

## **Volunteer Management Activity 2022-26 Grant: Guidelines for applicants**

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## 1. Introduction

These guidelines contain information for the Volunteer Management Activity 2022-26 Grant.

**You must read these guidelines before filling out an application.**

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

## 2. About this grant program

On 1 July 2021 Volunteering Victoria were awarded funding by the Department of Social Services to build the capacity of Volunteer Involving Organisations, by breaking down barriers to volunteering for identified priority groups and through online volunteer management services.

Volunteering Victoria are seeking to partner with suitable organisations to lead the first of these two objectives: breaking down barriers to volunteering faced by the three identified priority groups and support the second of these two objectives: supplying online volunteer management services.

Eight grants are being made available to consortium<sup>1</sup> leads who will manage a consortium seeking to achieve these aims.

### 2.1 Grant administrator: Volunteering Victoria

Volunteering Victoria is the state peak body for volunteering in Victoria. Our work has a strong focus on advocacy, sector development and the promotion of meaningful and purposeful volunteering. Our role is to lead the growth of a collaborative, sustainable, thriving volunteering community and movement in Victoria. We promote a volunteering culture that is inclusive, diverse, accessible, and respected.

Volunteering Victoria firmly believe that resilient communities are built on the contribution of empowered and active Victorians from every walk of life.

**Our Purpose:** We promote and build a vibrant, strong volunteering community that is inclusive, respected and sustainable

**Our Vision:** Resilient communities and empowered, active people through meaningful volunteering.

**Our Values:**

- Collaboration – We work with our key strategic partners, members and stakeholders to promote, value and support effective volunteering.
- Innovation – We strive to find new and creative ways to engage organisations and individuals in meaningful volunteering.

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<sup>1</sup> 'A consortium is a group of people or firms who have agreed to co-operate with each other' (<https://www.collinsdictionary.com/dictionary/english/consortium>)



- Accountability – We are transparent, take responsibility for our outcomes and are answerable to our members, stakeholders and communities.

## 2.2 Funding source: The Department of Social Services Families and Communities Program

The Volunteer Management Activity (VMA) is an element of the broader Department of Social Services (DSS) Families and Communities Program (DSS Outcome 2.1). The Families and Communities Program (the Program) aims to strengthen relationships, improve well-being of children and young people, reduce the cost of family breakdown, and strengthen family and community functioning.

The Program aims to provide a foundation for integrated, community led program delivery that understands and meets local needs and promotes innovation and collaboration.

Funding for this grant comes from the Department of Social Services. Volunteering Victoria has established governance framework that align with the [Commonwealth Grants Rules and Guidelines 2017](#) (CGRGs).

## 2.3 Volunteer Management Activity

Volunteering Victoria is collaborating with all state and territory Volunteer Peak Bodies (VPBs) to ensure national consistency of best practice resources and streamline delivery of the new VMA program. The following framework for the VMA, reflects the shared aspirations and approach to the delivery of this program.

**Vision:** Thriving volunteering that is valued, inclusive, diverse, resourced, recognised and contributes to the common good.

**Mission and public value proposition:** Promote and support organisational excellence in volunteer leadership for the prosperity of communities and people in all parts of Australia, by:

- Reducing barriers to volunteering
- Boosting participation in volunteering
- Improving the culture of Volunteer Involving Organisations (VIOs) to better include a broader cross-section of society.
- Supporting healthy and thriving communities
- Ensuring volunteering is understood and recognised.
- Acknowledging the true value of volunteering
- Building positive volunteering experiences

## 2.4 About the VMA grant program

The VMA Program is two distinct but complementary programs of work:

- Breaking Down Barriers (BDB) Program; and
- Online Volunteer Management (OVM)

Collectively this program will create a thriving volunteering culture, which meets the changing demands for capable and committed volunteers in local communities across Australia.

The VMA aims to increase opportunities for people to participate in the social and economic life of their broader community through volunteering, by:

- building effective volunteering practices and opportunities within organisations and communities



- increasing the diversity of volunteers
- improving access to information on volunteering
- providing access to the training, resources and support volunteers and Volunteer Involving Organisations (VIOs) need.

Driven by a desire to best implement the VMA 2022-26 at a jurisdictional level and optimise the success of the program, Volunteering Victoria engaged the LDC Group to undertake an environmental scan, consult with the sector, provide a framework and implementation process. The report can be viewed [online](#).

