



## National Initiatives Program: Community-led Projects to Prevent Violence against Women and their Children Grant Opportunity Guidelines

<b>Opening date:</b>	<b>13 August 2019</b>
<b>Closing date and time:</b>	11.00PM AEDT on 9 October 2019
<b>Commonwealth policy entity:</b>	Department of Social Services, (DSS)
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5.00PM AEST on 24 September 2019
<b>Date guidelines released:</b>	13 August 2019
<b>Type of grant opportunity:</b>	Open competitive

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## National Initiatives Program: Community-led Projects to Prevent Violence against Women and their Children processes

**The National Initiatives program is designed to achieve Australian Government objectives.** This grant opportunity is part of the above grant program which contributes to the Department of Social Services' Outcome 2.1 – Families and Communities. The Department of Social Services works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



### **The grant opportunity opens**

We publish the grant guidelines on [GrantConnect](#) and [Community Grants Hub](#) websites.



### **You complete and submit a grant application**

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



### **We assess all grant applications**

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



### **We make grant recommendations**

We provide advice, through the Selection Advisory Panel to the decision maker on the merits of each application.



### **Grant decisions are made**

The decision maker decides which applications are successful.



### **We notify you of the outcome**

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



### **We enter into a grant agreement**

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



### **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



### **Evaluation of the Community-led Projects to Prevent Violence against Women and their Children grant opportunity**

Your activity, and the Community-led Projects to Prevent Violence against Women and their Children program as a whole, will be evaluated based on the information you provide to the department and data and information collected from various sources.

## 1. Introduction

These guidelines contain information for the Community-led Projects to Prevent Violence against Women and their Children grants.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Community Grants Hub on behalf of the Department of Social Services.

## 2. About the National Initiatives grant program

The National Initiatives grant program aims to achieve positive outcomes for families, women and their children by working across sectors to improve the safety and wellbeing of children, advancing gender equality and reducing violence against women and their children.

Through the *National Framework for Protecting Australia's Children 2009-2020* and the *National Plan to Reduce Violence against Women and their Children 2010-2022* (the National Plan), the department collaborates with other Commonwealth agencies and state and territory governments works to support and bring about change for children, women and families.

The National Plan recognises the gendered nature of family, domestic and sexual violence, and aims to connect the important work being done by all Australian governments, community organisations and individuals to reduce violence so that we can work together to ensure each year, less women experience violence and more women and their children live safely. National Initiatives activities emphasise supporting systems and services for those affected by violence and abuse.

The Australian Government is investing \$6.139 million (across FY2019–20 to FY2021–22) in Community-led Projects to Prevent Violence against and their Children, focused on priority and at-risk cohorts identified through the national consultations on the Fourth Action Plan of the National Plan. The Fourth Action Plan 2019–22, which builds on previous actions plans under the National Plan, will focus on preventing violence before it happens, building on the strengths of the domestic, family and sexual violence service system, and providing safe places for those affected by violence.

The Community-led Projects to Prevent Violence against Women and their Children grant opportunity is being implemented as part of the Fourth Action Plan of the National Plan.

The Community Grants Hub administers the program according to the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

## 2.1 About the Community-led Projects to Prevent Violence against Women and their Children grant opportunity

Violence against women and their children is prevalent and persistent in all communities across in Australia. It is also completely preventable. Preventing violence before it happens is a key priority of the Fourth Action Plan of the National Plan, and will have positive impacts that go well beyond ending the violence itself – from better health outcomes for individuals to more inclusive and equal organisations, communities and families that support personal development and social wellbeing.

One in six women and one in 17 men have experienced physical or sexual violence by a partner (ABS, 2016). In 2017, police recorded 24,957 victims of sexual assault, with young women aged 15–19 reporting the highest rates of sexual assault, this is an increase of 5 per cent from 2016 (ABS, 2018). On average, almost eight women and two men were hospitalised each day in 2014–15 because a current or former spouse or domestic partner assaulted them (AIHW, 2018).

