

Supporting multicultural and faith communities to prevent family violence: 2021 grant program

Guidance for applicants

OFFICIAL Contents

General advice for a strong application	2
Guidance for responding to application questions	2
Why do I need to submit a separate project plan and budget?	2
How do I demonstrate the target audience and communities for my project and the ways in which they will be engaged?.....	3
How do I demonstrate that the project is innovative, culturally appropriate and tailored in its approach to deliver primary prevention and/or early intervention activities with the target community or communities?	4
How do I demonstrate why the proposed project is needed?	5
How do I demonstrate the project aligns with the Supporting Multicultural and Faith Communities to Prevent Violence Against Women Grant Program objectives?.....	5
Stream 1: How do I demonstrate:	6
• experience, capacity and capability to engage multicultural and/or faith communities in primary prevention and/or early intervention of family violence and/or all forms of violence against women?	6
• track record in the effective design and delivery of projects of similar scope, size and nature.....	6
• how previous work aligned with Victorian Government policy, national frameworks and best practice in relation to primary prevention and/or early intervention	6
Stream 2: How do I demonstrate willingness and readiness to:.....	6
• engage multicultural and/or faith communities in primary prevention and/or early intervention of family violence and/or all forms of violence against women? And/or.....	6
• engage in organisational capacity building in relation to primary prevention and/or early intervention of family violence and/or all forms of violence against women	6
How do I demonstrate my plans for responding to disclosures of violence and to resistance and backlash for the proposed project in the community and/or within the organisation?	7
How do I demonstrate sustainability of the project and ongoing community benefit after the project has ended?.....	8
How do I demonstrate the partnerships or relationships needed to deliver the proposed project?	9
Frequently asked questions	9
What is the purpose of the Supporting Multicultural and Faith Communities to Prevent Family Violence: 2021 Grant Program?.....	9
Do projects have to include both primary prevention and early intervention activities?.....	9
What is the Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM)?	9
Why will successful applicants be prescribed under the MARAM Framework?	10

Will all applications receive funding?	11
How much funding is available to a project?	11
Can organisations apply for more than one project?	11
Will applicants be required to match funding?	11
Who can apply?.....	11
Do I have to partner with an organisation?	12
Where can I find the application questions?	12
When are applications due and when will funded projects be announced?.....	12
What type of activities will be considered for funding?	12
What type of activities will not be considered for funding?	13
How can our organisation apply for a grant? How will applications be accepted?	13
How will applications be assessed?.....	13
What documents must be provided to support my application?	13
Why we need to submit an organisation's Financial Statements?	14
Why don't I have to submit an evaluation plan as part of the application process?.....	14
Who can I contact for further information or assistance on the guidelines or the application form?	14

General advice for a strong application

- Please read this document before preparing your grant application. It is important to also read the *Supporting Multicultural and Faith Communities to Prevent Family Violence: 2021 Grant Program Guidelines* (the Guidelines). This can be accessed on the [grant webpage](https://www.vic.gov.au/dffh/prevent-family-violence-2021-grant-program) <<https://www.vic.gov.au/dffh/prevent-family-violence-2021-grant-program>>
- Before starting your application, check that your organisation is eligible to apply. Also check that your project is suitable for this grant.
- Give yourself enough time to complete the application. You may need to refer to the Guidelines or this document to complete your application. Late applications are not accepted.
- Clearly explain what your project is about and what it aims to achieve. Do not assume the assessor will know what your project and organisation are about.
- When writing your answers to questions, be clear, concise, and specific. Strong answers will also draw on evidence to support the projects approach.
- Refer to the following Victorian Government resources to help you write your application:
 - [How to write a grant application](https://www.vic.gov.au/how-write-good-grant-application) <<https://www.vic.gov.au/how-write-good-grant-application>>
 - [Grant language explained](https://www.vic.gov.au/grant-terminology-explained) <<https://www.vic.gov.au/grant-terminology-explained>>

Guidance for responding to application questions

Why do I need to submit a separate project plan and budget?

In the application form, you will only have space for short answers. Please also complete the project plan and budget templates. You can download these from the grant webpage. In these documents, you can provide more information about your project. You must upload these documents for your application to be assessed.

