

# Volunteer Grants 2018

## Questions and Answers

The following questions and answers are specific to this grant round.

### 1. How can I apply for Volunteer Grants 2018?

You can apply online using the Volunteer Grants 2018 Application Form available on the [GrantConnect](#) and [Community Grants Hub](#) websites. Applicants must submit their applications by **2.00pm (AEST) on 18 September 2018**.

### 2. How long do I have to submit my application?

You will have six weeks to submit your application, starting 7 August 2018 and ending 2.00 PM (AEST) 18 September 2018.

### 3. Is a paper based Application Form available as I am unable to access the Application Form electronically?

The online form is the only method for submitting an application. If you do not have access to a computer you could try your local library, or contact someone you know who has access to a computer that could assist you in submitting an application.

### 4. If I am not able to submit my application by the due time and date, can I be granted an extension?

Applications are due by 2.00 pm, Australian Eastern Standard Time (AEST) on Tuesday 18 September 2018. Applications submitted after 2.00 pm (AEST), that day will be considered as a late application.

In accordance with Section 6.2 Application process timing, Grant Opportunity Guidelines, if an application is late, or an applicant requests the Community Grants Hub to approve a lodgement after the closing time and date, the Community Grants Hub will apply its [late application policy](#), which is available on the Community Grants Hub [website](#).

Generally a late application may be considered if the Department determines that there were exceptional circumstances beyond the applicant's control that meant that the deadline could not be met. Examples of exceptional circumstances could include, but may not be limited to: agency infrastructure failures; natural disasters; power outages that meant the applicant could not submit the application by the deadline; death or disability of key personnel. Any other exceptional circumstances will be considered on their merits.

### 5. How much funding can my organisation apply for?

The Australian Government has allocated \$20 million (GST exclusive) for Volunteer Grants 2018. An eligible organisation can apply for one Volunteer Grant for funding of between **\$1,000** and **\$5,000** to assist its volunteers.

### 6. Can I apply for more than \$5,000?

No. The maximum funding an eligible organisation can apply for is \$5,000.

### **7. Can I apply for less than \$1,000?**

No. The minimum funding an eligible organisation can apply for is \$1,000.

### **8. Is the funding on-going?**

No. If successful, the funding provided is one-off.

### **9. Is my organisation eligible to apply?**

An eligible organisation will be an Australian not-for-profit organisation whose volunteers' work supports families and/or communities in Australia and is a legal entity (see Section 2 Eligibility, Grant Opportunity Guidelines).

### **10. Can an organisation/community group apply for a grant if it is not a legal entity?**

Yes. If you are an unincorporated association or a community group that is not a legal entity, an eligible individual representing the community group may apply for funding on its behalf.

The community group must operate independently with a formal governing structure that meets regularly and supports local community volunteers within its group.

In applying for a Volunteer Grant 2018 the individual must:

- be an Authorised Signatory (ie president, chairperson, secretary or treasurer) within the community group;
- have obtained the full knowledge and agreement of the community group they are applying on behalf of;
- provide the funding to the community group for expenditure on the requested items to benefit the volunteers of the community group; and
- keep evidence/receipts for five years to document appropriate expenditure of the funding.

If an authorised signatory applies on behalf of your organisation, when completing the question "Under what type of arrangement is this application being made" in the Application Form, select "An individual applying for funding on behalf of a volunteer based organisation that is not a legal entity."

Further details can be found in the Section 2 Grant eligibility criteria, Grant Opportunity Guidelines.

### **11. My organisation was successful under Volunteer Grants 2016. Can I apply under Volunteer Grants 2018?**

Yes. All eligible organisations/community groups and individuals representing the community group can apply for Volunteer Grants 2018.

### **12. Can my organisation/community group apply more than once for funding?**

No. If more than one application is submitted, only the last application received will be considered. This decision will be final.

**13. If I am an individual representing more than one volunteer based community group can I apply for funding for each group?**

Yes, providing you are an authorised signatory of each volunteer based community group.

**14. Can local governments apply for funding?**

No. Local governments are not eligible to apply for funding.

**15. Can Commonwealth and state/territory Government departments apply for funding?**

No. Commonwealth and state/territory Government departments are not eligible to apply for funding.

**16. Who in my organisation/community group can complete an application for funding?**

The application should be completed by a representative of the organisation with authority to commit the organisation/community group or individual to the Terms and Conditions of Volunteer Grants 2018. The representative is normally the president, chairperson, secretary or treasurer.

