

# Volunteering Diversity and Inclusion Grants Program Guidelines

February 2023

[www.volunteering.nsw.gov.au](http://www.volunteering.nsw.gov.au)



# Contents

Volunteering Diversity and Inclusion Grants - Program Guidelines .....	3
Overview of the Volunteering Diversity and Inclusion Grants Program .....	3
Funding amounts.....	8
Application requirements.....	9
Grant funds exclusions.....	9
Application process.....	10
Subcontracting information .....	12
NSW National Redress Scheme .....	13
COVID-19 .....	13
Insurance.....	13
Banking details.....	14
Successful applicants - funding agreement .....	14
Successful applicants' obligations and reporting .....	14
Timeframes.....	15
Prepare to submit your application.....	16
Feedback and appeals process .....	16
Appendix 1: Outcomes and Measures Table.....	17

---

# Volunteering Diversity and Inclusion Grants - Program Guidelines

The purpose of this document is to provide potential applicants with an overview of the grant program, the application and assessment process, how the funds can and cannot be used, the monitoring and reporting requirements.

It is recommended that these guidelines are read prior to completing your application for the Volunteering Diversity and Inclusion Grants Program.

---

## Overview of the Volunteering Diversity and Inclusion Grants Program

### Purpose of the program

The Volunteering Diversity and Inclusion Grants (VDIG) Program is a pilot initiative implemented by the NSW Department of Communities and Justice (DCJ), under the NSW Volunteering Strategy 2020 – 2030.

The Program provides time-limited grants for new projects which grow participation in volunteering by diverse community groups in NSW. The NSW Government has committed \$500,000 to this pilot initiative under the NSW Volunteering Strategy 2020 – 2030.

The NSW Volunteering Strategy is focused on growing participation, building sector capacity, and enhancing the recognition of the contributions made by volunteers across the State. In this context, the grants program directly aligns with the following focus areas of the Strategy:

- *Focus Area 1 – Growth and Support* – which aims to grow participation in volunteering and build the capacity of the sector to recruit, train, manage and retain volunteers.
- *Focus Area 3 – Value* – which aims to enhance the recognition of the contributions made by volunteers and the impact of the volunteering sector in NSW.

The vision of the NSW Volunteering Strategy 2020-2030 is:

*Volunteering in NSW grows and is vibrant. Everyone can volunteer, more often, throughout life, and their contributions are celebrated.*

## Objectives & outcomes

The Program's objectives are:

1. Improve diverse community groups' access to and inclusion in volunteering activities
2. Partner with diverse community groups to deliver a cohort-led and cohort-driven volunteering project
3. Provide diverse volunteers with knowledge and skills to strengthen their ability to volunteer in their local community
4. Enhance the capacity of volunteer involving organisations, including managers and coordinators, to support diverse volunteers
5. Recognise the contribution diverse volunteers make to their local community.

The goal of the Program is: *to grow participation in volunteering by diverse community groups in NSW.*

All applicants are encouraged to read and be familiar with the Program Logic (see Grant Program webpage) and Outcomes Table (Appendix 1 of this document).

### Expected funded project outcomes:

The expected **short term** outcomes of funded projects under this Program are:

- Social and Community:
  - Volunteer involving organisations address and overcome barriers to volunteering experienced by diverse groups in the community.
  - The contributions of diverse volunteers are recognised and valued.
- Empowerment:
  - People from diverse community groups have a voice in the decisions that impact them within the organisation they volunteer with.
- Education and skills:
  - People from diverse community groups are provided the opportunity to develop their knowledge and skills.

The expected **medium term** outcomes of funded projects under this Program are:

- Social and Community:
  - People from diverse community groups feel a sense of connection and belonging to the organisation they volunteer with.
  - People from diverse community groups feel a sense of connection and belonging to the community they volunteer in.
- Empowerment:
  - People from diverse backgrounds feel a sense of choice and control (self-determination) over their volunteering activities.
- Education and skills:
  - Volunteer involving organisations develop their capacity to support diverse volunteers.
  - Volunteer managers and coordinators have the knowledge and skills to effectively support diverse volunteers.

