

# LGBTIQ+ youth safe spaces for Western Victoria 2022–25 (Safe Spaces)

Program guidelines

**OFFICIAL**



Families,  
Fairness  
and Housing

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In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation.

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# About Safe Spaces

Every Victorian should feel safe and supported to live wholly and freely, no matter how they identify.

The LGBTIQ+ youth safe spaces for Western Victoria 2023–25 (Safe Spaces) program responds to the health and wellbeing inequalities experienced by LGBTIQ+ young people living in Western Victoria. The aim of the program is to promote social connection and address the rates of suicide and mental ill-health among LGBTIQ+ young people in this region.

The Safe Spaces program will progress Victoria's first LGBTIQ+ strategy, [Pride in our future: Victoria's LGBTIQ+ strategy 2022–2032](https://www.vic.gov.au/pride-our-future-victorias-lgbtqi-strategy-2022-32) <<https://www.vic.gov.au/pride-our-future-victorias-lgbtqi-strategy-2022-32>>. In particular, the program will support the delivery of the strategy's priority area 2, by creating equitable, inclusive and accessible services that support young LGBTIQ+ people to foster connections with peers and older LGBTIQ+ communities.

The program will also support actions delivered under priority area 4, by creating safe, strong and sustainable communities through the design of LGBTIQ+ inclusive public spaces and increasing LGBTIQ+ community connections.

The Safe Spaces program is an open and competitive grant program. A panel will assess applications against eligibility criteria in a merit-based process that is in line with the Department of Families, Fairness and Housing's (the department's) grant management framework. The program is administered by the department's Equality Unit.

## What is the objective of Safe Spaces?

Safe Spaces will help to reduce psychological distress and suicidality, and improve the health and wellbeing of LGBTIQ+ young people living in Western Victoria.

The program will fund a place-based approach that provides increased and safer access to medical and mental health and wellbeing support for LGBTIQ+ young people and their families. It will also provide safer places for these communities to go to, and encourage more welcoming and inclusive environments throughout Western Victoria.

Funding will be used to lease and establish physical Safe Spaces sites to be located in Ballarat and Geelong, with capacity for outreach services on the Surf Coast.

## What funding is available?

The Safe Spaces program is offering one grant of up to \$2.85 million (excluding GST). The successful organisation will receive funding in three phases, scheduled once a year across 2022–2025.

This grant funding will be scheduled as:

- \$950,000 for 2022–23
- \$950,000 for 2023–24
- \$950,000 for 2024–25.

The program will require milestone acquittal reporting before the release of funding in each phase.

Applications are limited to one per organisation. Partnership or consortium applications with a lead organisation are encouraged to apply.

Applications must be submitted online by **11:59 pm, 2 December 2022**.

## Key dates

The key dates to note:

- applications open on 28 October 2022
- applications close at 11:59pm, 2 December 2022
- the successful applicant is notified and published in January 2023
- phase one milestone acquittal reporting is required in January 2024
- phase two milestone acquittal reporting is required in January 2025
- the final acquittal report and program is to be delivered in June 2025.

**Please note:** As the Victorian state election will be held on Saturday 26 November 2022, the Victorian Government will assume a Caretaker role from 6:00 pm on 1 November 2022 until either it becomes clear that the incumbent government will be returned, or when a new government is commissioned.

**In line with the Caretaker conventions, the incoming government will determine whether to proceed with this grant process and award the grants after the Caretaker period.**

**Applicants should be aware that** all information about this grant process represents the position of the current government only and is subject to change. The incoming government may decide not to proceed with this grant process.

## Funding priorities

Priority will be given to applications that:

- draw on and build the capacity of local organisations to provide inclusive, safe, non-judgemental services, activities and events for LGBTIQ+ young people, and their families of choice and birth
- include an intergenerational approach to delivery that fosters networks of support and inclusion between local LGBTIQ+ young people and local LGBTIQ+ elders
- develop and deliver peer mentoring and peer support networks to create sustainable local support systems, drawing on the lived experience of individuals and communities
- take a locally led, intersectional approach to program and service delivery, which includes consideration of cultural safety
- incorporate co-design in the development of the program and service response.

