

Domestic, Family and Sexual Violence Multicultural Community Grant

Grant Program Guidelines

February 2023

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Department of Communities and Justice (DCJ) Grant Program Guidelines

The purpose of the Grant Program Guidelines is to provide potential applicants with an overview of the grant, the application and assessment process, and the performance, monitoring and reporting requirements.

DFSV Multicultural Community Grant Program Guidelines

The Domestic, Family and Sexual Violence (DFSV) Multicultural Community Grant Program Guidelines contain information to assist potential applicants to complete the application. It includes an overview of the DFSV Multicultural Community Grant program, information about the application process, eligibility, assessment criteria, how the funds can and cannot be used, and reporting requirements.

It is recommended that these guidelines are carefully read prior to completing your application for the DFSV Multicultural Community grant program.

The language used in this Guide acknowledges that no single set of terms suits all situations and people. No exclusion or harm of people is intended in the terms used in this document. We use inclusive language while acknowledging that evidence indicates that domestic, family and sexual violence is primarily perpetrated by men against women. We also acknowledge that people of diverse sexualities and gender identities are impacted by gender-based violence, often in complex and intersecting ways. Language used in this document reflects the language of key national frameworks, including the National Plan to End Violence against Women and Children 2022–2032 and Our Watch: Change the Story.

What is Domestic, Family and Sexual Violence?

For the purposes of this grant, the definitions of domestic, family and sexual violence are directly quoted from the [NSW Sexual Violence Plan and NSW Domestic and Family Violence Plan](#)

- **Domestic and family violence** is ‘any behaviour in a domestic relationship, which is violent, threatening, coercive or controlling and causing a person to live in fear for their own or someone else’s safety. It is usually manifested as part of a pattern of ongoing controlling or coercive behaviour’.

Note: Coercive control ‘is a form of domestic abuse that involves patterns of behaviour that have the cumulative effect of denying victim-survivors their autonomy and independence’.

- **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’.

For further information about domestic, family and sexual violence, please visit the [DCJ website](#) and the [NSW Government website](#). Information on these websites is available in various languages.

Overview of the DFSV Multicultural Community Grant

Purpose of the Multicultural Community Grant

The DFSV Multicultural Community Grant is designed and administered by the NSW Government. The total amount of funding is \$2,000,000 targeting multicultural groups as outlined below in the target groups section.

Grant activities must build the capability of multicultural communities to recognise and respond to domestic, family, and sexual violence.

Funding through a one-off grant must be expended by 30 June 2024. Ongoing or recurrent funding is not available.

The DFSV multicultural community grant aligns with strategies identified in [The National Plan to End Violence Against Women and Children 2022-2032 \(National Plan\)](#) and the [\(NSW Sexual Violence Plan 2022-2027\)](#) and [NSW Domestic and Family Violence Plan 2022-2027 \(State Plans\)](#)

[The National Plan](#) acknowledges that women and children from diverse cultural, ethnic, religious and linguistic backgrounds, and migrant and refugee women and children, including those on temporary visas, can face specific challenges. These challenges include the impact of visa status (for example, depending on partners for residency in Australia and having restricted eligibility criteria for access to government support and services); the absence of trusted social networks in Australia, and linguistic and cultural barriers in seeking help and reporting violence.

The [State Plans](#) further acknowledge the challenges mentioned above and provide frameworks that reflect the gendered nature and dynamics of domestic, family and sexual violence. They embed an intersectional approach that addresses the need for tailored responses for those within specific populations, including multicultural communities.

Objectives & outcomes

The DFSV Multicultural Community Grant aims to:

- build the capability of multicultural communities in recognising and responding to domestic, family, and sexual violence
- support faith and/or community-based culturally responsive initiatives that target domestic, family and sexual violence experiences of multicultural communities
- align with the National Plan and State Plans to support and enhance the capability of NSW multicultural communities to recognise and respond to victim-survivors and their families thereby supporting recovery from domestic, family and sexual violence
- encourage collaborative efforts and partnerships between faith and other eligible NSW organisations to support culturally appropriate responses to domestic, family and sexual violence in multicultural communities across NSW.

