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| Project Plan – Organisation Template |
| Additional Respite for Carers Program funding round 2025-27 |

# Template Instructions

This project plan template is for organisations applying for Additional Respite for Carers 2025-27 funding.

Guidance text in blue (marked as instruction and example text) is to assist you in completing your project plan. Please **delete blue examples text before attaching the project plan to your application**.

You **must** attach a completed project plan template with your application. This can be attached at the end of your application form.

Applications without a project plan attached will **not** be eligible for funding.

For further information, refer to the [application guidelines available on the department’s website](https://www.vic.gov.au/additional-respite-funding): <https://www.vic.gov.au/additional-respite-funding>.

# Organisation details

## Program details

| Information required | Your information |
| --- | --- |
| **Organisation name** | Enter your text here |
| **Funding amount requested over 2 years (excl. GST)**  [Instruction: Funding requested in the project plan and the application form is total funding over 2 financial years (2025-26 and 2026-27). End instruction] | **$** Enter your text here  Example:  $100,000 means $50,000 in 2025-26 and $50,000 in 2026-27  [End example] |
| **Are you applying as part of a consortium?** | Yes – Attach document/s confirming your consortium to your application form  No |
| **Carers your organisation aims to reach and deliver services to**  [Instruction: Delete options not applicable to your organisation. End instruction.] | First Peoples carers  Carers from culturally and linguistically diverse backgrounds  Young people who are carers (under the age of 25)  Older carers (over the age of 65)  Carers with disability  Carers living in regional or rural areas  LGBTQIA+ carers  Carers who don’t self-identify as carers  Other – Please specify: |
| **Support for First Peoples Carers and Communities**  [Instruction: Briefly outline your organisation’s strategies to support equity and access for First Peoples communities. End instruction] | Example:  Reconciliation Action Plan, connections with local Aboriginal Community Controlled Organisations, policies or procedures.  [End example] |

## Service delivery details

| Information required | Your information |
| --- | --- |
| **Types of respite your organisation will be providing to carers**  [Instruction: Delete options not applicable to your organisation. End instruction.] | Individual (one-to-one) respite in the home  Individual (one-to-one) respite in the community  Facility respite  Overnight respite  Emergency respite  Respite in a group setting  Carer support groups  Camps, holidays, resorts or weekends away  Regular short sessions with activities for both the carer and person with care needs (either together or separately)  Brokered services  Online activities |
| **Regions your organisation will be delivering services**  [Instruction: Delete options not applicable to your organisation. End instruction] | Statewide  Wimmera South West  Barwon  Central Highlands  Western Melbourne  Brimbank Melton  Mallee  Loddon  Hume Merri-bek  North-Eastern Melbourne  Ovens Murray  Goulburn  Outer Eastern Melbourne  Inner Eastern Melbourne  Southern Melbourne and Bayside  Outer Gippsland  Inner Gippsland |
| **Metropolitan and / or regional / rural delivery of services** [Instruction: Provide percentage breakdown. The total should add up to 100%. End instruction] | **Metropolitan**: Enter your text here **%**  **Regional / Rural**: Enter your text here **%**  Example:  Metropolitan: 60%  Regional / Rural: 40%  [End example] |
| **Face-to-face and / or online delivery of services**  [Instruction: Provide percentage breakdown. The total should add up to 100%. End instruction] | **Face-to-face**: Enter your text here **%**  **Online**: Enter your text here **%**  Example:  Face-to-face: 90%  Online: 10%  [End example] |

# Project details

## Key respite activities

[Instruction: In this section, you will provide an overview of the respite activities you will deliver. Examples have been provided as a guide only.

Note: You will be required to meet annual targets for each financial year. Targets are calculated based on the amount of funding received. Further information about targets is available in the application guidelines. End instruction]

### Respite activity 1

| Information required | Your information |
| --- | --- |
| **Name of activity** | Example: Individual flexible respite [End example] Enter your text here |
| **Number of carers supported (over 2 years)** | Example: 100 [End example] Enter your text here |
| **Hours of support provided (over 2 years)** | Example: 2000 [End example] Enter your text here |
| **Description (100-400 words)** | Example: We will provide individual and flexible respite to carers. A worker will support the person with care needs and carers will be able to take a break or participate in activities that interest them. The type of support provided, and activities will be based on the needs of each individual carer. We have an intake and planning process that we complete with each carer. This lets us tailor the support to their needs. We also try to connect carers with other ongoing support if this is needed. [End example]  Enter your text here |

