Grant Information and

Application Guidelines

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# Grant information and application guidelines

## Alignment with Government objectives

The new Keeping Women Safe from Violence (KWSV) grant program aims to support the [National Plan to End Violence against Women and Children 2022-32](https://www.dss.gov.au/ending-violence) (the Plan). It is part of the Queensland Government’s shared commitment to ending violence against women and children within a generation.

KWSV funding is made available from the Commonwealth Government as part of the Family, Domestic and Sexual Violence Responses 2021-23 [National Partnership Agreement](https://federalfinancialrelations.gov.au/sites/federalfinancialrelations.gov.au/files/2022-04/National%20Partnership%20on%20Family%2C%20Domestic%20and%20Sexual%20Violence%20Responses.pdf) (the Agreement).

## Purpose of the grants

**One-off grants** will be available for initiatives that support the Plan and deliver on the Agreement through:

* innovative new service delivery models and pilot programs
* expansion of existing evidence-based programs that have shown potential and are underpinned by research
* sector capability enhancement
* initiatives that address the specific needs of:
* victim-survivors
* children and young people
* perpetrators
* Aboriginal and Torres Strait Islander peoples
* people from culturally and linguistically diverse backgrounds (CALD), including women on temporary visas
* people with disability
* LGBTIQA+ communities
* older people
* people living in regional, rural and remote locations
* women at risk of incarceration or exiting incarceration.

## Services in scope for funding

Grant applications will be considered from the following service types:

* Family and domestic violence services
* Sexual violence services
* Family, domestic and sexual violence helplines
* Housing and accommodation services
* Specialist support services for children
* Specialist support services for diverse people and groups
* Legal support and court-based services
* Victim-survivors (i.e. brokerage funding or flexible support packages)
* Perpetrator interventions and men’s behaviour change programs
* Other generalist or specialist services providing support for people experiencing family, domestic and sexual violence.

## Expected outcomes

Initiative outcomes should align with the:

* [National Plan to End Violence against Women and Children 2022-32](https://www.dss.gov.au/ending-violence) objectives and principles, and
* Family, Domestic and Sexual Violence Responses 2021-23 [National Partnership Agreement](https://federalfinancialrelations.gov.au/sites/federalfinancialrelations.gov.au/files/2022-04/National%20Partnership%20on%20Family%2C%20Domestic%20and%20Sexual%20Violence%20Responses.pdf).

## Funding available

Funding is **one-off** only and will be paid in two equal instalments. It provides up to $150,000 (excluding GST) for initiatives that are delivered within the timeframe of April 2023 to 30 September 2024.

**Organisations may submit one (1) application in total.**

Your application will be considered in one of the following categories:

* **Category 1: $50,000 to $99,999** for smaller scale projects (including an outcomes review)
* **Category 2: $100,000 to $150,000** for larger programs (including an outcomes evaluation and wider scope for example confirmed partnerships, higher participation, wider geographic distribution throughout Queensland and/or potential project longevity).

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **One** | **Two** |
| **SCALE** | Small projects | Larger projects |
| **BUDGET** | $50,000 to $99,999 | $100,000-$150,000 |
| **EXPECTATIONS** | Initiatives may include review or evaluation of an existing successful program where evidence has not been gathered, or to pilot a small-scale program that supports ending violence against women and children. | Initiatives may include piloting a larger scale project that will include program evaluation to gather and build the evidence base to support current gaps. |
| **EXAMPLES ONLY** | * An organisation may wish to conduct post program evaluation to review the long-term change for young boys who attended a program on healthy relationships that challenged toxic masculinity. * An organisation may wish to run a small pilot program underpinned by research that includes a review of outcomes to build evidence-base. | * An organisation may seek to run a program that harnesses technology in the prevention of violence against women and children and include program evaluation. * An organisation may seek to partner with a university or research body to create awareness raising activities or campaigns, including a program evaluation and/or gathering evidence-base for that initiative. |

**Successful applicants may be offered full or partial grant funding.**

Please note this is **one-off funding only**. No additional funds for repeat or expanded programs will be available under this grant program and any further funding would be subject to government budget allocation and procurement processes.

