# Volunteer Management Activity 2022-26

# Volunteering WA Project Grant

# Guidelines for Applicants

**Contents**

## 1. Introduction

These guidelines outline everything you need to know about the Volunteer Management Activity 2022-26, Project Based Grants.

Please **read these guidelines in full** before filling out an application**.**

This document sets out:

- the purpose of the grants

- the eligibility and assessment criteria

- how grantees are notified and receive grant payments

- how project grants will be monitored and evaluated

- responsibilities and expectations in relation to the opportunity.

## 2. About this grant program

The aim of the Volunteer Management Activity is to support a thriving volunteering culture across Australia.  Volunteering WA (VWA) is administering these project-based grants to organisations that help to break down barriers to volunteering faced by one or more of the six identified priority groups:

- People with disability

- First Nations people

- Newly-arrived migrants

- Vulnerable women

- Young people aged 12 to 18

- People who are unemployed

- Intersectional projects (focussing on more than one (1) priority group), are also encouraged.

In 2024/ 25 there will be a total pool of **$300,000** available for projects that seek to achieve these aims.   The level of funding each organisation is eligible to receive is determined by the applications' project scope and outcomes.

Project outcomes are expected to be shared with the volunteer sector, to build the capacity of other organisations to support these priority groups to engage in volunteering.

**For 2024/25 the key dates are**:

| Organisation applications | Opening date | 28 March 2024 |
|---|---|---|
| | Closing date and time | 28 April 2024 at midnight (WST) |
| General information | Grant period | 1 July 2024 – 30 June 2025 |
| | Grant funding to be expended by | 30 June 2025 |
| | Last financial acquittal report and program report | 15 July 2025 + interim progress report at 6 months (and data collection every 3 months) - See sample reporting templates |
| | Enquiries | vmagrants@volunteeringwa.org.au |

**2.1 Grant administrator/Prime provider: Volunteering WA**

Volunteering WA is the state peak body for volunteering in WA. 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 WA.

**2.2 Volunteer Management Activity**

The Volunteer Management Activity (VMA) is a current stream of Australian Government (Department of Social Services) funding aimed at strengthening volunteering across Australia. The VMA program is delivered in a partnership between DSS and the volunteering peak bodies across Australia.

The objective of the Volunteer Management Activity is to create a thriving, inclusive and diverse volunteering culture, which meets the changing demands for capable and committed volunteers in communities across Australia.

The VMA program has three key pillars:

- Building the capacity of Volunteer Involving Organisations (VIOs) – Best Practice
- Breaking down barriers to volunteering for identified priority groups – Inclusion
- The ability to achieve change and deliver the above across different geographic regions and sectors – Reach

**2.3 About the VMA project-based grant program**

The project-based grants program in WA aims to provide a foundation for community led project delivery that understands and meets local needs of the priority groups and promotes innovation and cross-sector learning.

The project-based grant program 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 training, resources and support volunteers and Volunteer Involving Organisations (VIOs) need.

**2.4 Requirements of project-based grant program**

Projects will aim to **build the capacity** of volunteer organisations to break down barriers to volunteering for the above identified priority groups.

Organisations will be required to provide Volunteering WA with progress reports on project outcomes so that other organisations within WA and other States and Territories may benefit from the project learnings.

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

The current round of grants will run from **1 July 2024 to 30 June 2025**.

4. **Eligibility**

**4.1 Eligible Criteria**

The organisation applying must meet these **mandatory basic requirements:**

- Will not be in receipt of funding for the same activity from State or Local Governments from FY 22 – 26.
- Is financially viable (and can be demonstrated by audited financial statements).
- Is not included in the list of organisations that have not joined the National Redress Scheme.
- Adopts child safe practices (and is willing to sign a statement of compliance).
- Has demonstrated 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 an Australian Business Number (ABN); or be registered with ORIC; or demonstrate the support of a registered organisation to auspice the project; 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.

- Documentation demonstrating professional indemnity and public liability insurance of at least $20 million for any one claim and an annual aggregate of $20 million.

Organisations should also address the following when applying:

- Demonstrated capacity to develop or continue working relationships with one or more of the priority groups with a co-design approach.
- Understanding of barriers and enablers to volunteering for identified priority group(s).
- Demonstrated understanding and practices to promote inclusion.
- Knowledge of capacity building approaches to share learnings with volunteer involving organisation(s).
- Able to demonstrate governance and evaluation processes in project design.
- Project demonstrates consideration for promoting innovation and reducing duplication.
- Does not replicate the project scope or outcomes of previously funded projects.

