

2023 Safe and Diverse Communities Grants Program Application Form

Form Preview

Safe and Diverse Communities Grants Program Application Form

Please read this section in full before continuing

It is important that you take the time to read through the below information before you begin your application.

Applications for the Safe and Diverse Communities Grant Program 2023 will close at 5pm on 15 March 2024.

Objective of grant program

The purpose of this grant program is to support small, targeted community led projects to increase the capability of culturally and linguistically diverse communities to recognise, respond to and prevent domestic and family violence across Queensland. The grants aim to create meaningful partnerships and engagement with people from culturally and linguistically diverse backgrounds to take proactive steps in improving women's safety and through awareness and prevention initiatives to address domestic and family violence.

Funding will be made available to support initiatives addressing the following priority issues:

- raise awareness of domestic, and family violence and its impacts, how to recognise it and appropriately refer
- support primary prevention
- engage with cultural leaders to support them in developing their understanding of domestic, and family violence
- target prevention of domestic, and family violence from culturally and linguistically diverse communities
- reduce domestic, and family violence re-offending including working with perpetrators and/or with victim-survivors, and/or
- target awareness raising and prevention of non-physical forms of abuse

Funding available

In 2021 and 2022 grants rounds, the total allocation of funds for each round was \$250,000 with applications invited from \$10,000 to \$25,000.

This year, Queensland Government is offering an **enhanced** grants round. The total funding available for this year's grants round is \$850,000 with applications invited for:

- **Tier 1 - small grants of up to \$25,000** - to support small, targeted local community led projects in culturally and linguistically diverse communities to recognise, respond to and raise awareness of domestic and family violence, and provide better support for victim-survivors of domestic and family violence in culturally and linguistically diverse communities; and
- **Tier 2: larger grants of up to \$150,000** - to support a small number of larger projects in culturally and linguistically diverse communities which aim to drive cultural change in enhancing response to, prevention, awareness and recognition of, and/or support for those impacted by, domestic and family violence. Funded projects are expected to contribute to sustained community impact beyond the grant's expiration.

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This must involve the development of training programs / resources materials tailored to address the priority issue/s under 'Objective of grant program'. We encourage innovative approaches that foster long-term positive change and empower communities to address and combat domestic and family violence effectively.

Projects that will not be funded

The following **will not** receive funding through this grant program:

- projects where the applicant does not meet the eligibility criteria
- projects that do not meet the grant purpose
- projects involving travel outside Queensland or involving overseas people visiting Queensland
- projects that are political in nature or are held for political purposes
- commercial or fundraising activities
- projects where more than 20 per cent of funds are allocated to **administrative costs**
- projects where more than 10 per cent of funds are allocated to **purchase of assets**
- projects where grant funds are allocated to: acquittal, auditing or reporting costs; existing debt or loan repayments; purchase of gifts or prizes; or fees associated with an auspice agreement.

Completing the application

When completing the grant funding application form:

- All sections of the form must be completed.
- Ensure you save the form regularly.
- Keep your answers concise by observing the word or time limit for each selection criterion.
- Applicants may attach letters from collaborative partners that state how their organisation supports the work you hope to undertake through this grant.
- Applicants may quote or summarise other documents within the response to a selection criterion. Please do not attach the whole document.
- Note this funding application form is for one event/project/activity only. A separate application form must be completed for each event/project/activity for which funding is sought. Organisations will only be awarded one grant.
- Successful applicants may be offered **full or partial** grant funding.
- Press the submit button upon completion, and ensure you receive an acknowledgement email.

Applications involving more than one organisation should be made jointly. For joint applications between more than one organisation, a lead must be identified.

Eligibility Criteria - Please read before continuing

You must ensure you meet the Eligibility Criteria set out below and in the 2023 Grant Information and Application Guidelines, [available here](#).

Applicants must:

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- Be a **not for profit**, legal entity or
- Be a **local government** entity or
- Have an **auspice agreement** with any of the above entities.

