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| Additional Respite for Carers 2025-27 |
| How to Apply |
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To receive this document in another format, email the Carers Team at: [VictorianCarerStrategy@dffh.vic.gov.au](mailto:VictorianCarerStrategy@dffh.vic.gov.au)

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

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In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people.

Available at [Victorian Government’s Additional carer respite funding web page](https://www.vic.gov.au/additional-respite-funding): <https://www.vic.gov.au/additional-respite-funding>

**ISBN** 978-1-76130-775-1 **(pdf/online/MS word)**

(2501255)

# About

This factsheet provides an overview of the online application form and mandatory attachments, for the Additional Respite for Carers 2025-27 funding round. This is **not** a substitute for reading the program guidelines.

## How to apply

Read the program guidelines – available at [Additional Respite Funding](https://www.vic.gov.au/additional-respite-funding): https://www.vic.gov.au/additional-respite-funding

To prepare an application, you will need to complete:

* Online application form.
* Mandatory attachments, uploaded at the end of your application form:
  + Project plan using the supplied template.
  + Detailed budget, in a clear and accessible format of your choosing.
  + Insurance certificate/s of currency (If not insured through the Victorian Managed Insurance Authority)
  + Evidence of consortium arrangements (If applying as lead of a consortium)

Note: All relevant information must be in the application form or mandatory attachments. Any additional attachments will not be read by the assessment panel.

# Online application form and attachments

## Purpose

The online application form will ask a series of questions about your proposed respite activities and the capacity and experience of your organisation. You must upload the mandatory attachments at the end of your application form. The form will also collect the information needed to manage your application in the Department’s grants management system.

When assessing your application, the assessment panel will consider your responses alongside mandatory documentation for each criterion. This includes your responses in the application form and the content of mandatory attachments.

## How to access the application form

* To access the form, see [Available Grants on the DFFH Grants Gateway:](https://grantsgateway.dffh.vic.gov.au/s/open-forms) https://grantsgateway.dffh.vic.gov.au/s/open-forms.
* If you do not already have a login, you will need to register for access to Grants Gateway via [Grants Gateway](https://grantsgateway.dffh.vic.gov.au) https://grantsgateway.dffh.vic.gov.au.
* Once you’ve started an application, your draft form will be saved under ‘My draft applications’. You can access your draft application at any time, until you hit submit.
* All questions in the online form must be completed, except those marked as ‘optional’.
* If you are having technical difficulties with the online application, contact the Carers Team: [VictorianCarerStrategy@dffh.vic.gov.au](mailto:VictorianCarerStrategy@dffh.vic.gov.au)

## Overview of application form

### Eligibility

* Australian Business Number (ABN) for your organisation
* Appropriate insurance coverage for respite service delivery (Yes/No)
  + Please refer to the application guidelines for further information on insurance requirements.
* Outstanding reports from other grants (Yes/No)
* Completed a project plan in the template provided? (Yes/No)
* Detailed budget in a clear and accessible format? (Yes/No)
  + If you have any outstanding reports from other grant programs, contact the responsible program area for assistance (contact details will be in your grant funding agreement).
* A maximum of one individual application and one consortium application will be assessed for each organisation.

### Applicant organisation details

* Address details – postal, street, email, phone.
* Contact details for two authorised officers (who would sign the contract if successful)
* Contact details for a primary contact (who would be lead contact for the project)

### Project details

* Project title
* Project description - provide a brief summary of your key activities and rationale.
* Project address – This can be the main address where you will deliver your respite activities OR your head office address.
* Project delivery locations/areas (Local Government Areas) – Please select all Local Government Areas where you intend to deliver respite.
* Traditional owner group/s (optional)
* Are you applying as lead of a consortium (Yes/No)
* Project delivery locations/areas (Local Government Areas) – Please select all Local Government Areas where you intend to deliver respite.
* Project audience - Select your key target cohorts and groups. You may select ‘not applicable’ if appropriate (Please note: Details on the carers you intend to support are provided in your project plan).
  + Age groups (multiple select)
  + Priority communities (multiple select)
  + Language groups (multiple select)
  + Ethnic groups (multiple select)
  + Faith groups (multiple select)

### Assessment criteria

* Describe your proposed activities, why they are needed, and how they will address the needs of carers you intend to support (400 words)
* Provide an overview of your organisation’s existing skills, resources and capacity to successfully deliver your proposed activities, including information on your previous experience delivering high-quality support to carers (400 words)
* Outline how you will make your activities inclusive and accessible for carers from a diverse range of ages, backgrounds and circumstances (400 words)
* Provide an overview of your organisation’s approach to service delivery, monitoring and evaluation, including how your organisation uses evidence to inform service delivery approaches and make improvements over time. Describe your community partnerships and how you can connect carers with the broader service system (400 words)
* Note:
  + We will assess your application as a whole against each criteria, including mandatory attachments.
  + Refer to the help text by hovering over the question mark, next to each question.

### Budget

* Total expected cost of the project.
  + This is the total amount of funding you are requesting across both financial years combined (2025-26 and 2026-27).
  + For example, entering $60,000 means $30,000 in the 2025-26 financial year and $30,000 in the 2026-27 financial year.
* Total grant amount requested.
  + This should be the same number as the total expected cost of project.
* What you intend to spend the grant funding on.
  + Provide an expense for each of your proposed respite activities (Category: Client Support). You can use the ‘Description’ field to specify which respite activity the expense relates to.
  + Provide a cost for program administration, if applicable (Category: Project / Event Management). **Important:** Ensure your project management costs do not exceed caps outlined in the program guidelines.
  + Total expenses must add up to the funding requested.

## Attachment: Project plan

### Purpose

The project plan provides further detail on your proposed respite activities, risk identification and mitigation strategies, measures of success and governance arrangements.

### Download the template

* Download the template from [Victorian Government’s Additional carer respite funding web page](https://www.vic.gov.au/additional-respite-funding): https://www.vic.gov.au/additional-respite-funding

## Attachment: Detailed budget in a clear and accessible format

### Purpose

The budget attachment will provide a detailed breakdown of costs for your proposed respite activities. You may include in-kind or other funding contributions, if applicable. This information will be reviewed alongside the budget information provided in your application form. It is an opportunity for you to demonstrate that your respite activities are considered, realistic and viable.

### Format

You can use your preferred format for this attachment. Make sure your chosen format is clear and accessible for the assessment panel.

For organisations applying as the lead of a consortium, your budget attachment should show the proposed funding allocations between organisations.