Volunteer Management Activity 2022-26
Volunteering WA Project Grant
Guidelines for Applicants

May 22

Contents

1. Introduction

These guidelines contain information for the Volunteer Management Activity 2022-26 Volunteering WA Project Based Grants.

You must read these guidelines 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 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, has become the Prime Provider for the VMA in Western Australia from 2021-2026, working collectively with other State and Territory Volunteer Peak Bodies.

The VMA Program has two distinct but complementary programs of work:
- breaking down barriers to volunteering for identified priority groups; and
- provision of online volunteer management support services.

Volunteering WA seeks to fund projects that aim to help break down barriers to volunteering, faced by one or more of the three identified priority groups (new migrants, people with disabilities and First Nations people). Project outcomes are to support volunteer managers and Volunteer-Involving Organisations to build their capacity to engage and support priority group volunteers.

Volunteering WA had made available a project-based grants pool to organisations, who can undertake projects that seek to achieve these aims. From 2022-2026, there will be a total pool of $300,000 available annually for project grants, to a total of $100,000 for each of the three (3) priority groups. Intersectional projects (focussing on more than one (1) priority group), are also encouraged.

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

2.2 Volunteer Management Activity

Volunteering WA is collaborating with all state and territory Volunteer Peak Bodies to ensure national consistency of best practice resources and streamline delivery of the new VMA program. This reflects the shared approach to the delivery of this program, including reduction of duplication of services, resources and training.

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 collaboration.

2.3 About the VMA project based grant program

The VMA aims to increase opportunities for people to participate in the social and economic life of their broader community through volunteering, by:
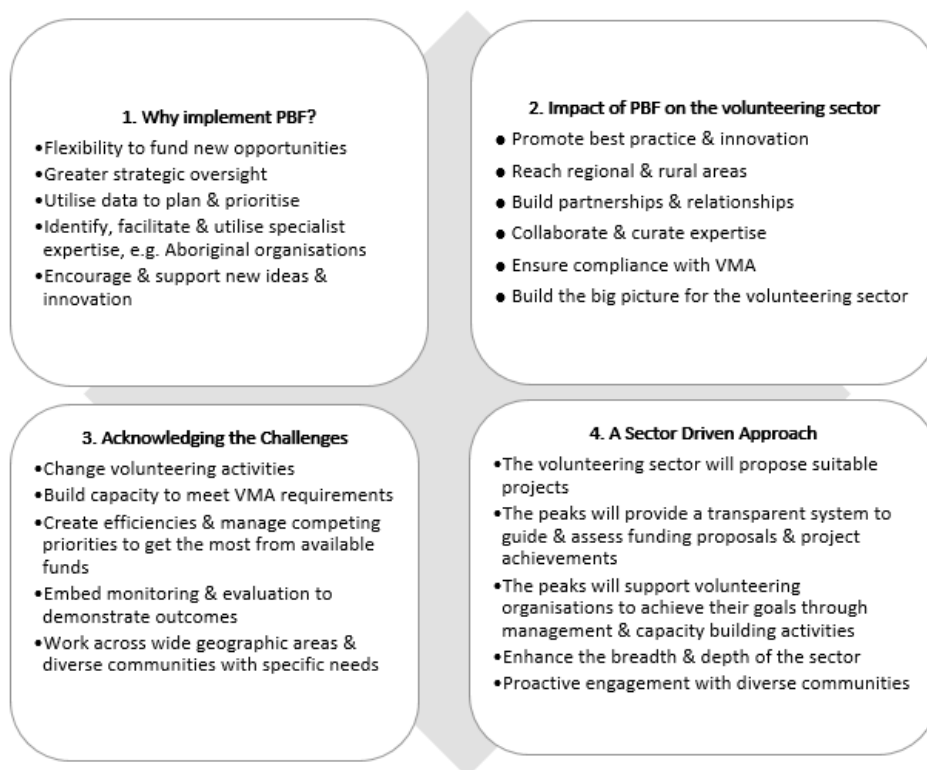
- building effective volunteering practices and opportunities within organisations and communities
- increasing the diversity of volunteers
- improving access to information on volunteering
- providing access to training, resources and support volunteers and Volunteer Involving Organisations (VIOs) need.

