

## **INDIGENOUS REGIONAL DEVELOPMENT PROGRAM (IRDP)**

### **Guidelines**

#### **OBJECTIVES OF THE PROGRAM**

The primary objective of the Indigenous Regional Development Program (IRDP) is to encourage, promote and support the sustainable development of Indigenous communities in regional Western Australia in a culturally appropriate way. The Program is part of the Carpenter Government's \$80million Regional Investment Fund.

Grants of between \$10,000 and \$500,000 per project will be available for projects which will assist in strengthening regional economies by attracting investment and increasing jobs for Indigenous people; enabling Indigenous communities to be more educated, healthy, safe and supportive, with an enhanced quality of life; or contribute to protecting the environment. The Program supports the Government's regional development policy, *Regional Western Australia – A Better Place to Live*. This policy embraces a triple bottom line approach, which integrates economic, social and environmental issues and opportunities. The policy includes a number of specific outcome priorities for Indigenous people. Applicants should refer to this policy document for more details (<http://www.dlgrd.wa.gov.au/RegionDev/Policy.asp>).

The Program is also part of the State Government's response to the Gordon Inquiry. In particular, the Government's commitment to strengthening the governance, confidence, economic capacity and sustainability of Indigenous communities.

The State Government has allocated \$3.0 million a year for four years from 2005/06 for the Indigenous Regional Development Program. The Program replaces the Indigenous Infrastructure Projects Program and the Indigenous Arts and Tourism Facilities Funding Program. Indigenous projects may also be eligible for grants under other programs of the Regional Investment Fund, such as the Regional Infrastructure Funding Program, the WA Regional Initiatives Scheme, Regional Headworks Scheme and the Regional Development Scheme. More information about these programs and how to apply for financial assistance is available at the website: <http://www.dlgrd.wa.gov.au/FinancialAssist/RIF.asp>

The Department of Local Government and Regional Development (DLGRD) administers the Program.

## WHO CAN APPLY

Eligible applicants are:

- Incorporated Aboriginal Associations;
- Non-Indigenous community groups/not-for-profit organisations;
- Businesses and other bodies (such as educational institutions); and
- Local government organisations.

The latter three categories can only apply on behalf of, or in partnership with, Incorporated Aboriginal Associations or representative Indigenous groups and should demonstrate that the majority of benefits will accrue to that Association or Indigenous community.

Note: For infrastructure projects, wherever possible, bodies applying on behalf of, or in partnership with, Incorporated Aboriginal Associations should vest the infrastructure or facility with the Aboriginal Association.

All voluntary and community groups applying for funding must be incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*, which replaces the *Aboriginal Councils and Associations Act 1976*, or *Associations Incorporation Act 1987*, or have equivalent status.

## WHAT CAN BE FUNDED

Projects that may be considered for funding through the Program are capital works and infrastructure, and other capital items.

These projects may be of a governance, social, cultural or environmental nature and should contribute to the achievement of the outcome priorities of the Regional Development Policy, in particular, those that are Indigenous-specific. These include:

- Substantial community and development benefits for Indigenous people arising from effective Government/Indigenous community partnerships;
- Improvement in the availability of essential services and facilities for townsites and remote Indigenous communities;
- Equitable access to services irrespective of socio-cultural status.
- Enhanced capacity of regional Indigenous communities to plan and manage their future;
- Enhanced Indigenous economic development;
- Improved educational outcomes for Indigenous students, including those in remote schools;
- Improved health and health conditions of Indigenous people;
- Greater access to appropriate housing for regional Indigenous people;
- Better access to culturally sensitive services and an improved living environment for remote Indigenous communities;
- A sustainable pastoral industry that balances the needs of pastoralists, Indigenous communities, conservationists and the mining sector; and
- The use of Indigenous interests, skills and knowledge to enhance joint management of conservation lands and protection of cultural heritage.

Examples of projects that may be funded include:

- Improvements to Indigenous housing;
- Enterprise development;
- Building the skills and capacity of Indigenous communities;
- Arts or tourism-related facilities for Indigenous communities such as galleries, sheltered work areas, halls and meeting areas, tourist accommodation, tourism trails;
- Public facilities for existing arts and tourism facilities;
- Information and interpretation signage;
- Infrastructure that facilitates the interpretation of Aboriginal heritage sites; and
- Cultural centres.

This list is not exhaustive and other types of projects may be considered for funding, so long as they advance the desired outcomes of the Regional Development Policy.

The grants are not available for ongoing maintenance of capital facilities. Applicants must demonstrate that, if the type of project requires it, the community has access to ongoing funding for maintenance.