The Safe Spaces program team will also cultivate partnerships for in-kind delivery of outreach to LGBTIQ+ young people across Ballarat, Geelong and the Surf Coast.

Key areas for prioritisation will be for clinical service providers, including general practitioners, psychologists, counsellors and other relevant professionals, to:

- provide avenues for therapeutic counselling and support to young people who identify as LGBTIQ+, and to their families. This work must include community engagement to ensure safe and sustainable processes and referrals
- deliver general health and mental health promotion initiatives that focus on LGBTIQ+ youth and on LGBTIQ+ communities more broadly.

# Requirements for successful applicants

Through this grant program, the successful applicant will be required to:

- develop project plans and oversee project management, including a Gantt chart timeline, risk management plan and budget, which outline key milestones and approach to delivery
- outline the model of care/service delivery to be established. This will include development of referral pathways (if required), as well as pathways for connecting LGBTIQ+ young people and their families to medical and mental health and wellbeing support services and providers in Western Victoria
- coordinate and manage sites and staff, including leasing, operation, recruitment and training, as required
- ensure clinical expertise informs the operations of the sites and programming, including supporting staff to engage effectively with young people
- develop and implement a strong governance framework that:
  - cultivates funded and in-kind partnerships
  - clearly manages lead and support roles and functions for any consortium proposal
  - outlines wraparound supports for LGBTIQ+ young people through both the physical sites and outreach programs (including online)
- develop and deliver programs tailored to meet the needs of local LGBTIQ+ young people and their families, and associated LGBTIQ+ communities
- establish a governing steering committee that includes young people and members of the community with lived experience, which meets quarterly to provide advice and oversight of program implementation
- report against program delivery milestones, with the timing of these reports to be negotiated with the department and completed in advance of the annual release of funding.

## Eligibility criteria

To be eligible to apply, your organisation **must**:

- be an eligible organisation (see [Who is eligible to apply for a grant?](#) section)
- be seeking funding for an eligible activity (see [What grant activities can be funded?](#) section)
- submit all mandatory documentation (see [Mandatory documentation requirements](#) section)
- not have any outstanding reports from previous department grant programs.

**Only eligible applications will proceed to the merit-based assessment stage.**

## Who is eligible to apply for a grant?

To be eligible for funding, the organisation or group must be either:

- a community, not-for-profit or peak community body based in Victoria that is an incorporated legal entity under the *Corporations Act 2001 (Cth)* or the *Associations Incorporation Reform Act 2001 (Vic)*, or a similar type of organisation
- a social enterprise with a clearly stated purpose or mission related specifically to supporting LGBTIQ+ communities.

To check your organisation type:

- for incorporated associations, co-operatives or organisations incorporated through other means, visit [Consumer Affairs Victoria](https://www.consumer.vic.gov.au/) <https://www.consumer.vic.gov.au/>
- for a company limited by guarantee, visit the [Australian Securities and Investments Commission](https://asic.gov.au/about-asic/contact-us/how-to-complain/companies-limited-by-guarantee-disputes-about-members-rights/#What_is) <https://asic.gov.au/about-asic/contact-us/how-to-complain/companies-limited-by-guarantee-disputes-about-members-rights/#What\_is>
- for registered charities, visit the [Australian Charities and Not-for-profits Commission](https://www.acnc.gov.au/charity/programs/map) <https://www.acnc.gov.au/charity/programs/map>
- for Aboriginal corporations, visit the [Office of the Registrar of Indigenous Corporations](https://www.oric.gov.au/) <https://www.oric.gov.au/>.