## Target groups

The Program targets diverse community groups including those experiencing levels of disadvantage and marginalisation. The Program wants to increase participation in volunteering by the following groups, so that they have the opportunity to connect with others in their community and experience the benefits of volunteering. This includes but is not limited to the following:

- Culturally and Linguistically Diverse people, including young people, new arrivals and refugees
- Aboriginal people, including young people
- LGBTQIA+ people, including young people
- People with disability, including young people
- Veterans (retired or medically discharged defence force or first responder emergency services personnel)
- People from low socio-economic backgrounds.

## Eligibility criteria

Under this Program, eligible organisations are:

- Incorporated not-for-profit volunteer involving organisations operating in NSW
- NSW Local Councils are eligible to apply (that is, NSW Local Councils operating under the Local Government Act 1993).

To be eligible, applicants must hold an Australian Business Number (ABN) or have an Incorporation Number (be incorporated under a relevant piece of legislation) in NSW.

Applications from diverse organisations, including Aboriginal organisations are encouraged.

For the purposes of this grant program the following organisations are NOT eligible:

- Schools, colleges, TAFE campuses, universities
- State, Territory and Federal government agencies
- For-profit companies.

Note: For the purposes of this grant program, organisations deemed to be ‘incorporated not-for-profit volunteer involving organisations’ operating in NSW include:

- incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
- not-for-profit companies limited by guarantee, registered in NSW (it is preferred but not essential that the applicant organisation in this case holds a valid ACNC registration and/or DGR status)
- not-for-profit companies limited by shares, registered in NSW (must be non-dividend distributing)
- associations (registered under the Associations Incorporation Act 2009 with NSW Fair Trading)
- cooperatives (registered under a relevant Act of Parliament)
- religious organisations (registered as one of the above or established under an Act of Parliament)

- NSW Local Aboriginal Land Councils
- NSW based Aboriginal organisations including Aboriginal Community Controlled Organisations (ACCOs). Aboriginal organisations including ACCOs should preferably be registered with the Office of the Registrar of Indigenous Corporations.
- NSW non-government organisations established under an Act of Parliament.

Note: Where it is unclear regarding an applicant organisation's eligibility further information may be requested by the Department of Communities and Justice before an application can be considered. If further information is requested, the information must be provided to the Department within 5 calendar days.

During the application assessment process, checks will be conducted to confirm the eligibility of organisations. Registers such as the ACNC, ASIC, ABN Lookup, NSW Office of Fair Trading Register will be considered.

### **Can joint applications be made under this Program?**

Joint applications can be made however there must be a single lead organisation. Partnering organisations must be clearly identified in the application as 'project partners'. The lead organisation will be considered the applicant, and if successful will be the contracted party with the Department. The lead organisation will be responsible for all contractual obligations regarding the project with DCJ, and will be required to be accountable for the grant funds, as well a project reporting. The lead organisation will be responsible for coordinating project implementation with project partners.

### **What is 'subcontracting' or 'partnering'?**

For the purposes of this grant program 'subcontracting' or 'partnering' refers to an arrangement between your organisation and one or more other organisations/individuals (referred to as 'subcontractors' or 'project partners') to assist your organisation to provide activities funded through your grant.

Where there are subcontractors or project partners, we encourage the lead applicant / organisation to have a partnership or subcontracting agreement in place to conduct specified activities. We encourage the lead organisation to have financial control of the grant funds, where funds are released to subcontractors or project partners via the payment of a valid invoice.

The lead applicant organisation will retain the contractual obligations to DCJ under the Grant Funding Agreement for delivery and accountability. For this reason, it's important you carry out the necessary due diligence before entering into an agreement with a subcontractor or project partner.

### **What is 'auspicing'?**

'Auspicing' is a form of subcontracting. The lead organisation can be a contracted organisation that will lead and support the implementation of the project, as an 'auspice' on behalf of a project partner that would otherwise not be eligible to apply for funding, or does not have the capacity to lead the implementation of a project. The lead organisation (the auspice organisation) must be eligible to apply as per the Program Guidelines. The auspice organisation as the lead organisation will retain the contractual obligations to DCJ under the Grant Funding Agreement for delivery and accountability.

We encourage that the parties have an agreement in place that details the relationship roles and responsibilities; and that the lead auspicing organisation maintain financial control of the grant funds.

