Victorian Indigenous Family Violence Strategy Community Initiatives Fund

Funding Guidelines 2017-2018
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Family Violence Strategy
Community Initiatives Fund

Funding Guidelines
2017-18
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Indigenous Family Violence Strategy
Community Initiatives Fund

The Victorian Government, through Department of Health and Human Services, provides $650,000 annually for the Indigenous Family Violence Community Initiatives Fund (CIF).


These priorities are also reflected in the *Regional Action Plan* developed by each of the 11 Indigenous Family Violence Regional Action Groups (IFVRAG). These plans encourage partnerships within local communities to strengthen the capacity of organisations and communities to address family violence at a local level.

**Who can apply?**

Funding is available to Victorian Aboriginal organisations, Aboriginal community groups and family violence community service providers. As funding is only available to incorporated organisations, some applicants may need to approach an incorporated organisation to arrange an auspice arrangement to receive the funding.

Eligible organisations are:

- Not-for-profit organisations
- Established for the purpose of promoting Aboriginal community objectives or outcomes in Victoria
- Non-Aboriginal organisations delivering a program promoting Aboriginal community objectives or outcomes in Victoria
- Controlled or directed by Aboriginal Victorians
- Legally incorporated under Victorian or Commonwealth legislation
- Able to demonstrate financial and administrative capacity to manage the funding and the project or activity for which funding is received.

Organisations or groups that have previously received a grant from CIF must ensure that reporting requirements have been complied with prior to applying for a further grant. Where organisations, have not provided the required reports for previous projects, eligibility for a further grant will be at the discretion of the Community Initiatives Fund Regional Assessment Panel.

**Funding**

Our Community Initiatives Fund seeks to provide one-off funding to projects that facilitate community led responses to family violence. A total of $59,000 per IFVRAG region is available annually for projects of varying amounts.
What types of projects are eligible for funding?

The Victorian Indigenous Family Violence Strategy Community Initiatives Fund aims to support projects that:

- Are consistent with the goals and objectives of the IFVRAG Regional Action Plan and strengthen the capacity of organisations and communities to address family violence at a local level
- Will provide an on-going or long term benefit to the community and complement existing local community projects or initiatives and demonstrates partnerships.
- Align with the 10 Year Plan – Strong Culture, Strong People, Strong Families: towards a safer future for Indigenous families and communities.
- Align with the Victorian Indigenous Family Violence Primary Prevention Framework

Copies of the Regional Action Plan, 10 year Plan and Prevention Framework can be obtained from your local Indigenous Family Violence Regional Coordinator (Regional Coordinator)

Project examples for Community Initiatives Funding

<table>
<thead>
<tr>
<th>Project Examples</th>
<th>Aligns with 10 year Plan Objective</th>
<th>Aligns with Primary Prevention Framework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural activities such as shield making and basket making</td>
<td>Cultural Safety</td>
<td>Cultural Strengthening</td>
</tr>
<tr>
<td>Family Camps or programs supporting and strengthening families in finding solutions to negative behaviours such as family violence</td>
<td>Healthy Families</td>
<td>Family Strengthening</td>
</tr>
<tr>
<td>Sporting events, family days and community walks that provide community with messages about respectful behaviour and information on the availability of services to assist those experiencing family violence</td>
<td>Education Awareness and Prevention</td>
<td>Raising community awareness</td>
</tr>
<tr>
<td>Support groups or activities to strengthen ability to make positive choices about their lives, building leadership skills and confidence as well as sharing knowledge</td>
<td>Safety for Victims</td>
<td>Self esteem and resilience building</td>
</tr>
<tr>
<td>Programs addressing unresolved issues, trauma, addictions, relationships and behaviours. Workshops to build capacity in community to work with perpetrators</td>
<td>Accountability</td>
<td>Responding to grief and trauma</td>
</tr>
<tr>
<td>Children’s Art Therapy Group, Gatherings, healing activities</td>
<td>Healing</td>
<td>Responding to grief and trauma</td>
</tr>
<tr>
<td>Workshops and training to improve cultural safety and responsiveness of Family Violence.</td>
<td>Service capability</td>
<td>Community information and education</td>
</tr>
<tr>
<td>Feasibility studies or evaluations of existing CIF or CPIF projects with objective of building on what works</td>
<td>Research and evaluation</td>
<td>Community information and education</td>
</tr>
</tbody>
</table>
The Indigenous Family Violence Primary Prevention Framework has been developed as a tool for groups/organisations that may be working or be intending to work in the prevention of Aboriginal family violence.

The framework is designed to support: Primary prevention capacity building; Effective, sustainable activities; and Ownership and leadership within Aboriginal communities.

