can request feedback on their application.

### Successful applicants will be informed by:

- Initial formal email
- Letter of offer to negotiate a contract, and
- An announcement on the program website.

### Unsuccessful applicants will be informed by:

- Formal email.

### If your application is successful

If your Local Government is successful then you will have four weeks after receipt of the letter of offer, including the funding agreement, to submit your Local Government's signed funding agreement, and any other documentation outlined in the letter of offer. Successful applicants will receive payment once all paperwork has been completed and submitted.

### Terms and conditions

Prior to receiving funding, successful applicants will be required to enter into a grant agreement with WALGA.



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### Funding agreements

Successful applicants must enter into grant agreement with WALGA. The grant agreement will be provided to Local Governments on acknowledgement of their successful application.

### Legislative and regulatory requirements

In delivering the project grant, recipients are required to comply with all relevant Commonwealth and state/territory legislations and regulations, including but not limited to those listed below.

- *Emergency Management Act 2005*
- *Biosecurity and Agriculture Management Act 2007*
- *Bush Fires Act 1954*
- *Animal Welfare Act 2002*

### Tax implications

Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

### Acknowledging the WA Government's support

All communications relating to the Grant Program must display the DPIRD logo. The DPIRD logo must be applied to all material to acknowledge the support provided.

A guide for the correct application of logos can be viewed within the [Common Badging Guidelines and State Coat of Arms rules of depiction](#).

In the instance that a logo acknowledgement cannot be included, the following statement can be applied.

“The Animal Welfare in Emergencies Grant program is delivered by the [*insert Local Government*] with support from the Department of Primary Industries and Regional Development.”

### Payments

Payments will be made if:

- The funding agreement has been signed by both parties
- Grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- Other terms and conditions of funding continue to be met.

All projects must be approved and the contract executed prior to project commencement. No retrospective payments will be made. Progressive payments may be made where applicable and subject to the applicant providing the program with:

- Sufficient information on the agreed milestones to indicate that the project is progressing satisfactorily
- A statement of income and expenditure for the project up to the date of the progressive payment claim, signed by the applicant's Chief Executive Officer or equivalent position. The statement should include details of project expenditure compared to the project budget.

### Monitoring

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This may include email or phone check-ins, photos, completion report or acquittal documentation.

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### Privacy

Any personal information about your or a third party in your application will be collected by WALGA for the purposes of administering your grant application and informing the WA State Government of successful applications.

### Reporting Requirements

You will need to provide a report on completion of the project. Reporting will be completed by email to the Resilient Communities Team at WALGA, and the reporting template will be open during project delivery.

#### The report will need to include:

- How you spent the grant
- What you achieved with the funding
- What you learnt while completing the project
- How the project will support the Local Government into the future.

### Additional information and Enquiries

Additional information is available at the grant page on [WALGA's website](#).

If you have any further questions after reading these Guidelines, please contact the [WALGA Resilient Communities Team](#).

### Checklist

Before applying please complete the following checklist. Have you:

- ┆ Read these guidelines carefully?
- ┆ Checked if you, or your organisation is, eligible for this grant funding?
- ┆ Checked if your activity is eligible for this grant funding?
- ┆ Prepared the appropriate supporting documents

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