Different women experience violence differently. Aboriginal and Torres Strait Islander women experience both far higher rates and more severe forms of violence compared to other women. Young women (18 to 24 years) experience significantly higher rates of physical and sexual violence than women in older age groups and there is growing evidence that women with disability are also more likely to experience violence (AIHW, 2018). Children who witness partner violence are two to four times more likely to experience partner violence as adults. They also bear long-term impacts on their cognitive and emotional functioning, social development, education, and employment prospects due to the trauma they experience (KPMG, 2016). In 2017, researchers studied 300 case files from women seeking support after incidents of family violence in migrant and refugee communities. Of these women, 117 had been threatened by their partners with deportation and 132 threatened that their visa application would be withdrawn (Segrave, 2017).

The roots of violence go back to attitudes formed early in life, the prevalence of violence can escalate in the presence of life stressors, substance abuse, mental health issues and discrimination. While there is almost universal acceptance by the Australian community that violence against women and children is wrong, many people continue to hold violence-excusing attitudes and behaviours. This is particularly true of young people. The *National Community Attitudes towards Violence against Women Survey 2017* found:

- the most important predictor of attitudinal support for violence is a low support for gender equality (61 per cent).
- a concerning proportion of Australians believe that gender inequality is exaggerated or no longer a problem and a high proportion of people believe that women use claims to gain tactical advantage in their relationships with men.
- a decline in the number of Australians who understand that men are more likely than women to perpetrate domestic violence (in contrast to the evidence that men are more likely to be perpetrators).
- one in three Australians believe that if a woman does not leave her abusive partner then she is responsible for the violence continuing.
- young people (16–24 years) have a lower level of understanding than older people that violence includes more than physical violence and forced sex.
- over two in five young Australians (43 per cent) support the statement ‘I think it’s natural for a man to want to appear in control of his partner in front of his male friends’.
- one in seven young Australians believe a man would be justified to force sex if the women initiated it, but then changed her mind and pushed him away.

During consultations for the Fourth Action Plan, we heard strong feedback about the need to embed primary prevention efforts at all levels, and for community-led responses to be co-designed by the communities they intend to support. It is important to maintain efforts to positively influence

long-term, positive change in attitudes and reach people before violence supportive views become entrenched, and such behaviours are normalised.

Taking a community-led approach to primary prevention through this grant opportunity ensures the lived experiences from women of all backgrounds are respected, listened to and are drawn upon to improve service responses that are high quality, safe, trauma-informed, person-centered, culturally appropriate and non-discriminatory.

Violence against women and their children can exacerbate within certain settings and where gender inequality intersects with other forms of disadvantage, which is why it is essential for all communities to be heard and involved in finding solutions. This grant opportunity supports organisations to work directly with communities to develop and implement targeted primary prevention projects that empower people to challenge violence-supportive attitudes and behaviours, promote gender equality, and form respectful, equal relationships – personally, professionally, and socially. Grant recipients are encouraged to address the underlying social, economic and political conditions, as well as historical and cultural factors that allow violence-supportive attitudes and behaviours to thrive in their communities.

Primary prevention is not a single approach: it requires specific and targeted strategies to ensure all women and children are safe and free from all forms of violence. Primary prevention projects under this grant opportunity will work to change the social conditions that excuse, justify, perpetuate or promote violence, to stop the violence before it starts.

### **2.1.1 Objectives of the grant opportunity**

The objective of this grant opportunity is to support innovative and community-led primary prevention activities for particular cohorts, groups or communities that challenge the underlying social, economic and political conditions, as well as historical and cultural factors that allow violence-supportive attitudes and behaviours to thrive.

### **2.1.2 Intended outcomes of the grant opportunity**

Consistent with the overall objectives of the National Plan, projects will contribute to demonstrable changes in behaviours and attitudes that contribute to violence in a diverse range of communities, and a measurable reduction in the prevalence and severity of violence in the target cohort or community.