Target groups

Grant funding **must support multicultural victim-survivors and their families** who have experienced, or are experiencing, or at risk of experiencing, **domestic, family, and sexual violence**.

Grants **must serve people from multicultural communities (including children, young people and older people) from one or more of the following:**

- newly arrived migrant communities (within five years of settlement as described in the [National Settlement Framework](#))
- emerging communities (growth of population groups as described in the [ABS census by profile](#))
- refugee or asylum seekers
- on temporary visas (student, worker and spouse visas)
- migrant communities

- living in NSW rural, remote or regional areas
- living with disability
- lesbian, gay, bisexual, transgender, intersex, queer or asexual (LGBTIQA+)
- faith and/or community migrant groups
- faith and/or community leaders/elders.

The assessment process will prioritise grant applications which serve the above target groups. Applications may also be prioritised to ensure equitable distribution of grant funds across target groups and across NSW.

Eligibility criteria

Applicants are required to meet all eligibility criteria below:

- Be an incorporated not-for-profit community organisation. For the purposes of this grant 'incorporated not-for-profit community organisations' include:
 - i. incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
 - ii. not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
 - iii. religious organisations operating in NSW
 - iv. NSW non-government organisations established under their own Act of Parliament
- Be based in NSW and already operating in the state
- Identifies or is known as a multicultural organisation
 - managed and operated by community members (including women) from multicultural backgrounds and
 - connected to the multicultural community, or communities, in which they deliver the services
- Specialising in service delivery to people from multicultural communities
- Seek one-off funding to deliver activities which build the capability of multicultural communities to recognise and respond to domestic, family and sexual violence.

The following organisations are not eligible to apply for funding under this grant program:

- Individuals and sole traders
- Local Councils
- State and Federal Government Departments and associated entities
- For profit organisations and commercial enterprises

Assessment criteria

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

- Demonstrated ability to meet the grant objectives and outcomes
- Demonstrated capacity to deliver projects/activities for the target groups
- Demonstrated value for money
- Experience working with the target groups
- Community links and engagement with relevant stakeholders (including government and

non-government organisations) to deliver the proposed activities.

Prioritisation

The grant will prioritise the target groups listed above.

Funding amounts

Eligible applicants can apply for a one-off grant funding from \$20,000 (minimum) up to \$150,000 (maximum).

A total of \$2,000,000 one off grant funds are available.

Funding received through this one-off grant must be expended by 30 June 2024.

DCJ may consider funding allocations depending on the number of grant applications submitted. A lower funding than the amount requested may also be offered to successful applicants.

Grant funds expenditure

Funds can only be used for expenses/activities directly associated to the grant. The application must clearly outline proposed expenditure in relation to the funding amounts identified above and be included in the budget submission with the application.

All funded activities must contribute to the achievement of the grant program's objectives.

Projects that can be funded include, but are not limited to:

- build the capability of multicultural communities in recognising and responding to domestic, family, and sexual violence
- support community-based initiatives that respond to the domestic, family and sexual violence experiences of multicultural priority target groups
- align with the National Plan and State Plans to support and enhance the capability of NSW multicultural communities to recognise and respond to victim-survivors and their families thereby supporting recovery from domestic, family and sexual violence

Grant funds exclusions

Organisations must use the grant funds, including any interest earned, for the purposes of the grant.

Grant funds cannot be used for the following items/activities:

- Infrastructure (capital works, facilities and systems)
- DFSV prevention activities
- Existing debt or budget deficits
- Permanent salaries/wages (costs for temporary staff for the proposed grant project or activity can be included)
- Permanent vehicle and equipment purchases, for example vans, tables and computers

- Business as usual costs or general operating expenses (ongoing or recurrent funding)
- Programs or activities that involve
 - gambling such as bingo
 - smoking tobacco or consumption of alcohol
 - gaming and entertainment streaming services
 - commercial or fund-raising activities
 - cash prizes or gifts
 - political or party associated activities
 - festivals, rituals, events or religious promotion
 - celebration of national or independence days
- Programs and activities coordinated and delivered by NSW Government Departments and Statutory Authorities (including local Government Councils)
- The same project twice. For example, two different organisations cannot apply for funds for the same program or activity
- Duplicate funding meaning applications seeking funding for an existing (already) funded project or activities.