Volunteering Victoria adopted LDC recommendations, some of which include:

1. **Consortia:** *an association of two or more organizations with the objective of participating in the common VMA activity or pooling their resources for achieving a common goal.*
2. **Regions:** *the establishment of 8 regions utilising the Emergency Management Services Regions boundaries.*
3. **Funding amount:** *Volunteering Victoria use a funding formula<sup>2</sup> to fund 8 regional consortia that demonstrates equal and equitable distribution of funds across Victoria.*
4. **Consortia:** *Funding be provided to eight voluntary consortia across Victoria, one for each of the eight regions. Consortia to include a lead organisation and other members representing the regional population including the three priority groups. Each consortium must include at least one VIO or a member of Volunteering Victoria with volunteering as their primary service.*

**Figure 1: Emergency Management Victoria regions**



Source: Emergency Management Victoria

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<sup>2</sup> The funding formula was sourced from the Department of Social Services

**Table 1: Emergency Management Regions**

Emergency Management Victoria Region	Area (by Local Government Area)
North West Metro	Banyule City, Brimbank City, Darebin City, Hobsons Bay City, Hume City, Maribyrnong City, Melbourne City, Melton Shire, Moonee Valley City, Moreland City, Nillumbik Shire, Whittlesea City, Wyndham City and Yarra City
Eastern Metro	Boroondara City, Knox City, Manningham City, Maroondah City, Monash City, Whitehorse City and Yarra Ranges Shire
Southern Metro	Bayside City, Cardinia, Casey City, Frankston City, French Island, Glen Eira City, Greater Dandenong City, Kingston City, Mornington Peninsula Shire, Port Phillip City, Stonnington City
Loddon Mallee	Mildura, Swan valley, Campaspe, Buloke, Gannawarra, Loddon, Bendigo, Central Goldfields, Mount Alexander, Macedon Ranges
Barwon South West	Geelong, Surf Coast, Colac Otway, Corangamite, Warrnambool, Moyne, Southern Grampians, Glenelg
Grampians	Hindmarsh, West Wimmera, Yarriambiack, Horsham, Ararat, Pyrenes, Golden Plains, Ballarat, Hepburn Moorabool
Hume	Moira, Greater Shepparton, Strathbogie, Mitchell, Murrindindi, Mansfield, Benalla, Wangaratta, Indigo, Wodonga, Alpine, Towong
Gippsland	South Gippsland, Bass Coast, Baw Baw, Latrobe, Wellington and East Gippsland

## 2.5 Requirements of a consortium

Each consortium will develop and implement strategies to breaking down barriers to volunteering for identified priority groups and build the capacity of VIOs, through online<sup>3</sup> volunteer management services.

- !** 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.

Consortiums will consult and partner with relevant local organisations to develop and deliver the Breaking Down Barriers Program.

Consortiums receiving grants under the new VMA must deliver services funded under the program free of charge.

### Consortium composition

Each consortium must include:

- a lead organisation (otherwise referred to as Consortium Lead)

<sup>3</sup> Online refers to using services such as the telephony and broadband networks



- consortium members have experience working with the region population including the priority groups
- at least one VIO or a member of Volunteering Victoria with experience supporting volunteering across a region.

### Services provided

Primary services provided by consortiums, and their consortium members will 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>4</sup>
- First Nation Peoples
- Newly Arrived Migrants<sup>5</sup>

Online support services to build the capacity of VIOs will focus 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.)

### Collaboration between consortiums and across state and territory Volunteering Peak Bodies

Collaboration between consortium and Volunteering Victoria is expected and will minimise duplication, improve practices, and ensure consistency of service provision, including participating in networking arrangements and sharing resources.

Consortiums will be required to provide Volunteering Victoria with information requested for this purpose ensuring the effectiveness of the VMA at a national level.

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<sup>4</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
- 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>5</sup> Newly Arrived Migrants within their first 5 years of settlement.



Volunteering Victoria will work with successful consortium leads to develop an appropriate performance measurement framework (in line with national agreements) that will outline measurable targets that demonstrate the outcomes achieved under this program.