**17. What can my organisation/community group use the grant money for?**

Your organisation/community group can use the grant money to:

- purchase portable, tangible, small equipment items that benefit your volunteers;
- contribute to reimbursing fuel costs or pre-paid petrol cards for your volunteers who use their own car for their volunteering work, to transport others to activities, deliver food or help people in need;
- contribute to transport costs for volunteers with disability who are unable to drive;
- contribute to the cost of training courses for volunteers; and/or
- undertake background screening checks of volunteers.

Further information about what the grant money can be used for is outlined under Section 3.1 'What can the grant money be used for?' in the Grant Opportunity Guidelines.

**18. What categories of small equipment items are eligible?**

All equipment must be tangible, portable and directly benefit the volunteers. **Appendix A** of the Grant Opportunity Guidelines outlines the categories of items and examples of eligible items that are usually bought within each category.

When completing your application, you must choose the category or categories that best fit the item(s) you wish to buy. You do not need to specify the actual items, just select the category of the item. For example, if you wish to buy gardening tools for your volunteers to use, select the category 'Landscaping/Gardening'

Details about items that are not eligible are outlined in Section 3.2 'What the grant money cannot be used for' in the Grant Opportunity Guidelines.

**19. What if I can't find the equipment item my organisation/community group would like to buy on the list of examples?**

**Appendix A** of the Grant Opportunity Guidelines lists examples of small equipment items by Category. If the item you wish to buy is not listed, select the category that most closely matches the items.

**20. What do I do if I would like to change the item that my organisation/community group has applied for during the application process?**

If the item remains in the same category that you have applied for and the amount is unchanged, you don't need to do anything.

If you have submitted your application and if the item is from a different category or the amount has changed, and the application period is still open, you must submit a new application with the changed category and funding.

**21. What do I do if I would like to change the item that my organisation/community group has applied for during the Activity period?**

You may change the items that your organisation/community group has applied for during the Activity Period provided if it is eligible and on **Appendix A** of the Grant Opportunity Guidelines.

**22. What training can my organisation/community group provide to volunteers using this grant?**

Your organisation/community group can use the grant money to help your volunteers learn new skills or gain qualifications needed for their volunteering work. Training courses may include mental health, first aid, leadership, communication skills, governance and/or working with vulnerable people. Recognised training courses that lead to a Statement of Attainment, Certificate or Diploma are preferred.

**23. Can a volunteer apply directly for a grant for their fuel or transport costs?**

No. Individual volunteers cannot directly apply under Volunteer Grants 2018 for fuel or transport costs; they must apply for the grant on behalf of the organisation or community group for all their volunteers.

**24. Can fuel costs apply to the organisation's equipment and machinery?**

No. Grant money can only be used to reimburse volunteers who are using their own cars for the fuel they use while undertaking their volunteering activities. Volunteers can be reimbursed for the cost of the petrol or provided with pre-paid petrol cards. Fuel costs that are eligible include all motor vehicle fuels including petrol, diesel and gas.

**25. Does my organisation/community group need to submit receipts to provide proof of purchase?**

No. It is not necessary to send receipts as proof of purchase, unless your organisation/community group or individual is specifically asked to do so. However, your organisation/community group or individual must keep a complete set of records and keep the **original receipts** for **five** years.

DSS may contact your organisation/community group or individual to ask for proof of purchase and/or to allow the Australian Government's auditors to look at your records. You may be asked to provide original receipts or certified copies to acquit the funding.

It is not necessary to acquit the funding or send a report or receipts to DSS, unless you are asked to do so. Further acquittal information is included in Section 9.1 The Grant Agreement, Grant Opportunity Guidelines.

**26. When and how will my organisation/community group know the outcome of our application?**

The assessment period will take approximately four months due to the large number of applications expected.

The announcement of successful organisations/community groups for Volunteer Grants 2018 is expected to be around February 2019. The person nominated in the application will be notified of the outcome in writing. Successful organisations will be listed on the Community Grants Hub website and will receive funding after the Letter of Agreement is signed by the organisation/community group and accepted by DSS.

For probity reasons, to treat all applicants fairly and equally, it is not possible to give you advice on the outcome of your application before the announcement of all successful applicants is made.

**27. What happens if we are successful, and when can we expect the grant money?**

Successful organisations/individuals will be emailed a Letter of Agreement and asked to accept the Terms and Conditions between the organisation/individual and DSS. Funded organisations/individuals must meet the Terms and Conditions of the Letter of Agreement. The grant money will be made available once the Letter of Agreement has been signed and returned by the organisation/individual and accepted by DSS. The grant money can only be paid into the nominated bank account provided in the Volunteer Grants 2018 Application Form.

