



Department of  
**Local Government, Sport  
and Cultural Industries**

GRANTS PROGRAMS

# **first time applicant handbook**



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**This information should be read with the program guide.**

## Getting started on the application

**Allow enough time.** Start as early as possible to give yourself enough time to create a compelling application. Having plenty of time will also help you avoid making mistakes.

**Make sure all key personnel have no outstanding acquittals.**

**Request letters of peer and/or industry support.** Letters of support included with your application should be current and clearly show knowledge of your activity, not just that you are capable of delivering it. Give yourself plenty of lead time to talk with peers so they will be able to get their letters to you before the deadline.

**Gather evidence of participation or consultation.** This is important for demonstrating you have confirmation of your activity and the people participating in it. It can be letters, emails or quotes from communities, key personnel, events, venues, and suppliers. This is particularly important for community-based activities and those including Aboriginal communities.

**Develop the three components of your application:** the core application questions, financial information and support materials.

Each of the three components play a significant and distinct role in creating a whole picture about your activity and together they provide evidence of Quality, Reach, Good Planning, and Financial Responsibility.

### Core application questions

These are listed in the program guide.

- Answer all the questions they are critical to the assessment process;
- Avoid industry specific jargon or abbreviations. Your application will be read by experienced people from a range of disciplines;
- Address the criteria of Quality, Reach, Good Planning and Financial Responsibility. The criteria definitions will help you write your application but not all definitions will apply to your activity.

### Financial information

- Refer to appropriate rates of pay or, where applicable, negotiated fees based on industry standards for your sector;

- Explain all calculations in the notes. Include other sources of income. Show all in-kind support and make sure you have expenditure to match;
- Consider providing quotes for major expenditure items in your support material. Provide letters of confirmation from key personnel;
- Demonstrate thorough planning by including all activity costs, leave nothing unanswered, make sure it balances and all amounts are in Australian dollars.

### Support material

- Your support material should back up the claims you make in the core application questions;
- Focus on current, high quality and relevant materials that strengthen your application;
- CVs and/or biographies are essential.

## Create an online grant application

To apply for a Culture and Arts grant you should submit your application through the **Online Grants portal**. If, for accessibility reasons, you are unable to apply online please contact us outlining the circumstances that prevent you from submitting your application online and we will assist you.

The first time you register and apply in online grants you will be asked a series of questions which will then be auto-populated for future applications. If you have applied before, please check these details under the Account Details tab.

Throughout the online grant application form you will find help text to guide you through the questions and the process of applying online.



Online grants help text is available by hovering your mouse over the question mark symbol. If you have any technical questions contact [onlinegrantsupportca@dlgsc.wa.gov.au](mailto:onlinegrantsupportca@dlgsc.wa.gov.au)

Some additional definitions and guidance notes are provided here for first time applicants.

### Area of practice

This field is optional, but identifying an area of practice provides the Department of Local Government, Sport and Cultural Industries and assessors with a better understanding of your background and arts sector practice. This may be relevant to your activity, your

identity or the context of the application.

Definitions are as follows:

**Aboriginal Arts** is a term used to describe the practise of arts and cultural activity by individuals and groups who identify as Aboriginal. We assist applicants from all art form areas for the professional development of WA Aboriginal artists and a wide range of other activities with arts development and/or cultural development outcomes. The Department of Local Government, Sport and Cultural Industries also acknowledges the rights of Aboriginal communities in determining cultural priorities. Please note: the Aboriginal Arts Peer Assessment Panel reserves the right to request written confirmation of an applicant's Aboriginality from relevant community organisations or individuals should the need arise. Non-Aboriginal applicants must demonstrate Aboriginal involvement in the conception, development and participation of the activity.

**Community Arts and Cultural Development (CACD)** is underpinned by the community development principles of inclusion, equity and access. CACD is most commonly associated with the use of creative activities to affect positive social change (such as health and wellbeing, education, social disadvantage, justice and community development), often with and for marginalised or disadvantaged communities. CACD can be used to facilitate access to and inclusion in creative activities, enhance skills, develop products and outcomes. This area of practice is relevant to a range of diverse and collaborative artistic activities between professional artists or art organisations and non-professional participants.

