

## Volunteer Management Activity 2022-26 Grant: Consortium Application

### About the form

This is the consortium application for the Volunteer Management Activity 2022-26. This application is to be submitted by the Consortium Lead and prepared with input from each of the organisations on the consortium.

Each consortium must include a lead organisation (otherwise referred to as Consortium Lead), consortium members who have experience working with the region population including the priority groups and at least one VIO or a member of Volunteering Victoria with experience supporting volunteering across a region.

Guidance on the application process and grant is provided in the *2022-26 Volunteer Management Activity 2022-26 Grant: Guidelines for Applicants*. Additional information is provided in the *Volunteer Management Activity 2022-26 Grant: Frequently Asked Questions*.

### About VMA2022-26

The VMA 2022-26 program involves:

- breaking down barriers to volunteering for the three priority groups - People with Disability, First Nations People, and Newly Arrived Migrants; and
- online services to build the capacity of Volunteer Involving Organisations.

**!** The prime focus of this funding is breaking down barriers to volunteering faced by the three identified priority groups. This should be reflected in the workplan and resourcing.

Additional information is provided in the following resources:

- *Volunteer Management Activity 2022-26 Grant: Guidelines for Applicants*
- *Volunteer Management Activity 2022-26 Grant: Frequently Asked Questions*.

### Application

#### Region the application is for

The regions for VMA 2022-26 align with the Emergency Management Victoria (EMV) regions. Each application is for one region.

Emergency Management Victoria Region	Tick one (✓)
North West Metro	
Eastern Metro	
Southern Metro	
Loddon Mallee	
Barwon South West	



Emergency Management Victoria Region	Tick one (✓)
Grampians	
Hume	
Gippsland	

### Consortium details

As noted, each consortium must include a lead organisation (otherwise referred to as Consortium Lead), consortium members who have experience working with the region population including the priority groups and at least one VIO or a member of Volunteering Victoria with experience supporting volunteering across a region.

Populate the details of each organisation on the consortium. If more organisations are members of the consortium please insert additional rows with the information requested below.

<b>Consortium lead</b>	Organisation name	
	Organisation ABN	
	Contact name	
	Contact number	
	Contact email	
	Postal address	
<b>Consortium organisation #1</b>	Organisation name	
	Organisation ABN	
	Contact name	
	Contact number	
	Contact email	
	Postal address	
<b>Consortium organisation #2</b>	Organisation name	
	Organisation ABN	
	Contact name	
	Contact number	
	Contact email	
	Postal address	
<b>Consortium organisation #3</b>	Organisation name	
	Organisation ABN	
	Contact name	
	Contact number	
	Contact email	
	Postal address	

### Hurdle requirements

All the hurdle requirements listed below must be met by the Consortium Lead in-order for the application to be considered.

Hurdle requirement for Consortium Lead	Yes	No
Will not be in receipt of funding for the same activity from State or Local Governments from FY 22 - 26		
Is financially viable		
Is not included in the list of organisations that have not joined the National Redress Scheme		
Adopts child safe practices		



<b>Hurdle requirement for Consortium Lead</b>	<b>Yes</b>	<b>No</b>
Has cultural competency skills		
Has no reason to believe that it is not a fit and proper entity to partner for the delivery of Australian Government funded services		
Have audited financials		
Have an Australian Business Number (ABN) or be willing to provide a Statement by Supplier Form (reason for not quoting an ABN). Please refer to the Australian Tax Office for further information.		

### **Minimum eligibility criteria**

Please indicate if your consortium meets the following minimum criteria, which have been adopted across Victoria:

<b>Eligibility requirement</b>	<b>Yes</b>	<b>No</b>
Demonstrated working relationships across their identified region		
Subject matter expert in volunteering		
Subject matter expert in inclusion		
Strong working relationships with Volunteer Involving Organisations and volunteers		
Meets recognised governance standards such as ACNC governance standards or similar		



**Connections with the region**

1. List the relevant organisations you have partnered or worked with in the local regions.
2. For two of the organisations provide information about the partnership / collaboration, the relevance to VMA 2022-26 and identify the consortium team members who were involved. *Supporting information can be linked or provided as an attachment.*  
(Limit 200 words per engagement / collaboration)

<b>Example 1</b>	
<b>Organisation</b>	
<b>About the partnership or collaboration</b> (note the purpose of the engagement / collaboration, method of engagement and outcomes)	
<b>Relevance to VMA 2022-26</b>	
<b>Consortium team members involved</b>	
<b>Example 2</b>	
<b>Organisation</b>	
<b>About the partnership or collaboration</b> (note the purpose of the engagement / collaboration, method of engagement and outcomes)	
<b>Relevance to VMA 2022-26</b>	
<b>Consortium team members involved</b>	



## Delivering on the VMA scope

The VMA program involves:

- breaking down barriers to volunteering for the three priority groups - People with Disability, First Nations People, and Newly Arrived Migrants; and
- online services to build the capacity of VIOs.

**!** The prime focus of this funding is breaking down barriers to volunteering faced by the three identified priority groups. This should be reflected in the workplan and resourcing.

