



# Victorian Volunteer Small Grants

Guidelines and application form

May 2008



## Victorian Volunteer Small Grants

“Volunteers are the life blood of communities across Victoria. Our *Victorian Volunteer Small Grants* are helping community organisations develop a vibrant volunteer culture where everyone can participate.”

Peter Batchelor MP  
Minister for Community Development

### What are the Victorian Volunteer Small Grants?

*Victorian Volunteer Small Grants* of up to \$5000 are available for Victorian organisations to:

- attract new volunteers from diverse backgrounds, e.g. Indigenous people, newly arrived migrants, people with disabilities;
- create new volunteering opportunities; and
- strengthen existing volunteering programs as a way of engaging new volunteers.

### Why is the Victorian Government funding these grants?

Supporting Victoria's volunteers is a key initiative of *A Fairer Victoria*, the State Government's action plan to reduce disadvantage and create opportunities for all Victorians.

A diverse and inclusive volunteer culture is a common feature of strong communities. Strong communities offer better social, economic and environmental outcomes for everyone.

The *Victorian Volunteer Small Grants* support the important contribution volunteers make to maintaining active and welcoming communities.

### Who can apply?

Community not-for-profit organisations in Victoria can apply if they:

- involve volunteers at a local level;
- are an incorporated body, co-operative or association; and

- have an Australian Business Number (ABN) or have written advice from the Australian Tax Office that no withholding tax is required from the grant payment.

Non-incorporated organisations may apply through another organisation which will manage the grant funds; this organisation must be an incorporated body, co-operative or association and have an ABN.

### What type of projects might be funded?

Some examples of the activities or projects which could be funded include:

- a mentoring and awareness-raising program to involve people with disabilities as new volunteers in community organisations;
- a recruitment plan and advertising campaign, designed in partnership with an Asylum Seeker Resource Centre, to involve newly arrived migrants in rural communities in volunteering;
- recruiting and training local Indigenous volunteers to develop an Indigenous history program for local school children;
- providing essential equipment as part of a campaign to recruit and train more volunteers as life savers on local beaches; or
- developing accessible signage, website and training resources to increase the participation of people with disabilities as volunteers.

## What will not be funded?

The *Victorian Volunteer Small Grants* will not fund:

- existing debts or budget deficits;
- projects which have already started or have been completed;
- purchases of prizes for fundraising events;
- staff salaries or general operating costs not associated with this project;
- equipment purchases not linked to developing new volunteers and opportunities; or
- travel costs not directly associated with this project.

## What are the selection criteria?

Applicants must describe how their project will:

- increase the diversity of volunteers in their organisation; and/or
- involve and encourage new volunteers.

Priority will be given to groups with relatively small operating budgets which rely on volunteers.

## How will applications be assessed?

Applications will be assessed using answers to the questions **Why?**, **How?**, **Who?**, and **What** will the project achieve? (see attached form).

## What are the funding conditions?

The following conditions will apply to projects that receive a grant:

- The grant recipient (or funds manager) must enter into a funding agreement with DPCD that sets out the conditions and reporting requirements.
- The grant recipient (or funds manager) must spend the grant funds as described in the application.
- The activity must start within six weeks of receiving the funds and finish within six months, unless a different timeframe is agreed with the Department of Planning and Community Development.
- The organisation must provide a simple one page summary of the project outcomes, a photograph of an activity or event and a statement about how the funds were used.

## What is the application process?

Grant applications may be submitted in a number of ways:

- Preferred method: online at [www.grants.dpcd.vic.gov.au](http://www.grants.dpcd.vic.gov.au)
- By email to [grantapplications@dpcd.vic.gov.au](mailto:grantapplications@dpcd.vic.gov.au)
- By fax to 03 9208 3680
- By mail to:  
Department for Planning and Community Development,  
Grants Unit, GPO Box 2392  
Melbourne Vic 3001

Applications can be submitted at any time. The Department will assess your application within two months.

## More information

For more information, please call our Grants Information Line on 1300 366 356 (cost of a local call) on any weekday between 8.30am and 10.00pm (except Public Holidays).

# Application form: Victorian Volunteer Small Grants

## Section 1 – Contact information

Fields marked (\*) are mandatory

### Part A: Applicant organisation details

\* Name of organisation:

\* Main street address:

\* Town / suburb:

\* Postcode:

\* State:

\* Postal address (if different from above):

\* Town / suburb:

\* Postcode:

\* State:

Authorised person (this is the person who is authorised by the organisation to make the application on their behalf).

\* Title:

\* First name:

\* Last name:

Position:

Telephone:

Mobile:

Fax:

Email:

\* Type of organisation:

Incorporated association  Unincorporated  Other (please specify)

Applicant organisation's Australian Business Number (ABN), if you have one:

Please tell us about your organisation, its main purpose and your current volunteers.

Please limit your response to three to four sentences and **attach your organisation's Statement of Purpose.**

### Do you need an auspice for this application?

If your organisation is not incorporated, you must arrange for an incorporated organisation to manage the grant funds. This organisation will be the 'auspice' organisation for the application and you will need to provide their details in Part B.

