

# Carers Week 2025 Activity Grants

Terms and Conditions as at 2<sup>nd</sup> July 2025

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1. In recognition of National Carers Week 2025, Sunday 12th to Saturday 18th October, the Carers WA Carers Week 2025 Activity Grants are open to any not-for profit organisation and community group, who indirectly or directly interact with unpaid carers. These include, but are not limited to, carer support groups, peak bodies, sporting groups and local government authorities. [Note: State Government departments, public schools and individuals are ineligible, as well as carer groups that are already receiving funding from Carers WA.]
2. Grants, supported by Lotterywest, are administered by Carers WA.
3. The Activity (or Event) must be implemented in WA during National Carers Week 2025.
4. Grants offered will be of \$500, \$700 or \$800 each (exc GST), subject to the number of carers expected to attend the Activity. 10 – 20 carers, OR 20 – 50 carers, OR 50+ carers.
5. The Activity must be for the purpose to:
  - \* Recognise, benefit, inform and celebrate carers in your local community.
  - \* Celebrate the (unpaid) work of people who care.
  - \* Encourage self-recognition as a carer.
  - \* Raise awareness for carers and of the free supports and services available to them through Carers WA.
6. The Activity is for a minimum of 10 carers to attend, excluding the number of staff or volunteers within the organisation who implement it. Activity to be open to any carer within the local community.
7. Grants are for the purpose of implementing an Activity to recognise Carers Week and generally cannot be attributed to a standard activity which would have happened regardless.
8. The activity is to be promoted by the organisation, to best ensure expected attendance. It is recommended promotion commences at least 3 weeks prior. Carers WA and Lotterywest must be acknowledged in promotional material. This includes but is not limited to; logo acknowledgement on printed materials and verbal recognition leading up to and at the Activity. Printed and digital materials, inclusive of logos, must be approved by Carers WA before distribution and should be emailed to [marketing@carerswa.asn.au](mailto:marketing@carerswa.asn.au) at least three weeks prior to the event.
9. Organisations must obtain own photography consent from Activity attendees. That consent is to extend to Carers WA and/or Lotterywest to potentially share photos, for own marketing purposes, provided by the organisation. A maximum of 5 photos to be emailed by the Applicant to Carers WA evidencing the Activity, ideally on day or day after, or at latest on Tuesday 4<sup>th</sup> November 2025.

10. The Activity should endeavour to include benefit to carers from regional or remote communities, together with Aboriginal and Torres Strait Islander or culturally and linguistically diverse carers.
11. Organisation to consider Lotterywest Good Practice Requirements in planning and implementing their Activity, with at least one requirement to be met. <https://www.lotterywest.wa.gov.au/assets/grants/documents/lotterywest-guide-good-practice-for-events> Activity costs, exceeding the Grant amount, is the responsibility of the applicant.
12. Grants do not include respite care for care recipients. Carers WA is not responsible for organising respite care for the care recipient, whilst the carer attends the Activity. This is the responsibility of the carer or the organisation. Carer Gateway may be able to assist with respite care. For more information call 1800 422 737.
13. Whilst not a requirement for a Carers WA representative to attend the Activity, best endeavours will be made for a visit. If you would like a Carers WA staff member to attend, email a request to [marketing@carerswa.asn.au](mailto:marketing@carerswa.asn.au) at least 3 weeks before the Activity. (Attendance is dependent on availability of Carers WA staff, and resourcing thereof, during Nationals Carers Week 2025.
14. The Grant is for valid, hard cost expenses only, for the purpose of implementing the Activity, as detailed in application. Valid expenses include venue hire, audio visual equipment hire, catering, guest speaker or educator fee. Grant cannot be spent on staff wages or salaries, volunteer costs, general administrative overheads or travel expenses.
15. As part of a feedback summary, Activity expenses for the granted amount are to be documented in the financial acquittal, on the template provided by Carers WA. Together with receipts for valid expenses, the feedback summary must be emailed to Carers WA as part of the financial acquittal process by Tuesday 4<sup>th</sup> November 2025.
16. Organisations can apply for more than one Grant, if each is for a different Activity and location in WA.
17. Activities are preferred to be alcohol-free. Grant funding cannot be used towards purchasing alcohol.
18. Successful Grant recipients, who are registered for GST, will receive the Grant amount excluding GST. Those who are not registered for GST, will receive the Grant amount.
19. Granted amount is encouraged to be fully spent. Any unspent funds, or any not verified with a receipt for a valid expense, must be returned to Carers WA by the organisation by Tuesday 4<sup>th</sup> November 2025. (Carers WA bank account to be supplied.)
20. Should the Organisation not be able to utilise their Grant, or proceed with their Activity, they are required to advise Carers WA immediately, so that the granted amount may be returned and re-allocated if time and circumstances allow.
21. Should WA be under COVID or other restrictions, all Grant recipients will receive instructions from Carers WA. If the Activity is required to be cancelled, all remaining Grants funds are to be returned to Carers WA.

22. The Grant applicant is the point of contact for Carers WA and is ultimately responsible for the planning and delivery of the Activity being funded and all documentation required by Carers WA.
23. A Carers WA Committee will review all applications received. Those selected to receive a grant will be deemed best to meet the purpose outline in T&C Point 5. Regional and remote organisations, together with those supporting Aboriginal and Torres Strait Islander or Culturally and Linguistically Diverse carers, will be prioritised for consideration.