



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



# **WA Hiking Participation Grants Program**

## **Grant Guidelines**

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# 1. WA Hiking Strategy: Bushwalking and trail running in Western Australia 2020 – 2030

## 1.1 Overview

Western Australia is leading the way in the strategic planning for high-quality hiking experiences, having an extensive user-friendly website of trails and being the first State to develop an activity-specific strategy for bushwalking and trail running.

The *WA Hiking Strategy: Bushwalking and trail running in Western Australia 2020 – 2030* was developed to provide a strategic direction for hiking in Western Australia. It identifies and provides strategies to achieve the potential social, cultural, economic, environmental, health and wellbeing outcomes for Western Australia. It aims to maximise the opportunity for all Western Australians and visitors to benefit from access to an appropriate range of hiking experiences and will guide the sustainable development of hiking activities and associated trails' infrastructure.

The vision of the strategy is that:

- **All Western Australians and visitors have the opportunity to connect to country and explore natural landscapes through bushwalking and trail running.**

The strategy identifies four key objectives that support this vision:

1. **Maximise participation outcomes** - Encourage participation at all levels and capitalise on the benefits of trail running and bushwalking.
2. **Grow the visitor economy** - Grow visitation by increasing the reputation of Western Australia's new and existing experiences, including commercial enterprises, events and activities.
3. **Sustainable trail development and maintenance** - Develop and manage sustainable hiking opportunities in Western Australia.
4. **Effective governance and advocacy** - Increase and optimise the management and resourcing of hiking activities in Western Australia through strong governance and advocacy.

The WA Hiking Participation Grants Program has been designed to address the strategy's objective to 'maximise participation outcomes' through investment in organisations that will develop and deliver hiking participation projects that support this objective.

## 2. WA Hiking Participation Grants Program Information

### 2.1 About the program

The WA Hiking Participation Grants Program is aimed at growing participation in hiking in Western Australia by providing financial support to organisations to develop and deliver new opportunities for participation, skill development and/or building the capacity of leaders (including guides, instructors and volunteers).

The Department of Local Government, Sport and Cultural Industries (DLGSC) is seeking applications from organisations for projects that are aligned with the [WA Hiking Strategy](#), demonstrate consideration of the [Australian Adventure Activity Standards](#), encourage participation and capitalise on the benefits of trail running and bushwalking.

### 2.2 Outcome and Objectives

The outcomes of the WA Hiking Participation Grants Program are:

- Participation in hiking is grown to maximise the positive impact on individuals, communities and the State.
- Responsible and safe hiking is encouraged and supported.

The objectives of the WA Hiking Participation Grants Program are to:

- Increase entry level opportunities to engage new participants of all ages, cultures, abilities and demographic backgrounds in hiking activities.
- Expand the skill development opportunities for participants to support the progression of participants towards the '*Independent*' stage of the 'Participation spectrum' for outdoor active recreation (as identified in the [More People More Active Outdoors Framework](#)).
- Grow and develop the leadership and volunteer base of hiking activities (including guides, coaches, instructors and assistants).

### 2.3 Definitions

#### **Hiking**

Hiking is defined as bushwalking and trail running.

## 2.4 Eligible organisations

The following organisations are eligible to apply:

- DLGSC recognised State active recreation organisations (SAROs).
- DLGSC recognised State sporting associations (SSAs).
- Local government authorities (LGAs).
- Local active recreation clubs and associations.
- Community organisations.

To be eligible for funding, organisations must:

- be incorporated under the *Associations Incorporation Act 2015 (WA)* or a company limited by guarantee under the *Corporations Act 2001* or an indigenous organisation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* or be registered as a Local Government Entity in Western Australia;
- possess an Australian Business Number (ABN); and
- maintain appropriate and sufficient insurance cover for the duration of the project. A certificate of currency of insurance for the coming year should be provided upon application. Please note, for Public Liability Insurance, a minimum value of \$10 million per claim or occurrence giving rise to a claim is required.

In addition, the following will apply:

- Organisations with outstanding acquittals for any DLGSC grant may have payments withheld until outstanding acquittal documentation is satisfactorily completed.

## 2.5 Ineligible organisations

- State and Commonwealth government agencies.
- Unincorporated not-for-profit organisations.
- Commercial or for-profit organisations.
- Educational institutions/agencies including schools, universities, and TAFE colleges.

## 2.6 WA Hiking Participation Grants Program Investment Framework

- The WA Hiking Participation Grants Program is an application-based program with funding allocated to support the scope and reach of projects.
- The program is an open and competitive grants program with applications assessed against the assessment criteria and ranked based on the merits of proposals.
- Organisations are able to apply for between \$5,000 and \$25,000 to deliver their project.
- Projects must be delivered from 1 January 2025 and conclude by 30 June 2026.
- Organisations are encouraged to make a co-contribution of financial and/or in-kind support to the total project costs.
- Grants should not constitute the entire financial base of an organisation.
- Auspice arrangements are not accepted.

## 2.7 Funding can be used for

- Project-based staffing costs (for example, employment of instructor).
- Training of volunteers and required approvals (for example, attainment of skills/qualifications, Working with Children Checks, first aid course fees).
- Venue and equipment hire (not owned or occupied by applicant).
- Presenter fees associated with delivery of training and workshops.
- Contractor fees associated with delivery of Aboriginal cultural engagement activities (for example, Welcome to Country, Smoking Ceremony, cultural awareness sessions).
- Advertising, publicity, promotion, marketing, printing and publishing costs.
- Catering for volunteers directly involved during project delivery.
- Transport costs (for example, bus hire).
- Travel costs (for example, presenter travel to regional locations).
- Provision of interpreting and translating services.

