

NSW Sexual Violence Project Fund Grant Program

Frequently Asked Questions 'FAQs'

28 February 2023

www.dcj.nsw.gov.au



Grants program

The NSW Sexual Violence Project Fund is a grants program that will fund a range of one-off and time-limited early intervention and response projects that address and respond to sexual violence in NSW's priority populations.

In this Fund, 'sexual violence' is used as an umbrella term to describe acts of a sexual nature that happen without consent. It includes acts that are criminal offences, such as sexual assault and child sexual abuse, and acts that are not criminal offences, for example sexual harassment in the form of unwanted comments and leering. Sexual violence not only comprises physical, but also non-physical acts and behaviours, such as image-based sexual abuse. It can range from a single instance of harassment or assault to abuse perpetrated over long periods.

These FAQs should be read prior to completing an application for the NSW Sexual Violence Project Fund.

FAQ topics and questions

These FAQs are for the NSW Sexual Violence Project Fund and are intended to accompany the Fund Program Guidelines. Questions and answers below are grouped in topics in the same order as they appear in the Guidelines.

- Overview of the Fund
 - What grant funds can be used for
 - Eligibility and assessment criteria
 - Completing the application
 - Other requirements
 - Assessment process
 - After applications close
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Overview of the Fund

Q: What is the NSW Sexual Violence Project Fund?

A: The NSW Government has allocated a total of \$10 million to support projects of up to two years duration focused on sexual violence early intervention or response strategies.

Eligible organisations should submit a project focusing primarily on **early intervention** or **response** to sexual violence.

The Sexual Violence Project Fund will not support primary prevention projects

The Sexual Violence Project Fund is not designed to replicate or duplicate existing services or programs already operating in NSW. It will not support projects that aim to deliver an established project with no evidence of adaptation.

Two funding pathways are available within the NSW Sexual Violence Project Fund. Eligible organisations must choose which stream they will apply for funding and will only be able to submit one application for the NSW Sexual Violence Project Fund.

Stream 1: is designed for projects on early intervention or response run by a **single entity**.

Stream 2: is designed for projects on early intervention or response designed and delivered by a **group of organisations or partnerships** where the lead applicant is an eligible entity.

Q: What are the aims and objectives of the Program?

A: The objectives of the Fund are:

- Improve the capacity of the system to intervene early and respond appropriately to sexual violence for high priority groups
- Increase delivery of early intervention and response projects to communities across NSW, to high priority groups informed by co-design principles
- Improve outcomes and effectiveness of service delivery and improve integration through stronger coordination, collaboration, and information sharing

Q: How can I find out more about early intervention and response strategies?

A: Please refer to the [NSW Sexual Violence Plan 2022-2027](#) to know more about the NSW Government strategic direction to address and respond to sexual violence from 2022-2027.

Q: What kind of organisations are eligible to apply?

A: Below is the list the organisations eligible to apply for the grant program:

- Incorporated organisation registered and approved as a not-for-profit body by NSW Fair Trading
- NSW based not-for profit company limited by guarantee (must be registered with ACNC and/or have DGR status)
- NSW based Indigenous Corporation (must be registered with Office of the Registrar of Indigenous Corporations)
- NSW Local Aboriginal Land Council
- Religious organisation operating in NSW
- NSW non-government organisation established under its own Act of Parliament

For more information see:

NSW Fair Trading: <https://applications.fairtrading.nsw.gov.au/assocregister/default.aspx>

Australian Charities and Not-for-profits Commission: <https://www.acnc.gov.au/charity/charities> Office of

the Registrar of Indigenous Corporations: <https://www.oric.gov.au/catsi-act/about-public-register>

Projects delivered by a group of organisations or partnerships (under stream 2) must have a lead applicant. The lead applicant must be an eligible entity included in the list of eligible organisations mentioned above.

Non-lead partner can include:

- NSW Government agencies and Local Government Councils
- Unincorporated community groups
- Non-profit organisations
- For-profit organisations providing pro bono services and/or
- Other eligible organisations listed above.