The framework also provides evidence of the range of community led initiatives that are contributing toward the prevention of family violence in Aboriginal communities in Victoria.

What will not be funded?

The Victorian Indigenous Family Violence Strategy Community Initiatives Fund will not fund the following:

- Infrastructure and major planning projects
- Major or minor capital projects
- Projects that fall within the responsibility of another government department
- Court/legal costs
- Emergency relief funding
- Commercial or business ventures.
- Equipment
- Employment
- Individuals

Funding Expectations

The following funding expectations will apply to all projects that receive a grant:

- Projects are to be completed and reports finalised before October 2018.
- All projects must:
  - be alcohol, smoke and drug free
  - provide a safe and secure environment for Aboriginal people
  - all volunteers and staff to hold a current working with children’s check
  - be covered by all appropriate insurance, including public liability insurance for not less than $5 million
- All publicity, promotional material and signage relating to this project must prominently display the IFVRAG logo from your area (available from your local Regional Coordinator).
- All promotional material and publicity generated by the funded organisation relating to the project must include the line:
  - ‘This event is supported by our local Indigenous Family Violence Regional Action Group, with the funds provided by the Victorian Government Indigenous Family Violence Community Initiatives Fund’
What is the application process?

The application process is as follows:

a) Firstly, consult with your Regional Coordinator to discuss what the local processes are for CIF applications.

b) Complete the Community Initiatives Fund 2017-18 Application Form and submit along with supporting documentation, to your area’s Indigenous Family Violence Regional Coordinator. Closing date for applications is 30 August 2017.

c) If any Conflict of Interest is identified, it must be declared and managed accordingly (Attachment 1).

d) Applications will be considered by a Community Initiatives Fund Regional Assessment Panel comprised of, at a minimum:

- Two representative(s) of the Indigenous Family Violence Regional Action Group
- One representative of the Department of Health & Human Services
- One independent person, as agreed by the IFVRAG and DHHS local area.

The Regional Coordinator will provide administrative support to the panel.

e) As part of the assessment process, applicants may be requested to provide additional information to support their application.

f) All applicants will be advised of the outcome in writing.

g) Any queries should be directed to the relevant Regional Coordinator.

Key dates for this funding round

The Department of Health & Human Services will attempt to maintain this schedule but reserves the right to vary key dates as necessary in its absolute discretion.

<table>
<thead>
<tr>
<th>Process</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Applications</td>
<td>7 July 2017</td>
</tr>
<tr>
<td>Closing Date for Applications</td>
<td>30 August 2017</td>
</tr>
<tr>
<td>Community Initiatives Fund Regional Assessment Panels</td>
<td>11 - 22 September 2017</td>
</tr>
<tr>
<td>All applicants advised of outcome by</td>
<td>October 2017</td>
</tr>
<tr>
<td>Project commencement from</td>
<td>November 2017</td>
</tr>
<tr>
<td>Project completion by</td>
<td>November 2018</td>
</tr>
</tbody>
</table>
## How will applications be assessed?

Eligible applications will be assessed against the following assessment criteria.

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
</tr>
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<tbody>
<tr>
<td><strong>1. Eligibility to apply for funding</strong></td>
</tr>
<tr>
<td>- Refer to page 7 of the guidelines</td>
</tr>
<tr>
<td>- Applicant details (section 1 and 2 of the application form completed and signed)</td>
</tr>
<tr>
<td>- All supporting documents are provided (as listed on page 12 of guidelines)</td>
</tr>
<tr>
<td><strong>2. Degree to which the project will support the aims of the Community Initiatives fund</strong></td>
</tr>
<tr>
<td>- Provide clear alignment of project objectives with the priority areas of the IFVRAG regional action plan and IFVS 10 year plan and demonstrate what strategies your project will focus on to achieve your project outcomes.</td>
</tr>
<tr>
<td>- Complete Program Logic for this project</td>
</tr>
<tr>
<td><strong>3. Level of need for the project</strong></td>
</tr>
<tr>
<td>- Outline the relevant target and age group also the geographic area of project</td>
</tr>
<tr>
<td>- Demonstrate how the project addresses the local need(s) in your community.</td>
</tr>
<tr>
<td>- Demonstrate how you will promote partnerships within local communities</td>
</tr>
<tr>
<td><strong>4. Capacity of applicant to deliver project</strong></td>
</tr>
<tr>
<td>- Provide project plan listing how the project will be implemented by listing activities, tasks, timelines, including costings.</td>
</tr>
<tr>
<td>- Outline who will manage and deliver the project</td>
</tr>
<tr>
<td>- Demonstrate what measures will be used to evaluate success of the project</td>
</tr>
<tr>
<td>- Provide any previous performance on CIF projects, if applicable</td>
</tr>
<tr>
<td><strong>5. Financial Details</strong></td>
</tr>
<tr>
<td>- Detail the budget for the project, including income and expenditure</td>
</tr>
<tr>
<td>- List any financial or in-kind contribution from the applicant organisation or other partners (if applicable)</td>
</tr>
<tr>
<td><strong>6. Determine understanding of the funding expectations and declaring any conflict of interest</strong></td>
</tr>
<tr>
<td>- Provide how you will address the funding expectations (refer to page 9 of guidelines)</td>
</tr>
<tr>
<td>- Declare any conflict of interest in relation to this application and or project.</td>
</tr>
</tbody>
</table>

