

2024-25 Community Food Relief Program  
 – Local Grants

Questions and Answer

Contents

[About the program 3](#_Toc174547021)

[Will there be future grant rounds? 3](#_Toc174547022)

[Can we apply for less than $10,000? 3](#_Toc174547023)

[How long do I have to complete the project? 3](#_Toc174547024)

[Why is there a different funding limit for individual and partnership applications? 3](#_Toc174547025)

[What types of projects may be appropriate? 3](#_Toc174547026)

[Eligibility 3](#_Toc174547027)

[I have an overdue report for another project, what do I do? 3](#_Toc174547028)

[How do I check my Australian Business Number (ABN)? 3](#_Toc174547029)

[What if we don’t have an ABN? 4](#_Toc174547030)

[What is an auspice? 4](#_Toc174547031)

[How do I apply with an auspice? 4](#_Toc174547032)

[How do I check our organisation type? 4](#_Toc174547033)

[Our organisation is outside of Victoria but is near the border and services many Victorians. Are we eligible to apply? 4](#_Toc174547034)

[How do we apply for the funding announced specifically for neighbourhood houses? 4](#_Toc174547035)

[Are we eligible if our intention to apply for the grant is to prevent a service from ceasing rather than expanding the existing service or starting a new service? 5](#_Toc174547036)

[Application process 5](#_Toc174547037)

[Do I need to apply online? 5](#_Toc174547038)

[Can I attach additional supporting information? 5](#_Toc174547039)

[What happens if I can’t submit on time? 5](#_Toc174547040)

[Can I submit more than one application? 5](#_Toc174547041)

[Can I submit an individual application and be a partner for another? 6](#_Toc174547042)

[Can I auspice multiple organisations and apply as a partnership? 6](#_Toc174547043)

[Can I put in an application for my organisation and auspice other community organisations? 6](#_Toc174547044)

[Budget 6](#_Toc174547045)

[How does the GST work? 6](#_Toc174547046)

[Should I include other in-kind contributions? 6](#_Toc174547047)

[Are staff costs eligible to be covered by this grant? 6](#_Toc174547048)

[What can the ‘project management’ budget item cover? 7](#_Toc174547049)

[Are vehicle purchases and costs eligible to be covered by this grant? 7](#_Toc174547050)

[Are food vouchers eligible to be covered by this grant? 7](#_Toc174547051)

[Are infrastructure costs eligible to be covered by the grant? 7](#_Toc174547052)

[Selection criteria 7](#_Toc174547053)

[What do you mean by ‘value for money’? 7](#_Toc174547054)

[Are partnership applications preferred? 8](#_Toc174547055)

[Application outcomes 8](#_Toc174547056)

[How will I be notified? 8](#_Toc174547057)

[Will we get the full amount applied for? 8](#_Toc174547058)

[Conditions of funding 8](#_Toc174547059)

[What reporting will I need to do? 8](#_Toc174547060)

[When will funds be paid? 8](#_Toc174547061)

# About the program

## Will there be future grant rounds?

This is a one-off program for 2024-25.

## Can we apply for less than $10,000?

No, $10,000 is the minimum amount that can be applied for.

## How long do I have to complete the project?

Organisations have until 31 December 2025 to complete their project activities.

## Why is there a different funding limit for individual and partnership applications?

The higher funding limit for partnerships recognises the increased benefits of shared resources and combined effort to maximise the impact of investments. Partnership applications will need to outline the roles and responsibilities and proposed funding breakdown for each partner organisation.

## What types of projects may be appropriate?

Projects must align with one or more of the program objectives outlined in the program guidelines and seek funds for eligible activities. Example projects/activities could include, but are not limited to:

* Establishing or expanding innovative programs that avoid duplication and encourage greater collaboration between local providers.
* Improving cultural safety and accessibility, and reducing stigma, for individuals who may experience additional barriers to accessing food relief.
* Programs to educate community members at risk of food insecurity on healthy eating and cooking with accessible local ingredients.
* New or improved models of food relief delivery (such as markets).
* Initiatives to increase volunteer participation and support volunteers in the food relief sector.

# Eligibility

## I have an overdue report for another project, what do I do?

If you have an overdue report for another DFFH grant, please contact the responsible team for assistance. Your key contact should be on the funding agreement for that grant program.

Applicants with overdue milestones for other DFFH grant programs may be considered ineligible for a grant under this program.

## How do I check my Australian Business Number (ABN)?

To check your ABN, visit the [Australian Business Register (ABR)](https://abr.business.gov.au) abr.business.gov.au

## What if we don’t have an ABN?

If your organisation does not have ABN, you may use an auspice. Your auspice organisation must be an eligible organisation as per the program guidelines.

## What is an auspice?

An auspice organisation is also known as a Sponsoring Agency. An auspice organisation can support grassroots community groups to meet the grant program's financial and legal requirements.

