

Community Legal Centre Grant Funds 2017-19

Frequently Asked Questions (FAQs)

Eligibility

My organisation is incorporated, but is not GST registered. Is my organisation able to apply for a grant?

Yes. All Victorian-based community legal centres and Aboriginal Legal Services that are incorporated not-for-profit organisations (including organisations that are not GST registered) are able to apply for a grant under the *Community Legal Centre Assistance Fund 2017-19*, *Family Violence Duty Lawyer Fund 2017-19* and/or *Community Legal Centre Family Violence Fund 2017-19*.

Can a Local Government apply?

No. Local Governments are unable to apply for funding, however they are encouraged as partners of relevant services.

Can organisations apply for more than one grant fund over multiple years?

Yes. Organisations can apply for either the *Community Legal Centre Assistance Fund 2017-19*, *Family Violence Duty Lawyer Fund 2017-19*, *Community Legal Centre Family Violence Fund 2017-19* or any combination of the three grant funds.

Organisations are required to complete one application form and state which fund/s they wish to apply for, noting that within the application an organisation can apply for multiple year funding of up to \$50,000 per annum per organisation per grant fund over the two years. *For example, an eligible organisation can apply for a total grant fund of \$100,000 from each of the three grant funds, therefore totalling a maximum of \$300,000 from all three grant funds over the two years.*

As the program is competitive, applications will be assessed on merit against the criteria in the guidelines.

Note – each service/project to be provided by your organisation under these three grant funds must not be for the same service/project.

Can an organisation apply for a grant fund in partnership with another organisation and seek up to \$50,000 per annum per organisation over the two years?

Multiple grant funding amounts will be considered by the assessment panel for services/projects undertaken in partnership between two or more organisations. Applicants should include the following information within their application -

- clearly outline the role and responsibility of each organisation within the service/project
- state if there will be a lead organisation responsible for the entire service/project including the funding
- outline the component of funding to be allocated i.e. \$50,000 will be for service A and \$50,000 will be for service B.

Organisations working in partnership with another organisation, may apply for grant funding of up to \$50,000 per annum per organisation per grant fund over the two years. *For example, if organisations X*

and Y, in partnership, apply for the Community Legal Centre Family Violence Fund 2017-19, then X and Y may seek funding of up to \$50,000 per annum per organisation over the two years, with total grant funding of up to \$100,000 per annum over the two years.

Note – organisations applying in partnership with another organisation are excluded from applying separately for the same grant i.e. if organisations X and Y, in partnership, apply for the *Community Legal Centre Family Violence Fund 2017-19* they cannot apply individually for this grant, however they could apply individually for the *Community Legal Centre Assistance Fund 2017-19* and/or *Family Violence Duty Lawyer Fund 2017-19*.

Providing evidence

What evidence is required to show the service is needed?

You need to be able to provide some evidence to show:

- the nature of the problem the service is trying to address;
- that demand for the service is currently unmet; and
- how you will know whether the service is successful.

Evidence of demand for the service may include reference to requests from the Magistrates' Court to extend the operation of services in a particular area, or details of unmet demand for services in a particular catchment area.

What evidence can we provide about our ability to deliver the service?

Demonstrate that you have the skills and resources to implement the service and are 'ready to go' by start date, as listed in the signed common funding agreement.

Evidence may include reference to services currently being provided, or the outcome of any evaluations undertaken.

Applicants are also asked to clearly identify if the service that is subject of the grant application relies on other sources of funding. If any other funding is unconfirmed, please detail if these activities have progressed, what the likely outcome is (if known), when it is anticipated that a decision will be known, and what the impact is to the project's ability to progress should funding not be obtained.

If we have a service partner, what information should we provide about them?

If you have service partners, describe their role and how they contribute to service delivery. These partners could be another community legal centre/s, Victoria Legal Aid or other service provider/s.

Budget

Do you have any guidance on completing the budget?

- The budget needs to include all financial and in-kind contributions (including the grant you are requesting) and key expenditure items related to the service.
- The total income must equal the total expenditure.
- Be accurate in your costings – you cannot ask for additional funds later because the service was not accurately costed at the start.
- Only include income or expenditure items relevant to the service. If the cost is not directly associated with the service, it should not be included in the budget.
- If you **are** GST-registered, **do not** include GST in your estimates. Any grant payment you

receive will add and include GST.

- If you **are not** GST-registered, **do** include GST in your estimates. Any grant payment you receive will not add or include GST.