**Cultural Diversity Arts includes Culturally and Linguistically Diverse (CaLD)** communities. CaLD is a term used to describe individuals and groups for whom English is not the first language, or those born into a culture or cultures with overseas origins. We assist applicants supporting the creation, presentation and promotion of work by artists and communities from CaLD backgrounds; and/or increase access by CaLD audiences to a wide range of high quality arts experiences. This area of practice is relevant to arts practitioners from CaLD backgrounds and those working with CaLD communities.

**Disability Arts** is relevant to arts practitioners who identify with having disability and choose to provide this information to us, or those working with people with disability. Disability is any continuing condition that restricts everyday activities. The main categories of disability are physical, sensory, psychiatric, neurological, cognitive and intellectual, with 'disability' further defined by the Disability Services Act 1993.

## Statistical Information

Your responses will not be used in the assessment of your application in any way.

This section helps us to understand the size and scale of your planned activity and is an opportunity for you to provide feedback about the grants process. Your answers can be estimates where necessary and there is an opportunity to explain your numbers in the Notes section for that line item. Do not enter any URLs or web addresses in Notes. At the end of the questions there is an opportunity to provide Additional Notes for further details if relevant. Again, do not enter any URLs or web addresses in Additional Notes.

If your application is successful, you will report your actual outputs against this data at the acquittal stage. The feedback you provide in question 10 will help us improve our services to future applicants.

## Previous Funding

List all funding support received in the past three years. Click the Add Previous Funding button to add more items. This should include government funding support received in the past three years from the Department of Local Government, Sport and Cultural Industries as well as bodies such as Australia Council, Lotterywest, Healthway, Royalties for Regions and local government authorities. It should also include details of funding received by an administering body acting on your behalf. List the name of the applicant, funding body, year in which the funding was received, the activity it was received for and the amount of funding.

## Video and work in the moving image

In order to be eligible, work in the moving image must be part of an artistic practice which is outside the film and television industries. For the purposes of the Department of Local Government, Sport and Cultural Industries Grants Programs, work in the moving image includes film, video, animation, projection art, time-based media art and other emerging digital forms.

You cannot apply for:

- the development or production of narrative shorts or features, pilots for television series, mainstream animation e.g. conventional character-based narrative cartoons;
- documentaries, including documentaries on the arts;

- screenwriting activities or script development for film and television;
- stand-alone documentation activities;
- education activities, or activities where members of the public take part, where the main or only art form being used is film or digital, unless it's in support of an artist's work;
- Purchase of capital equipment for film and video activities, whether as the subject of your grant request, or as an expenditure item in your total activity budget.

Further information and resources on film, video and other moving image forms may be available from the following organisations and websites:

Australian Centre for the Moving Image: [www.acmi.net.au](http://www.acmi.net.au)

Australian Film Television and Radio School: [www.aftrs.edu.au](http://www.aftrs.edu.au)

Screenwest: <https://www.screenwest.com.au/>

Swinburne University of Technology <https://www.swinburne.edu.au/study/find-a-course/film-television/>

Western Australian Screen Academy: [www.ecu.edu.au/schools/communications-andarts/study-areas/wa-screen-academy](http://www.ecu.edu.au/schools/communications-andarts/study-areas/wa-screen-academy)

## Upload support material

### Online submission of support materials

1. If submitting audio and/or video files upload them to file streaming sites like Vimeo, YouTube or SoundCloud. **DO NOT** use Dropbox for audio or video.
2. In the support materials section of your application in online grants select Online
3. Click Add Support Material.
4. Insert a title and description
5. Select File if you wish to upload a file saved on your computer or Web Link if pasting a website address (URL).

**File**  
Select Choose File and navigate to the file saved to your computer, then click Open.

The file name will be displayed in the bottom right field.

Click Add.

**Web Link**  
Paste the complete URL in the field. Ensure the link is active and redirects to the correct web page.

Before you click add make sure you have included in the description field the password to access your file (if you have set one) and if the combined total length of all audio OR all video exceeds the 6 minute limit, specify the exact minute-marks for the assessor to start and finish listening or viewing.

