

# Brisbane South PHN Grant Guideline

## AMAQ Family and Domestic Violence Grants

### 1. Objectives

The AMAQ Foundation has generously launched a Small Grants initiative to support organisations in Queensland that assist victims of Family and Domestic Violence. This program, administered in partnership with Brisbane South PHN, aims to enhance the capacity of organisations addressing this critical issue.

Applicants must propose activities that align with one or more of the following objectives:

- **Capacity Building:** Enhance organisational ability to support victims of Family and Domestic Violence.
- **Service Access:** Improve access to vital support services for victims.
- **Awareness Campaigns:** Increase awareness of Family and Domestic Violence support programs.
- **Service Enhancement:** Strengthen the capability of existing services to better assist victims.
- **Place-Based Support:** Provide tailored, local opportunities to support victims in specific communities.
- **Innovation:** Develop new, complementary activities to expand current organisational efforts.

### 2. Funding available

Grants of up to \$20,000 (GST inclusive) per applicant will be available. Applications may be partially funded.

### 3. Application dates

Grant applications will open from 27 January 2025 and close midday 24 February 2025 or until all funding has been allocated. All applicants will be notified of the outcome of their application. Applications will be processed as they are received. Payments will be made upon acceptance of the Expression of Interest.

### 4. Mandatory eligibility criteria for applicant organisations

#### *Eligible organisations*

Applicants must be:

- an incorporated not-for-profit organisation;
- or auspiced by an incorporated not-for-profit organisation that accepts legal and financial responsibility for the project or activity (Auspice Organisation).

If an applicant states in their application that they are being auspiced by an Auspice Organisation, a letter of support from the Auspice Organisation must be provided, signed by the Chair, President or Chief Executive Officer (or equivalent) of the organisation, agreeing to auspice the proposal.

The applicant must:

- have met all acquittal conditions of previous Brisbane South PHN grants and be financially viable

- have appropriate insurance and workplace health and safety policies in accordance with the Terms and Conditions.

**Ineligible applicants include:**

- for-profit organisations
- individuals
- government departments and agencies
- political groups
- unincorporated organisations (unless auspiced by an Auspice Organisation).

An applicant must meet the Eligibility Criteria set out in the Terms and Conditions

## 5. What can be funded?

Grant Program Activities that empower communities to address Family and Domestic Violence by choosing approaches that best suit their local needs.

Grant Program Activities that aim to strengthen community awareness, support social connectedness, and assist communities in providing safety and support for victims of Family and Domestic Violence.

Grant Program Activities that offer information and assistance to community members and build the capacity of community leaders to identify, support, and refer individuals at risk of or experiencing Family and Domestic Violence.

This includes Grant Program Activities that:

- **Capacity Building:**
  - Provide training or resources to enhance the ability of organisations and community leaders to support victims.
  - Develop partnerships to improve collaboration between organisations addressing Family and Domestic Violence.
- **Service Access:**
  - Increase access to essential support services, such as crisis shelters, legal aid, mental health counselling, and healthcare services.
  - Establish or expand referral pathways to connect victims with the services they need.
- **Awareness Campaigns:**
  - Design and implement community-led campaigns to raise awareness of Family and Domestic Violence, its impacts, and available support services.
  - Develop culturally appropriate materials and messaging for priority populations.
- **Service Enhancement:**
  - Strengthen the capability of existing programs to provide more comprehensive and effective support for victims, including expanding service hours or scope.
  - Improve accessibility for vulnerable populations, such as people with disabilities or culturally and linguistically diverse communities.
- **Place-Based Support:**
  - Create tailored solutions for local communities, particularly those in high-need or underserved areas, to address unique challenges related to Family and Domestic Violence.
  - Establish safe spaces or support hubs in specific communities for victims to access services and resources.

- **Innovation:**

- Develop and pilot innovative approaches to supporting victims, such as technology-based solutions, peer support programs, or integrated service models.
- Test complementary activities to expand current organisational efforts and address service gaps.

Additionally, eligible activities may include:

- Hosting community events and activities (virtually or in person) that promote awareness, education, and support.
- Engaging Family and Domestic Violence support professionals at community events to provide direct assistance.
- Raising awareness of available services and resources and ensuring victims understand how to access them.
- Contributing to community safety by addressing risk factors and promoting protective factors associated with Family and Domestic Violence.
- Improving existing projects, services, and activities to ensure inclusivity across all ages, abilities, and backgrounds.
- Promoting social connectedness, inclusion, and cohesion to reduce isolation, particularly for victims.

## 6. Financial arrangements

### Payments

If you are successful in obtaining a grant, you will be notified via email. You will be requested to submit an invoice for the grant amount so funds may be deposited into your account.

