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| Working Together: Strengthening family and sexual violence support with multicultural communities**2025-2027 grant program** |

# **Frequently Asked Questions**

### How do I apply for the grant?

You can apply for the grant by filling in the online application form, which is available at: [https://grantsgateway.dffh.vic.gov.au](https://grantsgateway.dffh.vic.gov.au/s/login/)

The application form includes questions about your organisation and your proposed partnership project, which you can answer by ticking a box or writing in the space provided.

Please make sure you:

* answer all questions that are marked with an asterisk\*
* write within the maximum word limit for each section
* include a partnership letter or agreement that details your partnership arrangement with other organisations. ([see appendix for example letter template](#_Appendix_–_Example))
* include the lead organisation’s most recent Annual Report and financial statement

### When can I apply for the grant?

Grant applications open **10am Monday 14 October 2024**.

Grant applications close **10am Monday 18 November 2024**. Please note that late submissions will not be accepted.

### Where can I get more information about the grants?

In addition to the information provided in this FAQs document and the guidelines, which can be found on the [Working Together Grants webpage](https://www.vic.gov.au/working-together-grants) <https://www.vic.gov.au/working-together-grants>, Family Safety Victoria will host two online information sessions.
These information sessions will cover:

* purpose of the grant program
* types of projects that we are looking to fund
* opportunities to ask questions.

Attending an information session is optional and will not influence the outcome of your application. Both information sessions will cover the same information.

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| **1.00pm Thursday 24 October 2024** **Join on your computer or mobile app:** [click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_YzNhNjEzZjgtMThkNS00MGE4LWFkZjQtZDRjYjJhMWUyOGQw%40thread.v2/0?context=%7b%22Tid%22%3a%22c0e0601f-0fac-449c-9c88-a104c4eb9f28%22%2c%22Oid%22%3a%2206cb644d-371d-4661-b6b0-98c68ea5b5e8%22%7d) Meeting ID: 448 954 737 388 Passcode: mXkncx**Dial in by phone** +61 3 7035 6413,,772976366# Australia, Melbourne [Find a local number](https://dialin.teams.microsoft.com/8960b8dc-be53-461b-8e01-8b073378e5d5?id=772976366) Phone conference ID: 772 976 366# **Join on a video conferencing device** Tenant key: 886843700.(VTC Conference ID)@video.dhhs.vic.gov.au Video ID: 135 212 297 2  |

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| **1.00pm Tuesday 29 October 2024**Join on your computer or mobile app: [click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_YTBkNTU5N2ItMjg5Yi00OTM0LTgxMjgtMGNjZWFmM2ViYjdm%40thread.v2/0?context=%7b%22Tid%22%3a%22c0e0601f-0fac-449c-9c88-a104c4eb9f28%22%2c%22Oid%22%3a%2206cb644d-371d-4661-b6b0-98c68ea5b5e8%22%7d) Meeting ID: 439 191 615 839 Passcode: hNePNx **Dial in by phone** +61 3 7035 6413,,884223582# Australia, Melbourne [Find a local number](https://dialin.teams.microsoft.com/8960b8dc-be53-461b-8e01-8b073378e5d5?id=884223582) Phone conference ID: 884 223 582# **Join on a video conferencing device** Tenant key: 886843700.(VTC Conference ID)@video.dhhs.vic.gov.au Video ID: 137 162 618 4 |

### Why do I have to use Grants Gateway to apply for the ‘Working Together’ grant program?

This grant application process will be administered via Grants Gateway. This platform is used for all grant programs funded by the Department of Families, Fairness and Housing (DFFH).

### This is my first time using Grants Gateway, what do I need to do?

1. Go to https://grantsgateway.dffh.vic.gov.au
2. Follow the instructions to register for access to Grants Gateway
3. In ‘Available Grants’ section, select ‘Working Together 2025-2027’ and select ‘Apply’
4. Follow the steps to complete the application.

If you are having trouble registering, contact DFFH at grantspolicy@dffh.vic.gov.au.

You can pause at any stage while completing your application. Just save your application and return to it later.

If you wish to print the application form before completing all the questions, we suggest you complete what you can in the form then save and print. This will allow you to review all questions and go back and amend where needed.

When you have completed your application, you can also download a PDF of your completed form using the ‘Print’ option.

### Who do I contact if I’m having trouble with the online application form?

Resources to help you with your application are available under the ‘Help Guides and Documents’ tab on the Grants Gateway platform.
If you are still having difficulty, you can raise a case for support via the ‘My Enquiries’ tab, and someone from DFFH will be in touch to assist. Please allow some time for the team to review your query and get back to you. Responses can be expected within 48 hours.

### What if I don't submit my application before the closing date and time?

You must submit your application before **10am Monday 18 November 2024.** Applications submitted after the closing date and time will not be accepted.

### Whose contact details should I put on the application?

The **Applicant – First Signatory / Authorised Person** should be an authorised representative of the lead organisation. This might be the Chief Executive Officer, General Manager or Director.

The **Applicant – Second Signatory / Authorised Person** should also be an authorised representative of the lead organisation. This might be another senior leader within the organisation.

