

Local Domestic and Family Violence Committee Program 2023 Grant Program Guidelines

September 2023

<https://www.dcj.nsw.gov.au/service-providers/grants.html>



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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.

Local Domestic and Family Violence Committee Grant Program Guidelines

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

It is recommended that these guidelines are read prior to completing your application for the LDFVC grant program.

Overview of the Local Domestic and Family Violence Committee Grant Program

Purpose of the LDFVC grant program

The NSW Government supports the prevention of Domestic Family and Sexual Violence at the local level by providing annual grants to Local Domestic and Family Violence Committees across the state. In this context, grants of up to \$1,800 are available for Local Domestic and Family Violence Committees across NSW by application.

Local Domestic and Family Violence Committee Grants must deliver a project that assists committees to raise awareness about:

- the impact of violence against women
- local services and support available within their communities.

Funds can be used to:

- develop educational and awareness raising resources
- print information booklets and promotional brochures and posters about domestic and family violence and/or local services suitable for community members
- provide childcare with an approved service provider to enable parents/carers to participate in activities.

Objectives & outcomes

The Local Domestic and Family Violence Committee Grants 2023 program, has four key objectives:

1. Raise awareness in the community about the destructive impacts of domestic and family violence.

2. Reinforce messages about positive behaviours and social norms rejecting violence against women.
3. Engage local groups, organisations – including men's organisations – and schools in leading efforts for change.
4. Increase awareness in the local community about services and assistance available, for those experiencing domestic and family violence, or those responsible for it.

Grant applications must demonstrate how the proposed project will contribute to raising awareness of domestic and family violence in your community by meeting **at least one** of the program objectives.

Target group

All members of an identified local community who are affected by domestic and family violence.

Eligibility criteria

All applicants are required to meet the following eligibility criteria:

All projects are assessed on merit against the following criteria:

- how the project will effectively deliver **at least one** of the grants program objectives
- how the community will benefit from the initiative
- how the expected outcomes of the project provides significant benefit to girls and/or women
- how the success of the project will be measured
- how project partners outside of committee membership are engaged in the initiative, including their contributions to the project (financial and/or in-kind)
- projects must be completed within the 2023/24 financial year
- projects previously funded by the LDFVCG must be completed with project report and funding acquittals submitted
- how activities will align with current NSW Health advice about the COVID-19 pandemic

Additionally, to qualify as a Local Domestic and Family Violence Committee under this funding program, the committee must:

- be a formally recognised forum with documented terms of reference, where organisations in a local area (government and non-government) providing services to women and children experiencing domestic and family violence, can discuss issues of concern, and enhance inter-agency responses.
- be a body with membership from both government agencies and non-government organisations.
- have members with demonstrated expertise in addressing domestic and family violence.
- provide an up to date copy of agreed terms of reference (or other relevant operational information).

Funding will not be directly granted to any person or organisation which does not meet the eligibility criteria of a Local Domestic and Family Violence Committee. These include but are not limited to:

- federal, state, and local government agencies (although they may be a member of a local committee).
- Individuals.
- private companies.

- non-government organisations which do not represent a committee.

The following are mandatory eligibility criteria. Further information is provided in sections below:

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

Assessment criteria

Eligible local DFV committees must meet the following assessment criteria to be considered for funding:

- demonstrated ability to address the Eligibility Criteria
- whether the application meets the objectives
- an identified sponsoring body for the local DFV committee
- demonstrate value for money

Assessment:

An Assessment Panel will assess the applications, the panel will include one independent member. The Panel will make a recommendation to the designated decision-maker and the delegated decision-maker will consider the recommendations.

Funding amounts

- The total funding being allocated is \$80,000 (ex-GST)
- Applicants can apply for up to \$1,800 (ex-GST) through an online application process.
- Committees should, wherever possible, seek in-kind support and/or financial contributions from project partners.
- Committee contributions are encouraged and can include voluntary labour, use of existing facilities, equipment or other resources, and/or administration.
- The successful applicants will need to spend the funds on or before 30 June 2024.

Grant funds expenditure

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

Grant funds exclusions

Local DFV Committees must use the grant funds, including any interest earned, for the purposes of the grant.

Items or activities that funding cannot be used for include, for example:

- Any activity of a commercial nature that is for profit
- Existing debt or budget deficits
- Capital works, including building work
- Permanent salaries/wages (costs for temporary tutors/instructors for your program or activity can be included)
- Permanent equipment purchases, for example tables and computers
- Business as usual costs or general operating expenses
- Programs or activities that encourage gambling such as bingo, or the consumption of alcohol
- Programs and activities coordinated by NSW Government Departments and Statutory Authorities
- The same project twice. For example, two different organisations cannot apply for funds for the same program or activity

Application process

One application form submitted by the applicant that will be assessed based on eligibility and assessment criteria.

- All applications must be submitted online via Smarty Grants portal.
- Applications will open 4 September 2023 and close at 17: 00pm, 27 September 2023
- Applications will initially be reviewed by Department of Communities and Justice (DCJ) for general program compliance, and then assessed.
- Applicants will be formally notified by October if their application has been successful or unsuccessful. Applicants must ensure their contact details are up to date.

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:

Applications will be reviewed by the eligibility team for eligibility and compliance with guidelines and eligible criteria. They will then be subject to the assessment process which will include assessment by the Assessment Team and Assessment Panel.

The Minister or delegated DCJ officer will be the decision-maker.

Applicants will be formally notified on whether their application has been successful. It is an applicant's responsibility to ensure all contact details are up to date.

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.

Sponsoring body

As Local Domestic and Family Violence Committees are not incorporated legal entities, Committees will need to nominate a sponsoring body to receive the grant funds on their behalf.

A sponsoring body must be an incorporated legal entity. The role of a sponsoring body is to:

- accept the grant monies on behalf of the funded committee
- pay grant monies to the funded committee in accordance with the grant conditions
- provide project management assistance to the funded committee
- for the purpose of this project the sponsoring organisation will cover the committee activities for adequate public liability and volunteer protection insurance
- ensure the required reports and financial acquittal information is provided to Strategy and Programs after the project is completed.

Only one application for funding per committee will be accepted, however, sponsoring bodies may sponsor more than one committee.

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 your local council or an incorporated not-for-profit) 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 – grant 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, or the General Manager or delegated officer if you are a council.

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 program team NPADFSV@facfs.nsw.gov.au by email.

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 Women, Family & Community Safety directorate by email NPADFSV@facfs.nsw.gov.au
- All projects must be completed by 30 June 2024. You are required to submit a Final Report and 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.
- 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](#).
- 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.

Timeframes

Date*	Event/Action
4 September	Grant applications open
27 September	Grant applications close
October	Assessment of grant applications
October	Advice to all applicants
*Dates to be updated once approval received	

Prepare to submit your application:

Before you start your application, please review the frequently asked questions.

Feedback and appeals process

If your application is not successful, it does not mean your application is without merit. Funding is limited and not all applications are successful. Due to the high-volume applications, we are unable to provide individual feedback on each unsuccessful application.

Department of Communities and Justice

6 Parramatta Square
10 Darcy Street
Parramatta NSW 2150

Locked Bag 5000
Parramatta NSW 2124

Office hours:
Monday to Friday
9.00am – 5.00pm

E: NPADFSV@facjs.nsw.gov.au