Volunteering WA engaged the LDC Group in March 2022, to review and provide a framework for service provision. As a result, this project-based strategy is provided to:
- Be based on available data & information
- Fulfil VMA objectives
- Build capacity of volunteering sector
- Be sector driven.

Further information is provided in Figure 1 below.

Figure 1. Elements of the Project-Based Strategy

1. Why implement PBF?
- Flexibility to fund new opportunities
- Greater strategic oversight
- Utilise data to plan & prioritise
- Identify, facilitate & utilise specialist expertise, e.g. Aboriginal organisations
- Encourage & support new ideas & innovation

2. Impact of PBF on the volunteering sector
- Promote best practice & innovation
- Reach regional & rural areas
- Build partnerships & relationships
- Collaborate & curate expertise
- Ensure compliance with VMA
- Build the big picture for the volunteering sector

3. Acknowledging the Challenges
- Change volunteering activities
- Build capacity to meet VMA requirements
- Create efficiencies & manage competing priorities to get the most from available funds
- Embed monitoring & evaluation to demonstrate outcomes
- Work across wide geographic areas & diverse communities with specific needs

4. A Sector Driven Approach
- The volunteering sector will propose suitable projects
- The peaks will provide a transparent system to guide & assess funding proposals & project achievements
- The peaks will support volunteering organisations to achieve their goals through management & capacity building activities
- Enhance the breadth & depth of the sector
- Proactive engagement with diverse communities

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 identified priority groups, and if deemed the most effective approach, provide face-to-face activities to support participation in volunteering. The priority groups include:

- People with Disability[1]
- First Nation Peoples
- Newly Arrived Migrants[2]

Organisations will be required to provide Volunteering WA with updates on project outcomes and any other information for this purpose, so that other organisations within WA and more broadly may benefit from the project learnings.

Volunteering WA will provide successful organisations with a reporting template that will demonstrate the outcomes achieved under this grants program.

3. Grant period and timing of the grant process

3.1 Grants available

Annual project based grant opportunities will run between 1 July 2022 to 30 June 2026, with a review taking place after each year (or at the end of the project if less than 12 months), to ensure the effectiveness of the projects.

The level of funding each organisation is eligible to receive under this project grant opportunity is determined by the application project scope and outcomes. There is a grants pool of up to $100,000 each for the three (3) priority groups. Intersectional projects (focussing on more than one (1) priority group), are also encouraged.

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[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 behaviour

and includes disability that:

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

[2] Newly Arrived Migrants within their first 5 years of settlement.

4. Eligibility criteria

Applications must satisfy ALL eligibility criteria in order to be considered.

4.1 Who is eligible to apply for a grant?

The following **basic requirements are mandatory** and must be met by the organisation(s) in order for the project grant 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 (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
- 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 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 consider the following key project outcomes before applying:

- Demonstrated 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 for volunteer involving organisation(s)
- Able to demonstrate governance and evaluation processes in project design
- Project demonstrates consideration for promoting innovation and reducing duplication.

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

5.1 Eligible grant activities

To be eligible, your organisation's project application must have activities that directly relate to the purpose of the VMA and must include:

- strategies to partner with organisations or people with lived experience from the relevant priority group(s)
- strategies that develop the capacity of VIOs to break down the barriers to volunteering for one or more of the identified priority groups.

To assist is developing your applications, Volunteering WA has outlined some activities which may be in scope versus out of scope for delivery under the project-based grants program. Please refer to the *Volunteer Management Activities 2022-26 Project In and Out of Scope Activities VWA* document for this information. This list is not comprehensive but designed to guide grant applications and proposed activities to meet the Volunteer Management Activity (VMA) guidelines.

5.2 Eligible locations

The project grant can include activities at different locations in Western Australia and projects that include multiple or regional and remote locations, will be considered favourably.

5.3 Eligible 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.

5.4 Eligible expenditure

You can only spend the grant on eligible agreed project costs and activities. Eligible expenditure items for you or any organisation that you partner with are:

- 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.