Motor vehicles may only be funded in limited circumstances. Please contact DLGRD for additional guidelines prior to completing an application if motor vehicles are a component of your project.

Capital works projects should have as a minimum completed initial planning through feasibility studies/business plans (including having obtained realistic cost estimates for the project by appropriate independent professionals such as engineers, quantity surveyors, architects etc) and be well advanced in obtaining all necessary approvals and licences. Submissions at the Expression of Interest (EOI) stage should demonstrate sufficient initial planning to have the best chance of being considered for development into a full application. An indication should be given as to whether or not the project requires funding over more than one financial year.

Funding for feasibility studies, concept plans, facilitation and business plans related to infrastructure projects may be provided but are not the highest priority activities for IRDP funding. Such studies should be able to demonstrate that they will readily lead to the implementation of a project. Applications for plans and studies can only be made in conjunction with requests for capital works funding in which case the total amount of funding that will be requested through IRDP should be indicated.

## **WHAT CANNOT BE FUNDED**

The following items of expenditure are not eligible:

- Ongoing operating, recurrent or salary costs;
- Purchase of certain items of capital equipment (eg, office furniture, computers, camping equipment);
- Purchase of land;
- Major roadworks;
- Items such as marketing materials, brochures, etc;
- Research;
- Projects that are the core business of a particular government agency and/or should be solely funded by programs operated by that agency; and

- Requests for retrospective funding, where projects have been completed or have commenced construction prior to receiving funding approval. This includes the signing of a contract for work that is subject to funding under this program.

## **ELIGIBILITY CRITERIA USED FOR ASSESSMENT OF APPLICATIONS**

1. Applicants must demonstrate that the project will result in at least one of the desired positive outcomes for Indigenous people and communities contained in the Regional Development Policy.
2. The project should demonstrate a high level of commitment through sourcing other project funding and/or a direct financial or in-kind contribution by the applicant. Project proponents should demonstrate that they have investigated other sources of funding, and that reasonable effort has been taken to access at least partial funding from other sources, including the Commonwealth Government. For example, evidence of funding partnerships with the Commonwealth Department of Families, Community Services and Indigenous Affairs, Commonwealth Department of Transport and Regional Services, Local Government and private companies.
3. Project proponents must demonstrate that recurrent funding required to maintain the project, if required, is accessible from sources other than IRDP.
4. The project should promote partnerships (i.e. within the region; or between the community/business sector and government; across various levels of government; or between local governments).
5. All Indigenous communities applying for funding must be incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* or the *Associations Incorporation Act 1987* or have equivalent status.
6. Where the applicant is not an Indigenous organisation, they must provide evidence that they are applying on behalf of, or in partnership with, an incorporated Aboriginal association or a representative Indigenous group.

## **APPLICATION PROCESS**

There are two stages in the application process for this program; expressions of interest followed by full applications. There will be one funding round per annum. Further submissions may be accepted throughout the year, at the discretion of DLGRD, as long as unallocated funding remains.

### **Expression of Interest**

Applicants must submit an EOI on the approved form to DLGRD. Forms are available from the DLGRD website or by contacting DLGRD. Please refer to separate information sheets concerning the information required from your organisation for submission of EOIs and full applications.

EOIs for assistance under the Program are anticipated to be called for in mid February of each year and must be submitted to DLGRD in early April of the same year to be considered for the funding round. The actual closing date will be established at the commencement of each round.

RDCs will liaise with the WA Department of Indigenous Affairs to shortlist those EOIs that are priority projects for their region. Each shortlisted EOI will be assessed against the Program's guidelines by DLGRD and submitted to an Advisory Panel for recommendation to the Minister for Regional Development. EOIs that are supported by the Minister will move to the full application stage.

Applicants whose EOIs are unsuccessful at the assessment stage will be notified in writing by DLGRD.

### **Full Applications**

The relevant RDC will assist applicants to develop the shortlisted projects to full applications. When completed the application must be submitted to DLGRD.

Successful EOIs, once developed into full applications, will then be resubmitted to the Advisory Panel for a recommendation to the Minister on the level of funding appropriate for the project for amounts up to \$150,000. For amounts above this, the Minister will make a recommendation to the Cabinet Standing Committee on Regional Policy, which will make a decision for endorsement by Cabinet.

Applicants who are unsuccessful will be notified in writing by DLGRD.

## **THE TYPE OF SUPPORT AVAILABLE**

The provision of financial assistance under this Program is limited to grants to a maximum of \$500,000 for each project and is dependent on the availability of funds. Applications for less than \$10,000 will generally not be accepted. The applicant may receive an offer for full funding, part funding or be declined funding. Successful applicants must satisfy all of the program's criteria as a minimum. Funding can be provided for more than one year.