Information contained in your project plan should include:

- a clear overview of the project's objectives, supported by evidence-based statements
- a clear and detailed description of the project, including activities and expected outcomes
- the connection between the proposed objectives, project activities and expected outcomes
- how the project will complement or address gaps in existing services and supports
- your relationship with the target community(ies) and other organisations who support the project
- key dates for project activities
- a risk management plan
- how you will respond to disclosures of family violence
- how you will respond to resistance and backlash to your project from the community or your organisation
- the roles and responsibilities of project staff, volunteers, and partner organisations
- estimated time staff will spend on the project (including paid staff and volunteers)
- other information you think may assist the assessor to understand your proposal.

It is a good idea to keep in mind the SMART objectives when writing your project plan. This means that your project should be Specific, Measurable, Achievable, Relevant and Time-bound.

Information contained in the attached Budget should include:

- detail on each item included in the Project Budget section of the Application Form. This should include a breakdown of individual aspects of your activities. For example, you should not say "\$3,000 for delivery of a forum on intersectionality" because this does not provide enough detail. A stronger response would include the costs for all aspects of the \$3,000 forum, such as the cost of the facilitator, room rental, promotion, catering and so on.
- at least one quote for items between \$10,000 - \$50,000 and three quotes for items over \$50,000.
- other financial and in-kind contributions to your project. This refers to contributions other than money, such as voluntary labour, donated goods or donated services. For more information, please refer to the Victorian Government webpage [Grants – understanding in-kind contributions](https://www.vic.gov.au/grants-understanding-kind-contributions)
<<https://www.vic.gov.au/grants-understanding-kind-contributions>>

The Department of Families, Fairness and Housing (DFFH) will approve the final project plan and budget for funded organisations. The final plan should not be very different from the project plan and budget you submit with your application.

How do I demonstrate the target audience and communities for my project and the ways in which they will be engaged?

This question relates to who your proposed project will benefit and how you plan to reach them.

It is also important to explain the capability of your organisation to connect and engage the proposed community(ies). For example, you could outline how your organisation conducted past projects involving multicultural and/or faith community(ies) and the successful outcomes achieved.

A strong response will:

- clearly identify the anticipated demographics of your target audience. If relevant, you can identify the age range, gender, cultural, ethnic or faith background of your target audience
- include the number of people the project aims to reach

- outline your community engagement strategy, including methods for reaching the target community(ies)
- marketing strategy to encourage involvement and participation in the project.

How do I demonstrate that the project is innovative, culturally appropriate and tailored in its approach to deliver primary prevention and/or early intervention activities with the target community or communities?

You should identify if your project will test and trial new and innovative approaches to primary prevention and/or early intervention.

You should also identify if your project will scale-up, build upon or embed existing work that has shown positive results.

Innovative approaches may relate to:

- the proposed initiative and/or activities
- partnerships with multicultural and/or faith communities
- intersectional approaches (this means some communities are affected by more than one form of discrimination and disadvantage that intersect. For example, being a woman with a disability and a refugee background. These groups may need targeted support to address the barriers and disadvantage they face in accessing resources, getting support and navigating systems)
- the proposed methods or approach to engaging the target community(ies)
- the types of activities you propose to implement
- the locations and settings where your project activities will take place.

Stronger answers will also explain how your project will be culturally appropriate and responsive to the communities you propose to work with. This may include:

- cultural and/or religious beliefs, practices, or attitudes that may support or challenge primary prevention and/or early intervention activities
- practices for ensuring sensitivity, inclusivity, and respect of participants from the target community(ies)
- your organisation's guidelines and policies for expected behaviour and responding to cultural or religious discrimination
- the expertise and experience of project staff
- information gathering to inform your approach (for example, community consultation, research)
- partnerships or relationships with relevant organisations and community groups with experience working with the target community(ies).

Stronger answers will also explain how the project is tailored to the multicultural and/or faith community(ies) you propose to reach. This may include:

- unique experiences of family violence and/or gender inequality that inform your approach
- addressing structural and contextual barriers to accessing information and support
- responding to identified protective and risk factors
- including the target community in the development, implementation and evaluation of the project.

How do I demonstrate why the proposed project is needed?

Your application should show that there is strong need for the proposed project in the identified community(ies). It should:

- identify the specific needs of the target community(ies) in which the project will be delivered
- include evidence about the needs of the target community(ies) and location(s)
- demonstrate the importance of addressing the identified community need(s)
- describe the benefits of the project for the community(ies)
- how the proposed project addresses a gap in projects, programs and/or services already available to the target community(ies)
- clearly link the need to the proposed project, its activities and expected outcomes.