Q. Do I need a partner to get funding?

A. You will need a partner only if you are planning to submit an application under stream 2. Please refer to the Guidelines to confirm your eligibility to apply for funding.

Q. I work for a government agency/ Local Government Council. Can I submit an application?

A. No. You cannot submit an application if you are a government agency or Local Government Council. However, you can partner with an eligible organisation and submit a partnership application under Stream 2, where the lead applicant is eligible to apply.

Q: I am an eligible organisation; can I submit a project in partnership with another organisation?

A: Yes. Projects delivered by a group of organisations or partnerships where the lead applicant is an eligible entity can be submitted under stream 2.

In the case of partnership applications, DCJ will only provide a grant to a single eligible organisation. Organisations can work together through one lead organisation using subcontracting arrangements between them. The lead applicant will have to demonstrate their legal status as mentioned above and should demonstrate the capacity and capability to establish, manage and be held accountable for the delivery of the project and intended outcomes, including reporting on the progress of the project. Notional allocations to partner organisations should be included in the application.

Q: What is subcontracting?

A: In simple terms, for the purposes of these grants “subcontracting” refers to an arrangement between your organisation and one or more other organisations/individuals (referred to as “subcontractors”). A subcontracting arrangement requires the eligible organisation to enter into an agreement with the subcontractor to conduct the work, but the applicant (lead) organisation will retain the contractual obligations to DCJ under the Grant Funding Agreement for delivery and accountability. For this reason, it’s important you carry out the necessary due diligence before entering into such an agreement and applying for a grant on one or more subcontractors’ behalf’.

Responsibilities of the applicant organisation include:

- Completing and submitting the application form and providing its own bank account details and authorised signatories (rather than those of any subcontractor/s.)
- Accepting grant funding on behalf of the subcontractor/s
- Providing grant monies to the subcontracted organisation in accordance with the details provided in the application
- Providing project management assistance to the subcontractor/s

Providing any required reporting and financial acquittals

Q: Will DCJ be linking organisations together to submit a partnership application?

A: No. During the application process, DCJ will not be able to assist organisations to design their project and/or establish partnerships.

Q: What are the funding amounts we can apply for?

A: There are two funding streams available within the NSW Sexual Violence Project Fund that eligible applicants may apply for:

Stream 1 – single entity projects

Applications submitted by single entity: \$100,000 - \$1,000,000 per project.

The total funding pool available for early intervention projects is \$4 million (approximately).

Stream 2 – partnership projects

Applications submitted in partnership with other organisation(s): \$500,000 – \$1,500,000 per project. The total funding pool available for response projects is \$6 million (approximately).

DCJ may vary the distribution of the funding pool depending on the number of funding applications submitted. DCJ may also offer successful applicants a package lower than the amount requested.

Q. The Guidelines mention that I may be asked to deliver a project with a lower funding amount, given the limited pool of funding available. Am I obliged to provide a second preference of funding request?

A: No. You are not obliged, but at the application stage you will be invited to propose a first and second preference of funding and the Department will take that into consideration during the assessment phase.

Q: Can I apply for funding to both funding streams?

A: No. Eligible organisations must choose which stream they will apply for funding as lead applicant, and will only be able to submit one application as lead applicant for the NSW Sexual Violence Project Fund.

Q: Can I apply for funding under stream 1 and be involved in a partnership application submitted under stream 2?

A: Yes. Eligible organisations can submit one application as a lead applicant and be involved in other partnership projects as non-lead applicant. However, the same project cannot be submitted to both funding streams or submitted twice by different applicants.

Q: Do I need to advise if my project is focused on early intervention or response to sexual violence?

A: Yes. In the application form you will have to select if you are submitting an early intervention or response project proposal.

Q: Can I submit a project that focuses on both early intervention and response to sexual violence?

A: No. While we acknowledge that there may be overlaps with some projects, you will need to specify if your project is primarily focusing on early intervention or response to sexual violence. While in practice, a project may include elements of both early intervention and response, organisations will still need to specify if your project is primarily focusing on early intervention or response to sexual violence.

What grant funds can be used for

Q: What can we use the grant funds for?

