

|  |
| --- |
| 2025-26 Community Food Relief Program – Local Grants |
| How to apply |
|  |

Contents

[About 2](#_Toc202280994)

[How to apply 2](#_Toc202280995)

[Online application 2](#_Toc202280996)

[Purpose 2](#_Toc202280997)

[How to complete the form 2](#_Toc202280998)

[Information checklist 2](#_Toc202280999)

[Attachment: Project plan 5](#_Toc202281000)

[Purpose 5](#_Toc202281001)

[How to access the template 5](#_Toc202281002)

[Information checklist 5](#_Toc202281003)

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).

**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 Aboriginal people.**

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

# About

This factsheet gives an overview of the application form for the 2025-26 Community Food Relief Program – Local Grants and the information you need to apply.

## How to apply

First read the program guidelines – available at [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

To prepare an application, you will need to complete:

* the online application form
* a project plan using the supplied template.

You will also need to provide:

* insurance Certificates of Currency
* letters of intent or similar for formal partnership or auspice arrangements, if relevant.

Note: All relevant information must be in the application form, project plan or other mandatory attachments. The assessment panel may not read other attachments.

# Online application

## Purpose

The online application form asks questions about your proposed project and the capacity and experience of your organisation. The form also collects the information needed to manage your application in our grants management system.

## How to complete the form

* To access the form, go to [Open Grants on the department’s Grants Gateway](https://grantsgateway.dffh.vic.gov.au/s/open-forms) https://grantsgateway.dffh.vic.gov.au/s/open-forms.
* If you don’t have a login, you will need to register for access to the [department’s 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 ‘optional’.

## Information checklist

### Eligibility

* Incorporated entity with an Australian Business Number (ABN)
  + if yes, provide your organisation’s ABN
  + if no, provide details for your auspice – their ABN, contact details and letter of support. The letter must be from the chief executive officer (or equivalent) of the auspice organisation and dated after applications open.
* Submitting multiple applications
  + please note, only one application per organisation will be assessed.
* Outstanding reports from other grants
  + 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

* Organisation name
* Organisation type
* 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 the 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 2025 and finish by 30 June 2027.
* Primary project address
* Project delivery locations (local government areas)
* Traditional Owner group/s (optional)

### Project details

* Program objectives
  + select the primary program objective that your project will respond to.
* Project rationale (75 words)
  + state 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.
* Estimated number of people to be supported (optional)
  + only include the number of new or extra people to be supported through your proposed activities.
* Project description (150 words)
  + briefly summarise your project. This should include an overview of your key activities, deliverables and timeframes
  + provide a project plan (using the supplied template) as an attachment.
* Partner organisations (75 words) – **if relevant**
  + if you’re not applying as a formal partnership, you do not need to complete this section
  + for a formal partnership or consortium, provide a short summary for each project partner including their 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, who will be involved in the project.

### Project audience

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

* Priority communities (multiple select, maximum 5 selections)
* Age groups (multiple select, maximum 5 selections)
* Language groups (multiple select, maximum 5 selections)
* Ethnic groups (multiple select, maximum 5 selections)
* Faith groups (multiple select, maximum 5 selections)

### Responses to selection criteria

* Identified community need (200 words)
  + describes the community need that the project is seeking to address and shows how the proposed project is an appropriate response to the community need, aligned with the principles outlined in the Victorian healthy food relief guidelines.
* Demonstrated effectiveness and efficiency (200 words)
  + a clear proposal with reasonable cost estimates that show value for money, realistic goals and measures of success; the approach for collecting and reporting data and outcomes; and opportunities to identify lessons and good practice that can be shared with others.
* Demonstrated experience and capability (200 words)
  + relates to expanding or continuing an established community food program and/or the organisation shows capability to deliver food security initiatives that complement existing services.
* Organisational capacity and readiness (200 words)
  + sufficiently detailed and specific plan for delivery including realistic timeframes, consideration of risks and clear roles and responsibilities. Organisation has good governance, program delivery and risk management processes, and community partnerships and networks to support the project.
* Sustainability (200 words)
  + shows how the project will strengthen partnerships to improve local food relief and/or how the project will provide longer term benefits for the community. Explains how the organisation will limit any negative environmental impacts.

### 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)
  + for partnership or consortium applications, ensure the budget allocated to each partner is clearly identified
  + a 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
* Insurance certificates of currency
* Other (if applicable, such as partnership letters of intent)

# Attachment: Project plan

## Purpose

The project plan gives further detail on your project’s key activities and deliverables, governance arrangements, risk management, and measures of success that you will use to track your progress.

## How to access the template

* Download the template from [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

## Information checklist

### Project details

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

### Project governance

* Communication approaches
* Project roles and responsibilities
* Key staff (including from other organisations, if the proposal is a partnership)

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

© State of Victoria, Australia, Department of Families, Fairness and Housing, July 2025.

[](https://creativecommons.org/licenses/by/4.0/)

With the exception of any images, photographs or branding (including, but not limited to the Victorian Coat of Arms, the Victorian Government logo or the Department of Families, Fairness and Housing logo), this work, *2024-25 Community Food Relief Program – Local Grants: How to apply*, is licensed under a Creative Commons Attribution 4.0 licence.

The terms and conditions of this licence, including disclaimer of warranties and limitation of liability are available at [Creative Commons Attribution 4.0 International Public License](https://creativecommons.org/licenses/by/4.0/) https://creativecommons.org/licenses/by/4.0/.

You are free to re-use the work under that licence, on the condition that you credit the State of Victoria, Australia (Department of Families, Fairness and Housing) as the author, indicate if any changes have been made to the work and comply with the other licence terms.

ISBN 978-1-76130-837-6 (online/MS word)

Available at [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

(2506379)