Grant funding will not be awarded to any organisation that:

- has Redress obligation and declined to join in the National Redress Scheme
- is subject to a winding up order or has an appointed administrator
- has a pending/ongoing legal case
- is bankrupt
- has no sound financial management and governance.

Application process

Eligible organisations are invited to apply through a one-step application process using SmartyGrants, via <https://dcj.smartygrants.com.au/wfcsdfsvmcmg>.

Grant applications open on **13 February 2023 and close at 5pm (AEDT) on 27 March 2023**. The closing date and time is a strict deadline. No extensions to the deadline will be permitted.

Note for all applicants:

- Applicants must ensure that their contact details are up to date.
- Applicants must not have any outstanding acquittals for any other funding program with DCJ.
- All applications for grant funding are managed using the SmartyGrants portal.

Summary of assessment process

Grant applications will be assessed against eligibility criteria, prioritisation, and assessment criteria.

All applications are initially reviewed to ensure compliance with mandatory eligibility criteria and required documentation.

Eligible applications are then evaluated by an assessment panel composed of representatives from

key government stakeholders and an independent member. The assessment panel will make recommendations for grant funding allocation to the designated decision-maker (Minister or DCJ delegate).

The delegated decision-maker will consider the assessment panel's recommendations.

Applicants will be formally notified of the outcome of their grant application. It is the applicant's responsibility to ensure all their contact details are up to date.

Subcontracting information

DCJ will only award a grant to a single eligible organisation. Organisations can work together through one lead organisation using subcontracting arrangements between them.

For example, an un-incorporated multicultural community organisation can be a project partner of an eligible organisation. The eligible organisation must be the main applicant that will auspice the partner community organisation in the delivery of a proposed grant project/activity.

If the auspicings organisation is successful in their application, they will be responsible for

- signing the grant funding agreement
- all legal and financial responsibilities on the un-incorporated organisation's behalf
- ensuring all project activities are completed
- submitting progress and completion reports including financial acquittals.

For more information about subcontracting please refer to the DFSV Multicultural Community Grant FAQs and the DCJ [subcontracting policy](#).

NSW National Redress Scheme sanctions

The NSW Government will not award a Grant Funding Arrangement 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.

Visit the [website](#) for further information about the [NSW National Redress Scheme](#) sanctions.

COVID-19

Projects must adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#).

Insurance

Grant recipients must maintain current and adequate insurance appropriate to the activities/services funded under this grant to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Grant Funding Agreement. This must include but is not limited to a minimum of \$10 million Public Liability Insurance.

Applicants may be asked to provide a copy of all relevant insurance policies and certificates in the application form.

You must provide evidence of the above insurance for an amount recommended by a professional insurance adviser, or any such other insurance policies as may reasonably be required by DCJ, and as required by law, for you and any of your employees or sub-contractors, in relation to the performance of the services.

If your organisation is not covered by the appropriate insurance, you will need to approach another organisation (such as an incorporated not-for-profit multicultural organisation) to sponsor your application so that your project will be covered under their insurance.

Banking details

It is your responsibility as the applicant to provide correct banking details, including the authorised signature to verify your bank details in the application form. Funds transferred to an incorrect bank account may not be recoverable.

Successful applicants - funding agreement

The application, Grant Funding Agreement and acquittal for the grant will be managed using the SmartyGrants management system and DocuSign.

Successful applicants are required to return the signed Grant Funding Agreement within two weeks of receipt.

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 for a not-for-profit organisation.

Please note, all applicants must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in their application form.

It is the applicants' 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 Grant Funding Agreement via DocuSign, DCJ will countersign the agreement and return to you by email.