## Build capacity of VIOs to break down barriers for the priority groups

Building capacity of VIOs to break down barriers for the priority groups is the primary focus of this funding.

Primary services provided by consortiums, and their partners are to build the capacity of VIOs to break down barriers to volunteering for identified priority groups and if deemed the most effective approach, provide face-to-face services to support these groups to participate in volunteering.

These priority groups include:

- People with Disability<sup>1</sup>

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<sup>1</sup> The *Disability Discrimination Act 1992* (Cth) defines disability as:

- total or partial loss of the person's bodily or mental functions
- total or partial loss of a part of the body
- the presence in the body of organisms causing disease or illness
- the malfunction, malformation or disfigurement of a part of the person's body
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction
- a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment, or that results in disturbed behaviour

and includes disability that:

- presently exists



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- First Nation Peoples
- Newly Arrived Migrants<sup>2</sup>

3. **What do you see as the top three barriers to volunteering for each of the priority groups? What are some strategies you would commence / continue in the region?**

*(150 words per priority group)*

**i) People living with a disability**

**ii) First Nation Peoples**

**iii) Newly arrived migrants**

- 
- previously existed but no longer exists
  - may exist in the future

is imputed to a person (meaning it is thought or implied that the person has disability but does not).

<sup>2</sup> Newly Arrived Migrants within their first 5 years of settlement.



4. Outline how your consortium will break down barriers to volunteering for the three priority groups, noting actions, measures of success and who will be the responsible party in the consortium. Actions should be Specific, Measurable, Agreed, Realistic and Time-bound. We encourage you to break up challenging goals of engaging with potentially new cohorts into smaller actions.

Breaking down barriers to volunteering for	Actions	Measures of success	Who will be responsible for it in the consortium
People living with a disability			
First Nation Peoples			
Newly Arrived Migrants			

**Online services**

VMA seeks to use online services to build the capacity of VIOs by focusing on:

- best practice recruitment and training of volunteers
- supporting and retaining volunteers
- volunteer management
- provision of information, tools, training and resources for VIOs including:
  - regulatory obligations and risk management (governance, work health and safety, insurance, background/police checks.)



**5. Outline how your consortium will build the capacity of VIOs across your region, noting actions, measures of success and who will be the responsible party in the consortium.**

Build the capacity of VIOs by focusing on:	Actions	Measures of success	Who will be responsible for it in the consortium
<ul style="list-style-type: none"> <li>• best practice recruitment and training of volunteers</li> <li>• supporting and retaining volunteers</li> <li>• volunteer management</li> <li>• provision of information, tools, training and resources for VIOs including: regulatory obligations and risk management (governance, work health and safety, insurance, background/police checks.)</li> </ul>			

**Meeting the program charter**

Culture of consortiums is a major driver of wellbeing and success. Ten principles have been established to drive healthy working relationships, collaboration, wellbeing and positive community outcomes.

Each of the principles outline how Volunteering Victoria and the consortiums will work collaboratively to drive high quality outcomes for the community.





**Program charter principles**

- **Healthy for life:** Wellbeing of our teams and community are our number one priority
- **The community is at the centre** of everything we do
- **Meaningful collaboration** drives excellence and we strive for it consistently
- **Constructive feedback** is a living breathing part of how we operate
- **Active listening** drives better interactions and outcomes
- **We all contribute**
- **Care and candour:** Be honest with each other
- **Best practice** drives our methodology
- **Continuously innovate** to drive continuous improvement
- **No surprises:** give heads up and raise risks / issues early

6. Outline how the consortium will apply the three principles (listed in the table below) and the associated measures of success and evidence that will demonstrate application of the principle.

Principle	Ways the consortium will apply this principle
The community is at the centre of everything we do	
Meaningful collaboration drives excellence and we strive for it consistently	
We all contribute	



**Experience in program delivery and contract management**

7. Please provide information on your organisation’s experience in meeting and reporting on KPIs and / or Activity Work Plans in a timely manner (including qualitative and quantitative data).

*(Limit 150 words)*

8. Provide an overview of your team’s contract management experience.

*(Limit 150 words)*

**Information and Communications Technology organisational capacity**

9. Please provide information on the organisation’s ICT capacity, including both administrative and online service delivery aspects. This must include consideration of the following elements:

- *ICT platforms and functionality (infrastructure)*
- *ICT literacy and knowledge (current applications in use and levels of proficiency)*
- *ICT support and maintenance (such as contracts or arrangements)*

*(Limit 150 words)*

**Collaboration with consortium partners**

Effective delivery of this grant’s scope requires collaboration between the consortium partners.