Additionally, applicants must:

- Have current or will obtain **Public Liability Insurance** of a minimum \$10 million AND
- Have no outstanding financial accountability, service delivery, or performance issues for funding provided by any Queensland Government agency AND
- Be established in Queensland and be currently operational in Queensland

Initiative must:

- Be completed by 31 January 2025
- Be delivered in Queensland AND
- Support the purpose of this grant program

How eligibility will be assessed

You will be required to complete an application form through SmartyGrants. In SmartyGrants, you will need to provide:

- An Australian Business Number (ABN)
- Confirm that you are a not for profit agency, or provide a copy of your government issued **certification of incorporation** or other incorporation documentation (e.g. a constitution), to demonstrate that you are a not for profit organisation
- Confirm that you have or will obtain Public Liability Insurance for a minimum of \$10 million.
- Confirm that you have no outstanding financial accountability, service delivery or other performance issues
- Confirm that you are established in Queensland. Your head office can be in another state but you should have an established office or facility in Queensland.

The Department of Justice and Attorney-General may contact you during the assessment process to request:

- a copy of your most recent Audited Financial Statement,
- any further details to be submitted, or
- clarification of the information provided.

Privacy notice

The Department of Justice and Attorney-General is collecting information, including personal information, on this form for the purpose of assessing your application. Your personal information will only be accessed by authorised departmental officers for purposes directly related to assessing this application.

Your personal information will be managed in accordance with the Information Privacy Principles outlined in the <https://www.justice.qld.gov.au/legals/privacy>.

The department may provide local Members of Parliament with the contact details of organisations approved for funding.

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Your personal information will not be disclosed to any other third party or used for any other purpose without your consent.

Questions

General queries about this process and your application should be directed to the Women's Safety and Violence Prevention team (through Women's Infolink) by phoning 1800 177 577 between 9am to 5pm Monday to Friday or emailing SafeandDiverseGrantPrg@justice.qld.gov.au.

Technical queries about SmartyGrants should be directed to SmartyHelp by phoning 03 9320 6888 between 9am to 5pm Monday to Friday (allowing for daylight savings) or emailing service@smartygrants.com.au.

Translation services may be available for this grant program. If you require translation services, please contact 1800 177 577.

Auspicing

* indicates a required field

What is auspicing?

What is auspicing?

When using an auspice arrangement, the relationship is often described as one where the auspicee will be carrying out the project 'under the auspices of' the incorporated organisation – the auspisor. The auspisor receives funding or enters into relevant agreements for the auspicee.

Another way to think of an auspicing arrangement is that it is a bit like a sub-contracting arrangement: the auspisor enters into an agreement, and then sub-contracts their obligations under the agreement to the auspicee. However in reality, normally the auspicee would approach the auspisor, and the auspisor may even charge a fee for auspicing the auspicee.

Auspice: to 'auspice' means to provide support, sponsorship or guidance.

Auspicee: the group (usually a smaller group or organisation) requiring support.

Auspisor/auspice organisation: An auspisor or auspice organisation will make funds available to a smaller organisation or community groups to meet the grant program's financial and legal requirements. This will include taking responsibility to:

- sign your contract with the Department of Justice and Attorney-General
- take legal and financial responsibility of the grant on your organisations behalf
- receive and distribute grant funds under the grant agreement
- ensure all grant activities or events are completed

Auspice agreement: An auspice agreement provides an outline of the services and support the auspice organisation will contribute to the activity. This is usually when a larger organisation partners with a smaller organisation to fund a grant activity or event.

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Are you auspicing another organisation to deliver the event, project or activity? *

Yes

No

Auspicee contact details

Details of the organisation you are auspicing. This is the smaller organisation or community group that requires support.

Organisation name

Name of contact person at auspicee organisation

First Name

Last Name

Position

Address

Address

Phone Number

Must be an Australian phone number.

If using a landline number make sure to include the area code in brackets e.g. (07) 3000 0000

Email

Must be an email address.