## Other requirements:

The following are mandatory program requirements. Further information is provided in sections below:

- all applicants **must** address the NSW National Redress Scheme sanctions
- all funded projects **must** have appropriate insurance (minimum of \$10 million, or as determined by program area),
- all funded projects **must** adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#)
- funding **may not** be provided to organisations that have outstanding acquittals with DCJ.

## Assessment criteria

All eligible applications will be assessed against the selection criteria, competitively based on merit. Eligible organisations must meet the following selection criteria to be considered for funding:

1. The project demonstrates how it will improve diverse community groups' (that is, the identified cohort) access to and inclusion in volunteering activities.
2. The project partners with diverse community groups to deliver a cohort-led and cohort-driven volunteering project. The project demonstrates how the voices of diverse volunteers have been heard and incorporated throughout the project.
3. The project provides diverse volunteers with knowledge and skills to strengthen their ability to volunteer in their local community.
4. The project enhances the capacity of volunteer involving organisations, including managers and coordinators, to support diverse volunteers.
5. The project recognises the contributions diverse volunteers make to the communities they volunteer in.
6. The project clearly demonstrates substantial benefits to diverse volunteers compared to the total cost of the project – the project represents good value for money.

## Prioritisation

Eligible applications will be assessed and scored against the selection criteria, and ranked in descending order. Funds will be allocated to the projects that best address the selection criteria for the Program.

## Assessment

The assessment process for this Program is:

1. Eligibility assessment - DCJ staff conduct a review to ensure eligibility against the eligibility criteria listed above and general compliance with the guidelines.
2. Competitive merit based assessment - Each eligible application will be assessed against the selection criteria listed above by an Assessment Panel.
3. The Assessment Panel will make recommendations to the final decision maker (Minister or DCJ delegate).

---

## Funding amounts

The Program's funding round allocation is a total of \$500,000.

Applicants can apply for between \$10,000 to \$25,000 per application to deliver volunteering diversity and inclusion focused projects.

More than one application can be submitted for consideration by an applicant. However, not all applications will be successful as each application will be considered individually through a competitive merit based assessment. In the application form, applicants will be asked to prioritise their applications if more than one application is submitted.

All funded projects must expend the grant funds by 30 June 2024.

Partial funding may be allocated to a project if an activity or item in the project budget exceeds the funding requirements or if an item or activity is ineligible for grant funds.

Partial funding may also be allocated to a project if the full amount is not available in the Program's funding allocation once all projects have been ranked in descending order.

Please ensure that you check your budget calculations. Poorly prepared or unclear project budgets impact the 'value for money' selection criteria during the assessment process.

Funds can only be used for expenses/activities directly associated to the project. Your application must clearly outline your proposed expenditure in relation to the funding amounts identified above and included in the budget you submit with your application.

### Funding limits

The following funding limits apply to all applications:

- Up to 10% of the grant funds requested can be used for project coordination
- Up to 10% of the grant funds requested can be used for the administration of the project
- Up to 15% of the grant funds requested can be used to purchase minor equipment (applicants must demonstrate the need for these purchases, and provide evidence that substantiates the cost, see below)
- Up to 15% of the grant funds requested can be used for catering but it must be in support of volunteering activities and events that directly relate to the project's purpose, and clearly support the participation of diverse volunteers.

All expenses listed in the project budget section of the application form must be justified and relate to the intent of the Program and purpose of the project.

### Cash and in-kind contributions to the project

Donated materials and contributions by paid staff and volunteers of the applicant organisation (or project partners) are allowed as part of the applicant's contribution to the cost of a project. The estimated value of these contributions should be provided in the relevant section of the application.

Cash or in-kind contributions (materials or volunteer labour) towards your project's total cost will be looked upon favorably but are not mandatory.

### Provision of quotes or cost estimates as part of your application

You will be asked to provide copies of quotes or cost estimates to substantiate your request for funding to purchase minor equipment. These supporting materials will be able to be uploaded and attached to your application. They must be provided as part of your application, before you officially lodge it with the Department.

Copies of supporting materials will not be considered if submitted separately to your online application or after the closing date.

### Information about Goods and Services Tax (GST)

Your funding request should include any GST that you will be charged by contractors or suppliers as part of the cost/delivery. This GST is part of your project expenses.

