# **Volunteer Management Activity 2022-26 Grants: Project Application Form**

## **Background**

The Volunteer Management Activity (VMA) is a current stream of Australian Government funding aimed at strengthening volunteering across Australia. Support for volunteering has been funded by the Department of Social Services (the Department). Volunteering WA (VWA), the peak body for volunteering in WA, has become a Prime Provider for the VMA in Western Australia from 2021-2026. A prime or lead provider model, involves a commissioning approach whereby a government contract is awarded to a high-level organisation (e.g. VWA) which has the responsibility for organising and managing the activities and services under the contract. VWA is committed to achieving the aims of the VMA, through continued investment in volunteering across metropolitan, regional and rural areas of WA, and will act in accordance with the values of collaboration, innovation and inclusivity.

The focus areas of the Volunteer Management Activity program are:

1. To build the capacity of volunteer involving organisations through online volunteer management information, training and resources.
2. Provide services to build the capacity of volunteer-involving organisations to break down barriers to volunteering for one or more 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:
	1. People with Disability[[1]](#footnote-2)
	2. First Nations People
	3. Newly Arrived Migrants[[2]](#footnote-3)

## **Project Scope**

***VWA seeks to fund successful projects, through a process of application and panel review, that aim to provide/develop activities/support/resources to help*** ***break down barriers to volunteering faced by one or more of the three identified priority groups.*** This must occur by supporting volunteer managers and Volunteer-Involving Organisations to build their capacity to engage and support priority group volunteers in a meaningful and respectful manner.

To assist in developing applications, VWA has provided [*Volunteer Management Activity 2022-26 Grant: Guidelines for applicants*](https://www.volunteeringwa.org.au/assets/downloads/vma-project-grants/vma-2022-26-project-grant-guidelines-for-applicants-vwa.pdf)*.* There are also outlined some activities which may be considered for delivery under this project-based grants program. Please refer to the [*Volunteer Management Activities 2022-26 Grants: In and Out of Scope Activities*](https://www.volunteeringwa.org.au/assets/downloads/vma-project-grants/vma-2022-26-project-in-and-out-of-scope-activities-vwa.pdf) document for this information. This list is not comprehensive but designed to ensure grant applications and proposed activities meet the Volunteer Management Activity (VMA) guidelines. Please note project activities are to be designed to reduce duplication and encourage innovation in practice and resources available. This work will complement the state and national VMA activities being undertaken by all state and territory Volunteering Peak Bodies.

## **Project Duration**

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

## **Project Schedule and Reporting**

All successfully funded projects will be required to complete reporting at the half way point and at end of each project (year). This will include reporting against the activities, outcomes and budget specified for your specific project. Both informal and formal written reports (template will be provided) will form part of the reporting requirements.

## **Budget**

All applications must provide a detailed budget for their proposed projects taking into consideration [*Volunteer Management Activity 2022-26 Grant: Guidelines for applicants.*](https://www.volunteeringwa.org.au/assets/downloads/vma-project-grants/vma-2022-26-project-grant-guidelines-for-applicants-vwa.pdf) Once funded, the agreed amount is final. Successful grantees will be responsible for delivering projects within the agreed funded grant amount.

## Project Proposal Instructions

* Complete the project proposal application form below with ALL information regarding your organisation and project details.
* Additional information and documentation ***must not*** be referred to or attached to in your application. Your application must contain sufficient information on the form below.
* VWA reserves the right to seek additional information or verification, if required.
* If the grant application is successful, the information in the proposal is to be referred to for reporting purposes.

**Part 1: Organisation and Activity Details**

|  |  |
| --- | --- |
| Organisation name |   |
| Organisation ABN |  |
| Contact name |  |
| Contact number |  |
| Contact email |  |
| Postal address |  |
| Organisation description (max 150 words)  |  |

**Basic requirements**

All the basic requirements listed below must be met for the application to be considered.

| **Basic requirement**  | **Yes** | **No** |
| --- | --- | --- |
| Will not be in receipt of funding for the same activity from State or Local Governments for financial years 2022 - 26 |  |  |
| Is financially viable (and can be demonstrated by audit/annual report statements |  |  |
| Is not included in the list of organisations that have not joined the National Redress Scheme |  |  |
| Adopts child safe practices |  |  |
| 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), be registered with ORIC, or be willing to provide a Statement by Supplier Form (reason for not quoting an ABN). Please refer to the [Australian Tax Office](https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/) 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 |  |  |

**Part 2: Activity/Project Overview and Priority Group Focus**

|  |
| --- |
| **[Project Name: ]****Detailed Description**Provide a detailed overview of your proposed project. How will you build the capacity of VIOs to engage priority group volunteers? (Max 750 words)  |
| **Project Overview:**Provide a brief overview of your proposed project for public dissemination on VWA’s website if application is successful (Max 150 words) |
| Target Priority Group(s) within the scope of this project:  |
| **Alignment to Project Scope:**How is your project aligned, to meeting the objectives of the VMA and the identified priority groups? (Max 500 words) |
| **Key Stakeholders:**Delivering your project will involve key stakeholders who will work with you to co-design and enable project success. Outline who will be involved in helping you deliver your objectives as part of the co-design process. |
| **Project location:*** Metro
* Regional
* Remote
* Statewide
 |
| **Priority groups*** First nations
* New migrants
* People with a disability
* Intersectional (more than 1 priority group)
 |