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed

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ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Eligibility Confirmation

* indicates a required field

Organisation name and ABN details

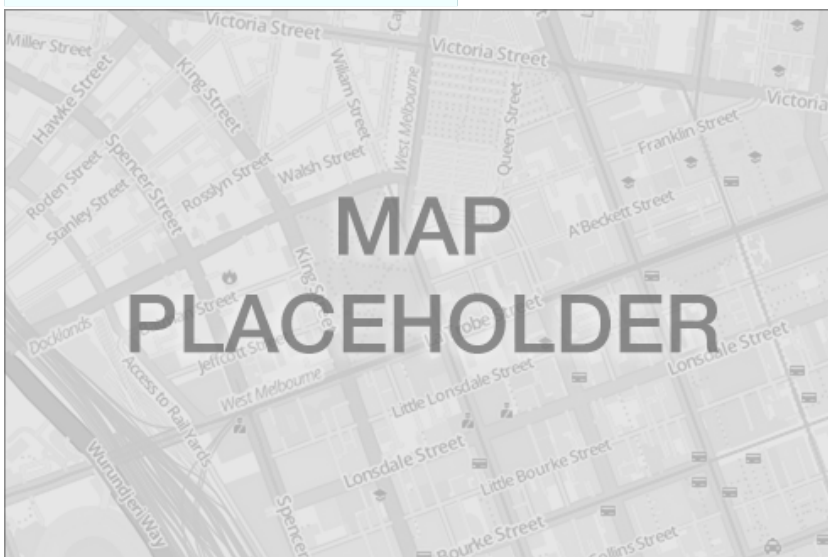
Applicant organisation name *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABN, ACNC or ATO.

What is the address of the organisation *

Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

Please note that you can be a national organisation, but you MUST have an office or facility and be established in Queensland to meet the eligibility criteria.

Does your organisation have an ABN? *

Yes

No

ABN Number

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ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

No ABN Number

If you do not have an ABN, you must attach a copy of your Certificate of Incorporation to this application or tell us how you will obtain an ABN number to be eligible for this grant round.

Or please tell us how you will obtain an ABN number to be eligible for this grant round?

Certificate of Incorporation

Attach a file:

Please upload your certificate of incorporation if you do not have an ABN number.

Confirmation of not-for-profit status

Do you confirm that the organisation completing this application is a not-for-profit legal entity? *

Yes No Not sure

Please upload relevant information to confirm not-for-profit status such as your certificate of incorporation

Attach a file:

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Confirming not-for-profit status

Not Sure

If you are **not sure** of your not-for-profit status check the 'entity type' of your ABN or reference your organisation's constitution or rules to confirm status. If you have any questions please contact SafeandDiverseGrantPrg@justice.qld.gov.au. If you have **questions regarding your application** please ensure that they are submitted to the Department no later than **5pm Wednesday 13 March 2024** so that we can respond to your question before the grant round closes.

No

If you answered **no** you are not a not-for-profit organisation you are not eligible for this grant program.

Type of not-for-profit organisation

What type of not-for-profit organisation are you?

- Association
- Educational institution (includes some private pre-schools, schools, universities & higher education providers)
- Religious or faith-based institution
- Philanthropic organisation
- Community organisation
- Peak body
- Social enterprise
- International non-government organisation
- Professional association
- Healthcare not-for-profit
- Community group
- Political party / lobby group
- Research body
- General not-for-profit (i.e. none of the sub-types listed above)

Please choose the option that best applies to your organisation.

Public liability insurance cover

Do you hold a minimum of \$10M Public Liability Insurance cover for the duration of your event / project / activity? *

- Yes No

What date does your cover end?

Must be a date.

Please upload your Certificate of Currency for Public Liability Insurance *

Attach a file:

Please note that this CANNOT be a receipt of your payment for paying of your Public Liability Insurance it has to be your Certificate of Currency.

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Proposed public liability insurance details if event not covered

Please provide details on your plans to obtain Public Liability Insurance, including the name of the insurer, amount of insurance, proposed sum and expiration date.

Must be no more than 300 words.