### Uphold the program charter principles

Culture of teams 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

## 3. Grant period and timing of the grant process

### Grants available

The grant opportunity will run for 4 years from 1 July 2022 to 30 June 2026, with a review taking place after 2 years to ensure the effectiveness and efficiency of the program. At the halfway review, there may be updates to the deliverables and objectives under the VMA as agreed by both parties in writing.

Receipt of grant funding is dependent on consortiums meeting their requirements as per the Management Services Agreement, the agreed Activity Workplan and Federal Government funding of Volunteering Victoria under the VMA grant.

The level of funding each consortium is eligible to receive under this grant opportunity has been pre-determined (in accordance with the DSS methodology).

**Table 2: Available funding (by region)<sup>6</sup>**

Region	Funding - year 1	Funding - years 2 - 4
Barwon South West	\$112,100	\$82,100
Eastern Metro	\$120,200	\$90,200
Gippsland	\$112,100	\$82,100

<sup>6</sup> Funding amounts have been determined based on the DSS methodology.





Region	Funding - year 1	Funding - years 2 - 4
Grampians	\$112,100	\$82,100
Hume	\$112,100	\$82,100
Loddon Mallee	\$112,100	\$82,100
North West Metro	\$120,200	\$90,200
Southern Metro	\$120,200	\$90,200

#### 4. Eligibility criteria

Applications must satisfy ALL eligibility criteria to be considered.

##### 4.1 Who is eligible to apply for a grant?

###### Hurdle requirements

The following hurdle requirements are mandatory requirements that must be met by the Consortium Lead in-order for the application to be considered.

- 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
- 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.

Organisations must meet the following eligibility criteria to apply:

- 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.

The eligibility criteria will be assessed during the application process.

##### 4.2 Financial Viability

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- Establishing whether relevant persons have any adverse business history (e.g. current or past bankruptcy)
- Assessment of the financial health of an entity



Volunteering Victoria will advise you if your organisation is subject to a financial viability assessment.

## 5. What can the grant money be used for?

### 5.1 Eligible grant activities

To be eligible your consortium's grant activity must:

- Have eligible activities that directly relate to the purpose of the VMA and must include:
  - strategies to partner with relevant existing organisations
  - strategies that develop the capacity of VIOs to break down the barriers to volunteering for identified priority groups
  - strategies for implementation of online services and best practice resources to build the capacity of VIOs.

### 5.2 Eligible locations

Your grant can include activities at different locations, as long as they are all in your respective region according to the EMV regions.

### 5.3 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities or agreed project activities.

Eligible expenditure items for you or any organisation that you partner with are:

- Staff salaries and on-costs which can be directly attributed to the provision of the VMA in the identified service area or areas
- Employee training for paid and unpaid staff including Committee and Board members, that is relevant, appropriate and in line with the VMA
- Operating and administration expenses directly related to the VMA
- Purchase and maintenance of volunteer management IT system/s.

On-costs (outlined above) of up to 25% can be claimed as part of the funding received.

### 5.4 What the grant money cannot be used for

You, or any organisation that you partner with cannot use the grant for the following activities:

- purchase of land
- major construction or capital expenditure
- the covering of costs incurred prior to approval of the grant
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- costs to attend and travel to conferences
- overseas travel
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility
- establishment of IT platforms that are duplicating other jurisdictional and national resources funded by the VMA.

We cannot provide a grant if you receive funding from another government source for the same purpose.



Please note that the grant cannot be used for any costs incurred in the preparation of your grant application or documentation related to the grant application process.

## 6. The assessment criteria

You must address all of the following assessment criteria in the application. The application form contains a series of questions. Each of the assessment criteria listed below has an equal weighting.

### Criterion 1 – Implementation

When addressing the criterion **strong applicants** will:

- demonstrate how they will outline a high level plan for the development of an implementation strategy that details how the consortium will:
  - work in partnership with relevant existing organisations to build effective volunteering practices and opportunities within their organisation and across their state or territory
  - identify and respond to the volunteer management needs of VIOs in their region and improve access to information on volunteering
  - address and develop strategies to support any regional, rural or remote communities who may be located within their region (if applicable based on the catchment)
  - respond to the changing landscape of volunteering in Australia
  - transition to and deliver services online (including partnering with other organisations where relevant)
  - provide access to training, resources and support that VIOs and volunteers need
- outline why the consortium requires the grant funds to undertake the proposed activities.
- demonstrate an action plan to:
  - break down barriers to volunteering for identified priority groups.
  - build the capacity of VIOs, through online<sup>7</sup> volunteer management services
- demonstrate a commitment to applying the program charter principles.