**Part 3: Activity/Project Objectives and Deliverables**

Outline what activities you will undertake in the first 6 months and the second 6 months (if applicable) of the grant period

|  |
| --- |
| **List all project objectives and deliverables associated with these. Please provide a separate row for each deliverable.** |
| Project Objectives What are you trying to do? | Project DeliverablesW*hat are you doing?* | Timeframe | Proposed Measures of Success *(What will success look like?) Note: actual measures will be determined in agreement with VWA for successful applications* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Part 4: Key Stakeholders and Enablers**

In delivering your project, you will have key stakeholders who will work with you to enable success. Complete this information on who has been involved in helping you develop and deliver your objectives.

Key Stakeholders

|  |  |  |
| --- | --- | --- |
| Stakeholder  | Interest/ Impact  | Engagement Strategy  |
| Name the stakeholders who you will need to engage with | Briefly describe why you need to engage with the stakeholder, i.e. what interest does the stakeholder have in the activity/how will the activity affect the stakeholder?  | Briefly describe how you will engage with the stakeholder  |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

**Part 5: Risk Management**

Provide details of the risks or barriers you have identified to the success of your project and how you may mitigate or manage these. For further information on the risk matrix and rating shown below refer to the [*VMA 2022-26 Grants: Project Grant Guidelines for Applicants*](https://www.volunteeringwa.org.au/assets/downloads/vma-project-grants/vma-2022-26-project-grant-guidelines-for-applicants-vwa.pdf)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Risk | Risk description | Initial Risk rating | Treatment plan | Residual Risk rating |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Risk matrix**

|  |  |
| --- | --- |
|  | **CONSEQUENCE** |
| **LIKELIHOOD** | Insignificant | Minor | Moderate | Major | Critical |
| Almost Certain |   |   |   |   |   |
| Likely |   |   |   |   |   |
| Possible |   |   |   |   |   |
| Unlikely |   |   |   |   |   |
| Rare |   |   |   |   |   |

**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 project controls.  |
| Low  | Risk managed by organisation. |

**Part 6: Detailed Budget**

Provide details of all costs associated with the delivery of the project. Please refer to [the VMA 2022-26: Project Grant Guidelines for Applicants](file:///C%3A%5CUsers%5Climin%5CDownloads%5CVolunteer%20Management%20Activity%202022-26%20Grant%3A%20Guidelines%20for%20applicants) for further information.

|  |  |  |
| --- | --- | --- |
| Budget Items | Budget Description | Budgeted Amount |
| e.g Project staff (+on costs) |  |  |
| e.g Project costs |  |  |
| e.g Project operating and administration |  |  |
|  |  |   |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL**  |  |  |

**Selection Criterion**

**The following criteria will be used to evaluate each project grant application. Please include any additional information to that outlined above, on all four criterion. This will thoroughly demonstrate how your project grant will help to meet the outcomes of the VMA.**

|  |
| --- |
| **Please provide a separate row for each deliverable.** |
| Project Objectives  | Project Deliverables | Describe knowledge/ partnerships/ activities that will meet the project objectives. |
| **Criterion 1 – Implementation**  | * demonstrate how the organisation will

address 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, including reducing duplication.
 |  |
| **Criterion 2 – Participation**  | * demonstrate how the project will encourage, support and increase participation for 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 build capacity by breaking down barriers to volunteering for identified priority groups to increase the diversity of volunteers.
 |  |
| **Criterion 3 – Governance and Administrative Structures**  | * 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 project using the risk model provided, as well as any mitigation measures that may be established (e.g regarding the loss of project personnel).
 |  |
| **Criterion 4 – Technical Ability**  | * 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 project achievements and outcomes.
 |  |

**Closing Date: Applications close 27th May 2022 at 4pm**

# **Declaration:** 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
* Our organisation will expend the funding provided on the items requested to meet the funding objectives
* I have read, understood, and agree to abide by the [*Volunteer Management Activity 2022-26 Grant: Guidelines for applicants*](file:///C%3A%5CUsers%5Climin%5CDownloads%5CVolunteer%20Management%20Activity%202022-26%20Grant%3A%20Guidelines%20for%20applicants)
* 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 as per the Privacy Act 1988
* I give consent to Volunteering WA and the 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 WA 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 WA contacting me in the future regarding this application
* I declare if there is any of conflict of interest in relation to this application, noted here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  I understand and agree to the declaration above.

**Signature of Authorised Officer:**

**Full name of Authorised Officer:**

**Position of Authorised Officer:**

**Date:**

1. 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 behaviourand includes disability that: presently exists or previously existed but no longer exists or may exist in the future. [↑](#footnote-ref-2)
2. Newly Arrived Migrants within their first 5 years of settlement. [↑](#footnote-ref-3)