10. Outline prior collaborations with organisations participating in your consortium.

Consortium partners involved	Activity / project / program	How the organisations collaborated	Outcome of the collaboration



11. Outline how the consortium partners will collaborate.

Consortium partners involved	Activity	Frequency	Measures of success	Outcome



**Risk assessment**

**Risk matrix**

	CONSEQUENCE				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Yellow	Yellow	Orange	Red	Red
Likely	Green	Yellow	Orange	Orange	Red
Possible	Green	Yellow	Yellow	Orange	Orange
Unlikely	Green	Green	Yellow	Yellow	Orange
Rare	Green	Green	Green	Yellow	Yellow

**Risk rating**

Risk rating	Action required
Extreme	Unacceptable level of risk and activity should stop immediately.
High	Acceptable level of risk providing mitigation plans are in place.
Medium	Risk will be actively managed within program controls.
Low	Risk managed by consortium.



Populate risks identified by your consortium in the table below.

Strategic Risk	Risk description	Initial Risk rating	Treatment plan	Residual Risk rating

### Schedule for delivery

Outline your schedule for delivering on the actions outlined in this application and any additional activities you will complete throughout the program.

Volunteering Victoria will promote great work taking place. In your action plan, organisations are asked to note whether a communications opportunity is triggered by the action. The information submitted will contribute to a list of potential communication opportunities. Volunteer Victoria will compile this for each of the consortiums in a register.

Volunteer Victoria is aware that the schedule will be a guide. This will help us get an understanding of what will be delivered.

Action / milestone	Who is responsible	Who is involved	When it is due or will occur	Potential communications opportunity (Y/N)



### Memorandum of Understanding

Each organisation participating in the consortium is required to contribute to and sign the VMA 2022-26 Consortium Memorandum of Understanding outlining how the consortium will work in collaboration and outline roles and responsibilities. The Memorandum of Understanding is a mandatory requirement. It must be signed by an authorised signatory from each organisation on the consortium.

I confirm that the Memorandum of Understanding complies with the requirements outlined above and a scanned signed version is attached.

### Budget

Populate the budget table listed below as per the actions listed in this application.

**NOTE:** Budget cannot be used for purchase of land, major capital expenditure, covering of retrospective costs, subsidy of general ongoing administration, e.g., electricity, phone and rent, major construction / capital works, costs to attend and travel to conferences, overseas travel, activities funded under other Commonwealth, state or local government sources for the same purpose.

Action	Budget Amount (all amounts are exclusive of GST unless otherwise stated)
List the action as per the tables listed above	List the amount expected to be spent on the action
Direct costs (e.g., staff salary, staffing oncosts and professional development)	
Indirect costs	
Operating and administration expenses directly related to VMA	
<b>Total</b>	



### Conflict of interest

#### Organisation

Do you or does the organisation have any conflict of interest that may occur related to or from submitting this Application?

- Yes
- No

If yes, please describe (in less than 150 words) any conflicts of interest that may occur from submitting this Application.

### Referees

Each referee provided must have experience working with at least one core team member.

A referee is required for a minimum of two of the priority groups. Additional referees are optional.

Referees are required to be one of the following:

- Volunteering Involving Organisation that a member of the core team has supported
- Organisation that you have partnered with volunteers.

#### Referee 1 (mandatory)

Priority group	
Core team member the referee worked / engaged with	
About the work	
Relevance to this grant	
Referee's details	
Name	
Position	
Organisation	
Contact number	
Email address	

#### Referee 2 (mandatory)

Priority group	
Core team member the referee worked / engaged with	
About the work	
Relevance to this grant	
Referee's details	
Name	
Position	
Organisation	
Contact number	
Email address	



**Referee 3 (mandatory)**

Priority group	
Core team member the referee worked / engaged with	
About the work	
Relevance to this grant	
Referee's details	
Name	
Position	
Organisation	
Contact number	
Email address	

**Referee 4 (optional)**

Core team member the referee worked / engaged with	
About the work	
Relevance to this grant	
Referee's details	
Name	
Position	
Organisation	
Contact number	
Email address	

**Declaration from Consortium Lead on behalf of consortium**

Please read and complete the following declaration:

- I am an Authorised Signatory for the organisation on whose behalf I am applying
- I have obtained the full knowledge and agreement of the organisation on whose behalf I am applying
- The consortium will expend the funding provided on the items requested to meet the funding objectives
- The information contained in this form is true and correct
- I have read, understood, and agree to abide by the *Volunteer Management Activity 2022-26 Grant: Guidelines for applicants*
- The consortium on whose behalf I am applying will adhere to the program charter principles (listed in the application)
- A consortium Memorandum of Understanding has been developed in collaboration with all participating organisations on the consortium and is signed by an authorised signatory for each organisation
- If and where any personal details of a third party are included, that third party has been made aware of, and given their permission for those details to appear in this Application
- I give consent to Volunteering Victoria and Department of Social Services to make public the details of the Applicant and the funding received, should this Application be successful
- I acknowledge that giving false or misleading information to Volunteering Victoria / Department of Social Services is a serious criminal offence. Persons who do so may be prosecuted under Section 137.1 of the Commonwealth Criminal Code Act 1995





- I understand that independent verification of the information I have provided in this application may occur
- I consent to Volunteering Victoria contacting me in the future regarding this application

I understand and agree to the declaration above.

**Full name of Authorised Officer from the Consortium Lead organisation:**

**Position of Authorised Officer from the Consortium Lead organisation:**

**Date:**