Projects should be aligned to, embed, and support national primary prevention frameworks:

- [\*Change the Story: A shared framework for the primary prevention of violence\*](#)
- [\*Changing the Picture: preventing violence against Aboriginal and Torres Strait Islander women\*](#) and
- [\*Counting on Change: A guide to prevention monitoring.\*](#)

#### **Outcome 1. Projects will be community-led**

A community-led approach ensures the people, groups and communities impacted by a project are actively involved in the development, implementation and evaluation of the project. This approach means responses will be designed by the communities they are intended to support, and that women from all communities are listened to and involved in the development of policies and solutions that impact them. Lived experience and cultural knowledge must be valued and utilised. Projects should be clear and targeted to a specific need, and demonstrate how the project will be implemented in a culturally appropriate way.

Each project should be carefully tailored to ensure it is appropriate and meaningful for the people it aims to engage. Depending on the nature of the project and the target group, the project can be implemented locally or nationally.

Outcome 2. Projects will promote gender equality, and address behaviours, attitudes or other social and cultural factors that contribute to violence against women and children

Preventing violence before it occurs is the foundation of the Fourth Action Plan. Funded projects will aim at driving a change in the behaviours, attitudes or other social and cultural factors that contribute to violence against women and children. For primary prevention interventions to be effective, they must also promote gender equality, and address the underlying complexities and forms of discrimination and marginalisation experienced by particular groups or communities.

Outcome 3. Projects will be implemented in a culturally appropriate way and targeted to the specific needs of a chosen community

Priority cohorts for this grant opportunity include, (but are not limited to):

- Children and young people;
- Aboriginal and Torres Strait Islander communities;
- Women with disabilities;
- Women living in rural and remote communities;
- Culturally and linguistically diverse communities; and
- People with diverse sexual orientation, gender identity or intersex status.

Outcome 4. Projects will be innovative and/or expand and build on existing effective programs, frameworks or campaigns

It is important to build on the successes achieved through the National Plan. The department will consider applications for new and innovative approaches to primary prevention, as well as approaches that seek to expand or build on existing activities that have proven successful.

Organisations may apply for funding through this grant opportunity for existing primary prevention activities that are showing positive results, where additional funding would increase reach and/or impact in the community. This also includes funding for activities that previously received grants funding under the Third Action Plan and the Women's Safety Package.

Outcome 5. Projects will be impactful and measurable

The Community-led Projects for Preventing Violence against Women and their Children grant program will be evaluated to see how well the outcomes and objectives have been achieved.

Applicants must consider up front how they will measure the success of their proposed project. The successful applicant(s) will be required to work with an evaluator of the department's choosing to participate in a grant program evaluation. The evaluator will also support applicants to understand and apply existing primary prevention frameworks and resources to their project.

When the department selects an evaluator, consideration will be given to:

- having a proven track record of producing high quality outcomes for the department
- having strong relationships with the sector
- familiarity with best practice frameworks for evaluating primary prevention.

Outcomes measurement should consider the approach outlined in [Counting on Change; a guide to prevention monitoring](#).

### 3. Grant amount and grant period

#### 3.1 Grants available

Financial Year	2019–20	2020–21	2021–22	TOTAL
Total funding (GST Exclusive)	\$1.000 million	\$2.548 million	\$2.591 million	\$6.139 million

Projects funded through the Community-led Projects to Prevent Violence against Women and their Children grant opportunity will run over three years from 2019–20 to 2021–22. The minimum total grant amount is \$350,000 GST exclusive over three years. The maximum total grant amount is \$550,000 GST exclusive over three years.

#### 3.2 Grant period

Grants are available to support communities to develop and implement local primary prevention projects over a maximum grant period of three years (2019–20 to 2021–22).