A: Funds can only be used for expenses/activities directly associated with the project. The application must clearly outline your proposed expenditure in the budget you submit with your application.

Eligible costs are costs only directly associated with delivery of the project, including:

- Technical and professional staff involved in delivery of the proposed project, including on-costs
- Expenses related to design or publication of material and resources
- Advertising expenses
- Development costs such as licence fees for third party provider services used during the project
- Travel, such as transport and accommodation, to deliver project components.

There are no guidelines for budgeting (i.e., specific percentage for workforce or resources). However, projects will be assessed against value for money, which is one of the assessment criteria mentioned in the guidelines.

Q: What are we not allowed to spend grant funding on?

A: Organisations must not use the money provided for the project, nor any interest earned on the money, for any other purpose beyond what is specified in the approved project description

Items or activities that funding cannot be used for include:

- Business as usual service delivery
- Establishing a new frontline service
- Primarily prevention activity (further information below)
- Any activity of a commercial nature that is for profit
- Business as usual activities not directly related to the project, including organisations costs for delivery of ongoing services, increased capacity or staffing not directly involved in the project, capital investments, training for ongoing service delivery

- Buying core business capital equipment such as office equipment
- Capital works, including building work
- Costs already approved through other funding resources
- Costs associated with attending or hosting conferences not directly related to the project
- Covering existing debts or budget deficits
- Day to day activities, including supplementing, increasing or continuing ongoing service delivery that is the core business of the organisation
- Paying salaries and on-costs for ongoing staff not directly involved in the project
- Paying salaries and on-costs to employ temporary or ongoing staff not directly involved in the project
- Permanent equipment purchases, for example tables and computers
- Programs or activities that encourage gambling such as bingo, or the consumption of alcohol
- Projects not undertaken in NSW and not benefiting NSW communities
- Projects that duplicate existing services and initiatives
- Retrospective activities, such as work already undertaken, part completed
- Interstate or overseas travel

Q: The Guidelines state that primary prevention projects will not be accepted. Can you please clarify what primary prevention means?

A: Please refer to the NSW Sexual Violence Plan 2022-2027 for full definition of primary prevention and the NSW Government strategic direction on primary prevention.

Q: Can I use this funding to establish a new frontline service?

A: No. You cannot use the funding to establish new frontline services as this grant scheme provides funding for projects of no more than two years.

Q: Can we receive funding if we've already received an insurance payment, government grant or government funding?

A: Yes. You can receive funding even if you have already received a government grant or funding. However, projects underway that have already received funding cannot be submitted to the NSW Sexual Violence Project Fund.

Q: Can we apply for a project that has already started?

A: No. Projects underway cannot apply for funding.

Q: How does reimbursement work?

A: Reimbursement is not part of grants programs. In other words, the grant cannot be used for reimbursement, to cover existing debts or budget deficits.

Q: Do all projects need to be innovative or present a new idea or strategy?

A: No. Projects can test new strategies or responses, and/or adapt them from one setting or context into another. It can also expand the focus to include other priority populations.

Eligibility and assessment criteria

Q: What are the eligibility criteria?

A: Below is the list of eligibility criteria:

1. Eligible organisation – only organisations with the following legal status will be eligible to apply for funding:

- Incorporated organisation registered and approved as a not-for-profit body by NSW Fair Trading
- NSW based not-for profit company limited by guarantee (must be registered with ACNC and/or have DGR status)
- NSW based Indigenous Corporation (must be registered with Office of the Registrar of Indigenous Corporations)
- NSW Local Aboriginal Land Council
- Religious organisation operating in NSW
- NSW non-government organisation established under its own Act of Parliament

For Stream 2: projects delivered by a group of organisations or partnerships must have a lead applicant. The lead applicant must be an eligible entity included in the list of eligible organisations mentioned above.