In addition to completing the application form, applicants are asked to provide:

- A copy of the organisation Certificate of Incorporation and Statement of Purpose (or, where applicable, the auspice organisation)
- A copy of the organisations previous years audited financial statement
- Letters of support and/or any agreements with partnering organisations
Where do I obtain further information?


Contact the relevant Indigenous Family Violence Regional Coordinator in your area to obtain further information about this funding round and to discuss your application.
Department of Health & Human Services Contact Information

For further information contact the Indigenous Family Violence Regional Coordinator or relevant office listed below:

Metropolitan

North Metropolitan Region
Ian Adotey
Manager Community Participation
Department of Health & Human Services
679-685 High St
PRESTON VIC 3072
Tel: 03 9479 0365
Email: ian.adotey@dhhs.vic.gov.au

Regional

Loddon Campaspe Region
(Southern Loddon)
Ann Spittles
Regional Coordinator
Indigenous Family Violence Strategy
Department of Health & Human Services
74-78 Queen Street
BENDIGO VIC 3552
Mob: 0428 528 175
Email: ann.spittles@dhhs.vic.gov.au

Mallee Region
(Northern Loddon)
Trudy Rigney
Regional Coordinator
Indigenous Family Violence Strategy
Department of Health & Human Services
253 Eleventh Street
MILDURA VIC 3500
Tel: 03 5022 3147
Email: trudy.rigney@dhhs.vic.gov.au

Southern Metropolitan Region
Roxanne Mayer-Marks
Regional Coordinator
Indigenous Family Violence Strategy
Department of Health & Human Services
Level 3, 4-10 Jamieson Street,
CHELTENHAM VIC 3192
Mob: 0407 813 660
Email: roxanne.mayer-marks@dhhs.vic.gov.au

Inner Gippsland Region
Michelle Evans
Regional Coordinator
Indigenous Family Violence Strategy
Department of Health & Human Services
11 Hazelwood Road
MORWELL VIC 3840
Tel: 5136 2463
Mob: 0409 643 109
Email: michelle.evans@dhhs.vic.gov.au

East Gippsland Region
Glenys Watts
Regional Coordinator
Indigenous Family Violence Strategy
Department of Health & Human Services
PO Box 486
BAIRNSDALE VIC 3875
Mob: 0417 798 380
Email: glenys.watts@dhhs.vic.gov.au

West Metropolitan Region
Helga Jennings
Manager Local Connections
Department of Health & Human Services
16-18 Hertford Road,
SUNSHINE VIC 3020
Tel: 03 9229 4114
Email: krystal.cutajar@dhhs.vic.gov.au

Barwon South West Region
Tania Dalton
Regional Coordinator
Indigenous Family Violence Strategy
Department of Health & Human Services
2/109 Lava Street
WARRNAMBOOL VIC 3280
Mob: 0417 396 946
Email: tania.dalton@dhhs.vic.gov.au

Grampians Region
Phillip Perry
Regional Coordinator
Indigenous Family Violence Strategy
Department of Health & Human Services
PO Box 633
HORSHAM VIC 3400
Tel: 5381 9718
Mob: 0417 798 380
Email: glenys.watts@dhhs.vic.gov.au

Eastern Metropolitan Region
Thomas Harrison
Regional Coordinator
Indigenous Family Violence Strategy
Department of Health & Human Services
25 Ringwood St, RINGWOOD VIC 3134
Tel: 8843 6581
Email: thomas.harrison@dhhs.vic.gov.au

Hume Region
Tracy Hardie
Regional Coordinator
Indigenous Family Violence Strategy
Department of Health & Human Services
163 Welford Street
SHEPPARTON VIC 3630
Mob: 0417 306 349
Email: tracy.hardie@dhhs.vic.gov.au
What happens if my application is successful?

