

Variety – the children’s charity of WA
 Kids Support Department
 Grant application guidelines



Eligibility criteria:	Details:
<p>1. Applications can be submitted for individuals and organisation for equipment on behalf of a child/children up to the age of 18 years who are sick, disadvantaged or special needs.</p> <p>Individuals – Child (under 18) Organisations – Schools, community organisations, not for profit/charity</p>	<p>Examples of equipment/items that may be provided / contributed towards; (not limited to these items):</p> <ul style="list-style-type: none"> - Mobility equipment (wheelchairs, walkers etc) - Bike/Trike (modified/unmodified) - Home modifications (disability specific) - Vehicle modifications / already modified vehicle (second-hand) - Medical equipment - Sensory equipment - Assistive technology - Sunshine Coaches (organisation specific) - Play equipment - Resources
	<p><u>Ineligible</u> requests:</p> <ul style="list-style-type: none"> - Equipment/items where funding is available from the government / other grant funds - Administration and/or salary expenses (organisations) - Therapy and rehabilitation - Research - Carers' expenses - Home alterations in rented accommodation - General and cash donation – applications must be for specific equipment/purpose - Vehicles (unless modified) - Services - Projects that require re-current funding - Retrospective expenses - Expenses considered to be part of an individual's usual cost of living
<p>2. Applications may be made on behalf of children residing in WA.</p>	

Application process:	Details:
<p>1. Variety WA has application forms available for completion via our website www.variety.org.au/wa</p>	
<p>2. The appropriate application form must be completed and additional information must be included;</p>	
<p><u>Individual applications must attach:</u></p> <ul style="list-style-type: none"> - Income details - 2 quotes for item(s) - Supporting letters from appropriate professionals 	<p><u>Income details</u> The following are examples of income statements.</p> <ul style="list-style-type: none"> • Centrelink statements • Payslips (no older than three months) • Most recent tax return for self-employed <p><u>Quotes:</u> Two quotes must be included, no older than three months. One quote will be acceptable if there is only one supplier that can provide equipment. Please consider requesting the supplier to offer a discount for Charity application, if appropriate.</p> <p><u>Supporting Letter:</u> Examples of an appropriate professional (request dependant) may be;</p> <ul style="list-style-type: none"> • Occupational Therapist • Physiotherapist • General Practitioner • Paediatrician • Education professional • Speech Pathologist • Psychologist <p>The letter needs to outline the reasoning behind the recommended equipment, how it will impact the child/children and potential outcomes.</p>

<p><u>Organisation applications must attach:</u></p> <ol style="list-style-type: none"> a. 2 quotes for item(s) / project b. Supporting letters from appropriate professionals c. Financial information for the organisation (published annual figures). d. Budget for equipment/project. 	<p><u>Financial information:</u> Most recent end of financial year documentation must be provided.</p> <p><u>Budget:</u> Detailed budget for the project / equipment is required, and details of any alternative support that has been secured.</p> <p><u>Quotes:</u> Two quotes, no older than three months, must be provided with the application. One quote will be acceptable if there is only one supplier that can provide equipment.</p> <p><u>Supporting Letter:</u> Depending on the request, it may be appropriate to include a supporting letter from an external professional;</p> <ul style="list-style-type: none"> • Occupational Therapist • Physiotherapist • General Practitioner • Paediatrician • Education professional • Speech Pathologist <p>The letter needs to outline the reasoning behind the request and how it will impact the children involved with the organisation.</p>
<p>3. Submitted applications:</p>	<ol style="list-style-type: none"> 1. Kids Support staff member will be in contact to confirm the application has been received 2. Your application will be allocated a unique grant reference number which you can use to enquire about your grant 3. It can take up to four months to receive an outcome.
<p>4. Kids Support Committee review:</p>	<p>The Kids Support Committee will review the application at their meeting and make a recommendation (approved / not approved). This recommendation is then presented to the Variety WA Board for ratification and final outcome.</p>

<p>5. Outcome:</p>	<p><u>Successful applications:</u></p> <ul style="list-style-type: none"> - If the application is successful, applicants will be notified in writing (email or post). - The approval letter will have instructions to explain the process of how to access the approved funds. - Funds must be utilised within twelve months of approval. <p><u>Unsuccessful applications:</u></p> <ul style="list-style-type: none"> - If applications are unsuccessful, the applicant will be notified in writing (email or post). - Application outcomes are not able to appealed - the decision of the Committee are final.
<p>6. Re-applying:</p>	<p><u>Successful applicants:</u> Must observe an exclusion period of 12 (twelve) months from their last approval before being eligible to reapply.</p> <p><u>Unsuccessful applicants:</u> Must observe an exclusion period of 3 (three) months from date of outcome before applying for assistance.</p>