



Department of
Local Government, Sport
and Cultural Industries

Community Trail Planning Grants Program

Grant Guidelines



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1. Trail Development Process

1.1 Overview

With the increasing demand for trails across Western Australia, it is important that a high standard of trail development is maintained. The State Government supports trails initiatives through the planning and construction of sustainable trails.

The *Trail Development Process* (TDP) presents a guide to ensuring a high standard of planning and construction in Western Australian trail developments. The TDP is found in the [Trail Development Series 2019](#) as Part A and consists of eight stages (it is sometimes referred to as the eight-stage process).

The vision of the TDP is:

Sustainable trails means developing the right trails, in the right places, the right way and for the right reasons.

The TDP provides protocols and procedures which ensure that trails are a fit for purpose, sustainable asset. The TDP is made up of eight stages:

- 1. Trail Proposal:** A trail development proposal is either supported in principle by the land manager/owner, or not supported (due to environmental, social, cultural or other constraints). The purpose of a proposal could be to identify potential suitable areas for consideration.
- 2. Framework:** A project outline developed by the steering group (stakeholders), including project objectives, project management model, stakeholders, roles, target market, requirements, execution, and ongoing management model.
- 3. Site Assessment:** Broad-scale study of the area and identification of opportunities, constraints, and characteristics such as cultural assessments, soil types, vegetation etc.
- 4. Concept Planning:** Identification of opportunities and conceptual trail plan, including broad trail corridors and infrastructure requirements.
- 5. Corridor Evaluation:** Detailed assessment of trail corridors for use in determining the final trail alignment.
- 6. Detailed Design:** Detailed trail design and alignments physically flagged in the field. Includes detail on the trail classifications, technical trail features, construction methods and specifications.
- 7. Construction Trail:** Constructed in line with the Detailed Design.
- 8. Management:** Management plan implemented detailing maintenance and monitoring requirements. Trails help protect, interpret, conserve and raise awareness of environmental, cultural and heritage values.

The Community Trail Planning Grants Program has been designed to support the principles of the TDP by providing financial support to organisations that adopt and implement the standardised methodology of the eight-stage TDP.

2. Community Trail Planning Grants Program Information

2.1 About the program

The purpose of the Community Trail Planning Grants Program is to ensure trail developments across the state are well informed, substantiated and supported by a consistent planning approach as outlined in the TDP of the [Trail Development Series \(Part A\) 2019](#).

The Department of Local Government, Sport and Cultural Industries (DLGSC) is seeking applications from organisations for projects that support the progression of trail planning through a logical and consistent framework.

The program is aimed at local governments or incorporated organisations that have established strategic support for a trail development and are ready to commence a specific stage/s in the TDP. The process can also be applied to trails master planning for specific geographical areas including regional, sub-regional and joint local government areas.

2.2 Outcome and objectives

The outcome of the Community Trail Planning Grants Program is that:

- Western Australia has a consistent and high standard of planning in all trail developments state-wide.

The objectives of the Community Trail Planning Grants Program are to:

- Develop high-quality trails that are informed by state and local endorsed planning frameworks.
- Provide support to trail developments that incorporate best practice community consultation and support processes.
- Provide support to trail developments that incorporate best practice planning using the eight-stage Trail Development Process.

2.3 Eligible organisations

The following organisations are eligible to apply:

- 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.

2.4 Ineligible organisations

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

2.5 Community trail planning grants program investment framework

- The Community Trail Planning Grants Program is an application-based program with funding allocated to support the scope and scale of trail planning 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.
- Projects must be delivered from 1 June 2024 and conclude by 31 December 2025.
- Organisations must make a co-contribution of financial and/or in-kind support to the value of at least 50 per cent of the total project costs.
- Grants should not constitute the entire financial base of an organisation.
- Auspice arrangements are not accepted.

The Community Trail Planning Grants Program will invest in projects as follows:

Project Type	Project Description	Funding range
Local trail planning projects*	Support for organisations to undertake local trail planning projects.	\$5,000 to \$25,000
Master planning	Support for organisations to: 1. Develop trail master planning for specific geographical areas including regional, sub-regional and joint local government areas; and/or 2. Undertake trail planning that addresses State strategic trail priorities.	\$5,000 to \$50,000

*Aligned to Stages 1 to 6 of the eight-stage TDP.