The **Primary Contact Person** should be the day-to-day contact person for the team at Family Safety Victoria. This person might be a leader within your organisation, or they may be the program manager or coordinator.

### Will you contact me if there are problems/questions about my application?

We will not contact you to follow up if your answers or parts of your application are unclear. However, if your application progresses through to the later stages of assessment, we may contact you for additional information.

### Can I submit my application as a hardcopy or in person?

No. Applications must be submitted via the Grants Gateway. Applications will not be accepted via hard copy or in person. If this is a barrier for your organisation, please email inclusionandequity@familysafety.vic.gov.au and we will respond to you as soon as possible. Please include your contact number so that we can call you if required.

### Can I apply more than once for the grant program for different projects?

The ‘Working Together’ grant program has two streams of funding available – a family violence project stream, and a sexual violence project stream.

You can apply for both streams, but you can only submit one application per stream as the lead organisation.

If you are a lead organisation on one project, you can also apply as a partner organisation (that is supporting a lead organisation) for another project.

You may also be a partner organisation on more than one application.

If you are leading and partnering in more than one application, please consider your capacity to deliver on multiple projects should they all receive funding.

# Budget submission

The grant application form includes a budget table that must be completed.

### What is an ‘in-kind contribution’?

An in-kind contribution is where a contribution is made to a project or activity without money being exchanged. This includes donations of furniture or materials, donations of a space to host an event, and donations of services. In-kind contributions can be calculated by comparing the service or item donated to the amount that would have been charged otherwise.

### What do I write in my budget if all the people working on this project are volunteers?

If you have no paid staff on the project, you can note the value of the volunteer hours using the volunteering hours cost calculator, provided in the budget section of the application form.

### How do I fill in the budget table?

The application form will automatically calculate the totals for each section of the budget. If your total project costs, income and expenditure do not balance, you won’t be able to submit your application.

# Eligibility of projects and organisations

### Can you advise me if I am eligible for a grant?

The eligibility criteria is listed in the Grant Program Guidelines, which can be found on the [Working Together Grants webpage](https://www.vic.gov.au/working-together-grants) <https://www.vic.gov.au/working-together-grants>. Please review this section of the guide to see if you are eligible. Individual organisation eligibility advice cannot be provided to prospective grant applicants.

### Can I apply for funding for an existing project or activity in my organisation?

You can apply for funding to continue a project or activity that your organisation is already doing if it has outcomes that align with the goals of ‘Working Together’. Make sure you answer the application questions in a way that shows how your program meets the aims of this grant program.
If your project is already funded by the Victorian Government, you cannot apply for funding for the same costs.

### Can I apply for funding to continue my organisation’s 2022-2024 Working Together partnership?

Partnerships that were funded under the 2022-24 Working Together partnership grants program can apply to continue their projects. It is recommended the project design and intended outcomes be aligned to the 2025-27 Working Together guidelines.

### Can I apply for funding if I am already funded by another Victorian Government grant program (for example, the Supporting Multicultural and Faith Communities to Prevent Family Violence grant program, MARAM sector grants)?

You can apply for funding if you are already funded by another Victorian Government grant program. Make sure you answer the questions in the application in a way that shows how your program meets the aims of this grant program. Please also make sure that you have met the reporting and acquittal requirements of any other grant programs that you have been funded by.

### Can I apply if I am not prescribed under the Multi-Agency Risk Assessment and Management (MARAM) framework and/or Family Violence Information Sharing Scheme?

The lead organisation in the partnership must be MARAM prescribed. If your organisation is not MARAM prescribed, you may be eligible to receive funding as part of a partnership if the lead partner is MARAM prescribed.

For organisations not prescribed under the MARAM framework, you can voluntarily align your organisation’s policies, procedures, practice guidance and tools. You are also strongly encouraged to attend MARAM training where it is available. Further information can be found on the [Information Sharing and MARAM reforms website](https://www.vic.gov.au/information-sharing-schemes-and-the-maram-framework) <https://www.vic.gov.au/information-sharing-schemes-and-the-maram-framework>

### I am a partner organisation in The Orange Door network, can I apply?

Yes, partner organisations in The Orange Door network can apply.

# Partnerships

### Why do I need a letter with any partnering organisations?

The Working Together program is underpinned by partnerships. Applications will need to be submitted by the lead organisation working in collaboration with one or more other organisations. There is an expectation that the project includes multicultural community organisations working with specialist family violence or sexual assault services. We encourage projects to also work with smaller community-led multicultural, ethno-specific and faith based organisations. We ask you to provide a letter from your partnering organisation/s so that we have evidence of commitment from your partners.

### What should be in the letter confirming the partnership between organisations?

The letter confirming the partnership should be written from your partnering organisation/s to you. the letter should cover:

* the purpose of the project
* why they are partnering with you and what the partnership will achieve
* the type of support they will provide – including both funding and in-kind support

The letter should be signed from the relevant executive/s at the partnering organisation/s. Please see the appendix for an example letter that you can use as a guide.

# Outcome of applications and next steps

### When will I find out the outcome of the grant application?

Successful grant applications will be advised from December 2024.

