

Small Grant Guidelines

1. Introduction

Relationships Australia Victoria (RAV) has been funded by the Australian Government Department of Social Services to establish a Forced Adoption Support Service (FASS), named the *Forced Adoption Support Service*, which provides specialist support for people affected by forced adoption policies and practices.

The small grant component of the *Forced Adoption Support Service* is intended to **build capacity** and **enhance support** for people affected by forced adoption policies and practices.

2. Available Funding

RAV has allocated 7.5% of FASS funding for the small grant program (around \$24,000 per annum), and will conduct several funding rounds across the period of the program.

Additional funding will be made available in the first year. Organisations and groups are encouraged to submit more than one project for consideration. Projects that meet the eligibility and assessment criteria may be funded up to \$10,000.

3. Eligibility Criteria

Applications are invited from peer support and advocacy groups, and organisations based in Victoria that are:

- a charity registered with the Australian Charities and Not-for-profits Commission (ACNC), or incorporated not-for-profit; or
- unincorporated and unregistered with ACNC peer support, advocacy or community groups that are auspiced by an incorporated organisation, or organisation registered with the ACNC that has compatible aims and objectives. (See Section 6. Auspicing Arrangements).

AND

- financially sound. To evidence this, we require a copy of your most recent audited financials.

4. Allowable Use of Funds

Small grant funding is intended to **build capacity** and **enhance support** for people affected by **forced adoption policies and practices**. It can be used for a range of projects, events or activities, including:

- capacity building opportunities such as local or national training
- production of memorials
- venue and group meeting costs for support and advocacy
- facilitation costs for retreats, including accommodation, meals and travel for facilitator and/or participants
- forced adoption-related group facilitation costs, including cost to engage facilitator
- forced adoption-related group therapy costs, including cost to engage a therapist.

In addition to the above, you are encouraged to consider projects that will enable your group or organisation to continue to provide support to your community into the future. This could include:

- training in mental health first aid (for those providing telephone support)
- training in working with the media (for those involved in advocacy)
- website development.

Applications developed in partnership with other groups or organisations are also encouraged.

Please note that any underspent funds may be required to be returned to the funding agency.

Small grant funding **cannot** be used for:

- activities normally delivered as part of the Forced Adoption Support Service
- activities that will benefit a sole individual
- brokerage for individual counselling and other services
- employment of staff and associated staff costs such as travel
- equipment and assets
- any activities not specifically targeted at people affected by past forced adoption policies and practices.

5. Assessment Criteria

Grant applications will be evaluated against the following criteria.

- The proposal has clear and achievable outcomes and demonstrates how the project will build capacity and/or enhance support – 40%
 - Clear and achievable project schedule – 20% (See example **Appendix 1**)
 - Clear and reasonable budget – 20% (See example **Appendix 2**)
- The organisation has demonstrated its ability, capacity and experience to deliver the project – 20%

6. Auspicing Arrangements (for unincorporated groups / organisations)

Unincorporated groups and organisations seeking funding must identify an incorporated organisation to apply for funding on their behalf, as RAV can only enter into a funding agreement with a legally constituted, incorporated organisation. This auspicing partner organisation can be any incorporated association or organisation that is able to support your project AND also has compatible aims and objectives. This includes organisations that aim to provide assistance, support or resources to the community, such as a neighborhood house, local council or not for profit community support organisation.

While the unincorporated group or organisation will be carrying out the project, the auspicing partner organisation will have the contractual relationship with RAV and the legal responsibility for financial and other commitments in the funding agreement.

If funded, you will be required to develop a written agreement with your auspicing partner. The guidebook, *Auspicing, A Guide to auspicing for auspicing organisations and those delivering auspiced projects* (provided with these guidelines) explains how to negotiate with an auspice partner and develop a written agreement.

7. Requirements of Grant Recipients

By accepting RAV's grant, successful applicants agree to carry out the following activities.