If your application is successful and your organisation's ABN is registered for GST, you will be paid GST on top of the approved grant amount, this is the GST you are obligated to charge and collect on behalf of the Australian Tax Office (ATO).

If your organisation's ABN is not registered for GST or you do not have an ABN, you will only be paid the approved grant amount.

---

## Application requirements

Applications will need to demonstrate how their proposed project will improve one or more of the following within their community and organisation in order to grow participation in volunteering by diverse community groups in NSW:

- *Volunteer recruitment* (this can include recruitment practices and promotion of available opportunities)
- *Volunteer retention* (this can include training and management, as well as volunteer engagement and support)
- *Volunteer recognition* (this can include the recognition of the contributions made by diverse volunteers and the impact they have in the community).

The Program seeks to fund projects which address the barriers to volunteering experienced by diverse community groups. Projects that are responsive to the place-based needs of communities are encouraged.

Applicants must clearly identify / demonstrate the barriers the project aims to address, and the target group the project aims to support.

All applicants will be asked to demonstrate how they will support diverse volunteers to build their skills and experience throughout the project. This can include hands on learning to build skills, or the completion of a relevant short course related to the project's implementation.

All applicants are encouraged to consider volunteering-related training courses offered by The Centre for Volunteering as part of their project. Relevant training provided by other entities will also be considered.

Projects that have been identified by diverse volunteers to support the recruitment, retention and recognition of diverse volunteers are encouraged and will be considered favourably.

Projects that involve diverse volunteers as active participants in the implementation of projects (leading and driving the implementation of the project), that support the recruitment, retention and recognition of diverse volunteers are encouraged and will be considered favourably.

---

## Grant funds exclusions

Organisations must not use the money provided for the project, nor any interest earned on the money, for any other purpose beyond what is specified in the approved project description.

Funding is not available for:

- Volunteer placement / brokerage services, including this type of service provided by Volunteer Resource Centres
- Projects that involve major capital works or require development consent
- Projects that are solely for the purchase of equipment
- Projects that are solely for operating expenses of the volunteer involving organisation
- Projects run in schools as part of the curriculum or other areas of school responsibility
- Projects involving interstate or overseas travel, scholarships and/or conferences
- Projects that case-manage or provide counselling to volunteers
- Any activity of a commercial nature that is for profit
- Existing debt or budget deficits
- Permanent salaries / wages (costs for temporary project coordinators, instructors/trainers for your project can be included)
- Programs, projects or activities that encourage gambling or the consumption of alcohol
- The same project twice. For example, two different organisations cannot apply for funds for the same project or activity.
- An existing project or program. Funding for 'business as usual' or the continuation of an existing project or program will not be funded as this Program is for new projects. A distinct and different stage of a wider initiative will be considered on its merits against the selection criteria.

This Program will not fund a project or project activities where an insurance payment or other government grant/funding has been provided for the same items or activity. Only new activities and items will be considered.

Funds will not be provided as a reimbursement of costs already incurred by your organisation prior to the start date of a funded project. The funding must be for a new project or activity that has not yet commenced.

---

## Application process

All applications must be submitted via the SmartyGrants platform. See the link provided on the grant program's webpage.

You are able to preview the application form before you log on to SmartyGrants. Please note that PDF copies of application forms may not show which questions are conditional (activated based on the answer of another question), so you may see questions that do or do not apply to your organisation.

Only your application form and any documents specifically requested and submitted through the form on SmartyGrants will be considered.

Failure to provide requested documents may make your application ineligible.

The Program Unit (DCJ Volunteering Team) can assist organisations with any queries regarding the application process. The Program Unit cannot help you to prepare your application or provide feedback on your project idea. Organisations can contact the DCJ Volunteering Team at [volunteering@facns.gov.au](mailto:volunteering@facns.gov.au). Please quote your Application ID in all correspondence.

If you are not familiar with the SmartyGrants management system, please refer to the SmartyGrants Help Guide for Applicants. You can also contact SmartyGrants directly if you are having technical

difficulties with the application form or your SmartyGrants account/password, for contact details visit their help page.