### 4. Eligibility criteria

#### 4.1 Who is eligible to apply for a grant?

This grant opportunity is seeking applications from specialist organisations, or consortium partnerships led by specialist organisations, with other relevant organisations.

For the purposes of this grant opportunity, a specialist organisation is an organisation with expertise in family, domestic or sexual violence, gender equality or primary prevention. Preference will be given to applications that demonstrate existing strong relationships with their target groups or communities, or partnerships with specialist organisations representing those groups or communities.

To be an eligible specialist organisation, applicants must also be one of the following entity types:

- Indigenous Corporation
- Company<sup>1</sup>
- Corporate State or Territory Entity
- Non-corporate State or Territory Entity
- Non-corporate State or Territory Statutory Authority
- Local Government<sup>2</sup>
- Cooperative
- Incorporated Association
- Sole Trader
- Statutory Entity

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<sup>1</sup> Company is a company incorporated under the *Corporations Act 2001* (Cth)

<sup>2</sup> Includes New South Wales local governments created as Body Politics

- Partnership<sup>3</sup>
- Trustee on behalf of a Trust<sup>4</sup>
- Unincorporated Association.

The lead organisation may consider forming a partnership or consortium with other organisations who have relevant expertise including:

- Specialist women's sector and/or specialist family, domestic or sexual violence organisations
- Gender equality organisations
- Peak advocacy organisations
- Community sector organisations that represent diverse communities (such as Aboriginal controlled/led organisations, organisations representing culturally and linguistically diverse communities or Lesbian, Gay, Bisexual, Transgender, Intersex and Queer cohorts or women with disability)
- State and territory governments
- Local government.

Applications from consortia must be submitted by a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity as per the list above<sup>5</sup>.

#### 4.1.1 Developed and delivered in consortium partnerships

For this grant opportunity, a **consortium partnership** will consist of two or more individuals or organisations who are working together to develop and deliver primary prevention project/s.

The lead organisation (lead applicant) must be a specialist organisation in relation to violence against women and children, and must demonstrate relationships with specialist organisations who work with, or represent, people the target group or community.

The lead applicant submits a grant application on behalf of the consortium partnership and must identify all other consortium members in the application. The lead applicant must be an eligible entity type.

If successful, the lead applicant will enter into a grant agreement with the Commonwealth, and is solely accountable to the Commonwealth for the delivery of grant activities.<sup>6</sup>

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<sup>3</sup> Partnership – the individual partners will enter into the agreement with the agency. A Partnership Agreement or a list of all individual partners of the Partnership may be requested.

<sup>4</sup> Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form

<sup>5</sup> The Australian government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint (consortia) applications'

<sup>6</sup> The Australian government recognises that some organisations may seek to form consortia in order to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint (consortia) applications'

## 4.2 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- Corporate Commonwealth Entity
- Non-Corporate Commonwealth Entity
- Non-Corporate Commonwealth Statutory Authority
- Commonwealth Company
- International Entity
- Person<sup>7</sup>
- Our Watch Limited.

An individual can be a member of a consortia or partnership lead by an eligible entity but cannot submit an application.

## 4.3 What qualifications, skills or checks are required?

If you are successful, appropriately qualified and experienced personnel working on the project must, where appropriate, maintain the following:

- Working with Vulnerable People Registration
- Working with Children Check

## 5. What the grant money can be used for

### 5.1 Eligible grant activities

Eligible grant activities will be designed to address the structural and gendered factors that drive and reinforce violence against women, such as those outlined in [Change the Story: A shared framework for the primary prevention of violence](#), including activities that:

- challenge condoning of violence against women
- promote women's independence and decision-making in public life and relationships
- foster positive personal identities and challenge gender stereotypes and roles
- strengthen positive, equal and respectful relations between and among women and men, girls and boys
- promote and normalise gender equality in public and private life
- challenge the normalisation of violence as an expression of masculinity or male dominance
- prevent exposure to violence and support those affected to reduce its consequences through leadership activities that address structural drivers of violence
- address the intersections between social norms relating to alcohol and gender
- reduce backlash by engaging men and boys in gender equality, building relationship skills and social connections
- promote broader social equality and address structural discrimination and disadvantage.

