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| 2024-25 Community Food Relief Program – Coordination Grants |
| How to Apply |
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To receive this document in another format, email the Food Relief Policy team at [foodrelief.team@dffh.vic.gov.au](mailto:foodrelief.team@dffh.vic.gov.au)

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In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.

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Available at [Community Food Relief Program Coordination grants](https://www.vic.gov.au/community-food-relief-program-coordination-grants) https://www.vic.gov.au/community-food-relief-program-coordination-grants

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# About

This factsheet provides an overview of the application form for the Community Food Relief Program – Coordination Grants and the information you need to apply.

## How to apply

Read the program guidelines – available at [Community Food Relief Program – Coordination Grants](https://www.vic.gov.au/community-food-relief-program-coordination-grants) https://www.vic.gov.au/community-food-relief-program-coordination-grants

To prepare an application, you will need to complete:

* Online application form.
* Project plan using the supplied template.

Note: All relevant information must be in the application form or project plan. Any additional attachments will not be read by the assessment panel.

# Online application

## Purpose

The online application form will ask a series of questions about your proposed project and the capacity and experience of your organisation. The form will also collect the information needed to manage your application in the Department’s grants management system.

## How to

* To access the form, see [Open Grants on the DFFH Grants Gateway](https://grantsgateway.dffh.vic.gov.au/s/open-forms) https://grantsgateway.dffh.vic.gov.au/s/open-forms
* If you do not already have a login, you will need to register for access to Grants Gateway via [Grants Gateway](https://grantsgateway.dffh.vic.gov.au) https://grantsgateway.dffh.vic.gov.au
* Once you’ve started an application, your draft form will be saved under ‘My draft applications’.
* All questions in the online form must be completed, except those marked as ‘optional’.

## Information checklist

### Eligibility

* Australian Business Number (ABN) – of the lead organisation of the partnership
* Outstanding reports from other grants (Yes/No)
  + If you have any outstanding reports from other grant programs, contact the responsible program area for assistance (contact details will be in your grant funding agreement).

### Applicant organisation details

* Address details – postal, street, email, phone.
* Contact details for two authorised officers (who would sign the contract if successful)
* Contact details for a primary contact (who would be lead contact for the project)

### Project summary

* Project title
* Project type
  + Select one from the options provided that best describes the primary purpose of the project.
* Start and finish dates.
  + All projects must start after 1 November 2024 and finish by 31 December 2025.
* Primary project address
* Project delivery locations/areas (Local Government Areas)
* Traditional owner group/s (optional)

### Objectives and outcomes

* Program objective/s (multiple select)
  + Proposals must respond to at least one of the Program’s funding objectives. Refer to the program guidelines to know more about the objectives.
* Project rationale (75 words)
  + Provide the key purpose or objective of your project and what you hope to achieve. This is also your rationale for how the proposed activities will meet the selected program objective/s.
* Evidence of community need (150 words)
  + Describe the community need that your proposal is intended to support or respond to. Ensure all your key information is in this response. Any supporting documents you provide will be noted, but not read.
* Estimated number of people to be supported (optional)
  + Please only include the estimated number of new or additional people to be supported through your proposed activities.

### Project details

* Brief overview of your project (150 words)
  + Provide a brief summary of your project, including a high-level overview of your key activities, deliverables, and timeframes. You must also provide a project plan in the Attachments (template provided).
* Relationship to existing services (100 words)
  + Describe how the project relates to or is supported by existing programs and services, and how you intend to manage the project alongside existing program delivery.
* Plan for sustainability (150 words)
  + Describe how the outcomes of your project or activities will be sustainable over the longer term – for your food program or community – and the key activities to close-out at the end of the funding period.
* Partner organisations (100 words)
  + Provide a short summary for each partner including organisation name, budget allocation and role in the project. Detailed contributions should be included in your project plan and outlined in your letters of partnership.
* Volunteers
  + Provide the number of volunteers, if any, that will be supporting the delivery of the project.

### Project audience

Select your key target cohorts and groups. You may select ‘not applicable’ if appropriate.

* Age groups (multiple select)
* Priority communities (multiple select)
* Language groups (multiple select)
* Ethnic groups (multiple select)
* Faith groups (multiple select)

### Organisational capacity and experience

* Existing community relationships (150 words)
  + Provide an overview of the existing community relationships that will support and enable you to effectively deliver the project.
* Relevant experience (150 words)
  + Provide a summary of key prior experience delivering community food programs and/or other services relevant to your proposal.
* Risk management approach (150 words)
  + Outline your organisation’s existing policies or procedures to identify and manage any risks or issues that may arise during project delivery.
* Monitoring and evaluation approach (150 words)
  + Outline your organisation’s existing policies or procedures to monitor the delivery and/or impact of your programs and projects.
* Environmental sustainability approach (100 words)
  + Outline your organisation’s existing policies or procedures to limit the environmental impact of your organisation and food program.

### Budget

* Total expected cost of the project.
  + This may be the same as the total grant amount. If you will have other financial contributions, then this will be the grant amount plus any other amounts, including in-kind contributions.
* Total grant amount requested.
* What you intend to spend the grant funding on.
  + Provide an overview of proposed expenditure by type of expense (e.g. program costs, administration)
  + Ensure the budget allocated to each partner is clearly identified.
  + A more detailed budget can be provided in the attachments, but this section should provide enough detail to inform the panel’s assessment.
* Income from other sources (if applicable)
  + Overview of other financial contributions and expenditure by type of expense, including the value of in-kind contributions.

### Mandatory attachments

* Project plan in the supplied template
* Evidence of partnership – such as letters of intent or memoranda of understanding
* Insurance certificates of currency

# Attachment: Project plan

## Purpose

The project plan provides further detail on your proposed project key activities and deliverables, risk identification and mitigation measures along with measures of success that you will use to track your progress.

## How to

* Download the template from [Community Food Relief Program – Coordination Grants](https://www.vic.gov.au/community-food-relief-program-coordination-grants) https://www.vic.gov.au/community-food-relief-program-coordination-grants

## Information checklist

### Project details

* Activities and outcomes
* Milestones
* Risks and mitigation
* Measures of success

### Project governance

* Communication approaches
* Project roles and responsibilities
* Key staff