### Respite activity 2

| Information required | Your information |
| --- | --- |
| **Name of activity** | Example: Camp for carer and care recipient together [End example] Enter your text here |
| **Number of carers supported (over 2 years)** | Example: 60 [End example] Enter your text here |
| **Hours of support provided (over 2 years)** | Example: 1200 [End example] Enter your text here |
| **Description (100-400 words)** | Example: We will run two camps each financial year. The camps will be for both carers and care recipients to attend together. The camps will include (activities), we have chosen based on our feedback from carers and our past events. We have run these camps in the past and have had many carers express interest in attending more camps. We will have (supports) in place at each camp, to ensure both carers and care recipients are well supported. [End example]  Enter your text here |

## Key milestones

[Instruction: Provide an overview of the key dates for your project, including any key events. Alongside your key activities above, these would be used to review the status of your project for progress reporting. End instruction]

| Date | Key milestone / deliverable |
| --- | --- |
| XX Month 2025 | Project commencement |
|  | Example: Carer intake and activity registrations [End example] Enter your text here |
|  | Enter your text here |
|  | Enter your text here |
|  | Project close |

## Key risks and mitigation

[Instruction: Outline the key potential issues or risks you foresee for your project, and how you plan to manage or reduce the risk. Only include those that would be highly likely and/or would have a major impact on delivery of your project. End instruction]

| Strategic risk | Mitigation approach |
| --- | --- |
| Example risk 1: Loss of key staff due to unforeseen issues [End example] | Example approach 1: Project documentation and record-keeping [End example] |
| Example risk 2: Last minute cancellations [End example] | Example approach 2: Providing alternative back up events or activities to ensure targets are met [End example] |
| Enter your text here | Enter your text here |
| Enter your text here | Enter your text here |

## Key measures of success

[Instruction: Outline your key measures of success for the project / activities. This may include how you receive feedback from carers. End instruction]

| Outcome | Measured by |
| --- | --- |
| Example outcome 1: Number of meaningful activities run [End example] | Example measure 1:  Carer Outcomes Survey  Feedback received  [End example] |
| Example outcome 2: Reaching hidden carers [End example] | Example measure 2:  Pre and post workshop surveys  Attendance records  [End example] |
| Enter your text here | Enter your text here |
| Enter your text here | Enter your text here |

# Governance and communication

[Instruction: Outline your governance and communications processes to support project monitoring and delivery.

Consortium applications should clearly outline the roles and responsibilities of each organisation. End instruction]

Example 1: meetings with project team, deliverables monitored through

Example 2: reports to steering committee, timing and purpose [End example]

* Enter your text here

## Capability and capacity of consortium organisations

[Instruction: Briefly outline each organisation’s relevant experience and how this will contribute to your project.

Note: If you are not applying as a consortium, you can delete this section. End instruction]

### Organisation 1

| Information required | Your information |
| --- | --- |
| **Organisation name** | Enter your text here |
| **Relevant experience** | Enter your text here |
| **Contribution to the project** | Enter your text here |

### Organisation 2

| Information required | Your information |
| --- | --- |
| **Organisation name** | Enter your text here |
| **Relevant experience** | Enter your text here |
| **Contribution to the project** | Enter your text here |

# Approval

By submitting this document, I state that the information in this report and attachments is to the best of my knowledge, a true and accurate reflection of the progress of the Activity. I will notify the Department of any changes to this information and any circumstances that may adversely affect the ability of the Organisation to fulfil its obligations under the Agreement.

I acknowledge that the Department may seek additional information from the Organisation for the purpose of clarifying information provided in this report and attached supporting documentation.

[Note: Consortium applications should include the approval from an authorised officer of each organisation. End note]

| Information required | Your information |
| --- | --- |
| **Signature** | Enter your text here |
| **Authorised officer name** | Enter your text here |
| **Position** | Enter your text here |
| **Date** | Enter your text here |

We acknowledge the Traditional Owners of Country throughout Victoria and pay respects to their Elders past and present. We acknowledge that Aboriginal self-determination is a human right and recognise the hard work of many generations of First Peoples.

We are committed to safe and inclusive workplaces, policies, and services for people from LGBTIQA+ communities and their families.

To receive this form in another format, email the Carers team at: [VictorianCarerStrategy@dffh.vic.gov.au](mailto:VictorianCarerStrategy@dffh.vic.gov.au).

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

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In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people.

Available at [Victorian Government’s Additional carer respite funding 2025-27 web page](https://www.vic.gov.au/additional-respite-funding) https://www.vic.gov.au/additional-respite-funding

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