### 5.2 Eligible locations

We are looking for prevention projects across Australia of any size - regional, state or national and in a range of locations where there is a proven need for prevention activities. Your community-led

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<sup>7</sup> A person is a natural person, an individual, a human being.

project can be within a specific geographic location, and/or within a target community or cohort of your choosing.

Applicants must demonstrate your organisation's commitment to gender equality and preventing violence against women and children, and link this to evidence sources that prove the need for the activity in your proposed location, target group or community (this can include administrative data such as Recorded Crimes, Personal Safety Survey, peer-reviewed research or other appropriate sources). You should also take into account the cultural and linguistic needs of Indigenous Australians and others whose first language is not English.

### **5.3 Eligible expenditure**

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities.

Eligible expenditure items are:

- operating and administration expenses directly related to the delivery of activities.  
Examples include:
  - computer / IT / website / software
  - utilities
  - insurance
  - postage
  - stationery and printing
  - travel/accommodation costs for domestic travel for the purposes of stakeholder consultation, training delivery and liaising with the department
  - graphic design and branding
  - activity development and implementation
  - engaging and consulting with stakeholders and the community
  - contributing to the impact evaluation of the grant activities
  - developing and implementing regional plans and/or strategic plans
  - sharing tools and resources
  - leading webinars and/or Communities of Practice.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your grant activity may be eligible for grant funding. The program delegate makes the final decision on what is eligible expenditure.

You must incur the expenditure on your grant activities between the start date and end or completion date for your grant activity for it to be eligible.

## 5.4 What the grant money cannot be used for

Grant money should not be used for early intervention activities or direct service delivery such as case management or flexible funding packages for women experiencing domestic or family violence.

You cannot use the grant to cover:

- purchase of land
- salaries or wages not directly associated with the delivery of the grant
- major capital expenditure
- retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

## 6. The assessment criteria

You must address all of the following assessment criteria in the application. All criterion are equally weighted.

The application form includes character limits – up to 3500 characters (approx. 525 words) per criterion. The application form will not accept characters beyond this limit.

### Criterion 1

**Describe the specialist skills and knowledge of your organisation and/or the other organisations in your consortium, as outlined at Section 4.1.**

Your response should:

- describe your expertise in one or more of the following: primary prevention; domestic and family violence or sexual assault; gender equality
- outline how you will use that expertise to address drivers of violence against women and their children.

### Criterion 2

**Describe the needs of your target cohort, group or community and their specific priorities in relation to addressing the drivers of violence against women and their children.**

Your response should:

- clearly define the problem you are trying to address
- describe the cohort, group or community your proposed project will support, and the form/s of violence you are aiming to prevent
- using evidence, describe the specific needs or characteristics of your target cohort, group or community that will be addressed, and any intersecting forms of disadvantage and marginalisation that may exacerbate violence against women and their children in your target cohort, group or community.

### **Criterion 3**

**Describe the intended impact, scale and delivery method of your project.**

Your response should:

- outline the intended number of direct participants and indirect participants or beneficiaries, and describe the broader audience or reach of the project
- describe the delivery method of the project, identify the proposed geographical location/s for implementation, and/or for any digital components, quantify the intended audience and reach
- describe how you would safely manage disclosures made during the funded activity – whether someone discloses childhood abuse, sexual abuse, domestic violence or perpetration thoughts or behaviours.

### **Criterion 4**

**Explain how your project will promote gender equality and prevent violence before it occurs within your target group or community.**

Your response should:

- describe how your project will address behaviours, attitudes or other social and cultural factors that contribute to violence against women and children to prevent violence before it occurs in your target group
- outline how it will align with, and embed the [Change the Story](#) and/or [Changing the Picture](#) frameworks
- explain how you will measure the success of your project consistent with [Counting on change: A guide to prevention monitoring](#).