### Items **eligible** for grant expenditure:

* Program development
* Resource materials and publication costs
* Equipment and venue hire related to the initiative
* Publicity, communications and marketing activities
* Staff and consultants, where the costs are for direct delivery of the project only
* Guest speaker fees
* Travel within Australia, predominantly focused on travel around the state and guest speakers and consultants from interstate
* Reasonable food and non-alcoholic beverage costs for engagement activities/events
* Childcare provided by qualified providers in an accredited setting for women participating in the initiative
* Delivery of initiative
* Initiative outcomes evaluation.

### Items **not** eligible for grant expenditure:

* Purchase of infrastructure and/or capital equipment
* Assets
* Organisational operating costs, or costs not directly related to the initiative
* Salaries or organisational costs for staff not directly working on the initiative
* Prizes and/or gifts of any sort (e.g. cash giveaways, lucky door prizes, raffle prizes, thankyou gifts)
* Overseas travel
* Retrospective costs (any money spent before a grant is approved)
* Fundraising activities, unless the funds raised are also spent on delivering the initiative
* Acquittal, auditing or reporting costs
* Insurance
* Fees associated with an auspice agreement
* Existing debt or loan repayments

## Indicative timeframes

|  |  |
| --- | --- |
| **Stages of the grant process** | **Estimated timeframe** |
| Applications open | 30 January 2023 |
| Applications close | 24 February 2023 |
| Administration (i.e. eligibility, assessment, moderation, approval) | February - March 2023 |
| Applicants notified of outcome | April 2023 |
| Delivery timeframe for initiative | April 2023 - 30 September 2024 |
| Interim report | 15 December 2023 |
| Final report and acquittal | 31 October 2024 |

## Eligibility

To be eligible for this grant program, applicants must be:

* a not-for-profit or charitable organisation (as defined by the Australian Charities and Not-for-profit Commission [(ACNC)](https://www.acnc.gov.au/for-charities/start-charity/not-for-profit); or
* an incorporated association (as listed on the [Queensland Charity Register](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association));
* an Indigenous Corporation (as listed on the Office of the Registrar of Indigenous Corporations ([ORIC](https://www.oric.gov.au/)); or
* a Queensland local government authority.

Sole traders, for-profit organisations and State-run entities (such as state schools, hospitals and authorities) are **not** eligible.

### Applicants must also:

* be based in Queensland or operate in Queensland; AND
* have no outstanding financial accountability, service delivery or performance issues for funding provided by the Department of Justice and Attorney-General (DJAG); AND
* hold, or provide plans to obtain, insurance which will cover the appropriate service delivery period.

### Your initiative must:

* be completed by 30 September 2024; AND
* be delivered in Queensland; AND
* support the purpose of the Plan.

Only an authorised representative of the eligible organisation may submit a grant application in the SmartyGrants system. All correspondence from the department will be with the authorised representative of the eligible organisation.

### Auspice arrangements

If you are not eligible to apply, you may wish to work with an eligible organisation (under an auspice agreement) to deliver a project. The eligible organisation must complete the application and take full responsibility for the legal and financial accountability of the initiative.

A written auspice agreement must be part of the application submitted by the eligible organisation.

### Other partnership arrangements

Partnerships and collaborations are encouraged and should be reflected in your application and confirmed in a letter of support confirming the partner’s contribution and its value. (i.e. a Queensland university working in partnership with a not-for-profit organisation to build an evidence-base for a new program. The application might be submitted by the organisation, with a letter of support outlining the university’s involvement.)

## Applications must support the Plan

Applications must support the Plan’s strategies and objectives and deliver on the conditions of the Agreement.

Practice Standards

Any application being put forward that will be providing frontline service delivery (i.e. are working with women and/or children victim/survivors or men who perpetrate domestic and family violence) must align their initiative and its delivery to the [Domestic and family violence services - Practice principles, standards and guidance](https://www.publications.qld.gov.au/ckan-publications-attachments-prod/resources/366f94a8-1122-42ff-9c19-d968fd21c173/dfv-services-practice-principles-standards-and-guidance.pdf?ETag=8465906b55ef511a2a2db9721f74b69a)and any other relevant areas of the [Investment Specification](https://www.justice.qld.gov.au/about-us/services/women-violence-prevention/violence-prevention/service-providers/funding-and-investment/investment-specifications) if necessary.