2. Project focus - Applicants will have to select whether their project primarily focuses on early intervention or response to sexual violence. The Fund will not support primary prevention initiatives.
3. Geographic locations – projects must be delivered within the state of NSW only.
4. Priority groups– projects must clearly demonstrate their focus to at least one of the following high priority groups:
 - Women and children at risk of or experiencing sexual violence
 - First Nations people
 - Culturally and linguistically diverse communities (in particular, people of refugee, refugee-like experiences and asylum seeker backgrounds)
 - Rural and remote communities
 - LGBTIQ+ people
 - Older women
 - Children and young people (in particular, those who have experienced trauma, sexual and domestic violence or who are in or leaving out-of-home care)
 - People with disability

Note:

- all applicants must have appropriate insurance (minimum of \$10 million),
- all applicants must address the NSW National Redress Scheme sanctions, and
- applications will not be accepted from organisations that have outstanding acquittals with DCJ.

Q. Can I apply for a project that does not focus on any of these priority groups listed above and instead targets the population in general?

A: No. The project must focus on at least one of the priority groups listed above. Although sexual violence can happen to anybody, the NSW Sexual Violence Plan 2022-2027 has identified that particular groups are at higher risk of experiencing sexual violence, and this is the focus of the NSW Sexual Violence Project Fund. Please refer to the [NSW Sexual Violence Plan 2022-2027](#) for more information about who experiences sexual violence.

Q: Can I apply for a project focusing on men and boys as victim-survivors?

A: Projects focusing on boys as victim-survivors are eligible to apply as boys are considered as ‘children and young people’ from the high priority groups list. Projects focusing on men as victim-survivors are eligible to apply only if the focus of the project is on men who are also from a high-priority group, for example, a victim-survivor who identifies as a man and identifies as LGBTIQ+, people in rural and remote communities, or people with disability.

Q: Can I apply for a project focusing only on perpetrators?

A: No. The fund is designed for projects that focus on early intervention or response to sexual violence for victim-survivors from high priority groups.

However, project applications may be inclusive of both victim-survivors and perpetrators from priority populations – e.g. family-focussed early intervention or response projects, as long as victim-survivors are participants as well.

Q: Are NDIS-funded services eligible for project funds?

A. Only organisations listed above are eligible to apply for funding.

Q: What are the assessment criteria?

A: Eligible organisations must meet the following assessment criteria to be considered for funding:

1. **Demonstrated need:** demonstrated understanding of local context, high priority groups and their needs, including demonstrating a clear funding gap; project must be evidence-based. Project proposals must clearly articulate the evidence for the specific problem, as well as the proposed solution.
2. **Outcome and impact:** alignment to NSW Sexual Violence Project Fund objectives and expected outcomes; viable link between project activities, demonstrated community need and outcomes; sustainability of impact of the project beyond the life of the funding.
3. **Capacity to deliver:** demonstrated relevant and existing work in the community where the proposal is targeted and priority cohorts; applicant's understanding of gender-based violence, in particular sexual violence; clear and feasible project plan and milestones; for stream 2 only - partnership(s) and partner roles identified and relevant to project outcomes.
4. **Value for money:** clear budget based on valid cost estimates.
5. **Risk management:** demonstrated awareness of potential risks to the project and how they will be addressed.

Q: Are there any funding priorities for the grants program?

A: The assessment process will prioritise equitable distribution of funding across priority groups and will ensure reasonable spread between early intervention and response projects. Applications may also be prioritised to ensure geographic distribution across NSW to ensure an equitable spread of funds and projects in regional, rural and remote areas.

Q. I would like to apply for a particular project idea. Could you tell me whether this would be eligible?

A. DCJ cannot discuss project ideas with applicants. Please refer to the Guidelines to make your own determination as to whether your project proposal is eligible.

Q: One of the Fund objectives is to increase delivery of early intervention and response projects to communities across NSW, to high priority groups informed by co-design principles. What do you mean by co-design?

A: Co-design refers to a process where all critical stakeholders, from experts to end users, are encouraged to participate and are respected as equal partners sharing expertise in the design of projects or services.

We strongly encourage applicants to collaborate with other relevant stakeholders and/or undertake a co-design process during the application phase that includes the high priority group. Applicants may also undertake a co-design process with partner organisations if they are applying through Stream 2.

