

Victorian Indigenous Family Violence Strategy

Community Initiative Fund

Guidelines & Application
Information

2013/2014

1.0 About the Indigenous Family Violence Strategy Community Initiatives Fund

The Victorian Indigenous Family Violence Strategy is a whole of government initiative to prevent, reduce and respond to family violence in Aboriginal communities through a community led approach.

The Indigenous Family Violence Strategy Community Initiatives Fund aims to assist Aboriginal communities to prevent, reduce and respond to family violence. Projects funded through the Community Initiatives Fund will support and address priorities as identified by the Indigenous Family Violence Regional Action Groups, foster partnerships within local communities and strengthen the capacity of organisations and communities to address family violence at a local level.

Grants of varying amounts are available to Victorian Aboriginal organisations and Aboriginal Community groups.

In December 2003, the Victorian Indigenous Family Violence Taskforce Final Report was released and in October 2004, the Government released the *Victorian Government Response to the Victorian Indigenous Family Violence task Force Final Report*. A copy of these documents may be found at www.dhs.vic.gov.au/indigenousfamilyviolence

A Ten Year Indigenous Family Violence Plan, *Strong Culture, Strong Peoples, Strong Families: Towards a safer future for Indigenous families and communities* was launched in June 2008. A copy of the Ten Year Plan can be found at www.dpccd.vic.gov.au/aav

2.0 Who Can Apply?

Funding is available to Victorian Aboriginal organisations, Aboriginal community groups and other community service providers. As funds can only be released to incorporated organisations, some applicants may need to approach an Aboriginal organisation to auspice their grant. Eligible organisations are:

- A non-profit organisation
- Legally incorporated under Victorian or Commonwealth legislation, or in the process of becoming incorporated
- Established for the purpose of promoting Aboriginal community objectives or outcomes
- Controlled or directed by Aboriginal Victorians
- Aboriginal Program – situated in a Mainstream Organisation
- Able to demonstrate financial and administrative capacity to manage the funding and the project or activity for which funding is received.

Where an Aboriginal community group is unable to access an Aboriginal organisation to auspice their grant, consideration will be given to releasing grant funds to a non-Aboriginal organisation. Information about the role of organisations entering into a Service Agreement or Service Agreement Variation with DHS is provided at Attachment 1 on page 7.

Organisations or groups that have been successful in previous funding rounds must ensure that their CIF project reports have been submitted prior to applying for this funding round. Where projects, have not provided previous reports, eligibility for this round will be at the discretion of the CIF Regional Selection Panel.

3.0 What types of projects may be eligible for funding?

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

- Are consistent with the goals and objectives of the Indigenous Family Violence 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
- Complement existing local community projects or initiatives and demonstrate partnerships with other government or non-government initiatives.
- Projects that align with the Victorian Indigenous Family Violence Primary Prevention Framework [Copies of the Framework can be obtained from the Regional Coordinator in your region]
- Projects that align with the 10 Year Plan – Strong Culture, Strong People, Strong Families [Copies of the 10 Year Plan can be obtained from the Regional Coordinator in your region]

4.0 What projects will not be funded?

The 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

5.0 What are the project timelines?

Key dates for this funding round are indicated below. These dates are provided as a guide only. DHS will attempt to maintain this schedule but reserves the right to vary key dates where necessary.

Call for Applications	Saturday 29 June 2013
Closing Date for Applications	Friday 26 July 2013
All organisations advised of outcome by	Tuesday 6 August 2013
Project commencement from	Monday 9 September 2013
Project completion by	September 2014

6.0 What is the application process?

The application process is as follows:

- Completion of attached signed application form and post or hand deliver to:
[Regions to insert name and address]

Closing date for lodging Applications is **5:00 pm, Friday 26 July 2013.**

- As part of the selection process, applicants may be requested to provide additional information to support their application.
- All applicants will be advised of the outcome by early August 2013.

7.0 How will applications be evaluated?

The following criteria will be used for the evaluation of Indigenous Family Violence Strategy Community Initiatives Fund applications.

Note: Applications must address each of these criteria.