OR

### Postal submission of support materials

1. If submitting audio and/or video files you **must** upload them to file streaming sites like Vimeo, YouTube or SoundCloud
2. In the support materials section of your application in online grants select Postal Delivery.
3. Click Add Support Material. This will display an area for a title and description.
4. Insert a title for each item.
5. Insert a description for each item and if submitting audio/video add the following to the description field:
  - a. the complete URL ensuring the link is active and redirects to the correct web page
  - b. the password to access your file, if you have set one; and
  - c. if the combined total length of all audio OR all video exceeds the 6 minute limit, specify the exact minute-marks for the assessor to start and finish listening or viewing.
6. Click Add Support Material to continue adding items.
7. When complete, click Print Postal Delivery Receipt. This will generate a Postal Delivery Receipt which will automatically download to your computer.
8. Print and attach this Receipt to your Support Material package.
9. Post your Support Material package to:

Department of Local Government, Sport and Cultural Industries  
PO Box 8349  
Perth Business Centre  
PERTH WA 6849

## Final check

You can extract a copy of your draft application in Online Grants at any stage to share with others for their feedback.

- Show your application to a colleague or friend. If it doesn't make sense to them, or they are not particularly excited, then the application probably needs more work;
- Proof read thoroughly and fix typos and bad grammar;
- Check and check again!
- Make sure absolutely everything you need for your application is included because once you submit your application there is no opportunity to add or amend anything.

## Assessment process

Applications to the U-15k category are assessed internally by staff of the Department of Local Government, Sport and Cultural Industries and applications to the 15k-plus category are assessed by a panel of peer assessors.

All applications are assessed against the four criteria:

- Quality
- Reach
- Good Planning
- Financial Responsibility

Each criterion is given a weighting that will be higher or lower to reflect the focus of the program. The weighted scoring method is a decision making support tool that allows equal evaluation for each application against the assessment criteria as well as an objective comparison to be made between applications.

To help you address the four criteria in your application there is a subset of assessment measures and definitions (see below). Not all of the assessment measures will apply to every activity. Assessors will consider how well your application addresses the four criteria, as well as the objectives of the program you are applying to.

You must score highly on all four criteria to be successful. However, not all applications that score highly will be successful in receiving funding. Final approval takes into account the available budget and is at the discretion of the Executive Director of Culture and the Arts (WA) a division of the Department of Local Government, Sport and Cultural Industries.

## Assessment criteria

<b>QUALITY</b>	<b>Definitions</b>
<b>Imagination</b>	The extent to which the work explores new possibilities or views.
<b>Authenticity</b>	The extent to which the work respects cultural tradition or is unique in the State.
<b>Originality</b>	The extent to which the work breaks new ground.
<b>Inquisitiveness</b>	The extent to which the work promotes curiosity in artist and audience.
<b>Excellence</b>	The work is regarded as the best of its type either globally or nationally.
<b>Captivation</b>	The quality of the connection of the work with communities of interest.
<b>Relevance</b>	The timeliness of the creative idea in relation to contemporary events.
<b>Innovation</b>	The work demonstrates an ability to realise creative ideas to real world outcomes.
<b>Challenge</b>	The extent to which the work challenges convention.
<b>Risk</b>	The extent to which the artist is fearless and negotiates new artistic approaches.
<b>Rigour</b>	The extent to which the work has undergone thorough research and development.
<b>REACH</b>	<b>Definitions</b>
<b>Diversity</b>	The extent to which the work engages a broad cross section of WA society.
<b>Platform</b>	The capacity of the work to have long term influence and importance to communities of interest.
<b>Collaboration</b>	The extent to which the work engages with communities of practice.
<b>Leverage</b>	The ability of the work to attract investment from a range of non-DLGSC sources.
<b>Number</b>	The number of people in communities of interest who directly engage with the work.
<b>Growth</b>	The extent to which the work will attract and develop new audiences or markets in WA, nationally or internationally.
<b>GOOD PLANNING</b>	<b>Definitions</b>
<b>Realistic and thorough consideration of all activity elements</b>	The timeline, budget and support material demonstrate consideration of all activity elements and is realistic. The activity meets the objectives of the funding program.
<b>Realistic and achievable outcomes</b>	The intended outcomes of the activity are clearly defined, the application explains the way in which each outcome will be achieved and the methods described for realising each outcome are realistic and well considered. The activity outcomes progress your broader goals for your practice or development.
<b>Demonstrated process of research and/or consultation (if required)</b>	There is a clear process by which research, consultation has or will be undertaken and there is clear demonstration of decision making, planning and/or participation in the activity by the targeted community of interest or host institution.
<b>A clear, well considered evaluation process</b>	The evaluation methods are defined and enable the applicant to know whether the outcomes have been achieved.
<b>FINANCIAL RESPONSIBILITY</b>	<b>Definitions</b>
<b>Value for money</b>	The proposed expenditure realistically enables the activity outcomes to be achieved and demonstrates an efficient use of resources and the investment from other sources demonstrates appropriate community/industry/business support.
<b>A comprehensive budget</b>	The budget demonstrates accurate costings for the activity and the expenditure is supported by quotes, appropriate rates of pay for artists, arts workers and/or industry professionals, with fees supported by written confirmation.
<b>Financial Self-Sufficiency</b>	The activity encourages self-sufficiency and addresses issues of business/practice sustainability.