Evidence does not need to be attached but can be described. A strong response will cite evidence to support the identified need, which could include but not limited to:

- consultations held with the target communities
- local government reports
- Australian Bureau of Statistics data
- program/project evaluation data and reports
- service trends or service analysis data from your organisation
- reports, surveys and/or peer-reviewed research
- anecdotal evidence (this should not be used on its own).

How do I demonstrate the project aligns with the Supporting Multicultural and Faith Communities to Prevent Violence Against Women Grant Program objectives?

Your application should align with one or more of the overall Program objectives (you can find these in *Program Guidelines*, under 'Program objectives'). Focus on the Program objectives that are most relevant to your project.

Applications will need more detail and specificity than noting a project will align with an objective. For example, it would be insufficient to state the project will "strengthen the capacity of organisations working with multicultural and faith communities in primary prevention and early intervention activity".

A stronger response will identify the impact the proposed project intends to have and how the proposal will achieve its goals. Try to be specific and demonstrate the clear link between the activity and the program objective(s).

You may wish to include references or name any evidence cited in your response.

Stream 1: How do I demonstrate:

- **experience, capacity and capability to engage multicultural and/or faith communities in primary prevention and/or early intervention of family violence and/or all forms of violence against women?**
- **experience in the effective design and delivery of projects of similar scope, size and nature**
- **how previous work aligned with Victorian Government policy, national frameworks and best practice in relation to primary prevention and/or early intervention**

Stream 1 applicants must outline their organisation's experience, capacity, and capability to engage with multiple multicultural and/or faith communities in primary prevention and/or early intervention of family of family violence and/or all forms of violence against women.

This could include:

- funding previously received and capacity to meet reporting and funding requirements
- the multicultural and/or faith communities, locations and settings included previous projects
- stakeholder engagement and relationship management processes to ensure effective delivery of the proposal
- engagement with community when planning and delivering the project(s)
- alignment with key primary prevention and/or early intervention policies, frameworks and best practice
- evidence of achievement of project aims, objectives and outcomes.

The following are also relevant:

- workforce with lived multicultural and faith experience
- staff expertise, skills, qualifications, and experience to deliver the project in the chosen community(ies)
- alignment with the Multi-Agency Risk Assessment and Management (MARAM) Framework
- your organisations commitment to gender equality and preventing family violence and/or all forms of violence against women.

Stream 2: How do I demonstrate willingness and readiness to:

- **engage multicultural and/or faith communities in primary prevention and/or early intervention of family violence and/or all forms of violence against women? And/or**
- **engage in organisational capacity building in relation to primary prevention and/or early intervention of family violence and/or all forms of violence against women.**

Stream 2 applicant organisations will have new or limited experience in the prevention and/or early intervention of family violence and/or all forms of violence against women. These organisations must identify whether they will design and deliver prevention and/or early intervention activities, focus on capacity building, or conduct both.

While Stream 2 applicants may not have previous experience engaging multicultural communities in primary prevention and/or early intervention, it is important to show that your organisation is willing and ready to do so.

This may include:

- experience working with multicultural and/or faith communities to prevent and address complex social issues that may or may not involve family violence or violence against women
- experience with multicultural and/or faith communities doing prevention work as part of other public health approaches
- workforce with lived multicultural and faith experience
- your organisations demonstrated commitment to gender equality
- partnership or relationship with an organisation with established experience
- professional development and/or staff training related to working with multicultural and/or faith communities.

How do I demonstrate my plans for responding to disclosures of violence and to resistance and backlash for the proposed project in the community and/or within the organisation?

You will need to outline these plans in the application form, as well as include a more detailed plan in the project plan you submit as an attachment to your application. You provide these when completing your online application by uploading documents in the Supporting Documentation section.

If your organisation was prescribed under the Phase One of the MARAM Framework and information sharing schemes, your answer must outline your responsibilities for identifying and responding to family violence that are applicable to your workforce.

Organisations that were not prescribed under Phase One should outline how you will respectfully, safely and sensitively respond to disclosures of family violence or other forms of violence.

Please note that successful grant applicants may be prescribed under MARAM if their project falls within the scope of the MARAM Framework and the information sharing schemes. This will be determined after the grants have been awarded. Any grant recipients who are prescribed will be provided more information and resources to support their alignment to MARAM and the information sharing schemes.