EVALUATION CRITERIA	
1. Eligible Applicant (mandatory)	The applicant must be a Victorian Aboriginal incorporated and not for profit organisation or an Aboriginal Community Group.
2. Eligible Project (mandatory)	Refer to 3.0 What types of projects may be eligible for funding?
3. Why? (This criterion is essential)	<ul style="list-style-type: none"> • Why do you want to do this project? • Does the project address a priority area of the Indigenous Family Violence Regional Action Plan? Have you consulted with the Indigenous Family Violence Regional Action Group about the project? • In what way does the project align with the Indigenous Family Violence Prevention Framework? • Does the project provide evidence of a demonstrated need in the community for your project and why this approach will work? • Does your project build on learning's from other projects or complement existing local community projects or initiatives?
4. How? (This criterion is essential)	<ul style="list-style-type: none"> • Will the project involve partnerships and collaboration with other organisations or community groups? How will partners be involved in the planning, development, implementation and evaluation of the project? • Include a comprehensive project plan showing how you will implement the project – include aims, objectives, tasks, responsibilities, timelines, and strategies for evaluating success of the project.
5. Who? (This criterion is essential)	<ul style="list-style-type: none"> • Who will manage the project? • Who are the project partners? • Will there be voluntary or in-kind contributions?
6. What will the project achieve? (This criterion is essential)	<ul style="list-style-type: none"> • What are the objectives and anticipated outcomes of the project? • How will it provide an on-going benefit to the community? • How will it contribute to the achievement of goals in the Indigenous Family Violence Regional Action Plan and Ten Year Indigenous Family Violence Plan, <i>Strong Culture, Strong Peoples, Strong Families: Towards a safer future for Indigenous families and communities??</i>

7. Financial Details (mandatory)

- Income & Expenditure
- Does not include equipment or capital items
- If project/auspice has received funding before was a report received?

8. Project Plan

- must include aims, objectives, tasks, responsibilities, timelines, and strategies for evaluating the success of the project

8.0 Where do I obtain further information?

Contact the Regional Coordinator Indigenous Family Violence in the DHS regional office to obtain further information about this funding round and to discuss your application

(Refer to Section 10.0: *Regional Contact Information*).

Note that your completed application form will be provided to the Chair of the Indigenous Family Violence Regional Action Group and an authorised representative of the Regional Action Group to seek their support for your project.

9.0 What if the organisation or groups are successful in its application?

Successful applicants (or the auspice agencies for a community group) will be required to enter into a Service Agreement or Service Agreement Variation with DHS. This agreement specifies the services to be delivered and sets out funding conditions and reporting requirements.

Any changes or variation to the approved project must be submitted to the Indigenous Family Violence Action Group, DHS and the CIF selection panel for approval prior to project implementation. Any subsequent changes to the project must be agreed to by the Indigenous Family Violence Regional Action Group and DHS.

Reporting requirements will include a financial acquittal as well as an interim project report/update and a final evaluation report about whether the project achieved its aims. Reporting of the project status will be also required to the Indigenous Family Violence Regional Action Group on request and DHS.

Where a community group is successful, they will be required to submit the interim and final evaluation reports; and their auspice agencies will be required to submit the financial acquittal.

10.0 Regional Contact Information

For further information contact the Regional Coordinator Indigenous Family Violence at your regional DHS office listed below:

METROPOLITAN

Eastern Metropolitan Region

Melissa Saunders
Regional Coordinator, Indigenous
Family Violence Strategy
Department of Human Services
Locked Bag 2015
BOX HILL, VIC 3128
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Mob: 0428 038 795
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North Metropolitan Region

Robbie Lynch
Regional Coordinator Indigenous
Family Violence Strategy
Department of Human Services
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Southern Metropolitan Region

Kelly Drayton
Indigenous Family Violence Strategy
Department of Human Services
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165-169 Thomas Street
DANDENONG VIC 3175
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Mob: 0407 813 660
Email: kelly.drayton@dhs.vic.gov.au

West Metropolitan Region

Marianne Atkinson
Statewide Indigenous Family
Violence Strategy
Department of Human Services
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RURAL