The Department of Housing and Works Aboriginal Housing and Infrastructure Directorate may provide additional assistance in managing approved infrastructure projects in the construction phase and is available, if required, to be the principal for any contract.

Payments will be paid in instalments unless the proponent can demonstrate that the project is unable to proceed without initial payment of the total grant. Progressive payments will usually be subject to the applicant providing DLGRD with:

- Sufficient information (including a written report) indicating that the project is progressing satisfactorily and has reached agreed milestones as detailed in the grant recipient agreement; and
- A statement of income and expenditure, to the date of the progressive payment claim, signed by the applicant's Chief Executive Officer, Chairperson or equivalent. The statement should include details of eligible project expenditure compared to budget.

Funding will not be provided retrospectively.

## **THE DECISION MAKING PROCESS**

An Advisory Panel will be convened by DLGRD to assess EOIs and applications, and will consist of:

- Two nominees of the Director General, DLGRD, one to Chair;
- A senior representative from the Department of Indigenous Affairs;
- A representative from the Commonwealth Department of Families, Community Services and Indigenous Affairs in WA, who will liaise with the Indigenous Coordination Centres to gauge the availability of any Commonwealth support for each project.

Senior representatives from the relevant RDCs will be invited to comment to the panel on projects in their region. Representatives from other Government agencies may be invited to comment to the panel on projects related to their agency (for example, Department of Housing and Works, Department of Culture and the Arts, the Department of Industry and Resources through Aboriginal Economic Development, and Tourism WA).

The Panel will make a recommendation to the Minister for Regional Development, who will make decisions on grants for amounts up to and including \$150,000. For amounts above this, the Minister will make a recommendation to the Cabinet Standing Committee on Regional Policy, which will make a decision for endorsement by Cabinet. The Minister may recommend supporting an application that does not meet all the eligibility criteria if particular benefits or exceptional circumstances can be shown to apply.

The Panel's assessment and any other invited assessments will be made available to the Cabinet Standing Committee on Regional Policy.

## **CONDITIONS & OBLIGATIONS THAT APPLY TO SUCCESSFUL APPLICANTS**

Successful applicants are required to commence approved projects within 12 months of the date the funding is approved, or funding may lapse.

Before receiving funds, successful applicants are required to sign a Financial Assistance Agreement outlining the conditions of the financial assistance.

As a condition of funding, all financial assistance recipients are required to provide detailed acquittals to DLGRD within twelve (12) weeks of the conclusion of the project.

This acquittal must include:

1. Details on how the funds were expended.
2. Audit report (prepared and signed by a qualified independent auditor) of a Statement of Income and Expenditure for the project, showing funds were expended in accordance with the application and used for the purpose for which they were provided. This Statement of Income and Expenditure for the project to

be signed by the Chief Executive Officer, Chairperson (or equivalent) of the recipient organisation.

3. An evaluation report outlining the effectiveness of the project.

Any monies not spent for the purpose for which they were provided must be refunded to DLGRD.

Financial assistance recipients may be required to provide public recognition to DLGRD for the financial assistance provided. Successful applicants must comply with the requirements of "Building WA" during the construction phase of the project being funded. This will include the erection of a sign approved by the Department. Further information will be provided to successful applicants by the Department.

Successful applicants must also obtain the consent of the Minister for Regional Development prior to carrying out an official opening of the building and will invite through the Minister's office the Minister or other State representative to be present and participate in any such official opening.

If the project is likely to extend beyond 12 months, successful applicants must provide DLGRD with a current status report on the project 12 months after funding is provided.

Applicants need to be aware that where the applicant or a person employed by the applicant (including those employed on a casual or voluntary basis) are to be working with children then the necessary assessment notices pursuant to section 12(1) (a) of the Working With Children (Criminal Record Checking) Act 2004 need to be obtained from the Department of Community Development. Please contact that Department on 6217 8100 for information about who is required to have a Working With Children Check. Prior to funding being granted, the applicant will be required to advise the Department in writing that Working With Children Checks have been completed.

## **TAX INFORMATION FOR APPLICANTS**

DLGRD is registered for GST and has been issued with Australian Business Number (ABN) 88 549 163 437. DLGRD regards financial assistance under this Program as payment for a supply. GST-registered financial assistance recipients will therefore be liable for GST in connection with the financial assistance.