For this Program, please be aware of the following:

- You can log in to SmartyGrants on the link provided (see the grant program's webpage)
- You are not required to complete your application in one sitting and can save and return at a later date to complete and submit.
- If you already have a SmartyGrants account or registration, you can use your existing log in details. If your organisation does not have an account you can register by following the links on the grant program's webpage.
- Once your application has been submitted you will receive an automated response from SmartyGrants – a confirmation of submission email. If you have not received this email, your application has not been successfully submitted, or the confirmation email has ended up in your junk mailbox. Please check your email address' 'junk folder'.
- You can also log in to the online system and click 'My Submissions' to view all submitted and unsubmitted applications. Submitted applications are identified by a green tick. Carefully check your application prior to submitting. If you realise that you have made an error once you have submitted your application please contact [volunteering@facs.nsw.gov.au](mailto:volunteering@facs.nsw.gov.au) for assistance before the closing date.
- Applications that are late or incorrectly filled out or incomplete will not be accepted.

### **Submitting your application**

At the end of your online application via SmartyGrants, the Applicant Declaration must be made by an authorised representative of your organisation. This could be a board or committee member (President, Vice President, Treasurer or Secretary), Senior Manager or Director, General Manager, CEO etc.

### **Keeping contact details up to date**

Your application, Funding Agreement, progress reporting and acquittal for the grant will be managed using the SmartyGrants online grants administration system and DocuSign. We will contact you and your organisation's authorised signatories using the details provided in your application on SmartyGrants.

It is the responsibility of the grant recipient to keep DCJ up to date with any change in contact information, including the contact details of authorised signatories. DCJ is not responsible for any consequences should your grant offer be withdrawn due to out-of-date contact details in SmartyGrants. Please email [volunteering@facs.nsw.gov.au](mailto:volunteering@facs.nsw.gov.au) to update contact details should they change throughout the funding and program process.

### **Confidentiality**

Information received in applications and in respect of applications is treated as confidential, and all assessors will sign a confidentiality agreement before reviewing your application.

However, documents in the possession of the government are subject to the provisions of the *Government Information (Public Access) Act 2009*. If you are successful, the NSW Government may share or publicise information on your project. An agreement that this may occur will form part of your Grants Funding Agreement and is part of the Applicant Declaration at the end of the application form.

## Finding out the results

Applicants will be formally notified in May 2023 (if not earlier) if their application has been successful or unsuccessful.

## If your application is successful

You will be notified via email in May 2023 (if not earlier). You will be asked to provide further information in support of the contracting and payment process, and shortly after a Grants Funding Agreement will be sent via DocuSign to the authorised signatories, and any additional reviewers.

Successful applicants are required to return the signed Funding Agreement within two weeks of receipt. If your organisation is not able to meet this timeframe please contact the Program Unit to discuss the matter.

Grant Funding Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution if you are a not-for-profit organisation.

Please note, you must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates to the Program Unit. Please contact [volunteering@fac.s.nsw.gov.au](mailto:volunteering@fac.s.nsw.gov.au) immediately if these details change. It is your responsibility to complete and sign documents, to carefully read the terms and conditions of the Grant Funding Agreement, and to sign the Grant Funding Agreement using the correct authorised signatories. Once we receive your signed Funding Agreement via DocuSign, your Grant Funding Agreement will be countersigned and sent to you by email.

All successful projects will be required to report on progress through the provision of Progress Reports via SmartyGrants. From time to time, adhoc progress reports may also be requested.

At the end of the project, a Completion Report and Acquittal will be required via SmartyGrants. All Completion Reports and Acquittals of the grant funds must be provided by end July 2024, if not provided earlier.

Successful applicants will be required to submit a simple financial acquittal no later than end July 2024. The acquittal will include an income and expenditure breakdown as per the agreed project budget. An officeholder in your organisation will be required to certify that the grant funds have been expended as per your financial acquittal.

Successful projects must provide the requested information in the progress reporting and completion reporting templates provided, including the uploading of evidence.

Adhoc reports on project delivery may be requested from time to time at the discretion of the Department.

---

## Subcontracting information

Organisations can work together as a joint application, with subcontractors or project partners. However, there must be a lead organisation who is the primary applicant. If this is the case for your project, there should be clear subcontracting or partnering arrangements with an agreement in place between the parties. DCJ will only enter into an agreement with the lead organisation, and the funds will be provided to the lead organisation (primary applicant).