We would like to combine funding from the Community Legal Centre Assistance Fund, Family Violence Duty Lawyer Fund or Community Legal Centre Family Violence Fund with funding from another program to deliver a service/project. Is this possible?

Yes. Your project can include other funding sources. You must list these in your budget and provide further information, including whether or not the funding has been confirmed or what date it is expected to be confirmed. If other funding sources are not confirmed at the time you submit the application, you must advise how the project will be delivered if this income is not obtained.

Can we use the grant funding to cover management costs?

Grant funding can be used to cover reasonable service management costs. Your application should describe exactly what the management costs are and why they are required to successfully deliver the service.

Submitting an application

I haven't used an online application before. What help is available for me?

The Department of Justice and Regulation is using an online application system to accept grant applications for the *Community Legal Centre Assistance Fund 2017-19*, *Family Violence Duty Lawyer Fund 2017-19* and *Community Legal Centre Family Violence Fund 2017-19* grants. Applicants have to register to use the online system, if they are not already registered.

The application form is easy to complete. An online manual (with instructions and pictures) is available to guide you through the application process. If you experience any technical difficulties while writing, saving or submitting your application, please contact SmartyGrants Support by phone (03) 9320 6888 or email: service@smartygrants.com.au.

How do I spell check or format my response in SmartyGrants?

Most internet browsers (including Firefox v2.0 and above; Safari; and Google Chrome) have spell-check facilities built in – you can switch this function on or off by adjusting your browser settings. If formatting is required, you can manually create bullet points by using characters such as * to manually create lists. Please don't copy and paste text formatting into the application from Microsoft Word as this can disrupt the way your application displays.

How often should I save my application form? Is there a timeout limit?

It is highly recommended that you click Save Progress every 10 to 15 minutes when you are filling out the application form. For security reasons you will be logged out of your application if 30 minutes has elapsed and you have not saved your progress or navigated between pages. If you are logged out of the system you will lose any changes you have made to that page that have not been saved. To avoid this happening, simply click Save Progress periodically if you are spending a long time working on one page of the form.

Application writing tips

Do you have any guidance on writing the application?

- Carefully read the *Community Legal Centre Assistance Fund 2017-19*, *Family Violence Duty Lawyer Fund 2017-19* and *Community Legal Centre Family Violence Fund 2017-19* Application Guidelines, paying particular attention to the grant objective, organisation eligibility, service

eligibility, budget and assessment criteria sections.

- Respond fully to each assessment criteria within the application form.
- Demonstrate that you understand the issue you are trying to address, including its impact.
- Make clear what service is provided to the client.
- Provide evidence supporting the unmet need for the service.
- Explain why the service is effective in addressing the identified problem. This may include consideration of alternative options.
- Ensure you include any necessary attachments.
- Obtain necessary approvals to show that the service is 'ready to go'.
- Read through your prepared application before you submit it to ensure it is consistent. It can help to have someone else read the application before you submit.

Grant application outcomes

When will we find out if our application is successful?

It is anticipated that outcomes will be advised within three months of the *Community Legal Centre Assistance Fund 2017-19*, *Family Violence Duty Lawyer Fund 2017-19* and *Community Legal Centre Family Violence Fund 2017-19* closing date; however this will depend on the number of applications received. The Department of Justice and Regulation is committed to expediting the approvals process cognisant of the time pressures on agencies.

Will we be given feedback if our application is unsuccessful?

Unsuccessful applicants will receive a letter advising them of the outcome of their application as well as contact details if they require feedback.

When and how will grant funding be paid to successful applicants?

Successful applicants will be required to enter into a funding agreement. Upon receiving a signed funding agreement and a valid invoice, the Department of Justice and Regulation will make an initial payment that is equal to 90 per cent of year one grant funding. The Department of Justice and Regulation will pay the remaining grant funding instalment/s as per the signed funding agreement.

Further assistance

If after reading the Application Guidelines you have further questions in relation to the Community Legal Centre Grant Fund 2017-19 process, please contact Eliza Hallt by email Eliza.Hallt@justice.vic.gov.au or phone (03) 8684 0888 between 9am and 5pm weekdays, except for public holidays.

If you experience technical difficulties while writing or submitting your application online, please contact SmartyGrants Support by email service@smartygrants.com.au or phone (03) 9320 6888.

General queries and answers relating to the grants process will be published on the CLCgrants.smartygrants.com.au website to ensure transparency. The queries will be de-identified in accordance with privacy obligations.