5.5 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 or volunteer management activities that are duplicating other state and national resources funded by the VMA.

6. The assessment criteria

You must address and submit all of the sections in the VMA 2022-26 Project Grant Application form VWA, in order 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:

- o provide a high level project plan demonstrating how the organisation will address innovative strategies that support inclusive volunteering across metro, regional, rural or remote communities
- o outline the benefits and outcomes of the proposed project activities and potential application to broader changes in volunteer management practices in WA
- o demonstrate impact and alignment with the VMA objectives and principles, including reducing duplication.

Criterion 2 – Participation

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

- o demonstrate how the project will encourage, support and increase participation for volunteering for one or more of the priority groups
- o demonstrate engagement or development of strong relationships with relevant organisations, people and priority groups including a co-design approach
- o 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

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

- o provide details of the administrative structures that will support the activity including:
    - o business continuity planning
    - o budget management
    - o governance
- o identify the key risks and issues of the activity, as well as any mitigation measures that may be established (e.g. regarding the loss of project personnel).

Criterion 4 – Technical Ability

When addressing the criterion strong **applicants** will demonstrate their technical ability to deliver the project by:

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

7. How to apply?

Before applying, applicants must read and understand these guidelines. To apply applicants must:

- Meet all basic requirements
- Complete the VMA 2022-26 -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 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 at grants@volunteeringwa.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 relevant documents. No late applications will be accepted.

7.1 Timing for this grant opportunity

You must submit an application via email, between the published opening and closing dates each year. We may request further information on any application prior to assessment.

For 2022/23 the key dates are:

Organisation applications	Opening date	4 May 2022
	Closing date and time	27 May 2022 at 4pm
General information	Grant period	1 July 2022 – 30 June 2023
	Grant funding to be expended by	30 June 2023
	Last financial acquittal report and program report	15 July 2023 + interim progress report at 6 months (if applicable)
	Enquiries	grants@volunteeringwa.org.au

7.2 Questions during the application process

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

To be consistent, information will not be provided on the phone, unless required for accessibility reasons. If new information or clarification is required, appropriate documentation will be updated or a one-off written response will be sent to all contacts who have expressed interest in the grants.

8. Grant selection process

8.1 Assessment of grant applications

The selection panel will review each application against the basic requirements and assessment criteria (see section 6). 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.

8.2 Who will assess and select applications

The applications will be assessed by a panel (including Volunteering WA representatives and independent priority group representatives), who have experience with 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 CEO of Volunteering WA. The decision of the CEO will be final.

9. Notification of application outcomes

Volunteering WA will write to each applicant about the outcome of the application. If you are successful, you will be advised of any specific conditions attached to the grant.

10. Successful grant applications

Successful applicants will be notified via email with grant documentation including reporting templates. Successful organisations will also be listed on Volunteering WA website. You will have 10 business days from the date of a written offer to sign and return relevant grant documents. We base the approval of your grant on the information you provide in your application.

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

10.1   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.

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

10.2   Grant payments

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

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.

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. 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
- complying with record keeping, reporting and acquittal requirements
- participating in grant program evaluation, for the period of the grant
- ensuring that the grant activity outputs and outcomes are in accordance with the grant agreement.

You are required 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.

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 also conduct site visits. Occasionally we may need to re-examine project grants or seek further information.

11.2   Reporting

The organisation must have a system in place to meet their data collection and reporting obligations agreed to. We will expect you to report on:

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

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

Progress reports

Progress reports must:

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

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 required format.

11.3 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 underspends of the grant money.

11.4 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 Volunteering WA on grants@volunteeringwa.org.au .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.

11.5 Record keeping

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

11.6 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.

11.7 Acknowledgement

Grant recipients are to acknowledge the support of Volunteering WA and the Department of Social Services for the project grant, with branding of all activity and marketing material produced specifically for the project with Volunteering WA and the Departments logos stating: **Funded by Volunteering WA and the Australian Government Department of Social Services.**

12. 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).

12.1 Enquiries and feedback

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

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 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.

12.3   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, 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 the Department of Social Services. The information submitted will only be handled by Volunteering WA staff with responsibility for managing the VMA Grant.

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.

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 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.