This would include taking on the legal and financial responsibility of the grant by signing the grant funding agreement on your organisation’s behalf. They would be responsible for ensuring grant funds are used appropriately and that all activities or events are completed.

Your organisation would remain responsible for submitting progress reports and the final report and acquittal.

## How do I apply with an auspice?

You must identify your auspice organisation prior to starting your application. You will need a letter of support from your auspice (signed by the chief executive officer or equivalent) and details for a key contact at the auspice organisation.

Your auspice organisation must have an ABN and be an eligible organisation type.

## How do I check our organisation type?

The [Australian Business Register](https://abr.business.gov.au/) https://abr.business.gov.au/ will indicate your organisation’s registration status. Further details can be found via the regulator for your organisation type:

* For incorporated associations, co-operatives or organisations incorporated through other means, go to [Consumer Affairs Victoria](http://www.consumer.vic.gov.au) www.consumer.vic.gov.au
* For a Company Limited by Guarantee, go to the [Australian Securities and Investment Commission](https://asic.gov.au/) https://asic.gov.au/
* For registered charities, go to the [Australian Charities and Not-for-profits Commission](https://www.acnc.gov.au/) https://www.acnc.gov.au/
* For Aboriginal corporations, go to the [Office of the Registrar of Indigenous Corporations](https://www.oric.gov.au/) https://www.oric.gov.au/

## Our organisation is outside of Victoria but is near the border and services many Victorians. Are we eligible to apply?

Your organisation may be eligible if you are an incorporated entity registered with an appropriate state regulator and can demonstrate your project is for the benefit of Victorians.

## How do we apply for the funding announced specifically for neighbourhood houses?

The Local Grants program provides a single application process for neighbourhood houses and community and volunteer-led organisations. On the application form, organisations can indicate whether they are a neighbourhood house.

The department will verify responses and allocate organisations into the appropriate funding stream during assessment.

## Are we eligible if our intention to apply for the grant is to prevent a service from ceasing rather than expanding the existing service or starting a new service?

Local Grants can support activities that may have previously been funded or already exist but are no longer funded or will scale back/cease to exist without new funding. The grant can be used to cover the costs for sustaining the existing level of service. For example:

* You were feeding 200 households with weekly food packages until last year but due to increase in costs will be able to support only 100 going forward. Local Grants can cover the cost of providing food packages to 100 households that would have missed out.
* You were funded to run five best-out-of-waste cooking classes a month by Local Council last financial year. That funding has now ceased. Local Grants can support you with continuing to run those classes this year.

# Application process

## Do I need to apply online?

Yes. The DFFH Grants Gateway is the required method of applying.

If you have accessibility concerns or questions about how to use Grants Gateway, please contact the Food Relief policy team via [foodrelief.team@dffh.vic.gov.au](mailto:foodrelief.team@dffh.vic.gov.au) well before the application closing date.

A How to Apply factsheet is available at [Community Food Relief Program – Local Grants](https://www.vic.gov.au/community-food-relief-program-local-grants) https://www.vic.gov.au/community-food-relief-program-local-grants

## Can I attach additional supporting information?

All required information for assessment of your application must be in the application form or project plan. Letters of intent for partnerships or auspice arrangements and evidence of insurance must also be attached.

If relevant, you may attach additional supporting documents to the online application. However, they will not be read by the assessment panel.

## What happens if I can’t submit on time?

The closing date and time for the grants is 4:00pm Tuesday 10 September 2024.

Late applications will not be accepted.

Technical difficulties always seem to occur at the worst possible moment, and it is recommended to plan ahead and aim to submit your application well ahead of the closing time.

If you feel you may have an exceptional circumstance, please contact the Food Relief Grants team ahead of the closing time, via [foodrelief.team@dffh.vic.gov.au](mailto:foodrelief.team@dffh.vic.gov.au).

## Can I submit more than one application?

The department will only assess one application per organisation. It is recommended that organisations focus attention on developing a quality application for the project that would have most impact in their community.

If more than one application is submitted by the same organisation, the department will only progress the proposal that it considers as the best fit for the program objectives.

## Can I submit an individual application and be a partner for another?

The system will allow this. However, it is recommended that organisations focus attention on developing one quality application for the project that would have most impact in their community, either as a single organisation or as part of a partnership.

## Can I auspice multiple organisations and apply as a partnership?

Larger organisations are encouraged to partner with grassroots and volunteer-led community groups. However, being an auspice for one or more single projects is not considered a partnership for this program.

For the purposes of this program, a partnership is two or more organisations working together on a single project to maximise impact, with clear roles and responsibilities for each partner in project delivery. The lead organisation must be an eligible organisation as per the guidelines.

## Can I put in an application for my organisation and auspice other community organisations?

You can both apply as an individual organisation or as the lead/member of a partnership and auspice other organisations.