For more information, please refer to the sections below, "[What are the Multi-Agency Risk Assessment and Management Framework \(MARAM\) and information sharing schemes?](#)" and "[Why may successful applicants be prescribed under the MARAM Framework?](#)"

The following resources can help you develop your plan for responding to disclosures:

- [MARAM practice guides and resources](https://www.vic.gov.au/maram-practice-guides-and-resources) <https://www.vic.gov.au/maram-practice-guides-and-resources>
- Victorian Government Department of Health [Service guideline of gender sensitivity and safety: promoting a holistic approach to wellbeing](https://www2.health.vic.gov.au/about/publications/policiesandguidelines/service-guideline-for-gender-sensitivity-and-safety) <https://www2.health.vic.gov.au/about/publications/policiesandguidelines/service-guideline-for-gender-sensitivity-and-safety>
- Inner North West Primary Care Partnership Partnerships [Identifying Family Violence and Responding to Women and Children: Client Policy Template](https://inwpcp.org.au/resources/identifying-and-responding-to-family-violence/) <https://inwpcp.org.au/resources/identifying-and-responding-to-family-violence/>

- The Women's (The Royal Women's Hospital), [Identifying and Responding to Family Violence Procedure Foundational Practice](https://www.thewomens.org.au/health-professionals/clinical-resources/strengthening-hospitals-response-to-family-violence/shrfv-project-management-resources/) (go to "Downloads and Related Topics", then "SHRFV Project Management Tools") <<https://www.thewomens.org.au/health-professionals/clinical-resources/strengthening-hospitals-response-to-family-violence/shrfv-project-management-resources/>>.

Your plan for responding to resistance and backlash to the proposed project within your organisation and/or the community should outline:

- whether there is potential for resistance or backlash and from whom. For example, does your activity challenge beliefs around traditional gender roles that may lead to resistance from the community, or certain sections of the community?
- how resistance and backlash may impact your project
- the tools and strategies you will use to prepare for and respond to different forms of backlash and resistance that will mitigate potential negative impacts.

The following resource can help you develop your plan:

- [\(En\)Countering resistance: Strategies to respond to resistance to gender equality initiatives](https://www.vichealth.vic.gov.au/search/13-steps-to-tackle-gender-discrimination) <<https://www.vichealth.vic.gov.au/search/13-steps-to-tackle-gender-discrimination>>.

How do I demonstrate sustainability of the project and ongoing community benefit after the project has ended?

Your application should outline how the benefits of the project will continue after grant funding ends. The ongoing benefits could relate to the organisation and/or the community(ies) you reach, or you could outline how the project will continue.

Clear, specific and detailed plans for project sustainability and ongoing community benefit shows grant assessors that your project represents good value for money.

Your approach may include:

- strategies for developing financial, project and/or organisational sustainability
- a program logic and theory of change that outlines the short, medium and long-term outcomes of the project
- a preliminary evaluation plan that outlines data collection, monitoring and evaluation of the project. This will help your organisation identify successes, challenges and learnings that can inform future projects. Successful Grantees can update their plans once they receive guidance about the Grant Program's Evaluation Plan (information about [evaluation plans](#) is provided below).

The following resources may help in developing your approach to project sustainability and ongoing community benefit:

- [VicHealth](https://www.vichealth.vic.gov.au/media-and-resources/publications/a-concise-guide-to-evaluating-primary-prevention-projects) have developed tools and resources to help practitioners monitor and evaluate primary prevention projects, including developing logic models (Tool 2) <<https://www.vichealth.vic.gov.au/media-and-resources/publications/a-concise-guide-to-evaluating-primary-prevention-projects>>
- Our Watch's [guide to developing a program logic model](https://handbook.ourwatch.org.au/leadership-resource/a-guide-to-developing-a-program-logic-model/) <<https://handbook.ourwatch.org.au/leadership-resource/a-guide-to-developing-a-program-logic-model/>>

- Australian Institute of Family Studies [guide for developing a program logic](https://aifs.gov.au/cfca/expert-panel-project/program-planning-evaluation-guide/plan-your-program-or-service/how-develop-program-logic-planning-and-evaluation) <<https://aifs.gov.au/cfca/expert-panel-project/program-planning-evaluation-guide/plan-your-program-or-service/how-develop-program-logic-planning-and-evaluation>>
- ANROWS [Evaluation Quick Guide: An Overview of Evaluation in the VAW sector](https://www.anrows.org.au/publication/evaluation-quick-guides/) <<https://www.anrows.org.au/publication/evaluation-quick-guides/>>.