For GST-registered successful applicants, DLGRD will increase the financial assistance by the amount of GST payable. GST-registered successful applicants must provide DLGRD with a tax invoice for the GST inclusive value of the financial assistance unless DLGRD and the applicant have agreed in writing to the issue of a Recipient Created Tax Invoice. Payment will not be made until DLGRD receives a tax invoice or an agreement to issue a Recipient Created Tax Invoice. The applicant acknowledges that the financial assistance provided is consideration for a supply to DLGRD and that the GST component will be included in the applicant's next Business Activity Statement lodged with the Australian Taxation Office.

For successful applicants not registered for GST, DLGRD will not include GST, nor will it reimburse an unregistered successful applicant for GST paid or payable to a

third party. Unregistered successful applicants must provide DLGRD with an invoice for the amount of the financial assistance.

## **FREEDOM OF INFORMATION ACT**

Applicants are informed that DLGRD is subject to the WA Freedom of Information Act, which provides a general right of access to records held by State Government agencies and local government authorities.

Applicants should also be aware that information pertaining to the receipt of State Government financial assistance will be tabled in the Western Australian Parliament. This information could include the name of recipients, the amount of the assistance, the name of the project/activity and, possibly, a brief description thereof. This could result in requests for more detail to be released publicly.

Should you require any further information in relation to this issue, please contact DLGRD's Freedom of Information Coordinator on 9217 1500.

## **EOI AND APPLICATION LODGEMENT PROCESS**

EOIs should be submitted to the DLGRD Financial Assistance Branch. Contact details are provided below.

Full applications should also be submitted to DLGRD.

Electronic EOI and application forms are available online at the following address: <http://www.dlgrd.wa.gov.au/FinancialAssist/RIF.asp#IRDP>

Alternatively, an application form can be e-mailed, faxed or mailed on request.

## **FURTHER INFORMATION**

For further details on the program, applicants should contact their local Regional Development Commission or the Financial Assistance Branch at DLGRD in Perth. Contact details are listed.

**Gascoyne Development Commission**  
Aboriginal Economic Development Officer  
PO Box 781  
CARNARVON WA 6701  
Carnarvon 9941 1803  
Exmouth 9949 2090  
Email: [info@gdc.wa.gov.au](mailto:info@gdc.wa.gov.au)

**Kimberley Development Commission**  
Assistant Director  
PO Box 172  
BROOME WA 6725  
Kununurra 9168 1044  
Derby 9193 1444  
Broome 9193 6795  
Email: [info@kdc.wa.gov.au](mailto:info@kdc.wa.gov.au)

**Goldfields-Esperance Development Commission**  
Aboriginal Economic Development Officer  
PO Box 751  
KALGOORLIE WA 6430  
Kalgoorlie 9080 5000  
Esperance 9083 2222  
Leonora 9037 6944  
Ravensthorpe 9838 1885  
Email: [gedckal@gedc.wa.gov.au](mailto:gedckal@gedc.wa.gov.au)

**Mid West Development Commission**  
Aboriginal Economic Development Officer  
PO Box 238  
GERALDTON WA 6531  
Geraldton 9921 0702  
Mt Magnet 9921 0785  
Email: [info@mwdc.wa.gov.au](mailto:info@mwdc.wa.gov.au)

**Great Southern Development Commission**

Aboriginal Economic Development Officer  
PO Box 280

ALBANY WA 6331

Albany 9842 4888

Katanning 9821 3211

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

**Pilbara Development Commission**

Senior Project Officer

PO Box 544

PORT HEDLAND WA 6721

Port Hedland 9173 8400

Karratha 9185 0600

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

**Peel Development Commission**

Indigenous Economic Development Officer

PO Box 543

MANDURAH WA 6210

Mandurah 9535 0000

Email: [pdcc@peel.wa.gov.au](mailto:pdcc@peel.wa.gov.au)

**Wheatbelt Development Commission**

Aboriginal Economic Development Officer

PO Box 250

NORTHAM WA 6401

Northam 9622 7222

Moora 9651 1770

Narrogin 9881 5888

Merredin 9041 1445

Email: [info@wheatbelt.wa.gov.au](mailto:info@wheatbelt.wa.gov.au)

**South West Development Commission**

Grants Officer

9<sup>th</sup> Floor Bunbury Tower

61 Victoria Street

BUNBURY WA 6230

Bunbury 9792 2000

Collie 9734 2322

Manjimup 9777 1555

Busselton 9752 3257

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

**Department of Local Government and Regional Development (Perth)**

Steve May

Senior Grants Officer

Tel: 9217 1468

or Freecall (country callers): 1800 620 511

Or visit the Department's web site: <http://www.dlgrd.wa.gov.au>

Email: [steve.may@dlgrd.wa.gov.au](mailto:steve.may@dlgrd.wa.gov.au)