- **Applicant organisation**

  The Department of Health & Human Services will vary their service agreement with the successful applicants. This agreement specifies the services to be delivered and sets out funding conditions and reporting requirements.

  Once the project has commenced, the applicant organisation will arrange for payment of invoices submitted in relation to the budget lines specified in the project plan.

  Any changes or variation to the project and project budget must be submitted to the Indigenous Family Violence Regional Coordinator and approved by the department and the Indigenous Family Violence Regional Action Group prior to payment.

  A standard template will be provided for reporting purposes. The reporting requirements include:

  - Verbal reports updating the Regional Coordinator and/or by attending local IFVRAG meetings throughout the course of the project.
  - A written progress report halfway throughout the project timeline, providing a brief summary of the activity against milestones provided in the project plan.
  - A final project report within six weeks of completion of the project, including photographs, films or mixed media, if appropriate. Reports to be submitted to the Indigenous Family Violence Regional Coordinator.
  - A financial acquittal.

- **Applicant with an auspice arrangement**

  As funds will only be granted to legal entities, some applicants for funding will need to approach an incorporated organisation under whose auspices the grant will be received. The auspice organisation will be required to vary their Service Agreement with the Department of Health & Human Services. The auspice organisation must ensure that all obligations in the Service Agreement are met, including service delivery, financial accountability and client confidentiality requirements.

  To avoid any misunderstanding in relation to responsibilities and accountability, it is recommended that Aboriginal community groups and the auspice organisation undertake the following steps prior to applying for a Community Initiatives Fund:

  - Agree on the budget and project plan, including auspice fee (ideally no more then 10%).
  - Clarify the obligations and responsibilities of the auspice organisation and the Aboriginal community group in the form of a written statement of obligations.
  - Ensure that correct and adequate insurance policies are held.

  Once the project has commenced, the auspice organisation will arrange for payment of invoices submitted in relation to the budget lines specified in the project plan.

  A standard template will be provided for reporting purposes. The reporting requirements include:

  - Verbal reports updating the Regional Coordinator and/or by attending local IFVRAG meetings throughout the course of the project.
• A written progress report halfway throughout the project timeline, providing a brief summary of the activity against milestones provided in the project plan

• A final project report within six weeks of completion of the project, including photographs, films or mixed media, if appropriate. Reports to be submitted to the Indigenous Family Violence Regional Coordinator

• A financial acquittal

Where a community group is partnering with an incorporated organisation under whose auspices the grant is received, it is anticipated that the community group delivering the project will provide the verbal and final reports. The organisation under whose auspices the funding will be required to submit the financial acquittal.

The department will make reasonable efforts to work with the Aboriginal community group and auspice organisation to resolve any disputes or grievances that may arise in the course of the project.
Attachment 1

Conflict of Interest

A conflict of interest is deemed to occur where an individual has any of the following:

Financial interest

Any individual having a direct or indirect financial interest in any of the applications for funding constitutes a conflict of interest. This includes an individual being an employee, board member or a member of a committee of management of an organisation that is seeking funding.

Immediate family

Any individual having an immediate family member who is likely to receive a financial benefit from an application for funding, or who would be involved in the delivery of the proposed project constitutes a conflict of interest.

An ‘immediate family member’ is considered as a sibling, parent, child, partner or any other person whom the individual considers as immediate family.

Personal obligation

Any personal obligation, allegiance or loyalty (either actual or perceived) which affects the member’s ability to make an unbiased decision (in relation to the funding application) constitutes a conflict of interest.

Perceived conflict of interest

If it could be perceived that an individual has private interests’ that could conflict with their public or official duties. If a third party could form the view that an individual interests or obligations could influence their decision making or performance.

Management of conflict of interest

The Department of Health and Human Services will effectively manage any conflict of interest (actual, potential or perceived) that any person involved in the Assessment process has with any application or any applicant organisation, to produce results that are in the best interests of the Victorian Aboriginal community. The meeting of any conflict of interest will be recoding by the department.

IFVRAG

Each IFVRAG is responsible for ensuring adherence to its own conflict of interest procedures as stated in the guidelines, taking into account that:

- Any person, who has an actual, potential or perceived conflict of interest, must declare their interest and note this in the IFVRAG endorsement template that accompanies the completed CIF application.

Regional CIF Assessment Panel

CIF Assessment Panel is formed by identifying members who would have no or limited conflict of interest with regards to incoming applications. All members must declare any conflict of interest with any application. CIF Assessment Panel members will not assess any application where they have a conflict of interest, but may still participate in discussions about that project. In addition, IFVRAG Regional Coordinators do not assess any application and only have an administrative role in the panel process.