DCJ, together with an external evaluator, will also engage with the successful organisations to co-design program logics for their projects, as well as a monitoring and evaluation framework for the life of the Fund.

Q. Can you provide examples of eligible projects?

A. Eligible projects could include aspects such as:

- Early intervention activities, targeting specific priority cohorts, including development of tools, education and training resources.
- Early intervention activities that provide information to young people, parents and carers about online safety, including grooming.
- Early intervention activities that provide education to workers to ensure they can effectively respond to victims of sexual violence, particularly where adults have child experience of sexual and domestic abuse.
- Early intervention activities that educate workers to identify and reduce risks of sexual violence for people living in residential disability care settings, and residential aged care.
- Early intervention activities that better equip workers to identify early risk factors and challenges faced by LGBTQI+ communities, and multicultural communities, experiencing sexual violence.
- Response projects focused on developing tools, training and resources to build the capacity of services to deliver culturally and linguistically appropriate and accessible trauma-informed responses to support wellbeing, healing and recovery for victim-survivors from diverse backgrounds.
- Projects focussed on supporting workers to address intergenerational trauma of Aboriginal people who have experienced sexual violence.
- Projects that support culturally safe early intervention and family support services for Aboriginal people who have experienced sexual violence.
- Project that refines first responders' information and toolkits to support responses to sexual violence experienced by people in priority groups.
- Projects that build the capacity of the broader workforce and services to provide trauma-informed responses to support safety, wellbeing, healing and recovery for victim-survivors in priority groups.

Q. Can you provide examples of ineligible projects and costs?

A. NSW Sexual Violence Project Fund will not fund primary prevention strategies, including among others:

- Projects that focus on education on safe, healthy and respectful relationships that addresses the drivers of gender-based violence.
- Projects that address respectful relationships, coercive control, consent education and pornography for children and young people across settings.
- Implement initiatives to address street harassment and improve women's safety across public spaces.

Q. Can I use my project to start a business or profit from it?

A. No. Projects for commercial gain or profit to an individual, organisation or company are not eligible for funding.

Completing the application

Q: Do I have to use SmartyGrants to apply?

A: Yes, applications for this program will only be accepted that are submitted via the SmartyGrants platform.

Q: Can I review the application form before starting my application?

A: Yes, when you log on to SmartyGrants and view the application you can also choose to download as a PDF to review whenever you like. You can also preview the form online. Please note that PDF copies of

application forms do not show which questions are conditional, so you may see questions that do or do not apply to your organisation.

Q: Can I provide letters of support or references to support my application?

A: For stream 1, only your application form submitted through the form on SmartyGrants will be considered.

For stream 2, applicant will need to submit a letter of understanding jointly signed by all partners. Alternatively, applicants can submit a subcontract form that can be downloaded from DCJ website (<https://www.facs.nsw.gov.au/download?file=580809>). It is up to the lead applicant to decide whether they prefer to submit a letter of understanding jointly signed by all partners or the subcontract form.

Q. I am submitting an application for Stream 2 and have decided to provide a subcontracting form as a supporting document. Does the subcontracting form need to be approved by DCJ before the application is finalised?

A: No, DCJ does not need to approve the subcontracting form before the grant application is submitted. The form will be considered as part of the grant application.

Q: Is there support available to help me apply or answer questions?

A: If you have any questions about the grant program, please contact sexualviolencegrantsfund@facs.nsw.gov.au.

If you have any technical issues with the form, please contact the Grants team at SPC-GrantsHub@facs.nsw.gov.au.

Q: Can we submit more than one application?

A: No. Eligible organisations can only submit one project proposal. The same project cannot be submitted to both funding streams or submitted twice by different applicants.

Q. What is the difference between an ACCO and other organisations that serve Aboriginal and Torres Strait Islander communities?

A: Please refer to our page on Aboriginal Community-Controlled Organisations (ACCOs), which also provides information on our commitment to building the Aboriginal and Torres Strait Islander community-controlled sector.¹

Q. Should we include GST in our application?

A: Your funding request should exclude any GST that you will be charged by contractors or suppliers as part of the cost/delivery. If your application is successful and your organisation's ABN is registered for GST, you will be paid GST on top of the approved grant amount. If your organisation ABN is not registered for GST or you do not have an ABN, you will only be paid the approved grant amount.