### Can I appeal the decision in relation to the outcome of a selection process?

No. Decisions about the outcome of the grant and the assessment and selection process cannot be appealed. Unsuccessful applicants may request feedback on their proposals by contacting inclusionandequity@familysafety.vic.gov.au

### If I am successful for funding, what next?

Family Safety Victoria will send a letter confirming the offer of funding to successful organisations and advice will be provided regarding contracting and other project details.

### Do we have to evaluate our project?

The Working Together program will include an evaluation component, which will be managed by Family Safety Victoria. You do not need to include a budget for evaluation for your project. It is important for you to consider how you will monitor project outcomes to support reporting and evaluation. Further detail regarding project reporting and evaluation will be provided to successful grant recipients.

## Questions about the family violence and sexual assault service systems

### What is the Multi-Agency Risk Assessment and Management Framework (MARAM)?

The Multi-Agency Risk Assessment and Management Framework (MARAM) sets out the responsibilities of different workforces in identifying, assessing and managing family violence risk across the family violence and broader service system. MARAM guides information sharing wherever family violence is present. Find more information on the MARAM framework on the [Family Violence Multi-Agency Risk Management Framework website](https://www.vic.gov.au/family-violence-multi-agency-risk-assessment-and-management-framework) <https://www.vic.gov.au/family-violence-multi-agency-risk-assessment-and-management-framework>.

### What is the Family Violence Information Sharing Scheme (FVISS)?

FVISS enables authorised organisations and services to share information to facilitate assessment and management of family violence risk to children and adults. More information is available on the [Family Violence Information Sharing website](https://www.vic.gov.au/family-violence-information-sharing-scheme) < https://www.vic.gov.au/family-violence-information-sharing-scheme>.

For more information on MARAM and FVISS, please refer to the [Information Sharing and MARAM Reforms website](https://www.vic.gov.au/information-sharing-schemes-and-the-maram-framework) <https://www.vic.gov.au/information-sharing-schemes-and-the-maram-framework>.

### What is the Child Information Sharing Scheme (CISS)?

CISS allows authorised organisations to share information to support child wellbeing or safety. More information is available on the [Child Information Sharing Scheme](https://www.vic.gov.au/child-information-sharing-scheme) website <https://www.vic.gov.au/child-information-sharing-scheme>

### What is The Orange Door network?

[The Orange Door](https://www.orangedoor.vic.gov.au/support-near-you) <https://www.orangedoor.vic.gov.au/support-near-you> network is a service that provides support to Victorians in need of help for family violence. It aims to be accessible, safe and welcoming, and provide support for:

* adults, children and young people who are experiencing family violence
* families who need support with the care and wellbeing of children and young people
* people who use family violence.

Services available through the network include:

* risk and needs assessment
* safety planning
* crisis support.

The Orange Door is a free service and operates during business hours (9am to 5pm) from Monday to Friday (closed public holidays). You do not need a referral or an appointment.

To find The Orange Door support near you, visit www.orangedoor.vic.gov.au/support-near-you.

### How do I find family violence services in my area?

Safe and Equal is a state-wide peak body for specialist family violence services in Victoria. You can find your local service on their website: https://safeandequal.org.au/find-a-service/.

### How do I find sexual assault services in my area?

There is a state-wide peak body for sexual assault and harmful sexual behaviours – Sexual Assault Services Victoria. You can find your local service on their website: https://www.sasvic.org.au/.

# Contact details

For any questions about the grant program, please contact inclusionandequity@familysafety.vic.gov.au with the subject “Working Together grant program query”.

# Appendix – Example of a partner letter as evidence of commitment

Please feel free to use and adapt this template.

From Ash Doe

Partner organisation name

2 Smith Street, Melbourne

VIC 3000

To Alex Roe

Organisation name

1 Smith Street, Melbourne

VIC 3000

21 October 2024

Dear Alex

I, on behalf of <partner organisation name>, confirm that we are supportive and willing to partner with <organisation name> on their Working Together project <insert project name>.

<Partner organisation name> is a specialist family violence service that supports victim survivors experiencing and using family violence in the ‘Hume’ LGA. Our organisation is committed to supporting refugee women in the Hume LGA who experience higher rates of family violence than Victoria’s average.

Our partnership with <organisation name> will focus on addressing the barriers to accessing support and improving workforce capability so that all women in Hume can access help from local services when they need it.

[For example] We will provide support by dedicating one staff at one day a week, in-kind support with our facilities and $5,000 in funding for hiring facilities.

Please note that this letter is a letter of commitment only and is not intended to be legally binding or a commitment to sign the actual contract. We will discuss our commitment further with <organisation name> if they are approved for funding from Family Safety Victoria.

Sincerely,

 (signature)

<Name and date>

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| To receive this document in another format email Family Safety Victoria <inclusionandequity@familysafety.vic.gov.au>.Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Family Safety Victoria, October 2024.ISBN 978-1-76096-758-1Available at Grants Victoria: [Working together: Strengthening family and sexual violence support with multicultural communities](https://www.vic.gov.au/working-together-grants) <https://www.vic.gov.au/working-together-grants> |