**28. Can an organisation/community group charge an administration or service fee?**

No. Organisations/community groups are not permitted to charge a fee for administering Volunteer Grants 2018.

**29. Can organisations/community groups from Territories of Australia, such as Norfolk Island and Christmas Island, apply for Volunteer Grants 2018?**

Yes, eligible organisations/community groups from Territories of Australia can apply for Volunteer Grants 2018. Generally, eligible organisations/community groups are Australian not-for-profit community organisations/community groups whose volunteers' work supports families and/or communities in Australia and are legal entities, including Incorporated Associations.

**30. Can an organisation/community group use the grant money to cover the cost of items/fuel already purchased?**

No. Items already purchased or funded from another source are not eligible.

### **31. How do I get further information about Volunteer Grants 2018?**

If you cannot find an answer to your question about this selection process or the Activity on the Community Grants Hub website, please contact the Community Grants Hub by phone on 1800 020 283 or by email at [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

### **32. My organisation is a statutory authority, is it eligible to apply for a 2018 Volunteer Grant?**

Statutory Authorities are only eligible to apply for the 2018 Volunteer Grants round if they are:

- a. Non-Corporate State/Territory Statutory Authorities established under State or Territory Legislation; **and**
- b. not-for-profit organisations, whose volunteers' work supports families and/or communities in Australia.

Statutory authorities that meet these criteria should, when completing the questions 'What type of entity is the organisation?' on the Volunteer Grants 2018 Application Form, select "Non-corporate State/Territory Statutory Authority".

### **33. Our organisation's/community group's volunteers travel to various locations to undertake volunteering activities. How should we answer the question 'What is the primary location of the organisation's / community group's volunteering activity?'**

Where volunteers travel to various locations for their activities, applicants should provide the actual physical address where the volunteers are most active and do most of their volunteer work (at the service delivery level). This address may be different from the organisation's business address.

If activities are undertaken in an environmental location, such as a street, community hall, church, showground, park or reserve, the address of that location must be provided.

If volunteers travel to different locations to provide volunteer work, please use the address that the volunteers are coordinated from.

### **34. I am an individual applying on behalf of a community group and have my own ABN. Why can't I use this ABN when completing the application form?**

You can not use your own ABN when completing the Application Form because the funding is for the community group you are applying on behalf of, and not for yourself.

If the community group does not have an ABN, you will be required to attach a completed [Statement by a supplier not quoting an ABN](#) form.

### **35. What is a Statement by a Supplier?**

A "Statement by a Supplier" form is required to accompany a grant application when a community group does not have an ABN. The form explains to the Government why your organisation is exempt from having an ABN. In order for the Government to pay grant monies we require an ABN or a completed "Statement by a Supplier" form.

When an Individual representing a Volunteer Based Community Group is applying for a Grant it is mandatory to provide a "Statement by a Supplier" form.

You can get a “Statement by a Supplier” form from the following link – [Australian Tax Office website](#).

**36. Can community groups that function separately with separate groups of volunteers but which are managed from the same location by the same person apply for grants separately?**

Applications are limited to one application per community group. If more than one application is received, the last application received will be the one assessed.

If the community groups are legal entities, they can each apply in their own right as a legal entity.

Community groups which sit under a larger community organisation which are **NOT** legal entities in their own right can apply **BUT** must meet certain requirements which are that the community groups must operate independently with a formal governing structure, meet regularly and support local community volunteers within its group. In this instance, the individual applying on behalf of a community group must be part of the governing structure such as a president or secretary and can only submit one application per community group.

Please read the requirements in the Grant Opportunity Guidelines carefully if your organisation is not a legal entity.

Previous Volunteer Grants rounds have funded community groups that form part of larger umbrella community organisations. In the interests of fairness, for Volunteer Grants 2018 the Community Grants Hub will monitor applications from these types of community groups and limit the number of applications that will be funded to represent not more than \$600,000, or three per cent of the total available funding. In this circumstance funding to organisations that come under the umbrella would be limited to represent not more than \$600,000.

**37. Do GST exempt organisations claim the purchase price minus the GST component? For example, if the purchase item is \$1,000 do they request \$900 for that item because they will claim the \$100 back?**

No. When applying for a Volunteer Grant all applicants (including those who are GST exempt) must claim the total retail cost of items within each category, including GST.

