



Australian Government

Community
Grants Hub
Improving your grant experience



Safe Places Emergency Accommodation Program

Information provided at the Safe Places information sessions

Grant Opportunity Guidelines

Section 1 provides an overview of the grants process and outlines key parts of this document:

- the purpose of the Safe Places Emergency Accommodation program
- eligibility and assessment criteria
- how applications are considered and selected
- how applicants are notified and receive grant payments
- how we will monitor and evaluate the grants.

Section 2 provides details on the grant, which you should read ahead of drafting your application.

Important: If you are not a domestic and family violence specialist service, you must have a formal partnership with a specialist service that is focused on women and children. The service should be rights-based, client-centred, trauma-informed, culturally competent and accessible, age appropriate and have gender expertise.

The service must also demonstrate expertise and an understanding of domestic and family violence, and place the safety, needs and interests of women and children at the centre of all decisions.

Section 3 provides details on the grant amount and period.

- There is \$29.972 million available in 2020-21, and \$30.422 million available in 2021-22.
- Capital grants from \$100,000 to \$10 million (GST exclusive) will be available.
- Subject to projects being of sufficient quality, grant funding will be allocated across remote, regional and metropolitan locations to support projects across the nation. Locations have been defined in the Glossary of the guidelines, these are set out by Statistical Area Level 4 (SA4).
 - Factsheets of locations where there is an unmet demand for crisis accommodation are published on the [GrantConnect](#) website. These factsheets provide an annual average based on the previous three years of specialist homelessness services collection data, where women and children accessed a service; but were unable to access the emergency/crisis accommodation they needed.



- Capital grants are available for creating additional safe places – this can be repurposing or renovating buildings, purchasing or new buildings.
- A condition of the grant is for the building to continue to operate as emergency or crisis accommodation for a minimum of 15 years.

Section 4 provides details on the eligibility criteria and requirements.

- Under the eligibility criteria there are four free text questions and three questions where you need to confirm you will comply:
 - with all relevant Australian Government, state and territory, and local government regulations
 - the building/s will meet at least universal design standards (silver), and
 - you must demonstrate a relationship with community housing providers, state housing authorities and other appropriate providers, to ensure the availability of exit pathways into social and affordable housing. For this you will need to attach evidence of a relationship, this could be a letter, memorandum of understanding, excerpt from contract, your own records of placing people into housing over the last year.
- The four questions where you will need to make a statement of up 2,000 characters (around 300 to 320 words) include:
 - a statement the proposed emergency accommodation will provide new safe places and deliver privacy, security and dignity for the women and children experiencing domestic and family violence. This can include stating what specific measures will be implemented to ensure the security and safety of women and children experiencing domestic and family violence.
 - In drafting this statement some organisations will need to liaise with their domestic and family violence specialists partners to help describe how the built form will deliver the needed safe places.
 - evidence that buildings and arrangements will be suitable for all relevant cohorts in the context of specific locations.
 - This reflects feedback during consultations where services consistently told us they understood local needs and the importance of delivering to the needs of people in the location and the circumstances of the local area.
 - evidence of formal partnership with a domestic and family violence specialist service, or specialist Indigenous service, or Culturally and Linguistically Diverse service, that is ongoing and sustainable. If the partnership is with a specialist Indigenous or Culturally and Linguistically Diverse service, evidence of their expertise and understanding of domestic and family violence.



- This requires applicants to advise who they are partnering with and to briefly describe their experience and an understanding of domestic and family violence, and place the safety, needs and interests of women and children at the centre of all decisions.
- For this question you will be asked to attach a document that proves you have a formal arrangement with a specialist service. This could be a letter, excerpt from contract or memorandum of understanding.
- If you are a domestic and family violence service you will need to outline your experience and evidence of your ability to deliver this service.
- evidence of your organisation's capacity to deliver the project on time and within budget. This can include evidence of effective project and risk management processes and governance arrangements, including identifying personnel with relevant skills and qualifications to successfully deliver the project.
 - In drafting this statement you should outline your previous experience or how you will obtain the required experience to deliver this project.
- We will not be rating your responses against the eligibility criteria, these are things you must meet in order for your application to be assessed.
- In addition to meeting the eligibility criteria, you need to be an eligible organisation, this is listed in **Section 4.1**.
 - If your organisation is not one of the entities listed, you will need to partner with an eligible organisation who is one of these entities.
- You will also need to confirm that relevant personnel have or will have Working with Vulnerable People Registration and Working with Children Check, and adhere to the Commonwealth Child Safe Framework. These registrations must be maintained.