### Criterion 2 – Partnership

When addressing the criterion **strong applicants** will:

- demonstrate how the organisation will engage and develop strong relationships with organisations, groups and priority groups in the catchment
- demonstrate strategies to build the capacity of VIOs in breaking down barriers to volunteering for identified priority groups to increase the diversity of volunteers in the catchment
- demonstrate strong working relationships between organisations partnering on the consortium

### Criterion 3 – Governance and Administrative Structures

When addressing the criterion **strong applicants** will:

- provide details of the administrative structures that will support the activity including:
  - business continuity planning

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<sup>7</sup> Online refers to using services such as the telephony and broadband networks



- financial management
- governance and accountability.
- identify the key risks and issues of the activity, as well as any mitigation measures that may be established (for example, risk mitigation regarding the loss of personnel).

#### Criterion 4 – Technical Ability

When addressing the criterion strong **applicants** will:

- demonstrate their technical ability to deliver the VMA by:
  - describing the consortium’s relevant knowledge, expertise and experience in developing and rolling out effective:
    - online volunteer management and capacity building solutions
    - strategies and programs to improve diversity and inclusion in volunteering
  - describing how the consortium’s ICT system has the ability to meet the Commonwealth data collection and activity reporting requirements used to validate the achievement of objectives and outcomes.

## 7. How to apply?

Before applying, applicants must read and understand these guidelines. Applications are to be submitted by the Consortium Lead. To apply applicants must:

- Meet all hurdle requirements
- Meet all eligibility criteria
- Complete the online application form and provide all required information
- Be an authorised signatory for the consortium from the lead agency (e.g. Chief Executive Officer, President, Chairperson, Treasurer or Secretary)
- Submit your application online before the grant period closes.

The application documentation includes an Application Form that is signed by the Consortium Lead and a Memorandum of Understanding that is signed by all organisations / parties on the consortium.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you are reading these guidelines on behalf of someone else and that person is experiencing any barriers to completing the application, please contact us on (03) 9052 4524 or at [vmagrants@volunteeringvictoria.org.au](mailto:vmagrants@volunteeringvictoria.org.au) so that we are able to support them to apply.

**Please note:** You cannot change your application once it has been submitted. You should keep a copy of your application and any supporting documents. You will receive an automated notification acknowledging the receipt of your application. No late applications will be accepted.

### 7.1 Timing for this grant opportunity

You must submit an application between the published opening and closing dates.

We may request further information on any application prior to assessment.



Consortium applications	Opening date	22 February 2022
	Closing date and time	6 April 2022 at 12noon
General information	Grant period	1 July 2022 – 30 June 2026
	Grant funding to be expended by	30 June 2026
	Last financial acquittal report and program report	30 August 2026
	Enquiries	<a href="mailto:vmagrants@volunteeringvictoria.org.au">vmagrants@volunteeringvictoria.org.au</a>

## 7.2 Register interest if seeking to apply

Organisations seeking to lodge an application are required to register their interest by completing an online form. This will enable Volunteering Victoria to distribute grant application updates and responses to questions of clarification to all interested parties.

## 7.3 Questions during the application process

If you have questions about any part of the application process or are experiencing technical difficulties, please call or email us (03) 9052 4524 or [vmagrants@volunteeringvictoria.org.au](mailto:vmagrants@volunteeringvictoria.org.au).

Volunteering Victoria will respond to emailed questions within 5 working days. Responses to emailed questions will be distributed to all organisations who registered interest in applying for the grant.

The question period will close at 12noon AEST on 23 March 2022. Following this time, only questions about using and / or submitting the application form will be answered. Answers to questions will be distributed to parties who have registered interest in applying by completing the online form available on the Volunteering Victoria website.

## 8. Grant selection process

### 8.1 Assessment of grant applications

The selection panel will review your application against the hurdle requirements. Applications that meet these will progress to being assessed.

If eligible, the assessment panel will then assess your application against the assessment criteria (see section 6). Your application will be considered on its merits, based on how well it meets the assessment criteria.