In the case of an auspice arrangement, the grassroots community organisation you are auspicing will submit the application and refer to your organisation as their auspice within the application.

# Budget

## How does the GST work?

All budgets should be provided excluding GST. If successful, grant payments will have GST added if your organisation is registered for GST.

## Should I include other in-kind contributions?

Where applicable, any in-kind funding or support that will be provided by applicant or other sources should be outlined in the project plan and budget.

The online application form will allow you to identify which project costs would be covered by the funding sought or through other funding sources.

## Are staff costs eligible to be covered by this grant?

Staff working directly on your food relief project and delivering food relief activities consistent with the objectives of the Local Grants can be included within your budget (in addition to project management costs of up to 10%). This could include increasing the hours of an existing staff member or recruiting for the required expertise and capacity to deliver the proposed activities specifically funded through the Local Grants.

Example activities where staff costs could be included within your proposed budget:

* increasing the hours of a staff member to recruit, manage and train volunteers who will deliver your food relief project
* recruiting a casual staff member to work directly with community to deliver food relief
* staff time to develop strategic plans and develop partnerships that will directly support delivery of your project
* engaging a trainer to deliver activities to enhance skills, knowledge and safety of staff and volunteers who are working on your food relief project
* reimbursing volunteer expenses directly related to your food relief project.

## What can the ‘project management’ budget item cover?

Up to 10% of your total proposed budget can be allocated to project management expenses. These are ‘back of house’ organisational costs that are indirectly related to your project’s delivery.

These could include: human resources costs related to recruitment; costs associated with a staff member’s time providing general oversight of the project (not including current salary); purchase, hiring or licensing costs for Information Technology software or hardware to support delivery of the funded project; and engagement of contractors/consultants with specialised skills to ensure organisational capacity to support project delivery, such as an accountant.

Your application should outline how any project management expenses are related to the delivery of activities funded through the Local Grants.

## Are vehicle purchases and costs eligible to be covered by this grant?

Purchase of a vehicle and associated costs such as fuel is an eligible budget item if the vehicle is used for the delivery of activities funded through the Local Grants. Organisations must demonstrate capacity to maintain the vehicle and its operating costs after the funding period, as these grants provide one-off funding only.

This means your application needs to show that your organisation can cover the ongoing costs of insurance, servicing, fuel and other associated expenses.

## Are food vouchers eligible to be covered by this grant?

Vouchers are considered a form of ‘direct food support’ and align with the following eligible activity stated in the Program Guidelines: ‘Program delivery including volunteer recruitment, community education and awareness, promotional activities and direct food support’.

## Are infrastructure costs eligible to be covered by the grant?

Infrastructure/capital costs that enhance or improve facilities and increase the availability of community food programs are eligible. This could include refurbishment or expansion of existing facilities as well as construction of new facilities. These facilities must directly support the delivery of food relief to local communities.

# Selection criteria

## What do you mean by ‘value for money’?

Value for money means that the grant funds would be utilised efficiently, effectively and sustainably to achieve maximum impact and benefit for the intended community.

## Are partnership applications preferred?

All eligible proposals will be assessed against the same selection criteria.

A strong partnership proposal will demonstrate increased effectiveness, efficiency or innovation from the proposed activities, and will need to outline the respective roles, capacity and experience of all partner organisations.

Organisations applying individually will still need to demonstrate the effective networks and community relationships to support delivery of the project.

# Application outcomes

## How will I be notified?

All organisations will be notified of the outcome of their application via the email address they have supplied as part of their application. It is important to ensure that a correct and current email address is provided.

## Will we get the full amount applied for?

During the assessment process, the department will review project budgets and may recommend a lower amount based on analysis of the proposed activities, deliverables and project budgets, and to ensure a fair distribution of projects across the State in areas of identified need.

# Conditions of funding

## What reporting will I need to do?

If successful, funded organisations will be required to provide quarterly reports on the status of their projects, and a final report and financial acquittal. Online forms for reporting will be made available through the DFFH Grants Gateway portal.

The final report must include a short evaluation of the grant activities and outcomes, outline how you acknowledged government funding, and provide a transaction list of the items you spent the funds on. You may also need to provide copies of invoices or receipts for any individual purchase over $10,000.

## When will funds be paid?

If successful, an initial payment will be made following the execution of the funding agreement by your organisation. Other payments will be tied to submission of progress reports.

To receive this document in another format, email the Food Relief Policy team at [foodrelief.team@dffh.vic.gov.au](mailto:foodrelief.team@dffh.vic.gov.au)

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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ISBN 978-1-76130-619-8 (pdf/online/MS word)

Available at [Community Food Relief Program Local Grants](https://www.vic.gov.au/community-food-relief-program-local-grants) https://www.vic.gov.au/community-food-relief-program-local-grants

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