The organisation must also:

- be operating for and across the LGBTIQ+ sector or communities, or clearly demonstrate a partnership with an LGBTIQ+ community organisation
- provide culturally safe practices that enables optimal health, wellbeing and safety outcomes for Aboriginal, and multicultural and multi-faith communities
- have a current Australian Business Number (ABN), or have auspice arrangements with an organisation that has a current ABN. To check your ABN, visit the [Australian Business Register](https://abr.business.gov.au/) <https://abr.business.gov.au/>
- have an appropriate level of Public Liability Insurance to cover all aspects of the program, or an auspice arrangement with this insurance cover
- not have any overdue deliverables from other grants provided by the department.

An LGBTIQ+ organisation or group:

- provides services to LGBTIQ+ communities, which may be paid or unpaid, and may include health, wellbeing, entertainment, arts and culture services
- services one or multiple LGBTIQ+ communities
- has a clear and evidenced purpose to provide a service for LGBTIQ+ people.

## Partnership arrangements

The program encourages partnership applications, sometimes known as consortium applications. Two or more organisations or groups may collaborate to submit one partnership application. These applications should demonstrate strong value for money, achieve wide benefit and meet an identified needs gap for all beneficiaries.

One organisation will need to submit on behalf of the partnership and nominate the primary contact person coordinating the partnership and application.

## Who is not eligible to apply for a grant?

Organisations that **are not eligible** to apply include:

- state and federal government departments and agencies
- commercial enterprises
- trusts
- local government authorities (LGAs), including LGA-managed, operated, administered and regulated trusts
- registered primary and secondary schools, preschools, TAFE institutes and universities
- applicants with overdue or outstanding reports from previous or current department grants.

To check if you are up to date with required reporting, [email the Equality Unit](mailto:Equality@dffh.vic.gov.au) <Equality@dffh.vic.gov.au>.

## Can I use an auspice?

If your organisation is not eligible, you may nominate an auspice organisation to apply for the grant on your behalf. An auspice arrangement is when an organisation assists another organisation or community group to fund a grant activity or event. Your organisation or community group is known as the grant recipient. The organisation auspicing is known as the auspice organisation.

Any organisation that meets the eligibility criteria may act as an auspice organisation. A memorandum of understanding is mandatory for all applications with auspicing arrangements. It must outline roles and responsibilities from the auspice organisation, and include lead and support functions if a group proposal is being submitted.

Organisations that **can** act as an auspice organisation for unincorporated community groups include:

- LGAs
- registered primary and secondary schools
- registered preschools
- registered TAFE institutes and universities.

If the application is successful, the auspice organisation will receive the funds and **will be responsible for**:

- signing the grant funding agreement, referred to as a Victorian Common Funding Agreement
- all legal and financial responsibility for the grant on your organisation's behalf
- receiving and distributing grant funds under the grant agreement
- ensuring all grant milestones and deliverables are completed
- submitting final reports and financial acquittals on your organisation's behalf by the required due dates.

Make sure you understand your obligations to your auspicing organisation. If you plan to have your grant managed by an auspice organisation, make sure that the auspice organisation submits the application on your behalf.

If your application is auspiced by an organisation, you can include any auspice fees in your funding request. Included auspice fees must not exceed 10 per cent of your total funding request.

## What grant activities can be funded?

Grant activities that are eligible for funding include:

- recruitment and onboarding of staff, including peer networker and mentors, for each site and a Safe Spaces project lead or team with oversight across all sites
- promotion of the Safe Spaces program to LGBTIQ+ young people
- recruitment of suitable service partners and subcontractors
- LGBTIQ+ inclusion training for staff and subcontractors where required
- leasing arrangements and establishment of accessible physical sites in Ballarat and Geelong with capacity for outreach services to the Surf Coast
- works on existing sites, including:
  - maintenance – painting, tiling or structural repairs, such as roofing, plumbing or flooring works
  - upgrades – kitchen or bathroom upgrades, and energy efficiency improvements