Applications that will not be funded

Funding will **not** be provided for applications:

* that do not align with the purpose of the grant program; **OR**
* where more than 20 per cent of grant funds are allocated to administrative costs; **OR**
* that duplicate an existing government program or service; **OR**
* that could reasonably be delivered with existing funding received (i.e. business as usual); **OR**
* that should be funded through another source (i.e. existing school activities or support services); **OR**
* that are political in nature or are held for political purposes.

How eligibility will be assessed:

You will need to provide:

* an Australian Business Number (ABN) on your application form; **OR**
* a copy of your government-issued certification of incorporation or other incorporation documentation, to demonstrate the not-for-profit status of your entity.

DJAG will assess any outstanding financial accountability, service delivery or performance issues relating to any previous funding issued by the department.

We may contact you during the assessment process to request:

* a copy of your most recent Audited Financial Statements;
* clarification of the provided information in your application; or
* further details; or
* confirmation that your initiative could proceed if it was awarded only part-funding.

How grant applications will be assessed

Eligible applications will be assessed against the following four selection criteria.

| **Selection Criteria** | **What the panel is looking for** | **Questions to consider in your response to each criteria (guide only)** |
| --- | --- | --- |
| **Selection Criteria 1**  **Your proposal and its strategic alignment** | The initiative must align with the Plan and deliver on the conditions of the Agreement.  A detailed description of your initiative and the positive outcomes you are expecting.  Applications should include clear description of any partnerships (i.e. a collaboration between a not-for-profit organisation and research body) and its evidence-base or supporting research or data, if available.  Evidence that funding is not for your business-as-usual or activities currently funded through existing funding sources or other grants. | *What is your initiative? Why is it needed?*  *Who are your partners, if any?*  *What Plan principles or objectives will the initiative address? How do they deliver on the conditions of the Agreement?*  *What exactly will you deliver? How is this different from existing programs? What gap does it fill?*  *Is it a new initiative, or an expansion of an existing program or pilot?*  *What research and evidence underpins this initiative or are you seeking to build the evidence base for an existing or future program?* |
| **Selection Criteria 2**  **Audience: appropriate delivery to the intended audience** | Your initiative will connect effectively to provide benefits to the intended audience.  Clear definition of your audience, both direct audience and any indirect audiences.  Explain why you chose this audience/s and what vulnerable cohorts you will be addressing.  The engagement mechanisms will be clear and equitable access provided to all involved. | *Why was this audience chosen / what was the rationale for making that choice?*  *How many participants will be directly involved?*  *Will there be any indirect participants (people who benefit as a result of improved outcomes achieved by others)?* |
| **Selection Criteria 3**  **Expected outcomes and change** | Applications should clearly outline your expected outcomes against the Plan’s objectives and the conditions of the Agreement and show benefit for Queensland women and/or children.  What change will result from the initiative?  How will the direct and indirect audiences benefit from the initiative and/or the resources you produce? | *Tell us how your initiative will reduce gender-based violence against women and children in Queensland?*  *What change or outcomes will be achieved for the targeted group as a result of your initiative?*  *Is there potential for this initiative to expand or inform practice within the DFSV sector (please note that future funding is not available from this grant program)*  *Will this program build capacity in the sector?* *How?* |
| **Selection Criteria 4**  **Budget: appropriate use of funds** | The proposed initiative must represent value for money and budget Items that meet the eligibility criteria. | *Does this application represent value for money?*  *How much total funding is needed for your initiative? How much is your organisation and/or partners contributing?*  *Tell us how you propose to allocate the grant funding.*  *Provide itemised expenditure and quotations for large items (such as consultant fees, guest speakers)*  *Are you charging participation or attendance fees?* |

Other selection considerations

The application assessment process may also consider:

* geographical spread of successful applications
* diversity including cultural diversity
* longevity of the project and/or the ongoing availability of products from the initiatives (such as online resources)
* documented commitments from your participating partners
* use of Queensland suppliers and gender equitable supply chains; and
* environmentally-sustainable practice.

## How to apply

Carefully read the Guidelines (this document) and the Application Form.

Contact the department to discuss any queries via Women’s Infolink 1800 177 577 or email partnerships@justice.qld.gov.au.

Submit an electronic application through the SmartyGrants website at this site: <https://justiceqld.smartygrants.com.au/KeepingWomenSafe>, ensuring:

1. All sections are completed.
2. Any supporting documentation is attached.
3. The application is authorised and approved by an officer that is legally authorised to enter into contracts on behalf of the applicant organisation, according to the organisation’s constitution or as bound by law.
4. You have pressed the submit button and received confirmation of your submission.

