

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:
1. Variety WA has application forms available for completion via our website www.variety.org.au/wa	
2. The appropriate application form must be completed and additional information must be included;	
<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.</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>

5. Outcome:	<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.
6. Re-applying:	<p><u>Successful applicants:</u></p> <p>Must observe an exclusion period of 12 (twelve) months from their last approval before being eligible to reapply.</p> <p><u>Unsuccessful applicants:</u></p> <p>Must observe an exclusion period of 3 (three) months from date of outcome before applying for assistance.</p>