For further information refer to the relevant information on the DCJ website on [subcontracting](#).

---

## NSW National Redress Scheme

The National Redress Scheme is part of the Commonwealth Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Redress Scheme provides support to people who experienced institutional child sexual abuse.

The Scheme:

- Acknowledges that many children were sexually abused in Australian institutions;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling, a direct personal response, and a Redress payment.

The Scheme started on 1 July 2018 and will run for 10 years. The NSW Government will not award a grant to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- Has declined to join the Scheme, or
- At the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

[Visit the website](#) for further information about the [NSW National Redress Scheme](#) sanctions.

---

## COVID-19

Projects must adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the NSW Government COVID-19 website.

Due to changing impacts of COVID – 19 across NSW, it is the successful applicant's responsibility to keep track of current NSW Government public health orders and advice, and adhere to them.

---

## Insurance

Grant recipients must maintain current and adequate insurance appropriate to the activities/services funded under this grant program to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Grant Funding Agreement, this includes activities carried out by any other individual or organisation that you may subcontract. This must include but is not limited to a minimum of \$10 million Public Liability Insurance.

Successful applicants may be asked to provide a copy of all relevant insurance policies and certificates as part of the contracting process.

When asked, you must provide evidence of the above insurance for an amount recommended by a professional insurance adviser, or any such other insurance policies as may reasonably be required by DCJ, and as required by law, for you and any of your employees, volunteers, or sub-contractors, in relation to the performance of the services.

If your organisation is successful, and is not covered by the appropriate insurance, you will either need to:

- take out appropriate insurance coverage for the duration of the project, or
- approach another organisation (such as your local council or an incorporated not-for-profit) to sponsor your application so that your project will be covered under their insurance.

Before either of the above occurs, please contact the Program Unit at [volunteering@fac.s.nsw.gov.au](mailto:volunteering@fac.s.nsw.gov.au) to discuss the issue.

---

## Banking details

You do not need to provide banking details as part of your application. Only applicants that are approved for funding will be asked to provide banking details by the Program Unit as part of the contracting process. Funds will only be transferred to an Australian financial institution.

If your application is successful, you will be asked to complete an Electronic Funds Transfer Form. It is your responsibility to provide the correct banking details, including the authorised signature to verify your bank details. Funds transferred to an incorrect bank account may not be recoverable. This applies even if you have provided your banking details to DCJ in the past or are currently receiving other payments from DCJ.

---

## Successful applicants - funding agreement

The application, Grant Funding Agreement and acquittal for the grant will be managed using the SmartyGrants management system and DocuSign.

Successful applicants are required to return the signed Grant Funding Agreement within two weeks of receipt. Successful applicants who are unable to meet this timeframe must discuss this requirement with the Program Unit.

Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution for a not-for-profit organisation, or the General Manager or delegated officer if you are a council.

Please note, all successful applicants must provide/confirm the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates as part of the contracting process.

It is the applicants' responsibility to carefully read the terms and conditions of the Grant Funding Agreement, and to sign the Grant Funding Agreement using the correct authorised signatories.

Once we receive your signed Grant Funding Agreement via DocuSign, DCJ will countersign the agreement and return it to you by email.

**Note:** DCJ administers Grant Funding Agreements to successful organisations via DocuSign, which only allows those who receive an individualised link to access the document for viewing. Therefore, all of those who wish to either sign or view the Grant Funding Agreement must provide their contact details. You may wish to include any relevant legal or administrative staff (optional) to review a copy of the Grant Funding Agreement before it is signed.

---

## Successful applicants' obligations and reporting

Any **variations** to the Grant Funding Agreement, including scope, location or time frames outlined in the application form and Grant Program Guidelines must be formally requested and approved in writing before any related work or activities takes place, as your application form will form part of your legally binding Grant Funding Agreement with DCJ. Failure to do so may result in you being required to return grant monies in full; or may result in the withdrawal of the grant offer. To discuss a variation, please contact the Program Unit at [volunteering@fac.s.nsw.gov.au](mailto:volunteering@fac.s.nsw.gov.au)

DCJ will send you the progress and completion reporting templates via SmartyGrants, they will be attached to your successful application. You will need to complete the reporting templates in the SmartyGrants portal by the specified due dates.