## Draft review

Applicants to the 15k-plus funding category, the Scholarship and Fellowships program and all Creative Regions funding programs can request a review and feedback on draft applications. You can request a draft review any time before the draft review request deadline. Only one request for review can be submitted per application.

You can continue to edit your application while waiting for your draft review feedback. However, please be aware that depending on the volume of draft review requests, staff may not be able to provide feedback. In the unlikely event that this might happen, it is up to you to ensure that you submit your application before the submission deadline.

You are strongly encouraged to make your draft review request well before that review deadline to give staff sufficient time to provide quality feedback as well as you time to update your application. You will be unable to request a review after the deadline has been passed.

**Note:** Draft reviews are not available in the U-15k category.

### How to request a draft review

1. Ensure you have marked each section of your application complete by ticking the box at the bottom of each application screen, then click save and close at the top right of the screen. This will take you back to your Grant Applications page
2. Locate your draft grant application in the list. In the Actions column, click on 'more' to view additional actions, then click Request Draft Review.
3. Click Yes to confirm you wish to proceed.

Unless you have previously requested a review or missed the deadline for the round, you will receive a message confirming your draft has been successfully submitted for review.

## Submission

When you have completed all sections, click 'Submit as Final'. It is very important that you are completely satisfied that your application is completed **BEFORE** you click 'Submit as Final'. Once submitted your application cannot be accessed to make changes or add support material.

A system-generated email confirming the successful submission of your application will be sent to your registered email address within 15 minutes of submission. This email confirmation is evidence that you have submitted your application by the due date and time, and it is your responsibility to contact us immediately if you do not receive it.

If you do not receive confirmation, contact [onlinegrantsupportca@dlgsc.wa.gov.au](mailto:onlinegrantsupportca@dlgsc.wa.gov.au) quoting your application name and time of submission, and a staff member will investigate the status of your application. Claims relating to application submission errors after this time will not be investigated.

The Department of Local Government, Sport and Cultural Industries does not accept applications submitted by email.

## Notification

Applicants to the U-15k category will be advised of the outcome of their application within 20 business days from the Friday in the week of submission. Applicants to the 15k-plus category will be notified approximately six weeks after assessment. Successful notifications will also include a contract, which you will need to sign and return before grant funds are released to you.

## Terms and conditions

Before you submit your application, you will need to read and confirm that you understand the terms and conditions outlined in the following sections: Declaration, Media Contact Consent, Working with Children Check and Privacy and Freedom of Information (see below). A Grants Officer can provide clarification if required.

### Declaration

- I have read and am familiar with the information relevant to this application as published on the Department of Local Government, Sport and Cultural Industries website.
- I acknowledge that this application will not be accepted if it is late, does not include all the required support material, or is subject to outstanding acquittals.
- I am aware of my rights and responsibilities with regard to copyright and intellectual property as it relates to this activity and confirm that all parties with a potential claim to copyright and intellectual ownership arising from this activity have been consulted and provided their agreement where required.
- I confirm that the supporting material submitted with this application is my own work or the work of the artists named in this application.
- I give the Department of Local Government, Sport and Cultural Industries a licence to reproduce and communicate the supporting material submitted with my application for the purposes of assessment, and confirm that I have obtained all copyright and intellectual permissions as required to do so.
- I am not seeking funding for work that will be submitted for academic assessment.
- I agree to accept Department of Local Government, Sport and Cultural Industries' funding decision on my application.
- I have read and understood the section on Privacy and Freedom of Information and accept the terms.
- I agree to inform the Department of Local Government, Sport and Cultural Industries of any changes in the status or circumstances of the application between the time of its submission and its assessment.