Q: Who needs to sign off on our application?

A: The Applicant Declaration must be made by two of your organisation's authorised signatories, who will also be responsible for signing the Grant Funding Agreement via DocuSign should your application be successful. More information on DCJ authorised signatories is available on the DCJ website. Please note, you must provide the contact details (email address, phone number, name and position) of the relevant

¹ See https://www.closingthegap.gov.au/sites/default/files/2021-05/ctg-national-agreement_apr-21.pdf

authorised signatories, or their delegates, in your application form. Please contact SPC-GrantsHub@fac.s.nsw.gov.au immediately if these details change.

Q: Why would we want to provide the details of a third (optional) person in our application form to view the Grant Funding Agreement?

A: DCJ administers Grant Funding Agreements to successful organisations via DocuSign, which only allows those who receive an individualised link to access the document for viewing. Therefore, all of those who wish to either sign or view the Grant Funding Agreement must provide their contact details. You may wish to include any relevant legal or administrative staff to review a copy of the Grant Funding Agreement before it is signed.

Q: Is it too late to apply?

A: Applications close on 3 April 2023. Applications that are late or incorrectly filled out or incomplete will not be accepted.

Other requirements

Q: What insurance is my organisation required to maintain?

A: Your organisation:

- is required to provide a valid Certificate of Currency for Public Liability Insurance with a minimum cover of \$10 million in your organisation's name, which you will upload as part of your application
- must retain any other insurance required under Commonwealth and NSW law for the performance of its activities funded by this grant, if successful
- is responsible for ensuring it has appropriate and current insurance coverage in place to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under its Grant Funding Agreement, which includes activities carried out by any other individual or organisation that you may subcontract.

Q: What is the National Redress Scheme?

A: The National Redress Scheme is part of the Commonwealth Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Redress Scheme provides support to people who experienced institutional child sexual abuse.

The Scheme:

- Acknowledges that many children were sexually abused in Australian institutions;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling, a direct personal response, and a Redress payment.

The Scheme started on 1 July 2018 and will run for 10 years. The NSW Government will not award a grant to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- Has declined to join the Scheme, or
- At the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

For further information please visit the [NSW Government Redress Scheme Sanctions Policy webpage](#).

Q: Where can I find out my responsibilities in relation to COVID-19?

A: Please refer to the up-to-date information on current public health orders and advice on the NSW Government's COVID-19 webpage. Due to the changing impacts of COVID-19 across NSW, it is the successful applicant's responsibility to keep track of current NSW Government public health orders and advice, and adhere to them.

Q: Do I need to provide banking details?

A: Yes. It is your responsibility to provide the correct banking details, including the authorised signature to verify your bank details, in your application form. Funds transferred to an incorrect bank account may not be recoverable. This applies even if you have provided your banking details to DCJ in the past or are currently receiving other payments from DCJ.

Q: Why should I keep my contact details up to date?

A: Your application, Funding Agreement and acquittal for the grants will be managed using the SmartyGrants online grants administration system and DocuSign. We will contact you and your organisation's authorised signatories using the details provided in your application on SmartyGrants. It is the responsibility of the grant recipient to keep DCJ up to date with any change in contact information, including the contact details of authorised signatories. DCJ is not responsible for any consequences should your grant offer be withdrawn due to out-of-date contact details in SmartyGrants. Please email SPC-GrantsHub@facns.nsw.gov.au to update contact details.

Assessment process

Q: What is the assessment process?

A: The assessment process will take the following stages:

1. DCJ team conducts a review to ensure eligibility criteria listed above and general compliance with guidelines
2. DCJ team undertakes preliminary assessment against assessment criteria
3. An Assessment Panel will assess each eligible application against the assessment criteria listed above and make recommendations for the final decision maker.

After applications close

Q: What happens when you receive my application?

A: Applicants will be formally notified by mid-May 2023 if their application has been successful or unsuccessful. Applicants must ensure their contact details on SmartyGrants remain up to date.