- renovations – alterations, extensions or internal remodelling to improve accessibility or create new rooms, kitchen or bathroom replacement, and heating and cooling systems
- security elements (using no more than 20 per cent of the grant amount) – this cannot be the primary activity of the project. It may include security cameras, securing doors or windows, security lighting, facade works, fencing and perimeter security
- outdoor areas – staging, pergolas, playgrounds, fencing and garden beds (plants are not eligible)
- project management costs paid to a professional contractor (using up to 10 per cent of the total grant amount requested) – these require a quote from a professional consultant and cannot be from a staff member
- any fixed assets to be purchased with the grant funding must be clearly listed in the application form and are subject to approval by the department. It is important to note that:
  - assets must be closely related to the use of the project
  - acceptable assets are fixed, non-transferable and part of the fabric of the project
  - assets cannot total more than 40 per cent of the total grant amount requested
- the purchase of assets and equipment for the sites, such as sporting equipment, IT devices, fit-out of the space, kitchen or gardening equipment (using no more than 20 percent of the grant amount)
- staffing and associated costs for the establishment and maintenance of the sites, including payments for LGBTIQ+ youth and elders to engage in co-design (using no more than 20 percent of the grant amount)
- overheads and costs associated with the functioning of the sites (typically between 18 and 20 per cent of total budget), including appropriate insurance to safeguard proposed project activities, subcontracted services and staff, across all sites.

If you are not sure whether your project costs or activities are eligible, please [email the Equality Unit <Equality@dffh.vic.gov.au>](mailto:Equality@dffh.vic.gov.au) before starting your application.

## What type of work and activities cannot be funded?

Grant activities that are not eligible for funding include:

- activities that do not align with the objectives of the Safe Spaces program
- the purchase of land, property or buildings
- contractors that are not based in Victoria
- retrospective completed or partly completed projects, works or activities
- contingency costs for the project
- planning permit and building permit application fees or tribunal costs
- projects for infrastructure, facilities or land that are privately owned and not accessible by community members (community infrastructure facilities must have public access)
- funding for infrastructure or property owned by another state or the Commonwealth Government
- projects advancing political party or religious activities (for example, enhancement of infrastructure exclusively used for worship. To be funded, it must be open for wider community use)
- recurrent or ongoing costs of an existing organisation (such as rent and utilities)
- ongoing building project management costs, including staffing and associated costs
- building project management costs that are greater than 10 per cent of the total grant amount requested. Any project management fees must be for an external, professional project manager, not a staff member of your organisation
- recurrent or ongoing site maintenance (such as cleaning and gardening)

- administration or operational costs of the organisation in relation to the program
- funding that could have a negative impact on existing businesses and services, or compete with other local commercial interests, as per the National Competition Policy
- activities that are dependent on recurrent annual funding
- buying and fit-out of vehicles
- any illegal or regulated product or activity, such as (but not limited to) alcohol, tobacco products, gaming services and weapons
- donations to other organisations.

## Application and assessment process

Organisations are invited to complete an application by visiting the [Victorian Government's Safe Spaces webpage](http://www.vic.gov.au/lgbtiq-youth-safe-spaces-grant) <www.vic.gov.au/lgbtiq-youth-safe-spaces-grant>.

Submit your application online by **11:59 pm on Friday 2 December 2022**.

You can request arrangements to submit your application in an alternative format. Please [email the Equality Unit](mailto:Equality@dffh.vic.gov.au) <Equality@dffh.vic.gov.au> to discuss options.

Organisations must ensure that each element of their application meets the program guidelines. If any aspect of an application falls outside the guidelines, the whole application could be ineligible.

## How to apply

- Step 1: Read these guidelines to ensure your organisation and project are eligible.
- Step 2: Consider the assessment criteria in terms of your project and develop a list of any questions.
- Step 3: Attend the online information session and ask questions.
- Step 4: Submit your application and all mandatory documentation online by **11:59 pm on Friday 2 December 2022**.

Additional questions can be [emailed to the Equality Unit](mailto:Equality@dffh.vic.gov.au) <Equality@dffh.vic.gov.au>. Responses will be published on the application form website.