Any **variations** to the Grant Funding Agreement, including scope, location or time frames outlined in the application form and Grant Program Guidelines must be formally requested and approved in writing. Failure to do so may result in the withdrawal of the grant offer.

To discuss a variation, please contact the Women, Family and Community Safety's (WFCS) Strategy and Performance team by email WFCS.DFSVMulticulturalGrant@fac.s.nsw.gov.au

Successful applicants' obligations and reporting

- Any variations to the approved project scope, project location and completion time frames outlined in the original application form must be formally requested and approved in writing before any related work takes place.
- To discuss a variation, please contact the WFCS program area by email WFCS.DFSVMulticulturalGrant@facns.nsw.gov.au
- All funds must be expended by 30 June 2024. You are required to submit Financial Acquittal in SmartyGrants no later than 31 July 2024. DCJ will send you the final acquittal form prior the required date that you will need to complete in the SmartyGrants portal.
- It is a requirement that all financial records related to grant expenditure and acquittal be retained by the committee of the organisation for seven years. If the committee changes, these documents must be forwarded to the new incoming committee.
- There is a common data expectation by the **Commonwealth Government** about this grant funding as per tables below. DCJ requires grant recipients to submit the following reports
 - November 2023 interim report
 - April 2024 progress report with data submission based on the below common data expectation
 - July 2024 final report at project completion.
 DCJ will supply reporting templates.

i. Service-level common data expectations (providers)

Name of providers/grant recipients	Type of service (DFSV, legal, counselling, training etc.)
Locations serviced (suburb and/or statistical area)	Type of service (NGO/Government)
Overall funding amount per service/provider	Length of funding commitment
Funding amount received by service per activity	Total number of organisations who have received/been allocated funding
Total number of organisations established through funding under the Agreement	Total number of organisations who have received/been allocated funding for the first time under the Agreement
Date funding was originally provided	

ii. Activity-level common data expectations (program/initiative)

Activity name	Total number of sessions, where applicable
Which providers delivered each activity	Targeted cohorts/regions
Purpose of activity	Anticipated/actual outcomes
Relevant output/s under the Agreement	Total amount of funding to non-government organisations
How providers were selected (grant rounds/EOI)	Total number of activities directed at diverse people and groups, broken down by cohort
Total number of activities delivered or underway	Total number of activities funded previously that received an extension through funding under the Agreement

Activity name	Total number of sessions, where applicable
Total number of services targeted toward specific locations (major cities, regional, remote, very remote)	Engagement data – number, demographic, etc. – for helplines and campaigns
Total number of new programs/ activities established through funding under the Agreement	

iii. Client-level common data expectations

Number of clients supported	Age of clients
Number of children supported, where available	Total number of clients broken down by diverse people and groups
Total number of clients who receive perpetrator intervention support/ services, including breakdown by gender	Total number of clients receiving a service broken down by location (major cities, regional, remote, very remote)
Total number of clients experiencing or at risk of violence, including breakdown by gender	

- Please note that any photographs or videos containing images of participants and/or staff submitted in the Final Completion Report must be accompanied by a signed DCJ still and moving images consent form.

Timeframes

The table below contains indicative dates and activities for this Multicultural Community Grant.

Date/Period	Event/Action
13 February 2023	Grant applications open
14 February 2023	Grant briefing to interested applicants
27 March 2023	Grant applications close
March – April 2023	Assessment of grant applications
May 2023	Advice about grant application outcomes provided to all applicants
June 2023	Contract with successful grant applicants and project payment
1 July 2023	Projects commence
July 2023	Grant announcement and publication
30 June 2024	Projects end
31 July 2024	Final Report and Financial Acquittal due to DCJ

Prepare to submit your application

Before you start your application, you must review the following key documents

- Multicultural Community Grant program guidelines (this document) and
- frequently asked questions (FAQs).

Applicants are also encouraged to register and attend an online briefing session scheduled on **14 February at 10:00am (AEDT) via Ms Teams**. If you wish to attend the online briefing session or have any queries, please email WFCS.DFSVMulticulturalGrant@fac.s.nsw.gov.au

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