Q: Will the information in my application be kept confidential?

A: Information received in applications and in respect of applications is treated as confidential, and all assessors will sign a confidentiality agreement before reviewing your application. However, documents in the possession of the government are subject to the provisions of the *Government Information (Public Access) Act 2009*. If you are successful, the NSW Government may share or publicise information on your program. An agreement that this may occur will form part of your Grants Funding Agreement.

Q: When will I know if my application was successful?

A: You will be notified via email by mid-May 2023. Applicants must ensure their contact details on SmartyGrants remain up to date.

Q: If I'm successful, what happens then?

A: You will be notified via email and shortly after a Grants Funding Agreement will be sent via DocuSign to the authorised signatories, and any additional reviewers, as provided in your application form. Successful applicants are required to return the signed Funding Agreement within seven days of receipt.

Grant Funding Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution if you are a not-for-profit organisation. Please refer to the following for further details on authorised signatories and delegation. Please note, you must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in your application form. Please contact sexualviolencegrantsfund@fac.s.nsw.gov.au immediately if these details change. It is your responsibility to ensure staff availability to complete and sign documents, to carefully read the terms and conditions of the Grant Funding Agreement, and to sign the Grant Funding Agreement using the correct authorised signatories. Once we receive your signed Funding Agreement via DocuSign, your Grant Funding Agreement will be countersigned and sent to you by email.

Q: What happens if situations change, and we wish to change the details of our program after we receive funding?

A: Any major variations to the approved purposes outlined in your original application form on SmartyGrants must be formally requested and approved in writing before any related work takes place, as your application form will form part of your legally binding Grant Funding Agreement with DCJ. Failure to do so may result in you being required to return the grant monies in full. To discuss a variation, please contact the Grants team by email SPC-GrantsHub@fac.s.nsw.gov.au.

Q: What reporting will be required?

A: Successful applicants will need to submit regular progress reports to DCJ (frequency to be confirmed at the contracting stage). You are also required to submit a Final Report and Financial Acquittal in SmartyGrants at the end of the contract. DCJ will send you the final acquittal form prior the required date that you will need to complete in the SmartyGrants portal.

Q: Will I need to evaluate my project?

A: Yes. Successful projects will be required to be independently evaluated in order to contribute towards building the evidence base for effective sexual violence early intervention and response initiatives.

DCJ will appoint an external evaluator to evaluate the program as whole as well as each successful project. Grant holders will not have any financial impact but will contribute to independent evaluation process via data collection and input, and also receive support in the design and evaluation aspects of their project.

Q: Will the evaluation process require a lot of time and information?

A: Depending on the scale of the project, it is expected that grant holders will spend approximately 5% of employee time to participate in the evaluation process. Applicants should factor in time to:

- develop an evaluation plan for their project at the project establishment phase with support from the independent evaluator
- share project data with the independent evaluator at regular intervals through the project period as part of a continuous improvement process (frequency to be determined)
- participate in the sharing of findings with other grant holders throughout the project period (process to be determined).

Q: What database will be used in the evaluation process? Will there be an external platform for data to be inputted?

A: The external evaluator will work with successful grant projects to determine appropriate data collection methods.

Q: What acquittals requirements?

A Successful applicants will be required to submit a simple financial acquittal by 30 June 2025. The acquittal will include an expenditure breakdown on:

- Staffing costs
- Reimbursement
- Minor equipment and assets
- Operational costs
- Minor expenses for individuals

An officeholder in your organisation will be required to certify that the grant funds have been expended as per your financial acquittal.

Q: Would it be likely that the project may continue if the project is successful, and the evaluation is positive?

A: The Sexual Violence Project Fund is time limited so will not be able to provide further funding beyond the original grant.

Q: Why was my application not successful?

A: If your application is not successful, it does not mean your application is without merit. Funding is limited and not all applications will be successful. Due to the high volume, DCJ is unable to provide individual feedback on each unsuccessful application.

Department of Communities and Justice

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Monday to Friday

9.00am 5.00pm

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