**All projects must be completed no later than 30 June 2024.** You are required to submit a Completion Report and Financial Acquittal in SmartyGrants no later than 31 July 2024 (if not submitted earlier).

Please note that any photographs or videos containing images of participants and/or staff submitted in the Completion Report must be accompanied by a signed [DCJ still and moving images consent form](#).

It is a requirement that all financial records related to grant expenditure and acquittal be retained by the funded organisation for seven years. If the organisation's committee or board changes, these documents must be forwarded to the new incoming committee or board.

---

## Timeframes

The following table details key grant program dates.

The **deadline for the submission of applications is 5pm, 6 March 2023**. This is a strict deadline, applicants are encouraged to not leave the preparation and submission of their applications to the last minute.

Date	Event/Action
February 2023	Grant applications open
6 March 2023 at 5 pm	Grant applications close
March 2023	Assessment of grant applications
Early May 2023	Advice to all applicants
Early May 2023	Public announcement by Minister
May and June 2023	Contract with successful applicants and project payment
May 2023	Grant program results published
By July 2023	Projects commence upon receipt of funding
By 30 June 2024 (if not earlier)	Projects end
By 31 July 2024 (if not earlier)	Final Report and Financial Acquittal due to DCJ
By August 2024 (if not earlier)	Return of unspent funds

---

## Prepare to submit your application

You are able to preview a copy of the application form on the SmartyGrants platform before you start to complete it online, this will help you to prepare the content of your application. To access the application you will need to follow the link on the grant program's webpage.

Ensure you read the application form carefully, it contains important instructions that relate to the completion of the form and support the assessment process.

If you already have a SmartyGrants account or registration, you can use your existing log in details. If your organisation does not have an account you can register by following the links on the grant program's webpage.

Ensure you read these Program Guidelines carefully. If you have questions, you can contact the Program Unit via email at [volunteering@facs.nsw.gov.au](mailto:volunteering@facs.nsw.gov.au).

Do not leave your application to the last minute, the deadline for applications is a strict deadline.

At the end of the online application form, you will be prompted to **review** your application. Ensure that you have answered the questions, any errors will be highlighted in red and you will be prompted to go back and correct the error before your application can be submitted.

Once you have reviewed your application and you are ready to submit it, you will need to click the **submit** button. Once submitted no changes can be made. Simply saving your application does not lodge your application with the Department.

If you become aware of an error once your application has been submitted, please contact the Program Unit before the closing date via [volunteering@facs.nsw.gov.au](mailto:volunteering@facs.nsw.gov.au).

---

## Feedback and appeals process

If your application is unsuccessful, it does not mean your application is without merit. Funding is limited and not all applications are successful. Due to the high volume of applications, DCJ is unable to provide individualised feedback on each unsuccessful application.

Applicants are able to submit an appeal regarding the outcome of the Assessment Panel's decision. The appeal can seek a review of the Program's process. All appeals must be lodged in writing to the DCJ Volunteering inbox ([volunteering@facs.nsw.gov.au](mailto:volunteering@facs.nsw.gov.au)) within 5 business days of receipt of advice regarding the outcome of the application. The Department will review the appeal request and advise of the outcome of the review process. The timeframe for the Department's reply is subject to the nature of the appeal submitted.

