

2024-25 Community Food Relief Program – Coordination Grants

Question and Answer

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# About the program

## Will there be future grant rounds?

This is a once-off program for 2024-25.

## Why is there a focus on partnerships?

Collaboration and partnerships are critical to ensure food relief system sustainability and efficiency, to reduce duplication, enhance efficiency, and leverage shared resources across the state.

The food relief system has developed over time in Victoria and there are opportunities to streamline and strengthen coordination as organisational and system maturity grows.

## Can we apply for less than $100,000?

No, $100,000 is the minimum amount that can be applied for, given the focus is on supporting system-level partnerships between two or more organisations.

## How long do we have to complete the project?

Organisations will have until 31 December 2025 to complete their project activities.

## What types of projects may be appropriate?

Projects must align with one or more of the program objectives and seek funds for eligible activities.

Program objectives:

* Support more Victorian communities currently facing food insecurity to access healthy and culturally appropriate food relief
* Develop or enhance sustainable models for distribution of food relief across Victoria, filling critical gaps and/or improving the quality and variety of food supply
* Strengthen collaboration and enduring partnerships across the food relief sector to enhance community food access, reduce duplication and improve system effectiveness and efficiency

Eligible activities:

* Strategic planning, partnership development and similar activities to enhance the capacity or sustainability of current or future food distribution programs.
* Transport, logistics and coordination costs, including reimbursement of volunteer expenses (where directly related to the project and proportionate to the overall cost).
* Program supplies, such as nutritious or culturally appropriate foods, packaging materials and storage.

# Eligibility

## I have an overdue report, what do I do?

If you have an overdue report for another grant, please contact the responsible team for assistance. Your key contact should be on the funding agreement for that grant program.

## How do I check my Australian Business Number (ABN)?

To check your ABN, visit the [Australian Business Register (ABR)](https://abr.business.gov.au) abr.business.gov.au.

## What if we don’t have an ABN?

Organisations that do not have an ABN are ineligible to apply for this program.

Grassroots and community organisations may consider applying through the [Community Food Relief Program – Local Grants](https://www.vic.gov.au/community-food-relief-program-local-grants) https://www.vic.gov.au/community-food-relief-program-local-grants.

## How do I check our organisation type?

The [Australian Business Register](https://abr.business.gov.au/) abr.business.gov.au will indicate your organisation’s registration status. Further details can be found via the regulator for your organisation type:

* For incorporated associations, co-operatives or organisations incorporated through other means, go to [Consumer Affairs Victoria](http://www.consumer.vic.gov.au) https://www.consumer.vic.gov.au/
* For a Company Limited by Guarantee, go to the [Australian Securities and Investment Commission](https://asic.gov.au/) https://asic.gov.au/
* For registered charities, go to the [Australian Charities and Not-for-profits Commission](https://www.acnc.gov.au/) https://www.acnc.gov.au/
* For Aboriginal corporations, go to the [Office of the Registrar of Indigenous Corporations](https://www.oric.gov.au/) https://www.oric.gov.au/

## What do you mean by warehousing and logistics capacity?

This program is intended for organisations that provide a centralised food rescue, warehousing/storage and distribution service supporting a network of other organisations providing food relief.

If you are not sure whether your organisation is eligible for these grants, please contact the Food Relief policy team via [foodrelief.team@dffh.vic.gov.au](mailto:foodrelief.team@dffh.vic.gov.au).

## Our organisation has an existing network of charity partners, is that evidence of partnerships?

For the purposes of this program, a partnership is defined as two or more organisations working together on a single project to maximise impact, with a shared project plan, budget and outcomes.

To be eligible for the program, the lead applicant must be an established food relief provider with existing donor relationships, warehousing and logistics capacity and a network of charity partners.

Existing networks will also be important to successful delivery of the project.

# Application process

## Do I need to apply online?

The DFFH Grants Gateway is the required method of applying.

If you have accessibility concerns or questions about how to use Grants Gateway, please contact the Food Relief policy team via foodrelief.team@dffh.vic.gov.au well before the application closing date.

A How to Apply factsheet is 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.

## Can I attach supporting information?

All information for assessment of your application must be in the application form or project plan.

You may provide additional supporting documents, if relevant. These may be noted as part of your application but will not be read by the assessment panel.

## What happens if I can’t submit on time?

Late applications will not be accepted.

Technical difficulties always seem to occur at the worst possible moment, and it is recommended to plan ahead and aim to submit your application well ahead of the closing time.

If you feel you may have an exceptional circumstance, please contact the Food Relief Grants team ahead of the closing time, via [foodrelief.team@dffh.vic.gov.au](mailto:foodrelief.team@dffh.vic.gov.au).

## Can I submit more than one application?

It is recommended that organisations focus attention on developing a quality application for the project that would have most impact in their communities.

The final selection of highly rated applications will consider:

* Demonstrated effectiveness, efficiency and/or innovation.
* Geographic spread and targeting to communities in need.

# Budget

## How does the GST work?

All budgets should be provided excluding GST. If successful, grant payments will have GST added if your organisation is registered for GST.

## Should I include other in-kind contributions?

Where applicable, any in-kind funding or support that will be provided by applicant or other sources should be outlined in the project plan and budget.

The online application form will allow you to identify which project costs would be covered by the funding sought or through other funding sources.

# Selection criteria

## What do you mean by ‘value for money’?

Value for money means that the application shows the grant funds would be utilised efficiently, effectively and sustainably to achieve maximum impact and benefit for the intended community.

# Application outcomes

## How will I be notified?

All organisations will be notified of the outcome of their application via the email address they have supplied as part of their application. It is important to ensure that a correct and current email address is provided.

## Will we get the full amount applied for?

During the assessment process, the department will review project budgets and may recommend a lower amount based on analysis of the proposed activities, deliverables and project budgets, and to ensure a fair distribution of projects to respond to identified need.

# Conditions of funding

## What reporting will I need to do?

If successful, funded organisations will be required to provide quarterly reports on the status of their projects, and a final report and financial acquittal. Online forms for reporting will be made available through the DFFH Grants Gateway portal.

The final report must include a short evaluation of the grant activities and outcomes, outline how you acknowledged government funding, and provide a transaction list of the items you spent the funds on. You may also need to provide copies of invoices or receipts for any individual purchase over $10,000.

## When will funds be paid?

If successful, an initial payment will be made following the execution of the funding agreement by your organisation. Other payments will be tied to submission of progress reports or other agreed milestones in line with your project proposal.

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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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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