It is okay if you do not have current public liability insurance during the time of application. However, you are required to have public liability insurance during the event/initiative delivery period.

Financial / service delivery / performance issues with any Government Department

Outstanding or prior financial accountability, service delivery, reporting or other performance issues will be taken into consideration on the organisation's ability to deliver the grant activity/initiative. Ticking yes *does not* make you ineligible.

Does your organisation have any outstanding funding, acquittals or reporting requirements due to any government agency or department? *

Yes No

Has your organisation previously had financial accountability, service delivery, reporting or other performance issues with any government agency or department?

Yes No

If you answered yes to either of the question above, please answer the following:

Which Department do/did you have outstanding money/requirements with?

What is/was the issue related to? e.g. the name of a grant program

Why is/was the money/requirements outstanding? e.g. impacts from COVID-19

Confirmation that you meet eligibility criteria

I confirm the applicant meets the above eligibility criteria *

Yes No

You must confirm that all statements above are true and correct before proceeding. If you do not meet the eligibility requirements your application will not be considered.

Applicant's Contact Details

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* indicates a required field

Applicant organisation details

Primary contact person *

First Name

Last Name

This is the person we will correspond with about this grant

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Must be an Australian phone number.

If using a landline number make sure to include the area code in brackets e.g. (07) 3000 0000

Back-up phone number

Must be an Australian phone number.

If using a landline number make sure to include the area code in brackets e.g. (07) 3000 0000

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Applicant website

Must be a URL

Secondary Contact Details

First Name

Last Name

This person will be contacted in the event where the primary contact does not respond or is unavailable, then the Department will approach the secondary contact.

Secondary Contact Primary Address

Address

Secondary Contact Position

Secondary Contact Phone Number

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Must be an Australian phone number.

If using a landline number make sure to include the area code in brackets e.g. (07) 3000 0000

Secondary Contact Primary Email *

Must be an email address.

Details of your initiative

* indicates a required field

Grant selection

Which grant amount are you applying for?

- Small grant of up to \$25,000
- Larger grant of up to \$150,000

Larger grants (up to \$150,000) must promote long-term cultural change in targeted community/s

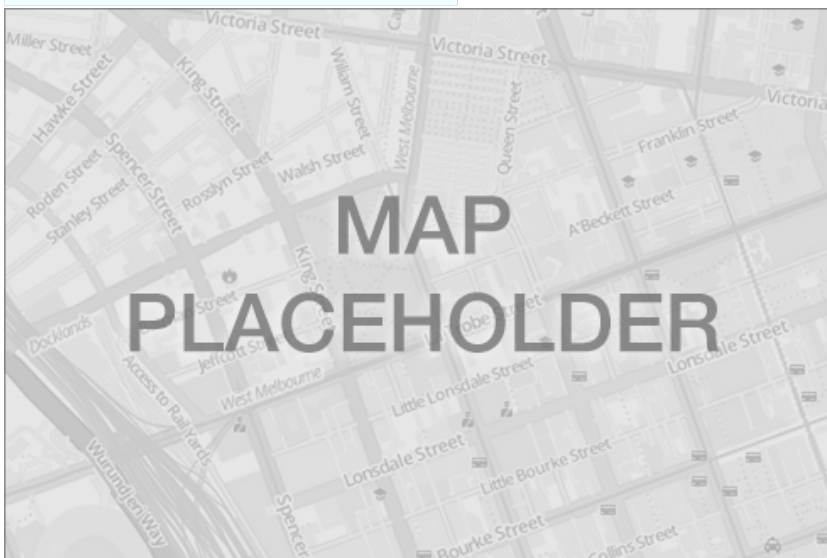
Project / Activity / Event Overview

Project title:

Provide a name for your project/program/initiative. Your title should be short but descriptive

Main Event / Activity / Project Location *

Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

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State electorate of event?

Proposed Dates

Anticipated start date *

Must be a date and no earlier than 1/5/2024.
Must be a date. If unknown provide your best guess between 1 May 2024 and 31 January 2025

Anticipated end date *

Must be a date and no later than 31/1/2025.