# Appendix 1: Outcomes and Measures Table

NSW Human Services Outcomes Framework	Social and Community	Empowerment	Education and Skills
<p><b>Project Objectives</b></p> <p>Through the provision of one-off grants, the Volunteering Diversity and Inclusion Grants program funds organisations to partner with volunteers from diverse community groups to design and deliver volunteering projects.</p> <p>Each project is required to meet these objectives.</p>	<p><b>1. Improve diverse community groups' access to and inclusion in volunteering activities</b></p> <p><b>5. Recognise the contribution diverse volunteers make to their local community</b></p>	<p><b>2. Partner with diverse community groups to deliver a cohort-led and cohort-driven volunteering project</b></p>	<p><b>3. Provide diverse volunteers with knowledge and skills to strengthen their ability to volunteer in their local community</b></p> <p><b>4. Enhance the capacity of volunteer involving organisations, including managers and coordinators to support diverse volunteers</b></p>
<p><b>Project Outcomes</b> (Short- term)</p>	<ul style="list-style-type: none"> <li>Volunteer involving organisations address and overcome barriers to volunteering experienced by diverse groups in the community</li> <li>The contributions of diverse volunteers are recognised and valued</li> </ul>	<ul style="list-style-type: none"> <li>People from diverse community groups have a voice in the decisions that impact them within the organisation they volunteer with</li> </ul>	<ul style="list-style-type: none"> <li>People from diverse community groups are provided the opportunity to develop their knowledge and skills</li> </ul>
<p><b>Measure</b> (Contributions towards the project outcomes will be captured in the progress and completion reports)</p>	<ul style="list-style-type: none"> <li>How have diverse volunteers from been supported to overcome barriers to participate</li> <li>How have diverse volunteers' contributions to their local communities been recognised</li> </ul>	<ul style="list-style-type: none"> <li>How have the voices of diverse volunteers been embedded at every stage of the project including planning, design, delivery and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>What skills have diverse volunteers learnt as part of the project</li> <li>How have these skills improved their ability to volunteer</li> </ul>
<p><b>Indicator</b> (Contributions towards the project outcomes will be tracked using these indicators in the progress and completion reports)</p>	<ul style="list-style-type: none"> <li>Number of volunteers involved in the project</li> <li>Number of recognition activities and events that were held as part of the project</li> </ul>	<ul style="list-style-type: none"> <li>Number of volunteering projects funded</li> <li>Number of diverse volunteers directly involved in planning and organising the project</li> </ul>	<ul style="list-style-type: none"> <li>Number of diverse volunteers that undertook training</li> </ul>
<p><b>Program Outcome</b> (Medium-Term)</p>	<ul style="list-style-type: none"> <li>People from diverse community groups feel a sense of connection and belonging to the organisation they volunteer with</li> <li>People from diverse community groups feel a sense of connection and belonging to the community they volunteer in</li> </ul>	<ul style="list-style-type: none"> <li>People from diverse community groups feel a sense of choice and control (self-determination) over their volunteering activities</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer involving organisations develop their capacity to support diverse volunteers</li> <li>Volunteer managers and coordinators have the knowledge and skills to support diverse volunteers</li> </ul>

<p><b>Measure</b></p> <p>(Contributions towards the program outcomes will be captured in the completion report)</p>	<ul style="list-style-type: none"> <li>• How has participation in the project improved diverse volunteers' sense of connection and belonging to the organisation they volunteer with</li> <li>• How has participation in the project improved diverse volunteers' sense of connection and belonging to the community they volunteer in</li> </ul>	<ul style="list-style-type: none"> <li>• How have volunteers from diverse backgrounds been supported to make decisions across all stages of the project including planning, design, delivery and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• How has the organisation developed its capacity to support diverse volunteers</li> <li>• How have volunteer managers and coordinators developed their knowledge and skills to support diverse volunteers</li> </ul>
<p><b>Indicator</b></p> <p>(A participant survey (core group of diverse volunteers only) will be distributed at commencement and completion of the project by the Program Unit, DCJ)</p>	<ul style="list-style-type: none"> <li>• Proportion of diverse volunteers who report feeling a sense of connection and belonging to the volunteer involving organisation</li> <li>• Proportion of diverse volunteers who report feeling a sense of connection and belonging in the community they volunteer in</li> </ul>	<ul style="list-style-type: none"> <li>• Proportion of diverse volunteers who report being involved in decision making throughout the project</li> </ul>	<ul style="list-style-type: none"> <li>• Number of volunteer managers and coordinators that report having been provided the necessary tools, equipment, resources and training they need to support diverse volunteers</li> </ul>

## Department of Communities and Justice

6 Parramatta Square  
10 Darcy Street  
Parramatta NSW 2150

Locked Bag 5000  
Parramatta NSW 2124

Office hours:  
Monday to Friday  
9.00am – 5.00pm

E: [Volunteering@facjs.nsw.gov.au](mailto:Volunteering@facjs.nsw.gov.au)