- Use the funding only for the purpose stated in the application.
- For lengthier projects, successful applicants may need to provide verbal or brief written reports.
- Commit to fully expend the grant within 12 months of the grant being awarded.
- Provide an acquittal report upon project completion, including a financial statement or other evidence of expenditure and a short evaluation report.
- Appropriately acknowledge RAV and DSS support in all promotional material, annual report and other information relating to the grant-funded project, using this wording: *'This project is funded by the Australian Government Department of Social Services through Relationships Australia Victoria's Forced Adoption Support Service'*.
- If you use a RAV logo in any promotional material, annual report or other information relating to the grant-funded project, send a copy of the material to RAV for approval, in advance of the material being printed or used. Australian Government logos should not be used without the written permission of the Department.
- Allow RAV use of grant related information for any media or promotional purposes.

Please note that future funding requests will be affected if these requirements are not met or the grant is not acquitted.

8. Application Process

Applicants must complete and submit the **Small Grant Application Form** by the due date. A separate application form must be used for each project. Applications received after the closing date will be assessed in the next round.

Applicants are required to complete an itemised project budget as part of section 8.2 on the application form. An example to assist you is provided in Appendix 1.

RAV requires certain information about applicants in order to assess their project management experience and ability to manage grant funds. We ask that applicants submit the following documents with their application:

- most recent audited statement
- most recent annual report.

Unincorporated groups or organisations should provide their auspicing partner organisation's reports.

Documents to attach to your application:

- **Evidence of incorporation or registration with the ACNC:** We require evidence of your organisation's incorporation or registration with the ACNC, attached to your application.
- **Evidence of financial integrity:** We require your audited financials to be attached to your application.

9. Assessment Process

RAV will assess project proposals in relation to the assessment criteria in Section 4. We will contact applicants about the outcome of their application within 3 weeks of the closing date.

10. Application Closing Date

Visit www.rav.org.au/FASS/small-grant-funding for information on the closing date for each round.

11. Submission

Please email your application/s and any additional documentation to RAV at fass@rav.org.au

12. Contact Us

For information and advice please contact:

Therapeutic Services Coordinator
Forced Adoption Support Service
1800 21 03 13
fass@rav.org.au

Appendix 1:

Please note the example provided below is for an application to hold an ‘event’ so due to the high level of complexity it would have more milestones/tasks attached than a simpler project.

5. Project Schedule and Key Milestones

5.1 Please outline the key milestones for the project, how long each will take to complete and their projected dates for completion. The individual or position responsible for each milestone/task should also be identified.

Key Milestones/Tasks	Duration of Task	Target date for completion	Responsibility (person or position)
Date for event decided and set.	1 week	15/12/2016	Manager
Identified venue booked and confirmation received for all associated costs such as catering, set up fees or equipment hire included.	5 days	20/12/2016	Support staff/volunteers, reporting to manager
Speakers/facilitators booked and confirmed	2 days	20/12/2016	Support staff/volunteers, reporting to manager
Event promoted through local networks/newsletters/print media	5 days	15/01/2017	Support staff/volunteers, reporting to manager
Print materials for use at the event developed and printed	6 weeks	08/02/2017	Support staff/volunteers, reporting to manager
Event held	1 day	15/02/2017	All staff, reporting to manager

Appendix 2:

8.1 Project income

This is important to complete as it shows the grant amount requested.

Grant amount requested	1960.00	
Applicant's contribution	600.00	(cash \$ 400.00 in-kind \$ 200.00)
Total Expenditure	\$ 2560.00	

Total project cost.

8.2 Project expenditure

Provide a budget based upon your requested funding amount and anticipated expenditure. All costs must be specifically defined so please attach to your application supporting documentation such as obtained fee schedules, quotes or pricing guides.

Please refer to Section 4 of the Small Grant Guidelines for information on allowable use of funds.

Item	Funding Source*	Cost
1. Train fares to Bendigo	FASS grant	160.00
2. Venue hire	In-kind	200.00
3. Administrative costs	Applicant agency	400.00
4. Facilitator	FASS grant	1200.00
5. Catering	FASS grant	200.00
6. Promotion	FASS grant	400.00
Total Project Cost		\$ 2560.00

*Funding source: FASS grant, Applicant agency, In-kind

Itemise your budget to detail expenses and sources of funding. This will help when you acquit funding at the end of the project. N.B. 'In kind' means payment given in the form of goods and services, not money.