**38. I have received an email from a business that has offered to assist in the development and submission of my grant application. Is this from the Department, or from an external firm associated with the Department?**

Due to probity requirements, DSS is not in a position to provide individualised support for the development of applications, except in relation to technical issues in relation to submitting applications. Please refer to the [support for developing and submitting an application page](#) for resources and factsheets to guide the development of applications.

DSS has not solicited the services of any external firms to assist individuals with their applications. Applicants must be aware that if they pursue the services of external firms to develop their application, they do so at their own risk.

Please note that grant correspondence will only come from the Community Grants Hub or DSS.

### **39. Can I appeal the decision in relation to the outcome of a selection process?**

No. There is no appeal mechanism for decisions to approve or not approve a Volunteer Grant.

### **40. Where should I go for further information?**

Please email your enquiries to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au) or call the Community Grants Hub on 1800 020 283.

### **41. What feedback will be available for this grant round?**

A generic feedback summary will be published on the Community Grants Hub website following the finalisation of the funding round.

Feedback on individual applications will not be provided for this selection round.

### **42. I have an idea for a project for the Volunteer Grants Funding Round. Can the department provide me with advice about my planned activities whether they meet the grants objectives?**

During the application process, the department cannot provide advice to potential applicants about specific project ideas. This includes making any comments about the merit of a project or any of the planned activities and whether they meet the grants objectives. This is to ensure that the process remains fair and impartial, not advantaging one applicant above another.

### **Question and Answer added 15<sup>th</sup> August 2018**

### **43. How do community organisations which function separately but are part of a larger umbrella organisation apply for Volunteer Grants?**

Community groups that are not legal entities (for example, branches of a larger umbrella organisation) are eligible to apply for funding. However the application must be from an Authorised Signatory (president, chairperson, secretary or treasurer) within the community group. See question 10 of the Questions and Answers for more information on this.

As outlined at section 2.2 of the Grant Opportunity Guidelines community groups which sit under a larger umbrella organisation but are not legal entities in their own right can apply but must meet certain requirements. In order to be eligible these organisations must operate independently with a formal governing structure, meet regularly and support local community volunteers within their organisation.

An Australian Taxation Office "Statement by a Supplier" form is required to accompany a grant application when a community group does not have an ABN. This includes Individuals representing Community Groups. The form explains to the Government why your organisation is exempt from having an ABN. See question 35 of the Questions and Answers for more information on the statement by a supplier form.

Applications are limited to one application per community organisation. If more than one application is received from the same community organisation, the last application received will be the one assessed and this decision will be final.

In the interests of fairness, the Community Grants Hub will monitor applications from branches of umbrella community organisations (e.g. Scouts, St John Ambulance, Rotary,

Lions, State emergency units etc.) and limit the number of applications that will be funded to represent not more than \$600,000 for each umbrella group, or three per cent of the total available funding. See section 5 of the Grant Opportunity Guidelines for how this will be managed.

**Question and Answer added 16<sup>th</sup> August 2018**

**44. Can a Lead/Umbrella Organisation apply in their own right**

Yes. Community groups which meet the requirements set down in section 2.1 of the Grant Opportunity Guidelines can apply in their own right as a legal entity.

**45. Can an organisation that is a legal entity apply on behalf of a sub branch/agencies/group?**

No. Organisations that are legal entities cannot apply on behalf of another organisation. Each organisation applies in their own right. If the organisation is not a legal entity, an individual would apply on behalf of the organisation as outlined at section 2.1 of the Grant Opportunity Guidelines.

**Question and Answer added 29<sup>th</sup> August 2018**

**46. Does eligible fuel use apply to boats used in a volunteering activity?**

Fuel cost reimbursement does not extend to boat fuel reimbursement. Eligible fuel costs are costs associated with volunteers using their own cars for volunteering work. This includes such things as delivering food and helping people in need.

More information on eligible fuel costs is on page 9 of the Grant Opportunity Guidelines and in Question 24 of the Questions and Answers document

**Question and Answer added 14<sup>th</sup> September 2018**

**47. Previously my organisation could select the option to apply as ‘Organisation established through a specific piece of Commonwealth or State/Territory legislation’, but this option isn’t available in these guidelines. What should I do?**

Organisations that previously applied by selecting the option ‘Organisation established through a specific piece of Commonwealth or State/Territory legislation’ may be eligible to apply as a Statutory Entity if they are a non-government entity. This is option is listed in the guidelines.