Target audience

Which culturally and linguistically diverse communities will you be targeting for your activity/event/initiative? *

You can name as many groups that are relevant to your initiative.

Planned Participants

Planned participants from you organisations *

Must be a number.

Planned participants from the wider community *

Must be a number.

Total participants

This number/amount is calculated.

How does your project support the objectives of this grants program

Which of the following does your project/activity/event contribute towards?

- Awareness raising of domestic and family violence and its impacts
- Initiatives that support primary prevention that provide services or programs for perpetrators
- Engagement with cultural leaders to support them in developing their understanding of domestic and family violence
- Initiatives that target prevention of domestic and family violence from culturally and linguistically diverse communities
- Initiatives that reduce domestic and family violence reoffending, including working with perpetrators and/or with victim-survivors
- Initiatives that target non-physical forms of abuse
- Supporting and empowering community to understand how to recognise and respond to domestic and family violence

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Initiatives that work to support communities to recognise, respond and refer those impacted by domestic and family violence

Selection Criteria - Small grant of up to \$25,000

1. Describe your initiative and how it addresses the priority issue/s under 'Objective of grant program' *

Word count:

Must be no more than 400 words.

This is an opportunity for the organisation applying for the grant round to describe the project/event/activity/initiative they want to implement with the funding, and how it aligns with the objectives of the grant.

2. Tell us about what community group you are targeting (and why), and what existing connections, partnerships, networks and/or alliances you have within the targeted community that you will be utilising for this project *

Word count:

Must be no more than 300 words.

This is an opportunity to demonstrate how existing partnerships and relationships with the targeted community will be utilised to deliver the initiative.

3. Present a plan for the project including details of proposed methods of promotion for the project *

Word count:

Must be no more than 300 words.

This plan may also include key project information such as deliverables, milestones, timelines etc.

4. Present a budget that is complete, realistic, provides value for money and clearly outlines how the grant funding will be spent *

Word count:

Must be no more than 300 words.

Tell us how you will use the funding. This is an opportunity to tell us how the funding will help the targeted community including how it might leverage any existing work to improve DFV outcomes for targeted community members. There is also a budget breakdown table that forms part of this Selection Criteria.

5. Demonstrate capacity and experience to manage and deliver the event or activity (including planning, implementation, and evaluation of its success) *

Word count:

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Must be no more than 300 words.

This is an opportunity to demonstrate capacity and experience that will support delivery of the initiative. This may be through provision of planning, implementation and evaluation information, and/or examples of previous successful initiatives that your organisation has been funded for.

Selection Criteria: Larger grant of up to \$150,000

1. Describe your initiative and how it addresses the priority issue/s under 'Objective of grant program' *

Word count:

Must be no more than 400 words.

This is an opportunity for the organisation applying for the grant round to describe the project/event/activity/initiative they want to implement with the funding, and how it aligns with the objectives of the grant.

2. Tell us about how the planned project will contribute to sustained community impact beyond the grant's expiration. The project must involve the development of training programs / resources / materials tailored to address the priority issue/s under 'Objective of grant program' *

Word count:

Must be no more than 400 words.

Describe how your initiative will continue to impact the targeted community group/s beyond the expiration of this grant funding, also confirming that the project involves the development of training programs / resources / materials to address the priority issue/s under 'Objective of grant program'.

3. Tell us about what community group you are targeting (and why), and what existing connections, partnerships, networks and/or alliances you have within the targeted community that you will be utilising for this project *

Word count:

Must be no more than 400 words.

This is an opportunity to demonstrate how existing partnerships and relationships with the targeted community will be utilised to deliver the initiative.

4. Present a detailed plan for the project including details of proposed methods of promotion for the project *

Word count:

Must be no more than 400 words.

This plan may also include key project information such as deliverables, milestones, timelines etc.

5. Present a budget that is complete, realistic, provides value for money and clearly outlines how the grant funding will be spent *

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Word count:

Must be no more than 300 words.