If you do not receive an email acknowledgement, your application has not been submitted.

Please note:

* Organisations may submit only **one (1) application each.**
* Late applications will not be accepted.
* Email applications will not be accepted.
* Applications under an auspice arrangement must be submitted by an authorised person representing the auspice organisation.
* Applications that are incomplete after the closing date will not progress to the assessment stage.

## Online Forum

An online forum will be held on 8 February 2023 to support potential applicants. Details of the forum will be advertised on the [Grants webpage](https://www.justice.qld.gov.au/initiatives/end-domestic-family-sexual-violence-grants).

## Requirements of successful applicants

Should your funding application be successful, you will be required to:

* provide an insurance certificate of currency prior to grant funds being released. At a minimum, applicants must hold public liability insurance to the value of at least $10 million
* enter into a service agreement with the department prior to grant funds being released.
* acknowledge the funding source on any printed or promotional material relating to the initiative, including websites
* share promotional material and information to facilitate promotion of the activity
* submit an interim report after six months, which will be reviewed and will trigger your second payment instalment
* submit a final report (and financial acquittal) via SmartyGrants to explain the activities delivered, outcomes achieved and expenditure details (including unspent funds)
* ensure you meet all public health requirements
* comply with the *Community Services Act 2007.*

Following the delivery of the funded initiative, you will be required to complete an activity report outlining the activities delivered and outcomes achieved.

## Contact details

### General enquiries

All enquiries about the grant program should be directed to Women’s Infolink on 1800 177 577 between 9am to 5pm Monday to Friday (excluding public holidays) or by email, at: [partnerships@justice.qld.gov.au](mailto:partnerships@justice.qld.gov.au).

Contact officers can provide clarification of the application guidelines and grant process, however, advice cannot be provided on the merits of individual proposals.

### Technical enquiries

Technical enquires about accessing or submitting your application should be referred to SmartyGrants Help Desk on 03) 9320 6888 9am to 5pm Monday to Friday (AEST) – don’t forget daylight savings time differences!

## Definitions of key terms

**Administrative costs:** administrative costs of your business/organisation. Examples of administration costs would be someone employed to answer the phones, completing business-as-usual requests such as reporting or data collection. You are only allowed to allocate 20% of your budget towards administrative costs in this grant application.

**Assets:** Assets include physical or non-physical items with a useful life of more than 12 months, and where the value can reasonably be expected to decline over time.  Assets may include computers, cameras, audio visual equipment, electric tools, furniture and motor vehicles.

**Auspice**: to ‘auspice’ means to take legal responsibility for a project being delivered by another group. This may include providing support, sponsorship and guidance to ensure all legal responsibilities are met.

**Auspicee**: the group (usually a smaller group or organisation) requiring support.

**Auspice (or auspicing) organisation**: An auspice organisation will administer the funding for another (sometimes smaller) organisation or community group to meet the grant program's financial and legal requirements. This will include taking responsibility to:

* enter a Service Agreement with us;
* take legal and financial responsibility of the grant;
* receive and distribute grant funds under the Service Agreement; and
* ensure all grant activities or events, and reports are submitted on time.

**Auspice agreement:** provides an outline of the services and support the auspice organisation will contribute to the activity. This is usually when a larger organisation partners with a smaller organisation to fund a grant activity or event. The larger organisation is known as the auspice organisation.

**Certificate of incorporation:** is a legal document relating to the company, business, or organisation’s format. This is usually a government-issued certificate to the organisation. The information in the certificate can include your entity details (i.e. type of entity such as not-for-profit, confirm the name of your organisation, legal address etc.**)**

**Girls:** When we refer to girls, we mean all children and young people who identify as girls, including those who are transgender, gender diverse and gender fluid.

**Local government**: is a council that assists in the administration of a particular county or district, or Aboriginal and Torres Strait Islander community, with representative elected by those who live there.

**Not for profit**: a not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people

**Public liability insurance**: public liability insurance protects your organisation or community group financially if someone attending your grant activity or event is injured.

**Women**: When we refer to women, we mean all people who identify as women (including those who are transgender, intersex, gender diverse or gender fluid). We also acknowledge that the experience of people who identify as non-binary and that the impacts of patriarchy and toxic masculinity can have similar impacts on non-binary people as women.