- I am aware that the Department of Local Government, Sport and Cultural Industries reserves the right to require me to provide evidence to verify that a current Working with Children Assessment Notice is held by all relevant personnel where the activity involves working with people under the age of 18.
- All statements in this application are true to the best of my knowledge.

### Media Contact Consent

In the event that your grant application is successful, do you give the Department of Local Government, Sport and Cultural Industries permission to pass your primary phone number and/or email address on to the media? Yes No

You must select one of these options.

### Working with Children

If your activity directly involves children, or if you and/or key personnel in the activity will be responsible for, or supervising children, you must confirm your understanding and compliance with current legislative requirements related to working with children. Refer to the Working with Children Check website for more information.

The Working with Children (Criminal Record Checking) Act 2004 makes it compulsory for many people in child-related work to apply for a Working with Children Check. The Department of Local Government, Sport and Cultural Industries reserves the right to require any applicant to provide relevant clearances as a pre-condition of funding.

A person is in child-related work if their usual duties or work involve, or are likely to involve:

- Contact with a child (a child is a person under the age of 18 years); and
- That contact is in connection with at least one of the 19 categories of child-related work listed under the Act; and
- no exemptions apply.

To complete your application you will need to read both and select one of the following Statements:

**Statement 1**

This activity is likely to involve personnel working with people under the age of 18. I am/the organisation is aware of the special responsibilities associated with working with children and am aware of the Working with Children Act 2004, and will take the necessary steps to ensure that, where required, all relevant personnel have a current Working with Children Assessment Notice, or are able to obtain one.

**Statement 2**

The organisation and/or the activity DOES NOT involve working with young people aged under 18.

**Privacy and Freedom of Information**

Through its privacy policy the Department of Local Government, Sport and Cultural Industries is committed to safeguarding any personal information it may hold at any time in respect to an individual. For the purposes of this policy, “personal information” is information about individuals or which may identify an individual. The policy can be found here:

<http://www.dca.wa.gov.au/universal-content/privacy/>

The Department of Local Government, Sport and Cultural Industries’ terms and conditions includes the following information for applicants:

Full listings of grant recipients will be published on our website and in our Annual Report. We may also publicise recipients in our newsletters and publications. You will be required to acknowledge the Department of Local Government, Sport and Cultural Industries in all your publicity if your application is successful. Failure to do so may affect your grant payment.

According to the Freedom of Information Act (1992), any information held by us, including your application is accessible by you. While the information you present to us is treated as confidential, staff and external peer assessors may see it. The information you supply may also be made available to those assessing any other grant applications you make. By submitting your application you waive any right to raise any type of proceedings against the Department of Local Government, Sport

and Cultural Industries as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under the Freedom of Information Act (1992).

Data held in our system may be used for the following purposes: statistical reporting, application assessment, media enquiries, accounting purposes and for contacting you. The details of your grant will be public information, however, your personal details will only be accessible by our staff, appointed auditors and individuals or organisations who may help us assess or monitor grants.

## Acquittal images: documenting your activity

As a successful recipient of a Culture and the Arts grant you will be required to acquit the grant at the completion of your activity. Images of your activity provide a simple and straightforward means of showing your activity was delivered as described in your original application.

When you submit an acquittal (Applicant Report) with images, the best images may be used on our website and in promotional materials. This is a valuable opportunity for publicity. If you would like your images to be considered they must be high quality, have information so we can appropriately credit them and an image permission form for us to use them.

### To ensure you capture the best possible images for documentation and promotion make sure you:

- Use a good camera. Phone cameras may be convenient but the quality and resolution of phone camera images may not be suitable for publication.
- Set your camera for at least 300 dpi and set it to save the image at between 1MB and 5MB.
- Include photos taken during the development stages of your activity as well as the final activity.
- If you give us images taken by someone else, ensure you clarify copyright ownership and seek agreement or permissions for you to share those images with us.
- If children are pictured, seek the consent of a parent or guardian at the time of taking the photograph and include that consent in your acquittal. We cannot publish images featuring children if consent cannot be verified.
- Take notes to help you remember who or what was in the photograph, where it was taken and when. You will need to provide this information in your image submission form.