Yes, I need an auspice organisation for this application

(Complete Part B: Auspice organisation details)

No, I do not require an auspice organisation for this application

(Complete Section 2: Project overview)

### Part B: Auspice organisation details

\* Name of auspice organisation:

\* Main street address:

\* Town / suburb:

\* Postcode:

\* State:

\* Postal address (if different from above):

\* Town / suburb:

\* Postcode:

\* State:

Authorised person

\* Title:

\* First name:

\* Last name:

Position:

Telephone:

Mobile:

Fax:

Email:

Type of organisation:  Incorporated association  Other (please specify)

Auspice organisation's Australian Business Number (ABN):

Has the auspice organisation agreed to manage the grant on your behalf?

Yes  No

Please attach a letter of consent from the auspice organisation.

## Section 2 – Project overview

Fields marked (\*) are mandatory

\* **Project name** We will use this name on all correspondence. Please use 10 words or less.

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\* **What are you going to do?** Please describe the project in three to four sentences. We will use this in reports and other publications.

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\* **Which communities will benefit from your project?**

Describe the place or places that will benefit. Please provide local government area/s if you know them. If not, provide the suburb or postcode for each place that will benefit. If your project has a wider benefit (e.g. statewide) please provide detail here. Please limit your response to three to four sentences.

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\* **What types of volunteers will your project engage?**

New volunteers from a diverse background  New volunteers

If you have selected 'New volunteers from a diverse background', please indicate below which diversity groups will participate. Tick all that apply.

**Age** Young people (12-25 years)  Seniors (50+)

**Social interest** Socio-economically disadvantaged  Newly arrived migrants  Refugee

**Gender** Male  Female

**Cultural** Indigenous  Culturally and linguistically diverse (CALD)

**Disability** People with a disability

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\* **Where will your project happen?** Please provide the address of where most of your planned activity will take place.

\* Address:

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\* Town / suburb:

\* Postcode:

\* State:

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Local government area:

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\* **When will your project take place?**

Anticipated project start date:        /        /        Anticipated project completion date:        /        /

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## Section 3 – Project details that address the assessment criteria

\* **Why do you want to do this project?** Describe why there is a need for this project in your area.

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\* **How will you carry out the project?** Describe how your project will increase volunteering and attract new types of volunteers.

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\* **Who will be involved in the project?** Include details of any community partnerships or stakeholder support for your project.

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\* **What will the project achieve?** Describe the specific outcomes you hope your project will achieve.

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## Section 4 – Project budget

Please provide details of the income and expenditure for your project, excluding GST. Note that the total income should equal total expenditure.

You are required to submit your budget using the categories provided. If you cannot provide enough details in this section please provide a summary here and the details on a separate sheet (or sheets) using the same categories.

Income (excluding GST)		Expenditure (excluding GST)	
* Amount requested from this program (maximum of \$5000)	\$	Administration (stationery, postage etc)	\$
Other State Government funding	\$	Advertising	\$
Local government funding	\$	Printing	\$
Funds from your organisation	\$	Wages (for project only)	\$
		Operating costs	\$
		Equipment and materials	\$
		Education and training	\$
		Travel	\$
Other e.g. fundraising (please specify)	\$	Other (please specify)	\$
<b>*Total income</b>	<b>\$</b>	<b>*Total expenditure</b>	<b>\$</b>

If you have provided expenditure details for **Wages, Equipment and materials** or **Education and training**, please provide a breakdown of these costs.

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## Section 4 – Project budget cont'd

Approximate annual operating budget for your organisation:

Less than \$20,000     \$20,001 to \$100,000     Over \$100,000

Number of paid staff:

Number of existing volunteer staff:

How many new volunteers do you expect to involve in your project?:

\* I am authorised to sign legal documents on behalf of my organisation. To the best of my knowledge, there is no conflict of interest represented by this application and I will notify DPCD should a conflict of interest arise.

Tick to confirm

## Declaration      Fields marked (\*) are mandatory

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify DPCD of any changes to this information and any circumstances that may affect this application. I acknowledge that DPCD may refer this application to external experts or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. I understand that DPCD is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, DPCD will consult with the applicant before any decision is made to release the application or supporting documentation. I understand that this is an application only and may not necessarily result in funding approval.

\* Signature:

\* Date:      /      /

\* Print name:

\* Position:

(To be signed by a person with delegated authority to apply - i.e. Chairperson, Secretary, Public Officer or Treasurer)

## Referee

Please provide details of a referee for your organisation.

Name of organisation:

\* Title:

\* First name:

\* Last name:

Position:

Postal address:

Telephone:

Mobile:

Fax:

Email:

## Supporting documents

The following documents **must be submitted** with your application:

Letter of consent from nominated auspice organisation (if applicable).

Statement of Purpose for your organisation (mandatory).

Community Development  
Department of Planning and Community Development  
1 Spring Street, Melbourne, Victoria 3000

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