2.6 Funding can be used for:

- Consultant fees.
- Presenter fees associated with delivery of training and workshops and Aboriginal cultural engagement activities.
- Venue and equipment hire (not owned or occupied by applicant).
- Interstate and intrastate travel and accommodation costs related to the development of the trail plan, up to 20 per cent of the total project budget (for example, consultant travel to regional locations from Perth).
- Transport costs (for example car hire for site assessment).
- Advertising, publicity, promotion, marketing, printing and publishing costs.
- Provision of interpreting and translating services.

2.7 Funding cannot be used for:

- Planning of projects on privately owned land.
- 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, completing stages five and six of a project that had previously acquitted a grant for stages one to four of the TDP).
- Projects 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 and 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 Part A of the [Trail Development Series](#) and the [WA Strategic Trails Blueprint 2022 – 2027](#) before applying.
- You must discuss your project with a DLGSC Trails Team member before applying and request an application form ([refer to further information for contact details](#)).
- Only one application per organisation will be considered.
- Late applications will not be accepted.
- Incomplete applications may be considered unsuccessful upon submission.
- Complete an application form and submit with the following supporting documentation:
 - A detailed project plan.
 - A comprehensive budget.
 - Letter/s of support from active partner/s.
 - Existing plans, strategies and/or master plans.
 - Any proposal/scope of works relating to the project.
 - A copy of your organisation's incorporation certificate.

A copy of current public liability insurance certificate (minimum required is \$10 million).

- Submit your application form and supporting documentation via the DLGSC website link provided on the application form by 5pm Monday, 11 March 2024.

You will receive an automated confirmation via email instantly when you submit your application. If you do not receive the confirmation email, contact Steve Bennett 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
12 February 2024	11 March 2024	June 2024	1 June 2024 to 31 December 2025

4. Assessment and Approval Process

4.1 Assessment and approval process

- The DLGSC Grants Administrators will assess applications for compliance with the eligibility criteria.
- The 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 Executive Director Sport and Recreation for endorsement.
- The panel will comprise two independent DLGSC staff and one independent external assessor with relevant expertise.
- The Executive Director Sport and Recreation 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 or may not be funded to the full amount requested.

4.2 Assessment criteria

Applications will be assessed against the following criteria:

1. Strategic alignment and planning

The application demonstrates that the project is aligned to the [WA Strategic Trails Blueprint 2022 – 2027](#) and other local, regional and/or state plans.

2. Consultation and stakeholder support

The application demonstrates a well-planned consultation process and stakeholder support including the following:

- Community and stakeholder consultation methodologies that are appropriate to the scope, scale and complexity of the project.
- Support and/or approval from land managers, traditional owners and/or local government/s that are appropriate to the scope, scale and complexity of the project.
- Ensure that appropriate consideration is given to Aboriginal heritage, enterprise and interpretation throughout stages one to six of the TDP.

3. Organisational 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 includes a detailed outline of the project. It is based on a realistic budget and represents value for money.

Each assessment criteria is weighted equally.

5. Conditions of Grant Agreements

5.1 GST

- 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.

5.2 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.

- No grant monies will be paid to an individual.
- Successful organisations will be required to provide evidence of key deliverables prior to conducting the project including, but not limited to, demonstrating that an appropriate program risk assessment process has been undertaken, support for the project has been confirmed by key stakeholders (e.g., land managers) and statutory approvals have been obtained.

5.3 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.

5.4 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.

5.5 Freedom of information

- The Freedom of Information Act 1992 (WA) (FOI Act) gives the right to access documentation held by DLGSC subject to the limitations of the FOI Act.
- These documents can be of a personal or non-personal nature and may apply to the grant administration processes.

5.6 Privacy

- The Privacy Act 1988 (Commonwealth) regulates how personal information is handled by DLGSC.
- All information provided to DLGSC and gathered during the grant assessment process will be stored on a database that will only be accessed by authorised DLGSC personnel.
- That database is subject to privacy restrictions in accordance with the Privacy Act (1998)(Commonwealth) and the Freedom of Information Act (1992).

5.7 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.

Appealing an unsuccessful application

- 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 the relevant DLGSC contact for the grant program.

Lodging a complaint

- If, following discussion with the relevant DLGSC contact for the grant program, you consider your concerns have not been adequately addressed; you can lodge a complaint with DLGSC, in writing, by following the instructions outlined in the feedback section of the DLGSC website at www.dlgsc.wa.gov.au/department/contact-us.

6. Further Information

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