**To ensure a fair and equitable process, we will not accept late or incomplete applications.**

Tips include to:

- create a username and password early. You can preview the online application form and save your draft application until you are ready to submit
- make sure you submit your application. If you leave it in draft, the assessment team cannot view and assess it.

## Mandatory documentation requirements

For applications to be eligible, documents that are required in the name of the organisation applying for the grant must include:

- evidence of financial viability by providing your organisation's last two annual statements (2020–21 and 2021–22) as provided to Consumer Affairs Victoria, or to the Australian Charities and Not-for-profits Commission
- a project plan, including a Gantt chart timeline
- a detailed budget – costs must be clear, accurate, reasonable and demonstrate strong value for money
- quotes or accurate cost estimates for all project activities listed on the budget

- a detailed risk plan
- evidence of current Public Liability Insurance by providing a Certificate of Currency for Public Liability Insurance, with an appropriate level to cover all aspects of the program, or an auspice arrangement with this insurance cover
- a memorandum of understanding from an auspice or partner organisation, where auspicings or partnering arrangements are in place.

## Merit assessment

**Table 1. The assessment criteria and weightings for grant applications**

Assessment criteria	Criteria measures	Weighting
<b>Project scope, need, and alignment with the objective of the Safe Spaces grant program</b>	<p>The application should clearly describe the project, and demonstrate the community need for the project by explaining how it will fill an existing service gap for LGBTIQ+ young people in Western Victoria. The scope and reach of activities proposed will also be considered.</p> <p>The application must demonstrate strong alignment to the objective of the Safe Spaces program, and the extent to which the project will:</p> <ul style="list-style-type: none"> <li>• provide culturally safe programs and services to LGBTIQ+ young people and their families (of choice and birth), ensuring cultural visibility through local consultation</li> <li>• build support networks using a cultural safety lens, to ensure support for multicultural and multi-faith communities and Aboriginal Victorians</li> <li>• provide accessible and tailored services to LGBTIQ+ young people with disabilities, their families and support networks</li> <li>• draw on and build the capacity of local service organisations and communities to deliver inclusive services, activities and events for LGBTIQ+ young people and their families.</li> </ul>	30%
<b>Value for public money and sustainability</b>	<p>Value for money is assessed against the project budget and long-term benefit to the community and project sustainability.</p> <p>The application must include:</p> <ul style="list-style-type: none"> <li>• a realistic budget that reflects project activities and deliverables</li> <li>• quotes and accurate cost estimates for all project activities</li> <li>• a funded plan for the lifespan of the grant, including milestone delivery against funding instalments and operations beyond establishment.</li> </ul> <p>This is a competitive program, and the funding request should be proportionate to the scale of the project, in relation to benefits and outcomes for the community.</p>	20%
<b>Project feasibility</b>	<p>The application demonstrates that the project is well planned, and that funded activities can successfully be delivered by 30 June 2025.</p> <p>The application must provide a detailed project plan that includes information about:</p> <ul style="list-style-type: none"> <li>• key activities and milestones, including a Gantt chart timeline</li> <li>• contractors identified to undertake work</li> </ul>	30%

Assessment criteria	Criteria measures	Weighting
	<ul style="list-style-type: none"> <li>• an itemised breakdown of how the grant funding will be spent</li> <li>• a list of any assets to be purchased with the funding.</li> </ul> <p>The application must also include a detailed risk plan that includes information about:</p> <ul style="list-style-type: none"> <li>• potential project risks</li> <li>• risk mitigation strategies.</li> </ul>	
<b>Organisational capability</b>	<p>The application clearly demonstrates the capability of the organisation to deliver the project by outlining:</p> <ul style="list-style-type: none"> <li>• relevant experience working with LGBTIQ+ young people and diverse communities</li> <li>• relevant clinical expertise of the delivery organisation or the partner organisation, and how these may be applied to the program</li> <li>• relevant program management experience, or evidence of the organisation's plans to source expertise to deliver the program</li> <li>• roles, responsibilities, and governance and partnership arrangements, including with LGBTIQ+ young people. Applications should articulate how each partner will contribute to the delivery of Safe Spaces and the processes in place to support the partnership</li> <li>• a proposed delivery model, including details of a program delivery framework, staffing levels and hours of service</li> <li>• peer mentoring and network models, including onboarding and support processes for the peer workforce</li> <li>• any relevant experience and evidence of managing grant funding from the Victorian Government.</li> </ul>	20%