### **Criterion 5**

**Describe how your project will be community-led, and how you will use your qualifications and experience to engage with your target group or community throughout design and implementation.**

Your response should:

- demonstrate how your organisation or consortium members are qualified and experienced to work with the target group or community, including your capacity to engage in a culturally appropriate way
- describe your experience and connection with your chosen group or community or demonstrated ability to build a connection
- outline how your chosen group or community will be involved in the design and implementation; including proposed governance, management or other aspects of the project including accessibility and barriers to service.

### **Criterion 6**

**Detail your organisation's proposed design and delivery model, and its ability to deliver the project on schedule and achieve value for money.**

Your response should:

- demonstrate your organisation's capacity to deliver on a project of the proposed scale
- describe how you will achieve value for money with your project
- outline the risks associated with implementing your project and explain how you will mitigate and manage them
- describe your implementation plan, including proposed timeframes and key milestones.

Applicants are encouraged to submit a draft budget to your application – see Section 7.1.

## 7. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement, and Questions and Answers.

These documents are found at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda<sup>8</sup> will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You can only submit one application form for this grant opportunity. If more than one application is submitted, the latest accepted application form will progress.

To apply you must:

- complete the online application form on [GrantConnect](#) or [Community Grants Hub](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments
- submit your application/s to the Community Grants Hub by 11.00PM AEDT on 9 October 2019.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The Community Grants Hub do not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

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<sup>8</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, questions and answers documents

## 7.1 Attachments to the application

All of the following supporting documents should be attached to your application. Templates are provided for your use with the grant opportunity documents as specified:

- Activity Work Plan – template provided.
- Draft budget – template provided.
- Trust deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. We will not consider information in attachments we have not asked for.

**Please note:** There is a 2mb limit for each attachment.

## 7.2 Joint (consortia) applications

For this grant opportunity, a **consortium partnership** will consist of two or more individuals or organisations who are working together to develop and deliver primary prevention project/s.

Further details are stated above in Section 4.1.1.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

## 7.3 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

### Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable
- beyond the applicant's control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

### How to lodge a late application

Applicants seeking to submit a late application will be required to submit a late application request to the Community Grants Hub via [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

Written requests to lodge a late application will only be accepted within three days after the grant opportunity has closed.

The Delegate or their appointed representative<sup>9</sup> will determine whether a late application will be accepted. The decision of the delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, the Community Grants Hub will advise the applicant if their request is accepted or declined.

### Expected timing for this grant opportunity

If you are successful, you will be expected to start your grant activity around February 2020.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	Up to 6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	1 February 2020
End date of grant activity	30 June 2022

## 7.4 Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The Community Grants Hub will respond to emailed questions within five working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5.00PM AEST on 24 September 2019. Following this time, only questions about using and/or submitting the application form will be answered.

## 8. The grant selection process

### 8.1 Assessment of grant applications

The Assessment team will review your application against the eligibility criteria. Only eligible applications will move to the next stage. Eligible applications will be considered through an open competitive grant process.

If eligible, the department will then assess your application against the assessment criteria (see Section 6) and against other applications. We will consider your application on its merits, based on how:

- well it meets the criteria
- it compares to other applications.

A Selection Advisory Panel will consider whether it provides value with relevant money.<sup>10</sup>

<sup>9</sup> This may be the Hub Delegate or nominated staff member of the client agency at the EL2 level or above.

<sup>10</sup> See glossary for an explanation of 'value with money'.

When assessing the extent to which the application represents value with relevant money, the Selection Advisory Panel will have regard to:

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the community/ies targeted in the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target groups or individuals.

## **8.2 Financial viability**

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- establishing whether relevant persons have any adverse business history (for example current or past bankruptcy)
- assessment of the financial health of an entity.