Applicants may choose to submit a joint application with one or more organisations for the design and delivery of a project. In this event, **one** organisation must nominate as the **Project Lead** for contracting, funding and reporting.  It is the responsibility of the Project Lead to ensure any collaborating partner organisation(s) adhere to the delivery and reporting requirements associated with the project.  Any shared funding arrangements will be managed by the Project Lead.

## 4.2 Eligible activities

Your organisation's project application must have activities that relate to the purpose of the VMA including:

- strategies to engage with organisations or people with lived experience from the relevant priority group(s)

- strategies that develop the capacity of other Volunteer Involving Organisations to break down the barriers to volunteering for one or more of the identified priority groups.

Please refer to the *Volunteer Management Activities 2022-26 Project In and Out of Scope Activities VWA* in the application pack for this information to assist in identifying eligible activities.

### 4.3 Eligible locations

The project grant can include activities at various locations in Western Australia.  In recognition of the barriers that projects in regional and remote locations have previously faced, these will be considered favourably.

### 4.4 Eligible duration

Proposed projects must not exceed twelve (12) months in length but can be less.  Should your proposed project have stages/phases that exceed 12 months, these should be detailed for consideration for funding in later years.  Approval of a project does not guarantee that a project will be funded in later years, and it is expected that successful projects will be completed and achieve objectives regardless of additional stages/phases being funded or not.

### 4.5 Eligible expenditure

You can only spend the grant on eligible agreed project costs and activities. Eligible expenditure items include:

- Project delivery costs
- Salaries and on-costs which can be directly attributed to the provision of the project in the identified service area(s)
- Operating and administration expenses directly related to the project

On-costs (outlined above) of between 10% to 15% can be claimed as part of the funding received.

**4.6 What the grant money cannot be used for**

Grant funding cannot be used 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 or volunteer management activities that are duplicating other state and national resources funded by the VMA.

## 5. The assessment criteria

You must address and complete all the sections in the *VMA 2022-26 Project Grant Application form VWA*, to be considered for this grant. A summary of the selection criterion are as follows:

**Criterion 1 – Implementation**

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

- provide a high-level project plan demonstrating innovative strategies that support inclusive volunteering across metro, regional, rural, or remote communities.

- outline the benefits and outcomes of the proposed project activities and potential application to broader changes in volunteer management practices in WA.

- demonstrate impact and alignment with the VMA objectives and principles (outlined above).

**Criterion 2 – Participation**

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

- demonstrate how the project will encourage, support, and increase participation in volunteering for one or more of the priority groups.
- demonstrate engagement or development of strong relationships with relevant organisations, people and priority groups including a co-design approach.
- demonstrate strategies to break down barriers to volunteering for identified priority groups to increase the diversity of volunteers.

**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
  - budget management
  - governance
- identify the key risks and issues of the activity, as well as any mitigation measures that may be established.

**Criterion 4 – Technical Ability**

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

- describe the organisation's relevant knowledge, expertise, and experience in developing and rolling out effective strategies and projects to improve diversity and inclusion
- describe the organisation's ability to meet data collection, evaluation and reporting requirements used to validate the achievements and outcomes.

## 6. Application Process

To apply applicants must:

- Meet all basic requirements outlined above

- Complete the VMA Project Grant application Form VWA

- Be an authorised signatory for the organisation (e.g., Chief Executive, Chairperson)

- Submit your application online before the grant period closes.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information may exclude your application from further consideration.

**Please note:** You cannot change your application once it has been submitted. You should keep a copy of your application and any relevant documents. No late applications will be accepted.

### 6.1 Timing

Apply via email between the published opening and closing dates each year.  We may request further information on any application prior to assessment

### 6.2 Support during the application process

If you have questions about any part of the application process, please review all information on the website https://www.volunteeringwa.org.au/resources/grants or email vmagrants@volunteeringwa.org.au

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.

To be consistent, information will not be provided on the phone, unless required for accessibility reasons.

## 7.  Grant selection process

### 7.1 Assessment of grant applications

The selection panel will review each application against the basic requirements and assessment criteria (see section 5). Your application will be considered on its' merits, based on how well it meets the assessment criteria. Referee checks of organisations may be requested by Volunteering WA.

### 7.2 Who will assess and select applications?

The applications will be assessed by Volunteering WA representatives and independent consultant(s) with experience in the volunteer sector and the identified priority groups.