Shortlisted applicants will be invited to attend an interview. The Consortium Lead and representatives from at least two of the organisations on the consortium will be required to attend.

Referee checks of consortium team members may be completed.

### 8.2 Who will assess and select applications

The applications will be assessed by a panel. It will include Volunteer Victoria's State Programs Manager, Project Coordinator (State) and an independent assessor who has expertise in the volunteer sector.



All applications will be assessed using a common appraisal process, however the assessment process may rely on knowledge or documentation other than the application form. If this occurs the reasons will be documented.

Recommendations for the final outcome of the grants will be made to the Board of the Volunteering Victoria. The decision of the Board will be final.

## **9. Notification of application outcomes**

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

## **10. Successful grant applications**

Successful applicants will be notified via email with a Management Services Agreement. Successful organisations will also be listed on the relevant State/ Territory volunteering peak body Volunteering Victoria.

### **10.1 Management Services Agreement**

The Management Services Agreement will be an agreement between the Consortium Lead and Volunteering Victoria.

The Management Services Agreement outline the eligible items approved for expenditure. Expenditure of grant funds must be made in line with the it.

You will have 10 business days from the date of a written offer to sign and return the grant agreement. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

Where a grantee fails to meet the obligations of the grant agreement, Volunteering Victoria may terminate the agreement.

### **10.2 Commonwealth Child Safe Framework**

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting and adoption of the National Principles for Child Safe Organisations. The Australian Government committed to a new Commonwealth-wide framework to protect children and young people it is responsible for – the Commonwealth Child Safe Framework (CCSF).

The Australian Government is considering appropriate ways to apply the requirements of the CCSF to grant recipients. A child safety clause is likely to be included in a grant agreement where the Commonwealth considers the grant is for:

- services directly to children
- activities that involve contact with children that is a usual part of, and more than incidental to, the grant activity.

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

The successful applicant and the partnerships outlined in the implementation strategy will be required to comply with all child safety obligations included in the grant agreement published with



this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you and the partnership must always comply with the respective state and territory legislative requirements for working with children and mandatory reporting.

### **10.3 Multicultural access and equity**

Volunteering Victoria upholds the Australian Government's [Multicultural Access and Equity Policy](#).

Grant applicants should consider how they will ensure their services will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

### **10.4 How we pay the grant**

The grant agreement will state the:

- activity requirements
- maximum grant amount to be paid
- the payment amount and payment periods
- reporting milestones.

Any additional expenditure incurred during the delivery of the activity will not be funded under this agreement.

### **10.5 Grant payments and GST**

Payments will be made as set out in the grant agreement. It will note the GST exclusive amount and reference the GST amount to be paid. Payments made will be GST inclusive.

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the [Australian Taxation Office website](#) for more information.

## **11. How we monitor your grant activity**

### **11.1 Keeping us informed**

#### **Your responsibilities**

If successful, you must carry out the grant activities in accordance with these guidelines and the grant agreement.

You will be responsible for:

- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively
- meeting milestones and other timeframes specified in the grant agreement;
- complying with record keeping, reporting and acquittal requirements in accordance with the grant agreement
- participating in grant program evaluation as necessary for the period specified in the grant agreement





- ensuring that the grant activity outputs and outcomes are in accordance with the grant agreement.
- ensuring all organisations on the consortium are being engaged in accordance with the consortium Memorandum of Understanding submitted during the application process.
- letting us know if anything is likely to affect your VMA, organisation or consortium.

You need to inform us in writing, of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of the terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for Volunteering Victoria personnel, the Minister or their representative to attend.

### **Volunteering Victoria's responsibilities**

Volunteering Victoria will:

- meet the terms and conditions set out in the grant agreement
- provide timely administration of the grant
- evaluate the grantee's performance.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### **11.2 Reporting**

The Consortium Lead must have a system in place to meet their data collection and reporting obligations outlined in their grant agreement.

You must submit reports in line with the grant agreement. We will expect you to report on:

- progress against agreed grant activity milestones and outcomes in your Activity Work Plan, including any risks, barriers or sensitivities in achieving the grant objectives
- expenditure of your grant.

Reports need to be signed by an authorised signatory from each organisation on the consortium.

### **Progress reports**

Six-monthly progress reports must:

- include evidence of your progress toward completion of agreed activities and outcomes
- show the total eligible expenditure incurred to date





- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities).