## **8.3 Who will assess and select applications?**

The department will assess each eligible and compliant application on its merit and compare it to other eligible applications. Assessment will be undertaken by Department of So personnel, who will undertake training to ensure consistent assessment of all applications.

The department may invite experts in domestic and family violence or sexual assault, representatives of target communities, or representatives from other Commonwealth agencies to participate on the Expert Advisory Group and/or the Selection Advisory Panel. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The Selection Advisory Panel may seek additional information about you or your application and this may delay completion of the selection process. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. Assessment personnel may also consider information about you or your application that is available through the normal course of business.

The Selection Advisory Panel recommends to the decision maker which applications to approve for a grant.

## **8.4 Who will approve grants?**

The Minister for Families and Social Services or their delegate (the decision maker) decides which grants to approve based on the recommendations of the Selection Advisory Panel and the availability of grant funds for the purposes of the grant program.

The decision maker's decision is final in all matters, including the:

- approval of the grant
- grant funding amount to be awarded
- terms and conditions of the grant.

The decision maker can choose to waive the eligibility criteria, however they must be made aware of the risks.

There is no appeal mechanism for decisions to approve or not approve a grant.

## 9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

### 9.1 Feedback on your application

A Feedback Summary will be published on the Community Grants Hub website to provide all organisations with easy to access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will not be provided for this grant opportunity.

## 10. Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Standard Grant Agreement for this grant opportunity. An Activity Work Plan will be used to outline the specific grant requirements.

Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on GrantConnect and Community Grants Hub websites as part of the grant documentation. We will use a schedule to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. You must not start any Community-led Projects to Prevent Violence against Women and their Children activities until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

#### **Commonwealth Standard Grant Agreement**

We will use a Commonwealth Standard Grant Agreement.

You will have twenty (20) business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any changes to make sure they do not affect the grant as approved by the decision maker.

### 10.2 Commonwealth Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory

reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your state and territory legislative requirements for working with children and mandatory reporting.

### **10.3 Multicultural Access and Equity**

The Australian Government's *Multicultural Access and Equity Policy* obliges Australian Government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners - are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications

### **10.4 How we pay the grant**

The grant agreement will state the:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs in conducting the grant activities, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant activity.

### **10.5 Grant payments and GST**

Payments will be GST Inclusive. If you are registered for the [Goods and Services Tax \(GST\)](#), where applicable, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

If a Government Related Entity is deemed successful, GST will not apply.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).<sup>11</sup> We do not provide advice on your particular taxation circumstances.

## 11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

You should let us know if anything is likely to affect your grant activities or organisation.

We need to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

### 12.2 Reporting

Grantees must have systems in place to meet their data collection and reporting obligations outlined in their grant agreement.

You must submit a completed Activity Work Plan and progress reports in line with the grant agreement. We will provide sample templates for these reports. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes
- contributions of participants directly related to the grant activity
- expenditure of the grant.

The amount of detail you provide in your reports should be relative to the size and complexity of the grant and the grant amount.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, ask for more information or request an independent audit of claims and payments.

## **Progress reports**

Progress reports must:

- include evidence of your progress toward completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

We will only make grant payments when we receive satisfactory progress reports.

You must tell us of any reporting delays with us as soon as you become aware of them.

## **Final report**

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

### **12.3 Financial declaration**

We will ask you to provide an annual declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

### **12.4 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager, Community Grants Hub.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

### **12.5 Compliance visits**

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

### **12.6 Record keeping**

We may also inspect the records you are required to keep under the grant agreement.

### **12.7 Evaluation**

The Community-led Projects to Prevent Violence against Women and their Children grant activity will be evaluated by the department, or an evaluator of the department's choosing, to see how well the outcomes and objectives have been achieved. You will be required to participate in a grant program evaluation as necessary for the period specified in the grant agreement. To support this, the department and the funded organisation will agree on the data that will be required as part of your reporting requirements during grant agreement negotiations. We may also use information from your application and progress reports for this purpose.