Typical image credits may include the following information:

<b>Performance</b>	<name of pictured performers/artists (L-R)>, in <title of performance> by <artist name/producer/company> at <venue/event/festival>, <place/town/city>; <year>. Photo by <photographer name>
<b>Artwork</b>	<name of artwork>, by <artist name>, at <exhibition and/or event>; <place/town/city/>; < year>. Photo by <photographer name>
<b>Audience or Participants</b>	<name of people pictured if know or significant>, at <exhibition/event/festival>; < place/town/city>, <year>. Photo by <photographer name>
<b>Activity development stage</b>	<description of subject/persons pictured>, <description of activity being undertaken>; <name of project/performance/event etc> by <artist name if relevant>; <place/town/city >; <year>. Photo by <photographer name>

## Assistance for applicants

Department of Local Government, Sport and Cultural Industries Grants Officers are available via telephone and email to answer queries about applications and suitability of activities to specific programs. As applications to the U-15k categories are assessed internally, they can only provide general information and cannot provide comment on the content of your application question answers. If you need extra assistance due to disability, language barriers or any other factor that may disadvantage you in completing your application, please contact us.

The advice provided by Grants Officers does not guarantee the success of your application. Due to the high number of applications received by the Department of Local Government, Sport and Cultural Industries, each funding round is highly competitive. All applications are considered on their own merits and against the assessment criteria and program objectives.

### Contact Us

For assistance using Online Grants or to report any related technical issues, contact the Online Grants Support Team: [onlinegrantsupportca@dlgsc.wa.gov.au](mailto:onlinegrantsupportca@dlgsc.wa.gov.au)

For enquiries relating to the Department of Local Government, Sport and Cultural Industries Grants Programs, including advice or assistance with your application, contact a Grants Officer by phone or email.

Telephone: (08) 6552 7400

Toll Free (Country WA callers only): 1800 199 090

Email: [grantsprogramsca@dlgsc.wa.gov.au](mailto:grantsprogramsca@dlgsc.wa.gov.au)

To assist us in directing your enquiry to a relevant member of the team, please specify the grants program and category your enquiry relates to in the subject line of your email.

## Assistance for people with disability

The Department of Local Government, Sport and Cultural Industries is committed to supporting applicants with disability. Information can be provided in alternative formats (large print, electronic or Braille) upon request. If you require special assistance in preparing your application, please call (08) 6552 7400 or toll-free for regional WA callers on 1800 199 090. Family, friends, mentors and/or carers can attend meetings with you.

- If you are deaf, or have a hearing or speech impairment, contact us through one of the following:
- National Relay Service (NRS) [www.relayservice.gov.au](http://www.relayservice.gov.au) then ask for 1800 199 090
- TTY users phone 133 677 then ask for 1800 199 090
- Speak and Listen users phone 1800 555 727 then ask for 1800 199 090

### Interpreting assistance

For interpreting assistance in languages other than English, telephone the Translation and Interpreting Service on 13 14 50.

### Regional applicants

Toll Free (Country WA callers only): 1800 199 090

## Feedback, appeals and complaints

When you submit an application your application is subject to a competitive assessment process. Your application is assessed against the assessment criteria and all applicants are notified of the outcome of their application as soon as possible following the conclusion of the assessment process.

### Seeking feedback on your application

Whether or not your application was successful, you can contact a Grants Officer to request feedback on your application. This feedback can be valuable in planning and preparing your future applications. If you would like to receive feedback you must apply in writing to [grantsprogramsca@dlgsc.wa.gov.au](mailto:grantsprogramsca@dlgsc.wa.gov.au) with a request that feedback be provided.

### Appealing an unsuccessful application

It is a condition of submitting an application that you acknowledge acceptance of the DLGSC's assessment process and requirements as outlined for each grant program. Appeals will only be considered where there is an alleged breach of the assessment process. If you believe that the proper assessment process has not been followed for your grant application, please discuss your concerns with a Grants Officer in the first instance.

### Lodging a complaint

If, following discussion with a Grants Officer, you consider that your concerns have not been adequately addressed; you can lodge a complaint with DLGSC, in writing, by following the instructions outlined in the [Feedback and Complaints](#) section of the DLGSC's website.