Barwon South West Region

Tania Dalton
Regional Coordinator Indigenous
Family Violence Strategy
Department of Human Services
2/109 Lava Street
WARRNAMBOOL VIC 3280
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Tania.jones@dhs.vic.gov.au

Gippsland Region (East)

Michelle Smith
Regional Coordinator Indigenous
Family Violence Strategy
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BAIRNSDALE VIC 3875
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Mob: 0417 798 380
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Gippsland Region (Central)

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Regional Coordinator Indigenous
Family Violence Strategy
Department of Human Services
64 Church Street
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Mob: 0409 643 109
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Hume Region

Tracy Hardie
Regional Coordinator Indigenous
Family Violence Strategy
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163 Welsford Street
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Loddon Mallee Region (Northern)

Trudy Rigney
Regional Coordinator
Indigenous Family Violence
Strategy
Department of Human Services
253 Eleventh Street
MILDURA VIC 3500
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Mob:
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Trudy.rigney@dhs.vic.gov.au

Loddon Mallee Region (Southern)

Ann Spittles
Regional Coordinator
Indigenous Family Violence
Strategy
Department of Human Services
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Grampians Region

Kiewa Lovett
Regional Coordinator
Indigenous Family Violence
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Department of Human Services
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Attachment 1: Information regarding the role of organisations entering into a Service Agreement with DHS

The Indigenous Family Violence Strategy Community Initiatives Fund (CIF) provides grants of varying amounts to Victorian Aboriginal organisations and Aboriginal community groups.

As funds can only be released to legal entities, some applicants will need to approach an incorporated Aboriginal or non-Aboriginal organisation to auspice their grant. Eligible organisations are:

- Not-for-profit organisations
- 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.

These organisations will be required to enter into a Service Agreement or Service Agreement Variation (Variation) with the Department of Human Services (DHS). This Agreement specifies the requirements of services to be delivered and the associated funding that will be paid to deliver the services.

The CIF Application Form requires the inclusion of a project plan showing how the project will be implemented to achieve the objectives. The plan must include aims, objectives, tasks, responsibilities, timelines, and strategies for evaluating the success of the project. The Application is also to include full details of the income and expenditure budget for the project.

The organisation entering into the Service Agreement or Variation with DHS is required to sign the Application, verifying 'that the information in this Application and attachments is to the best of my knowledge true and correct and understand that any omission or false statement may result in the rejection of the Application or the withholding of any funding already approved.'

Reporting requirements as detailed in the CIF Guidelines include a financial acquittal by the organisation entering into the Service Agreement or Variation with DHS as well as quarterly interim project reports/updates and a final evaluation report about whether the project achieved its aims. Reporting of the project status will be also required to the Indigenous Family Violence Regional Action Group on request. The Reports are to be provided to the DHS regional office, with the final report due within six weeks of completion of the project. Final project reports will be forwarded to DHS central office and will form part of the CIF Projects Summary.

Where agencies are acting as the auspice agency they must ensure that their obligations under the Service Agreement or Variation with DHS are not compromised. The auspice arrangement must ensure that both parties meet service delivery obligations, financial accountability requirements and client confidentiality requirements as outlined in the Service Agreement or Variation. It should be noted that only staff of the auspice agency are covered by DHS-provided Community Services Organisation insurance (where provided by DHS).

To avoid any misunderstanding in relation to financial accountability, it is recommended that Aboriginal community groups, the organisation acting as an auspice agency and DHS undertake the following steps prior to the signing of the Service Agreement or Variation.

- Agree on the project plan. The project plan will describe tasks/activities and timelines and the expenditure budget which specifies the budget lines to be funded by the auspice organisation.
- Clarify the obligations and responsibilities of the auspice organisation, Aboriginal community group and DHS in the form of a written statement of obligations.

- Reference the project plan and reporting requirements in the Other Requirements section of Schedule 3 to the Service Agreement or Variation so that they will form part of the Service Agreement or Variation.

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. Any changes or variation to the project and project budget lines must be submitted to DHS for approval prior to payment.

DHS will also undertake to work with the auspice organisation and the Aboriginal community group to resolve any disputes or grievances that may arise in the course of the project.

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