Tell us how you will use the funding. This is an opportunity to tell us how the funding will help the targeted community including how it might leverage any existing work to improve DFV outcomes for targeted community members. There is also a budget breakdown table that forms part of this Selection Criteria.

6. Demonstrate capacity and experience to manage and deliver the event or activity (including planning, implementation, and evaluation of its success) *

Word count:

Must be no more than 400 words.

This is an opportunity to demonstrate capacity and experience that will support delivery of the initiative. This may be through provision of planning, implementation and evaluation information, and/or examples of previous successful initiatives that your organisation has been funded for.

How will you spend the funding

* indicates a required field

Total one-off funding being requested excluding GST *

\$

Must be a dollar amount between \$10,000 to \$150,000.

Budget Expenditure

Expenditure Type	Expenditure Description	Expenditure Amount (\$)	Notes excluding GST
		\$	
		\$	
		\$	
		\$	

Partner Contributions

Please enter in kind or other contributions from your organisation or partner organisations.

Complete the table below, listing the primary partners for this event, project or activity, and the type of support they are providing.

We recommend you attach a letter of support from each partner, in which the partner details the type (e.g. auspicing, sponsoring, staff time, venue hire etc) and equivalent monetary value of the support they are providing.

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Priority will be given to applications where there is evidence of collaboration/partnership commitment from other organisations.

When completing the table:

- ensure your budget estimates are as accurate as possible
- use whole amounts (i.e. dollars only, no cents)
- do not add commas or dollar '\$' symbols (i.e. enter one thousand dollars as 1000, not \$1,000).

Partner Name	What support will they provide?	Support confirmed in writing?	Amount (\$) excluding GST	Upload Letter of Support from Partner	Notes
			Must be a dollar amount.		
			\$		
			\$		
			\$		
			\$		

Budget Totals

Total Amount

\$

This number/amount is calculated. Sum of total expenditure amount in the Budget Expenditure table and Partner contributions.

Total Expenditure Amount

\$

This number/amount is calculated. Sum of total expenditure amount in the Budget Expenditure table.

Certification and Submitting the Application

* indicates a required field

Certification

The signatory must be a person within the applicant organisation who has the authority to sign on behalf of the organisation.

I declare that:

- I am authorised by the applicant organisation to submit this application.
- the details in this application are true and correct.
- sufficient control mechanisms are in place to ensure that all monies can be managed and accounted for appropriately.
- I understand that this is an application only and may not necessarily result in funding approval.

I have read and agree to the above: *

Yes, I have read and agree

No, I do not agree

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Name of authorised person *

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

If using a landline number make sure to include the area code in brackets e.g. (07) 3000 0000. We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Our requirements from successful applicants

If your application is successful, you will be required to:

- Enter into a service agreement with the Department of Justice and Attorney-General before receiving the grant funding.
- Provide a certificate of currency for insurance prior to funds being released. At a minimum, applicants must hold public liability insurance to the value of at least \$10 million
- Acknowledge the funding source on any printed or promotional material relating to the project or activity, including websites
- Following the delivery of the funded project complete an activity report outlining the project and outcomes achieved, **AND**
- Comply with the *Community Services Act 2007*.

Submitting the application

Closing date

- Applications close **5pm Friday 15 March 2024**.
- If you have **questions regarding your application** please ensure that they are submitted to the Department at SafeandDiverseGrantPrg@justice.qld.gov.au no later than **5pm Wednesday 13 March 2024** so that we can respond to your question before the grant round closes.

Submitting applications

- A separate application must be submitted for **each** proposed project, however organisations will only be awarded one grant.
- Under no circumstances will late applications be accepted.

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- Email applications will not be accepted.
- Applications under an auspice arrangement must be submitted by the auspice organisation (the organisation providing support or guidance, that ultimately hold the contract with the Department).
- Applications that are incomplete after the closing date will not be assessed.

Please indicate how you found the online application process:

Very easy Easy Neutral Difficult Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

How did you find out about this year's grant application process? *

If 'Other', please tell us how you found out about this year's grant application process