You must tell us of any reporting delays as soon as you become aware of them.

#### **Ad-hoc reports**

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

#### **Final report**

When you complete the grant activity, you must submit a final report.

Final reports must:

- identify if and how outcomes have been achieved
- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred
- be submitted by the due date and in the format provided in the grant agreement.

### **11.3 Activity Work Plan**

You will be required to submit an Activity Work Plan, on a template provided by us, within 4 weeks of the execution of the grant agreement.

Your Activity Work Plan will tell us about the scope of your project, what you will be doing, the proposed outcomes, proposed timeframes for delivery and completion, and how you will measure and evaluate your performance.

The Activity Work Plan can be adapted over time or in circumstances where government priorities change.

Any changes to the Activity Work Plan once signed must be negotiated with Volunteering Victoria.

The Activity Work Plan will need to be signed by an authorised signatory from each organisation on the consortium.

### **11.4 Financial declaration**

You will be required to provide a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money.

### **11.5 Grant agreement variations**

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting the Program Coordinator (State) or State Programs Manager.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

### **11.6 Record keeping**

We may also inspect the records you are required to keep under the grant agreement.



### 11.7 Evaluation

We will evaluate the VMA to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We will evaluate the performance of the grant recipients, the efficiency of implementation and the effectiveness of the VMA program in meeting policy outcomes through a:

- program performance review – a review of whether a program is performing at the optimal level to deliver defined outputs and whether there is scope to improve efficiency and cost effectiveness.
- Ongoing collection and monitoring of data as required by the Department of Social Services.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

### 11.8 Acknowledgement

All publications related to grants under the program must acknowledge and the Commonwealth as follows:

This activity received grant funding from the Australian Government.

## 12. Probity

Volunteering Victoria will be responsible for ensuring that the grant process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the [Commonwealth Grants Rules and Guidelines](#) (CGRGs).

### 12.1 Enquiries and feedback

Complaints about this grant opportunity and / or selection process may be made in writing to: [info@volunteeringvictoria.org.au](mailto:info@volunteeringvictoria.org.au) or [vmagrants@volunteeringvictoria.org.au](mailto:vmagrants@volunteeringvictoria.org.au). All complaints will be treated confidentially and investigated appropriately in accordance with the [Volunteering Victoria Complaints Policy](#).

#### Escalated Complaints

If you do not agree with the way Volunteering Victoria has handled your complaint, a third party may be involved to assist in resolving the complaint.

### 12.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if Volunteering Victoria staff, any member of the selection panel and/ or you or any of your personnel has a:

- professional, commercial, or personal relationship with a party who can influence the application selection process, (e.g. an Australian Government officer or member of an external panel)
- relationship with or interest in, an organisation that is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently



- relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If later you think there is an actual, apparent, or perceived conflict of interest as part of the grants process, you must inform Volunteering Victoria in writing immediately.

### 12.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#), the [Australian Privacy Principles](#) and the [Volunteering Victoria Privacy Policy](#). This includes letting you know:

- What personal information we collect
- Why we collect your personal information
- To whom we give your personal information.

In submitting a grant application under this opportunity, you agree to Volunteering Victoria collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration.

If you do not provide this information, we cannot assess your grant application.

We may share the information you give us in your application, including personal information, with the nominated personnel such as the selection panel and Department of Social Services.

As part of your application, you also declare your ability to comply with the Privacy Act 1988 and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity.

The information submitted will only be handled by Volunteering Victoria staff with responsibility for managing the VMA Grant.

### 13. Confidential Information

Other than information available in the public domain, you agree not to give out to any person or organisation, other than Volunteering Victoria, any confidential information relating to the grant application and / or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you or your employees, agents, or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable. We will keep any information in connection with the grant agreement confidential to the extent that it meets all three conditions below:

- You clearly identify the information as confidential and explain why we should treat it as confidential.
- The information is commercially sensitive.
- Revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:





- Volunteering Victoria employees and contractors to help us manage the program effectively
- Employees and contractors of Volunteering Victoria so we can research, assess, monitor and analyse our programs and activities
- The Department of Social Services.

The grant agreement may also include any specific requirements about special categories of information collected, created, or held under the grant agreement.



[volunteeringvictoria.org.au](https://volunteeringvictoria.org.au)

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