### GST

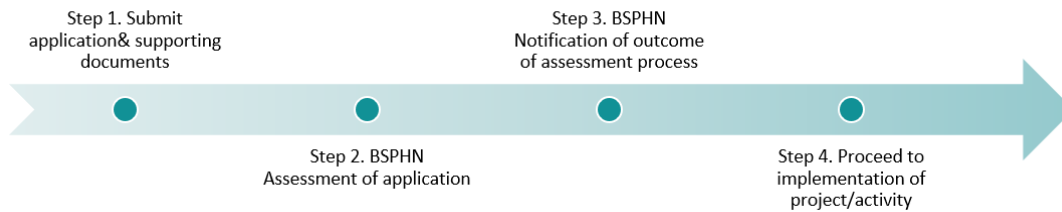
All successful applicants will receive grants of up to \$20,000 inclusive of GST. If your organisation is GST registered, 10% GST will be included with your grant as an itemised GST gross-up. If your organisation is not GST registered, 10% GST will be included in your grant but will not be itemised as GST.

For advice on GST, please contact your tax advisor or the Australian Taxation Office on 13 24 78 or via its website.

## 7. Assessment Process

Provided the eligibility criteria for making a grant application under these guidelines are satisfied, the project will be assessed against the following assessment criteria.

<b>CRITERIA 1</b>	The budget is realistic and demonstrates value for money
<b>CRITERIA 2</b>	The application aligns with the objectives of the grant
<b>CRITERIA 3</b>	The application aims to support priority populations
<b>CRITERIA 4</b>	The application targets areas of need or underserved regions
<b>CRITERIA 5</b>	The application supports community engagement



- Step 1. Complete this EOI application form and submit to [tenders@bsphn.org.au](mailto:tenders@bsphn.org.au) along with accompanying documentation.
- Step 2. Brisbane South PHN and AMAQ will assess the application, based on its merit and review criteria.
- Step 3. Brisbane South PHN will notify the organisation of the outcome of the application assessment. If the outcome is to proceed to implementation, Brisbane South PHN will issue payment shortly thereafter.
- Step 4. Successful organisations proceed to implementing the activity in alignment with approved proposal.

If multiple applications are received for one local area or demographic group, the applications for that location or demographic group will be assessed and prioritised to ensure that a diverse range of services are provided, and community needs are met across Brisbane South PHN region and demographic groups.

Priority will be given to those applications that focus on Brisbane South PHN identified priority population groups, including:

- First Nations peoples
- culturally and linguistically diverse people
- people who identify as LGBTIQA+
- people with disability
- people with unstable housing or homeless
- people living in rural and remote areas

Organisations may make more than one application. In assessing the applications, if there are more eligible applications than the budget available, funding may be prioritised to only one application from an organisation. This will not apply where the organisation is acting as an auspice.

## 8. Application process

### How to apply

All applications are to be submitted to [tenders@bsphn.org.au](mailto:tenders@bsphn.org.au) Please ensure:

- Each question of the application has been completed including the proposed budget outlining income and expenditure of the project.
- An Executive Officer, or senior delegate with appropriate authority and financial delegation has signed the declaration.

All requested documents have been attached including:

- Copies of relevant insurance Certificate of Currency statements (Public Liability, Professional Indemnity, Workcover) are sent.
- Completed New Supplier form

Once you have applied, you will receive an email confirming receipt of the application.

The submitted application will be kept confidential, and the contents will not be disclosed to any person outside the Application and Assessment Process.

#### *Assessment and outcomes*

You will receive correspondence advising whether your application was successful or unsuccessful by no later than March 1, 2024.

#### *Successful applicants*

If you are successful in obtaining a grant, an email will be forwarded to the applicant advising next steps.

You must:

- ensure that you continue to comply with these guidelines.
- deliver the approved project in accordance with the contents of the submitted applications approved by Brisbane South PHN for the provision of a grant.
- comply with the Terms and Conditions, Guidelines and Application
- complete the reporting survey at the end of each key milestone.

#### *Unsuccessful applicants*

Unsuccessful applicants will be advised via email.

### **9. Enquiries**

Questions in relation to this EOI should be forwarded to [tenders@bsphn.org.au](mailto:tenders@bsphn.org.au) . In the interest of probity and equity, all questions and responses will be provided for all applicants via email. Please be aware that any new information provided in addition to this EOI will be made available to all.

For further information, contact Brisbane South PHN on [tenders@bsphn.org.au](mailto:tenders@bsphn.org.au)

## Glossary

**Assessment Process:** The process where applications are assessed against the assessment criteria under this guideline and a determination is made for recommendation to grant the applicable funding.

**GST:** Goods and Services Tax payable pursuant to the GST Laws.

**GST Laws:** *A New Tax System (Goods and Services Tax) Act 1999 (Commonwealth)* together with all other laws and regulations which impose or regulate the implementation and operation of the GST.