## 2.8 Funding cannot be used for

- Individual membership fees.
- Existing, ongoing, or recurrent organisational costs (for example, employee salaries and employment costs, insurance, lease or rental payments, administration expenses).
- Projects that would be more appropriately supported through an alternative funding source or existing DLGSC grants program.
- Projects undertaken outside Western Australia.
- Projects that have already been funded by DLGSC, unless it expands the reach (for example, expanded in new regions or new target markets).
- Programs that have already taken place or have commenced.
- Capital works (for example, purchase of land or buildings, repairs, extensions, renovations, maintenance or trail construction).
- Purchase of capital equipment (for example, computers, photocopiers and vehicles).
- Purchase of merchandise or equipment (for example, clothing, uniforms, navigation equipment, safety equipment, water bottles).
- Trophies, prize money or gifts.
- Hospitality functions (for example, catering, alcohol, entertainment).

## 3. How to apply

### 3.1 Application information

- Read and understand the grant guidelines before commencing the application process.
- Read and familiarise yourself with the [WA Hiking Strategy](#) and the [Australian Adventure Activity Standards](#) before applying.
- Discuss your project with a DLGSC Trails team member before applying and request an application form.
- Only one application per organisation will be considered.
- Late applications will not be accepted.
- Incomplete applications may be considered unsuccessful upon submission.
- Complete all sections of the application form and submit with the following supporting documentation:
  - A copy of your organisation's incorporation certificate
  - A copy of current public liability insurance certificate (minimum required is \$10 million) (if not already provided to DLGSC).
- Submit your application form and supporting documentation by 5pm on 16 October 2024 via link provided on application form.

**You will receive an automated confirmation via email when you submit your application. If you do not receive the confirmation email, contact Suzanne Andrews on the details below before the application closing time.**

### 3.2 Important Dates

Grant round opens	Grant round closes	Indicative notification date	Project delivery dates
18 September 2024	16 October 2024	December 2024	1 January 2025 to 30 June 2026



## 4. Assessment, approval and acquittal process

### 4.1 Assessment and approval process

- DLGSC Grants Administrators will assess applications for compliance with the eligibility criteria.
- DLGSC Grants Assessors will conduct a preliminary assessment of eligible applications against the assessment criteria and provide a summary, which may include scores, rankings, funding allocations and rationale, for the assessment panel to consider.
- A panel will be formed to conduct an independent review of the assessment process, the preliminary assessment information and ratify recommended applicants to be submitted to the DLGSC Director General for endorsement.
- The panel will comprise two independent DLGSC staff and one independent external assessor with hiking expertise.
- The DLGSC Director General to endorse the recommended applicants and submit to the Minister for Sport and Recreation for approval.
- The Minister for Sport and Recreation to approve the recommended applicants as per the relevant funding source legislation.
- Successful and unsuccessful applicants will be notified in writing.
- Applicants may not be successful and may not be funded to the full amount requested.

### 4.2 Assessment criteria

Applications will be assessed against the following four criteria:

#### 1. Strategic alignment

The application demonstrates that the project is aligned to the [WA Hiking Strategy](#) and the [Australian Adventure Activity Standards](#).

#### 2. Benefits

The application demonstrates who will participate in and benefit from the project and will achieve at least one of the following objectives:

- Increase entry level opportunities to engage new participants of all ages, cultures, abilities and demographic backgrounds in hiking activities.
- Expand the skill development opportunities for participants to support the

progression of participants towards the '*Independent*' stage of the 'Participation spectrum' for outdoor active recreation (as identified in the [More People More Active Outdoors Framework](#)).

- Grow and develop the leadership and volunteer base of hiking activities (including guides, coaches, instructors and assistants).

### **3. Organisation Capacity and Capability**

The organisation demonstrates its capacity and capability to deliver the project and manage identified risks.

### **4. Project Plan and Budget**

The application is supported by a detailed project plan and outlines how the project will be promoted and evaluated. It is based on a realistic budget and represents value for money.

Each assessment criteria are weighted equally.

## **4.3 Conditions of Funding Agreements**

- If your organisation has an ABN and is registered for Good and Services Tax (GST), the grant will be grossed up by ten per cent of the grant amount.
- If your organisation has an ABN and is not registered for GST, no GST will be paid.

## **4.4 Grant agreement**

- Approved applicants will be required to enter into a grant agreement that outlines the grant conditions, key deliverables, and acquittal requirements. Once signed and returned, the grant will be paid directly to the eligible applicant body.
- Successful organisations will be required to provide evidence of key deliverables prior to conducting the project including, but not limited to, an appropriate program risk assessment process has been undertaken, support for the project has been confirmed by key stakeholders (for example, land managers) and statutory approvals have been obtained.
- No grant monies will be paid to an individual.

## 4.5 Acquittal requirements

- At the completion of the project, your organisation will need to complete an acquittal report to demonstrate that the funding has been spent in accordance with the grant agreement.
- Your acquittal report must be submitted within 30 days of the project completion date as specified in the grant agreement.

## 4.6 DLGSC acknowledgement and evaluation

- Successful organisations will be required to acknowledge DLGSC. Further details will be provided to successful applicants within their grant agreement.
- Successful organisations will be required to participate in any research and/or evaluations relating to this funding and/or funded projects.

## 5. Further information

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