You should read **Sections 5.1** and **5.3** carefully as it sets out what we will provide funding for, and what grant funding cannot be used for.

Section 6 provides details on the assessment criteria.

- There are four criteria you must address to have a compliant application. To be successful, you will need to achieve a minimum of satisfactory against each criterion. There is a 6,000 character (approximately 900 to 960 words) limit per criterion.
- **Criterion 1:** for this criterion you must demonstrate how you will deliver new emergency accommodation in the location you have selected. In your response you should:
 - include why the site is suitable for women and children experiencing domestic and family violence (for example it's near public transport, services such as onsite 24/7 support, case workers, legal assistance, schools, etc.) and that it will not generate trauma for women if it's



not separate from other crisis or emergency accommodation. If you aren't proposing this, it isn't something you'll need to focus on.

- tell us what you will build, for example e.g. accommodation with self-contained facilities [bathroom, laundry, etc.] bedroom configuration, provision for any special requirements. This is important for us to determine value for money. Examples – cyclone standard, high security 5m high fences.
- **Criterion 2:** for this criterion you must demonstrate how you will deliver accessible, appropriate and sensitive support. In the eligibility section we asked you to confirm that you have a formal partnership, in responding to this criterion you should:
 - demonstrate your capacity and capability to work with stakeholders, provide evidence participants will have access to services to support them to hold perpetrators to account, and that you have appropriate policies in place to protect vulnerable people including children.
 - provide evidence that the formal partnership with a specialist service focused on women and children that is client-centred, trauma informed, culturally appropriate, rights-based, age appropriate, and who has gender expertise. This goes beyond the eligibility criteria to demonstrate more detail on what specialist services will be delivered and what supports women and children will be able to access.
- **Criterion 3:** for this criterion you must demonstrate how your proposed emergency accommodation will deliver value for money. In responding to this criterion you should:
 - outline the costs of your proposal including the cost to the Commonwealth per person and per dwelling. You will also need to specify the additional investment you are bringing forward.
 - also tell us the number of additional women and children experiencing domestic and family violence your proposal will be assisted each year.
- **Criterion 4:** for this criterion you must demonstrate your capacity and capability to deliver emergency accommodation. In responding to this criterion you should:
 - provide evidence of similar projects you have delivered in the past and of your financial capability including your ability to manage projects on time and within budget. If you are bringing someone in you will need to outline their experience.

Section 7.1 provides details on the attachments we will use to assess with your application. There are five attachments we will use to assess your application, these include:

- Additional information on need – optional, if you are relying on our factsheets you don't need to attach these; but if you are wanting to talk about how you will assist a specific cohort or demonstrate additional need in your jurisdiction you may want to provide evidence of this – this could be your own record on people turned away or police records or some other data.



- Detailed project plan, including budget
 - All project plans must have a project timeframe, risk management plan and depending on where you are up to in your proposal:
 - development approval, including site plan
 - design brief, specifications, drawings, simple floor plan
 - details of builders and lead contractors, including evidence of compliance with relevant building codes and accreditations
 - relevant insurance
 - relevant work health and safety compliance where required by contractors. For some construction you will need to meet Commonwealth work health and safety requirements, in some markets builders with these qualifications will be hard to obtain and you should bare this in mind in considering what you will bring forward in your proposal. Further details on this is will be available in the draft funding agreement.
 - All project plans must include a budget, which outlines the estimated costs associated with the proposed capital project, including:
 - the total estimated cost of your proposal
 - the amount you are seeking from the Commonwealth under this grant opportunity.
 - the amount you have secured from a third party or you are contributing yourself
 - the cost to the Commonwealth per new emergency accommodation dwelling
 - the cost to the Commonwealth per person that the project will assist per year
 - the project plan should also include any relevant registrations to the project for example with the Australian Charities and Not-for-profit Commission.
- Evidence of partnership with a specialist service – letter, memorandum of understanding, excerpt from contract – if you are the specialist service evidence of your capacity and capability to deliver this service.
- Evidence of relationship with housing – letter, memorandum of understanding, excerpt from contract, your records of people placed into housing over the last year.
- Audited financial statements for the last two years.