Final evaluation arrangements will be negotiated, but will have the following aims:

- Impact evaluations of each funded project (through individual evaluation reports) to demonstrate the intended outcomes of each project are met.
- A central evaluation of the grant programs as a whole, to demonstrate collective change across all the projects, in line with Change the Story, Changing the Picture and Counting on Change to inform future prevention investment.

We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your grant for more information to assist with this evaluation.

## 12.8 Acknowledgement

If you make a public statement about a grant activity funded under the program, we require you to acknowledge the grant by using the following:

'This Community-led Project to Prevent Violence against Women and their Children activity received grant funding from the Australian Government under the *National Plan to Reduce Violence Against Women and Their Children 2010-2022*.'

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the [CGRGs](#).

These guidelines may be changed by the department. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

### 13.1 Enquiries and feedback

#### Complaints about this grant opportunity

The departments [Complaints procedure](#) applies to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

#### Complaints about the selection process

Applicants can contact the complaints service with complaints about the Community Grants Hub's service(s) or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the complaints form on the Department of Social Services website, by phone or mail.

Phone: 1800 634 035

Mail: Complaints  
GPO Box 9820  
Canberra ACT 2601

## Complaints to the Ombudsman

If you do not agree with the way the Community Grants Hub or the department has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Community Grants Hub or the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if the department and the Community Grants Hub staff, any member of a committee or advisor and/or you or any of your personnel has a:

- professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian government officer or member of an external panel
- relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later you think there is an actual, apparent, or perceived conflict of interest, you must inform the department and the Community Grants Hub in writing immediately.

Conflicts of interest for Australian government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [Community Grants Hub](#) website.

## 13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

In submitting a grant application under this opportunity, you agree to the Australian Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information we cannot assess your grant application.

The Australian Government may also use and disclose information collected about you under this grant opportunity in any other Australian Government business or function. This includes disclosing

grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us in your application, including personal information, with other Commonwealth entities, the responsible Minister, Assistant Ministers and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by Australian law.

As part of your application, you also declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the Australian Government would breach an Australian Privacy Principle as defined in the Act.

### **13.4 Confidential information**

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### 13.5 Freedom of information

All documents that the Australian government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail:           Freedom of Information Team  
                      Government and Executive Services Branch  
                      Department of Social Services (DSS)  
                      GPO Box 9820  
                      Canberra ACT 2601

By email:         [foi@dss.gov.au](mailto:foi@dss.gov.au)

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
<a href="#">Commonwealth Grants Rules and Guidelines (CGRGs)</a>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
Community of Practice	when practitioners come together to share knowledge, experience, new evidence and resources with others working on the same issue in different settings or locations.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
funding arrangement manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.

Term	Definition
grant	<p>for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ul style="list-style-type: none"> <li>a. under which relevant money<sup>12</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>13</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives.</li> </ul>
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<a href="#">GrantConnect</a>	is the Australian government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant
Portfolio Budget Statement (PBS) Program	described within the entity’s <a href="#">Portfolio Budget Statement</a> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be grant programs. A PBS Program may have more than one grant program associated with it, and each of these may have one or more grant opportunities.
selection criteria	comprise eligibility criteria and assessment criteria.

<sup>12</sup> Relevant money is defined in the PGPA Act. See Section 8, Dictionary.

<sup>13</sup> Other CRF money is defined in the PGPA Act. See Section 105, Rules in relation to other CRF money.

Term	Definition
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
Selection Advisory Panel	provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
value with money	<p>refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> <li>• quality of the project proposal and activities;</li> <li>• fit for purpose of the proposal in contributing to government objectives;</li> <li>• absence of a grant is likely to prevent the grantee and government’s outcomes being achieved</li> <li>• potential grantee’s relevant experience and performance history.</li> </ul>