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 outcome of the grants will be made to the CEO of Volunteering WA. The decision of the CEO will be final.

## 8.  Notification of application outcomes

Volunteering WA will write to each person about the outcome of their application. If you are successful, you will be advised of any specific conditions attached to the grant.   Requests for feedback on unsuccessful applications will be forwarded to the selection panel for a response.

## 9.  Successful grant applications

Successful applicants will be issued grant documentation including reporting templates and a grant funding agreement. You will have 10 business days from the date of a written offer to sign and return relevant grant documents.

Successful organisations will also be listed on Volunteering WA website.

**9.1 How we pay the grant**

The grant agreement will state the:

- agreed project requirements.

- maximum grant amount to be paid.

- any payment instalments (for projects greater than 6 months and less than 12 months).

- reporting milestones.

**9.2 Grant payments**

Payments will be made as outlined in the grant agreement by Volunteering WA. 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.

Payment of approved and acquitted grant funds will only be transferred into a bank account in the name of the organisation which applied for or is the **lead organisation** for the grant.  Payment of grant funds to a personal bank account is not permissible.

**10. How we monitor your grant activity**

**10.1    Keeping us informed**

**Your responsibilities**

If successful, 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 Activity Work Plan.

- complying with record keeping, reporting and acquittal requirements.

- participating in grant program evaluation, for the period of the grant (and any reasonable requests for additional information).

- ensuring that the grant activity outputs and outcomes are in accordance with the grant agreement.

You must 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.

**Volunteering WA's responsibilities**

Volunteering WA will:

- meet the terms and conditions of the grant agreement

- provide timely administration of the grant

- evaluate the grant progress and outcomes.

We will monitor the progress of projects by assessing reports submitted and may conduct site visits. Occasionally we may need to re-examine project grants or seek further information.

### 10.2    Reporting Requirements

Your organisation must have a system in place to meet their agreed data collection and reporting obligations.

Reporting requirements are as follows:

- Mid-term report (Due December 31st)

- Final Report (Due June 31st)

- Interim Progress reports (Due October and April)

See reporting templates provided in this application pack.

You must tell us of any reporting delays as soon as you become aware of them. Reports need to be signed by an authorised signatory from each organisation on the project.

**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.

**Progress Reports**

Progress reports will include:

- progress against agreed grant activity milestones and outcomes, including any barriers or changes.

- show the total eligible expenditure incurred to date.

- be provided by the required due date.

**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 required format.

**10.3    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 unspent grant money.  VWA may request that unspent funds are returned.

## 10.4    Grant agreement variations

We recognise that unexpected events may affect your progress or plan of agreed activities. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting Volunteering WA on vmagrants@volunteeringwa.org.au. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

## 10.5    Record keeping

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

## 10.6    Evaluation

We will evaluate the performance of all grant recipients, the efficiency of implementation and the effectiveness of the VMA project grants in meeting outcomes. We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

## 10.7    Acknowledgement

Grant recipients are to acknowledge the support of Volunteering WA and the Department of Social Services for the project grant Branding of all activity and marketing material produced specifically for the project should include Volunteering WA's logo and the following acknowledgement:

**[Project name] has been supported through Volunteering WA's Volunteer Management Activity, funded by the Australian Government Department of Social Services.**

## 11. Probity

Volunteering WA 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).

## 11.1    Enquiries and feedback

Complaints about this grant opportunity may be made in writing to vmagrants@volunteeringwa.org.au.  All complaints will be treated confidentially.

## 11.2    Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be an actual or perceived conflict of interest, if Volunteering WA 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 WA in writing immediately.

## 11.3    Privacy

We treat your personal information according to the Privacy Act 1988, the Australian Privacy Principles. In submitting a grant application under this opportunity, you agree to Volunteering WA collecting your personal information, including your name, contact details and role in your organisation, 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 the Department of Social Services. The information given will only be managed by Volunteering WA staff with responsibility for managing the VMA Grant.

As part of your application, you must declare your ability to comply with the Privacy Act 1988 and the Australian Privacy Principles for the collection, use, storage, or disclosure of personal information gathered in connection with the activity.  You must also impose the same privacy obligations on officers, employees, agents, and subcontractors engaged to assist in delivering the activity.

## 12. Confidential Information

Other than information available in the public domain, you agree not to give out to any person or organisation, other than Volunteering WA, any confidential information relating to the grant application and / or agreement, without our prior written approval.

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

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