How do I demonstrate the partnerships or relationships needed to deliver the proposed project?

The involvement and engagement of other organisations in your project will be well regarded. Agreements with partners need to be reached before the application is submitted.

A strong application will include the name of all the partner organisations and demonstrate:

- the commitment from partners and how you will work together to achieve outcomes
- the level or type of partnership (for example, financial, in-kind support, volunteer hours, venue, resources etc.)
- the expertise the partners bring and that are relevant to the project.

Your application must include letters of support from project partners. You provide these when completing your online application by uploading documents in the Supporting Documentation section.

Frequently asked questions

What is the purpose of the Supporting Multicultural and Faith Communities to Prevent Family Violence: 2021 Grant Program?

The Supporting Multicultural and Faith Communities to Prevent Family Violence: 2021 Grant Program will contribute to the Victorian Government's vision to create a Victoria free from violence. This means all Victorians experience equality and respect in all their relationships and live free from violence.

The program will strengthen the capacity of Victorian multicultural and faith communities to address family violence and all forms of violence against women through innovative, culturally appropriate and tailored primary prevention and early intervention projects.

Do projects have to include both primary prevention and early intervention activities?

No, you can choose whether you want to focus on primary prevention, early intervention or both. In your application you should specify which approach you will take.

What are the Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM) and information sharing schemes?

Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM), the Family Violence Information Sharing Scheme (FVISS) and the Child Information Sharing Scheme (CISS) are three interrelated reforms that are important for reducing family violence and promoting child wellbeing and safety.

MARAM sets out the responsibilities of different workforces in identifying, assessing, and managing family violence risk across the family violence and broader service system.

FVISS enables prescribed organisations and services to share information to facilitate assessment and management of family violence risk to children and adults.

CISS enables prescribed organisations and services to share information to promote the wellbeing or safety of children.

Phase One of the family violence reforms began in 2018 for specialist services and those with direct responsibilities in relation to managing family violence risk.

Phase Two begins on 19 April 2021. Phase Two will include prescription of a range of organisations including schools, public and denominational hospitals, general practitioners, community health services and Ambulance Victoria. It also includes services and organisations that provide settlement and targeted case work services to migrants, refugees and asylum seekers.

Please go to the following webpages to find out more information:

- The [MARAM Framework](https://www.vic.gov.au/maram-practice-guides-and-resources), practice guides and resources <<https://www.vic.gov.au/maram-practice-guides-and-resources>>
- [Family Violence Information Sharing Scheme](https://www.vic.gov.au/family-violence-information-sharing-scheme) <<https://www.vic.gov.au/family-violence-information-sharing-scheme>>
- [Child Information Sharing Scheme](https://www.vic.gov.au/child-information-sharing-scheme) <<https://www.vic.gov.au/child-information-sharing-scheme>>

For more information or questions about the reforms you can contact the Information Sharing and MARAM Enquiry Line 1800 549 646 - operating hours 10:00am–2:00pm, Monday to Friday.

For queries regarding the FVISS and MARAM: infosharing@familysafety.vic.gov.au

For queries regarding the CISS: childinfosharing@education.vic.gov.au

Why may successful applicants be prescribed under MARAM and the information sharing schemes?

It is possible that successful projects funded under this grant program may fall within the scope of the MARAM and information sharing schemes. This will be determined on a case by case basis once activities are finalised.

Phase Two of the MARAM, CISS and FVISS will begin on 19 April 2021. Services and organisations that provide settlement and targeted case work services specifically to migrants, refugees and asylum seekers will be prescribed.

It is possible that successful projects funded under this grant program may fall within the scope of the MARAM and information sharing schemes. This will be determined on a case by case basis once project workplans are finalised.

The Victorian Government recognises the key role of the community services sector in supporting migrants, refugees, and/or asylum seekers, who make up a significant proportion of the Victorian population.

We need to ensure consistency of responses across the service system over time and strengthen the capacity of all key services to identify and respond to family violence and child related risk, share information and collaborate with others to manage the risk to victim survivors.

Family violence and child wellbeing are everybody's business and we all have a role in helping to keep victim survivors safe and perpetrators in view and accountable.

Alignment to MARAM is a gradual process over time and prescribed organisations be provided information and resources to support this process.

