

# Carers Week Activity Grants



Proudly supported by



## Carers Week 2024 Activity Grants

### Terms and Conditions

1. In celebration of National Carers Week, Sunday 13th to Saturday 19th October 2024, the Carers WA Carers Week Activity Grants are open to any not-for profit community group or organisation with a specific focus on unpaid carers. These include, but are not limited to, carer support groups, peak bodies, sporting groups and local government authorities. [Note: State Government departments, public schools and individuals are ineligible, as well as carer groups that are already receiving funding from Carers WA.]
2. Grants, supported by Lotterywest, are administered by Carers WA.
3. Grants offered will be of \$500, \$700 or \$800 each (exc GST), subject to the number of carers expected to attend, from Up to 20, 20 – 50, 50+.
4. The Activity (or Event), funded with a Grant, must be for the purpose to:
  - \* Engage, benefit, inform and celebrate carers in your local community.
  - \* Celebrate the (unpaid) work of people who care and encourage self recognition as a carer.
  - \* Encourage carers to access the support and services, available to them, through Carers WA.
5. The Activity must be implemented during National Carers Week, Sun 13th – Sat 19th October 2024, in WA.
6. The Activity must be held for a minimum of 10 carers in attendance, excluding staff, and be open to any carer within the local community.
7. The Activity funded must be promoted throughout the community by the host organisation. It is recommended that promotion commences at least 3 weeks prior to Carers Week to engage attendance. Carers WA may assist with promoting activities, upon details being emailed as early as possible to [engage@carerswa.asn.au](mailto:engage@carerswa.asn.au)

8. Carers WA and Lotterywest must be acknowledged in any promotional material produced to promote the funded Activity. This includes, but is not limited to, logo acknowledgement on printed materials and verbal recognition leading up to and at the Activity. Printed and digital materials, inclusive of logos, must be approved by Carers WA before distribution and should be emailed to [engage@carerswa.asn.au](mailto:engage@carerswa.asn.au) at least three weeks prior to the event.
9. The Grant applicant must receive their own photography consent from attendees, which includes consent for Carers WA or Lotterywest to share photos, provided by the Applicant. A maximum of 5 photos to be emailed by the Applicant to Carers WA, evidencing the Activity, ideally on day of, or day after, or at latest by Tuesday 5<sup>th</sup> November 2024. Carers WA or Lotterywest may use those photos provided, for own marketing purposes, including on social media platforms.
10. The Grant application should endeavour to include benefit to carers from regional or remote communities, together with Aboriginal and Torres Strait Islander or culturally and linguistically diverse carers.
11. Funded Activities should consider Lotterywest Good Practice Requirements, if relevant to the Activity. [Insert a link.]
12. Activity costs exceeding the Grant amount will be the responsibility of the applicant.
13. Grants do not include respite care for the care recipient. Carers WA is not responsible for organising respite care for the care recipient while the carer attends the Activity. This is the responsibility of the carer or the host organisation. Carer Gateway may be able to assist with respite care. For more information call 1800 422 737.
14. Whilst it is not a requirement for a Carers WA representative to attend the Activity, best endeavours will be made for a visit. If you would like a Carers WA staff member to attend, email a request to [engage@carerswa.asn.au](mailto:engage@carerswa.asn.au) at least 3 weeks before the Activity. (Attendance is dependent on availability of Carers WA staff, and resourcing thereof, during National Carers Week.)
15. All Activity costs for the granted amount must be documented and recorded in the financial acquittal template, provided by Carers WA. Together with a Feedback Summary, all invoices and receipts for expenses must be provided to Carers WA at the conclusion of the Activity as part of the financial acquittal, to be received by Tuesday 5<sup>th</sup> November 2024.
16. Carers WA encourages all Grant funds to be spent. If there are any unspent funds, or any not verified with a receipt, they must be returned to Carers WA by Tuesday 5<sup>th</sup> November 2024. (Bank account details to be supplied.)
17. The Grant provided must be utilised for hard costs, solely for the purpose of the Activity, as detailed in the application. Funds cannot be spent on staff wages, management fees, travel expenses or volunteer costs.
18. Organisations can apply for more than one Grant if each Grant is for a different Activity and in a different location in WA.
19. Activities must be alcohol-free, with no alcohol to be served.
20. Successful Grant recipients, who are registered for GST will receive the Grant amount including GST. Any unspent, or without a receipt, funds must be returned, including the GST component.
21. Should the organisation not be able to utilise the Grant, or proceed with the Activity, they are required to advise Carers WA immediately, so that the funded amount may be returned and re-allocated if time and circumstances allow.

22. Should WA be under any COVID-19 or other restrictions, all Grant recipients will receive instructions from Carers WA. If the Activity is required to be cancelled, all remaining Grant funds will be returned to Carers WA.
23. The Grant applicant is the point of contact for Carers WA and is ultimately responsible for the planning and delivery of the Activity being funded and all documentation required by Carers WA.