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| Supporting multicultural and faith communities to prevent family violence: 2021 grant program |
| Project plan template |
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Please complete the following sections in this Project Plan:

* [Part A](#_Part_A) – project description
* [Part B](#_Part_B) – plans for responding to disclosures of violence and resistance and backlash
* [Part C](#_Part_C) – project plan
* [Part D](#_Part_D) – risk management plan

This document is intended to support and extend upon the project outline provided in the Application Form and should be uploaded in the Supporting Documentation section of the online portal. For guidance on completing the Application form and this template, please refer to the Applicant Guidelines.

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.

# Applicant Information

|  |  |
| --- | --- |
| Name of project: |  |
| Name of applicant organisation: |  |
| Contact person: |  |
| Contact email: |  |

# Part A

| Project objectives | Activity | Target group and estimated reach | Timeframe | Expected end-of-project outcome | Responsibility | Estimated/quoted cost ($, GST excl.) |
| --- | --- | --- | --- | --- | --- | --- |
| Example: Support economic empowerment of recently arrived women from migrant, refugee and asylum-seeking backgrounds | Example: 6 peer educators facilitate 10 x 1.5 hour workshops each, with women from their community.  Workshops will cover financial rights and responsibilities; budgeting; saving; banking, credit cards and loans; debt management; legal awareness; tenancy rights and responsibilities; tax; superannuation; and Centrelink. | Example: Approx. 360 women over 3 years from Sri Lanka, South Sudan, Burma, Iraq, Syria and Pakistan in Melbourne’s western metropolitan region. | Example: September 2021 – April 2024 | Example: Improved financial literacy and capacity, and economic independence among participants in the western metropolitan region. | Example: Project manager and peer educators | Example: $50,000 |
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# Part B

| Requirement | Response |
| --- | --- |
| **Please provide a clear overview of the project’s objectives, supported by evidence-based statements. (Max 400 words)** |  |
| **Please explain how this project complements or address gaps in existing services and supports? (Max 400 words)** |  |
| **Please describe your links with the target community(ies), including established relationships with stakeholders, relevant organisations, service providers and/or community groups. (Max 500 words)** |  |
| **Who will be working on this project? Clearly specify**   * **the roles and responsibilities of project staff, volunteers, partners and other organisations involved in implementing the project** * **estimates of total staff time that will be spent on the project (including paid staff and volunteers) (Max 400 words)** |  |
| **Other information you think may assist the assessor understand your proposal. (Max 300 words)** |  |

# Part C

| Requirement | Response |
| --- | --- |
| **Please detail your plan for respectfully, safely and sensitively responding to disclosures of family violence or other forms of violence. (Max 600 words)** |  |
| **Please detail your plan for responding to resistance and backlash to the proposed project within your organisation and/or the community. (Max 600 words)** |  |

# Part D

## Risk analysis

What are the potential risks associated with project implementation and how will these risks be managed? With regard to each risk, consider:

* Which specific factors or events could impact on your ability to deliver the project outcomes?
* What is the potential impact of these risks?
* What are the consequences of these factors/events for the project?
* What is the likelihood of these risks occurring?
* What specific actions will be taken to control, influence, manage or mitigate the identified risks?
* Who will be responsible for this?

You can use the following risk rating table to determine the risk levels for your project:

Level of risk and responsibility:

* Extreme: detailed action/plan required with senior management attention
* High: needs senior management attention
* Moderate: specify management responsibility
* Low: manage by routine procedure

| **Likelihood** | **Consequences:  Insignificant** | **Consequences:  Minor** | **Consequences:  Moderate** | **Consequences:  Major** | **Consequences:  Catastrophic** |
| --- | --- | --- | --- | --- | --- |
| Almost certain | Moderate | High | High | Extreme | Extreme |
| Likely | Moderate | Moderate | High | High | Extreme |
| Possible | Low | Moderate | Moderate | High | Extreme |
| Unlikely | Low | Moderate | Moderate | Moderate | High |
| Rare | Low | Low | Moderate | Moderate | Moderate |

## Risk management

| Risk | Risk level | Actions to minimise or mitigate risk | Responsibility |
| --- | --- | --- | --- |
| Example: Staff turnover leading to delays with project implementation | Example: Medium | Example: Ensuring appropriate supervision and support provided | Example: Manager |
| Example: Lack of engagement and/or support from target community | Example: Medium | Example: Stakeholder engagement with key services and organisations to introduce the project and gain support with promotion and referral | Example: Manager |
| Example: Staff safety – worker could be a member of the community | Example:Medium | Example: Training, good induction to the role, supervision and work phone | Example: Manager |
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| 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](mailto:prevention.grants@dffh.vic.gov.au) grants team <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 the [Supporting Multicultural and Faith Communities to 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> |