Please note, institutions providing religious services, such as churches, will not be included under Phase Two. However, it is possible that faith-based community services may be prescribed if awarded a grant. This will be determined on a case by case basis.

Will all applications receive funding?

The Program cannot provide all requested funds to all applicants. Unfortunately, only a limited number of projects will receive grants. Even successful applicants may only be funded for part of what they request. Please make sure you read the guidelines carefully so your application the best possible chance of success.

How much funding is available to a project?

The program is a three-year, merit-based grant program with two funding streams:

- Stream 1: Funding of up to \$200,000 (excl. GST) per organisation, per year to 30 June 2024
- Stream 2: Funding of up to \$100,000 (excl. GST) per organisation, per year to 30 June 2024

Can organisations apply for more than one project?

Only one application per lead organisation will be considered under the Program. Organisations can appear on more than one application as partners of various lead organisations.

Will applicants be required to match funding?

Successful projects will not be required to match funding provided through the Program.

Who can apply?

Organisations working with multicultural and faith communities in Victoria. This includes but is not limited to:

- ethno-specific organisations
- faith-based organisations and institutions that are part of a multicultural community
- settlement organisations
- family violence primary prevention and early intervention organisations

Whether you apply for Stream 1 or Stream 2 will depend on your organisation's experience implementing doing primary prevention and/or early intervention initiatives with multicultural and faith communities:

- Stream 1: organisations with established experience in prevention of family violence and all forms of violence against women
- Stream 2: organisations with new or limited experience in the prevention of family violence and/or violence against women.

Your organisation must:

- have a current Australian Business Number (ABN), and
- have no uncompleted accountability reports for any grant managed by Department of Fairness Families and Housing or the Department of Premier and Cabinet (please contact the Office for the Prevention of Family Violence if you are unsure).

Accountability reports detail how your organisation spent your grant funding and ensures that funding was spent in line with each grant's program guidelines. These must be submitted once an organisation has spent their grant funding.

Your organisation must be one of the following entity types:

- incorporated associations (incorporated under state legislation, commonly have 'Association' or 'Incorporated' or 'Inc.' in their legal name)
- incorporated cooperatives (also incorporated under state legislation, commonly have 'Cooperative' in their legal name)
- a not-for-profit entity registered under the Corporations Act 2001 (Cth) or the Associations Incorporation Reform Act 2012 (Vic)
- a social enterprise incorporated under the Corporations Act 2001, or

Do I have to partner with an organisation?

No, but the involvement and engagement of other organisations in your project will be well regarded. It is recommended that Stream 2 applicants have a partnership with an organisation with more experience in primary prevention and/or early intervention. You can also form partnerships with more than one organisation if they offer experience in different aspects of your project.

You must reach agreements with partners before you apply for the grant and you must upload a letter of support in the Supporting Documentation section when completing your online application.

Where can I find the application questions?

Before starting your Application Form, you can view all the application questions on the [grant webpage](https://www.vic.gov.au/dffh/prevent-family-violence-2021-grant-program) <<https://www.vic.gov.au/dffh/prevent-family-violence-2021-grant-program>>.

When are applications due and when will funded projects be announced?

Applications open 12pm on Wednesday 17 March 2021 and close 2pm on Wednesday 21 April 2021. Applications must be submitted on time as no extensions will be granted.

Funded projects will be announced in May 2021.

What type of activities will be considered for funding?

Organisations can propose any type activity related to the primary prevention and/or early intervention of family violence and/or all forms of violence against women activity with multicultural and faith communities.

Activity focused on the following will be highly regarded:

- the essential actions, such as challenging gender stereotypes and roles, and strengthening positive, equal and respectful relationships (refer to the *Program guidelines*, under 'Grant Program Overview' and/or *Change the Story*, p.9, 34)
- prevention of all forms of family violence, including coercive control, financial abuse, sexual violence and dowry abuse
- intersectional practice and inclusivity
- new and emerging multicultural communities, including migrants, refugees and temporary residents
- regional or rural areas in Victoria

- community-led initiatives
- youth-led activity and youth engagement, and/or
- multicultural or faith communities who have not received Victorian Government funding for family violence prevention and early intervention.

Examples of activities that will be funded can be found in the Program Guidelines, under 'Types of Activity'.

What type of activities will not be considered for funding?