Section 8 sets out how we will assess your application.

- When assessing your application we will consider:
 - how well it meets the criteria, the merit of the project and information you provide in the attachments
 - the value of the grant you are seeking and whether you have obtained additional investment (whether cash or in-kind) from other levels of government or private and philanthropic sources for the grant activity
 - whether you have formal partnerships in place with a specialist service
 - if your proposal provides value for money – this will be based on the information you provide against assessment Criterion 3 and 1. In assessing the value for money of your proposal, a selection advisory panel will have regard to the following:
 - building costs and characteristics – dwelling type, bedroom configuration, facilities (bathroom, kitchen, laundry and location within dwelling/site), special requirements (for people or for location)
 - land costs by locational characteristic – inner urban, outer urban, regional, remote.
 - It is our intention to work with consultants so that we can fairly take into account the difference across the country. When we are looking at value for money we will do it solely on price, we will take into account cost.
 - Applicants are also subject to the financial viability assessment, which can include the financial health of an organisation and its ability to offer appropriate security against funds suitable to the Government. You will need to attach two audited financial statements. This will avoid us going back after we have conducted the assessments.

You should read **Sections 9 to 14** ahead of preparing your application. The information in these sections deals with how we will notify you, expectations on successful applicants, how we will monitor the grant, and the consultation process.

Funding agreement

- Prior to putting in an application, we encourage you to review the draft funding agreement. This agreement sets out:
 - conditions you need to meet before we will sign the agreement with you – working with children policies and if relevant building approvals, title, etc.
 - how payments will be linked to the achievement of milestones, which will be certified by a quantity surveyor.



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- We are working with our lawyers to develop options to have agreements scaled to the project, it is our view we need to have differences between agreements for renovating, purchasing, repurposing and when our contribution is a minor contribution.

When will funding be available?

- We intend to open a competitive grants process later this month, our intention is to open on 28 November 2019 and close on 14 February 2020 (early sessions was 31 January 2020 – before a decision was made to extend the grant round).
- Under this timeline, funding will be provided to successful applicants in 2020-21 to 2021-22. This provides organisations with sufficient time to organise planning permission and secure contributions from other levels of government or from private and philanthropic sources. In your application you will need to state what funding you are bringing forward, but this timing provides you the opportunity to secure funding which was contingent on this grant outcome.
- Applicants that demonstrate the best value for money, which are providing relevant support and service for women and children experiencing domestic and family violence will be prioritised for funding.
- While no payments can be made before July 2020, we intend to issue a letter of commencement. We would hope to do this by April, which is optimistic. This would enable you to start work ahead of us finalising an agreement with you, subject to the terms of the letter.

What support is available from state and territory governments?

- The Assistant Minister for Community Housing, Homelessness and Community Services, the Hon Luke Howarth MP, wrote to relevant state and territory ministers seeking details on what support they will provide to applicants looking to apply for funding in their jurisdiction (i.e. cash or in-kind contributions).
- While we will make available what we formally receive from your government, and we have been having constructive conversations with state and territory officials since March, you shouldn't rely on this for your proposal.
- If you have a proposal in mind you should talk to your government to gauge their interest, you could do this through your existing relationships.



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How to apply?

- Before applying, you should read and understand the Grant Opportunity Guidelines, the terms and conditions, sample grant agreement, and questions and answers. The questions and answers will be based on the questions asked at the information sessions. We will turn questions we receive into generic questions and answers. If new questions are asked once the round has opened then we will update these up to one week before the round closes.
- To apply you must:
 1. Complete the online application form on [GrantConnect](#) or [Community Grants Hub](#)
 2. Provide all the information requested
 3. Address all eligibility criteria and assessment criteria
 4. Include all necessary attachments
 5. Submit your application/s to the Community Grants Hub by 11.00pm Australian Eastern Daylight Savings Time on 14 February 2020 (was 31 January 2020 before extension). We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application.
- Refer to **Section 7** How to Apply for further information.
- 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](#) by 11.00pm Australian Eastern Daylight Savings Time on 14 February 2020 (was 31 January 2020 before the extension).

What documents are available?

- Copies of the draft Grant Opportunity Guidelines and fact sheets are available at [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both these sites.
- You can register to receive notifications on the [GrantConnect](#) website. By registering on this website, you will be automatically notified of any changes, including when the draft funding agreement is published.