## Assessment process

The stages for the assessment process include:

- **Stage 1: Eligibility assessment** – the department reviews all applications to decide on eligibility.
- **Stage 2: Merit assessment** – all eligible applications will be assessed against the assessment criteria, based on responses provided in the application form and the mandatory documentation.
- **Stage 3: Assessment panel** – all applications are reviewed by a panel, comprising of representatives from the Commissioner for LGBTIQ+ Communities' office and experts from across the Victorian Government and Western Victoria.
- **Stage 4: Ministerial approval** – the Minister for Equality makes the final decision, based on the recommendations from the assessment panel.
- **Stage 5: Application outcome** – the department will notify all organisations in writing, whether their grant application is successful or not.

All decisions in relation to any aspect of the funding application, eligibility and assessment process, including any decision to offer or award a grant under the Safe Spaces program or to withdraw the offer or cancel the grant funding agreement, are final.

As the Victorian state election will be held on Saturday 26 November 2022, the Victorian Government will assume a Caretaker role from 6:00 pm on 1 November 2022, until either it

becomes clear that the incumbent government will be returned, or when a new government is commissioned.

**In line with the Caretaker conventions, the incoming government will determine whether to proceed with this grant process and award the grants after the Caretaker period.**

Applicants should be aware that:

- all information about this grant process represents the position of the current government only, and is subject to change
- the incoming government may decide not to proceed with this grant process.

## Successful grant recipient

### Funding agreement

If your organisation is successful, you must enter into a Victorian Common Funding Agreement (VCFA) with the department within a specified timeframe. If a funding offer is not accepted during this period, it may be withdrawn.

The VCFA outlines:

- the grant's terms and conditions, including use of funds
- project commencement and completion dates
- key milestones, deliverables and due dates
- reporting requirements – organisations will need to submit all grant reports (progress and final reports), including photographs and a financial acquittal.

All funded activities must be completed by 30 June 2025.

### Funding conditions

#### Payment of grant funds and reporting requirements

Successful organisations will be paid in three instalments (once per year), based on completion of project milestones at each phase and deliverables, as outlined in the VCFA.

Milestone payments are made via Electronic Funds Transfer (EFT) once deliverables are met, in line with the VCFA. The final payment will not be approved and processed until all requirements are completed to the department's satisfaction.

#### Acknowledging the Victorian Government's support, including signage

Successful organisations need to acknowledge the Victorian Government's funding support provided by the Safe Spaces grants program. Promotional guidelines form part of the VCFA.

All activities must acknowledge Victorian Government support through:

- logo presentation on any activity-related publications, media releases and promotional material
- placing a Victorian Government-endorsed sign at the site of infrastructure activities.

Details of the requirements for funded projects will be sent to the successful grant recipients.

# More information or assistance

## Information session

To support organisations with the application process, there will be an online information session to go through the guidelines and for organisations to ask questions about the grant. For more details, including dates and times, visit the VIC Government's Safe Spaces grants program web page [LGBTIQ+ youth safe spaces for Western Victoria 2022-25 grant program \(Safe Spaces\)](http://www.vic.gov.au/lgbtiq-youth-safe-spaces-grant) <www.vic.gov.au/lgbtiq-youth-safe-spaces-grant>.

## Contacting the Equality Unit

If you have further questions or need support to submit your application, please [email the Equality Unit](mailto:Equality@dffh.vic.gov.au) <Equality@dffh.vic.gov.au>.

## More information

VIC Government's Safe Spaces grant program web page has the following supporting information:

- guidelines
- frequently asked questions
- information session times
- information session slides
- templates
- LGBTIQ+ inclusive language guide.