- Family violence crisis response activities, such as case management of victim survivors and perpetrator accountability and behaviour change programs
- projects that are focused on the training and development of specialist family violence, sexual assault services and universal services to provide culturally sensitive and inclusive services to multicultural communities
- standalone research or projects focused on building the evidence base through research (employing research to guide activity is suitable, such as using action research methodologies)
- individual evaluation of an organisation's activities (funding to support effective monitoring and the collection of data is allowed, as the OPFV will evaluate all funded activities in the program; as well as support communities of practice-related work through separate funding)
- activity already funded by the Victorian Government, including by another grant program (extending or adding to existing activity is suitable, if the need can be demonstrated)
- activities that are primarily for political or religious purposes
- advertising or fundraising activities, or
- travel outside of Victoria or funding for visitors from outside of Victoria.

How can our organisation apply for a grant? How will applications be accepted?

All applications must be made on-line at www.vic.gov.au/dffh/prevent-family-violence-2021-grant-program.

How will applications be assessed?

Applications will be assessed against the program objectives, eligibility requirements and the assessment criteria. The assessment criteria for Stream 1 and Stream 2 are detailed in the *Program guidelines* (under 'Assessment criteria').

Applications will be assessed in a two-stage process.

First, Fairer Victoria staff in the Department of Families, Fairness and Housing undertaking an initial assessment. Applications will then be assessed by an expert panel, which is expected to include senior representatives from the Office for Prevention of Family Violence and Coordination, Multicultural Affairs, Family Safety Victoria and the Victorian Multicultural Commissioners.

The Minister for Prevention of Family Violence has the final approval of successful recipients based on recommendations of the expert panel.

What documents must be provided to support my application?

Applicants must attach the following supporting documentation with their application, or it will be considered ineligible and not assessed:

- a project plan, using the *Project plan template* that can be downloaded from the grant webpage.
- a budget (submitted exclusive of GST), using the Budget Template that can be downloaded from the grant webpage.
- the organisation's most recent Annual Report and financial statement
- evidence of the number of FTE employed at the organisation and/or regular hours contributed by volunteers, and
- evidence of your work, such as a program or activity report, a copy of your organisation's most recent publication, or a link to your website
- at least one quote for items between \$10,000 - \$50,000 and three quotes for items over \$50,000.
- letter from Partner Organisation(s) indicating their contributions towards the project, the role(s) and responsibilities, and names and contact details of representatives.

Why we need to submit an organisation's Financial Statements?

Well maintained Financial Statements tell us that your organisation is well managed and sustainable. The review of Financial Statements is an important factor in the DFFH's risk management practices.

Why don't I have to submit an evaluation plan as part of the application process?

The Office for Prevention of Family Violence and Coordination are developing an evaluation plan for the grant program. This will outline the data and information needed to monitor and evaluate the success of funded projects and the Grant Program overall.

This will ensure consistent data collection and evaluation across all projects funded through the program and will contribute to building a strong evidence base around what works in relation to primary prevention and/or early intervention projects with multicultural and/or faith communities.

Successful Grantees will be provided guidance on developing an evaluation plan for their project that aligns with the Grant Program Evaluation Plan. Submission of this plan will be required as a non-financial milestone within one month of receiving this guidance. The Office for the Prevention of Family Violence and Coordination in the Department of Families, Fairness and Housing must approve your evaluation plan for the milestone to be reached.

Who can I contact for further information or assistance on the guidelines or the application form?

For more information, or help with your application, please contact the Office for the Prevention of Family Violence and Coordination at prevention.grants@dffh.vic.gov.au or (03) 9595 2490.

Information sessions will also be held in March and April and you will be able to register for these on the [grant webpage](https://www.vic.gov.au/dffh/prevent-family-violence-2021-grant-program) <<https://www.vic.gov.au/dffh/prevent-family-violence-2021-grant-program>>

To receive this document in another format, phone (03) 9595 2490, using the National Relay Service 13 36 77 if required, or [email the Office for the Prevention of Family Violence and Coordination grants team](mailto:prevention.grants@dffh.vic.gov.au), <prevention.grants@dffh.vic.gov.au>.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Australia, Department of Families, Fairness and Housing, March 2021.

Available at [Supporting Multicultural and Faith Communities Prevent Family Violence: 2021 Grant program](https://www.vic.gov.au/dffh/prevent-family-violence-2021-grant-program) webpage. <<https://www.vic.gov.au/dffh/prevent-family-violence-2021-grant-program>>

