

LGBTIQA+ Organisational Development Grants 2024–25

Program guidelines

We acknowledge the Traditional Owners of Country throughout Victoria and pay respects to their Elders past and present. We acknowledge that Aboriginal self-determination is a human right and recognise the hard work of many generations of Aboriginal people.

We are committed to safe and inclusive workplaces, policies, and services for people from LGBTIQA+ communities and their families.

To receive this document in another format, email the Department of Families, Fairness and Housing’s Equality Unit equality-grants@dffh.vic.gov.au

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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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# Message from the Minister for Equality

As the new Minister for Equality, I am proud and excited to announce the launch of the LGBTIQA+ Organisational Development grants 2024–25 program.

Victoria’s LGBTIQA+ organisations and groups provide critical community-led support to rainbow communities across our state. Driving equality through the implementation of Victoria’s LGBTIQA+ strategy is going to take input from all. LGBTIQA+ organisations, their people and volunteers, play a key role in the delivery of the strategy. They also ensure our communities feel safe and can live wholly and freely. This program ensures their important work can continue and grow, well into the future.

The program is a part of the Victorian Government's commitment to furthering LGBTIQA+ equality. *Pride in our future: Victoria’s LGBTIQA+ strategy 2022–32* outlines how we are doing this. The strategy’s priority areas are to build safe, strong, and sustainable communities. It also ensures equitable, inclusive and accessible services.

This program supports organisations to:

* align their services with the needs of LGBTIQA+ communities
* undertake strategic planning and development activities
* strengthen organisational governance
* enable growth
* improve engagement with diverse communities
* promote long-term sustainability.

I’m pleased that the 2024–25 program will prioritise supporting diverse and intersectional LGBTIQA+ communities.  We know that LGBTIQA+ people in regional areas may need specialised support. The program will also prioritise projects from regional and rural organisations.

This year’s program will give smaller organisations the opportunity to build their internal capacity to service LGBTIQA+ communities. It will also fund larger, established LGBTIQA+ organisations to expand and become more sustainable into the future. The two funding streams allows for diversity of important projects across Victoria. It will also impact our LGBTIQA+ communities more broadly.

I am excited and proud to be overseeing this program in my first year as Minister for Equality. I encourage all Victorian organisations who want to support LGBTIQA+ communities to apply in 2025.

**The Hon. Vicki Ward MP**

**Minister for Equality**

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# Program overview

Since 2016, the LGBTIQA+ Organisational Development Grants program has supported more than 110 Victorian LGBTIQA+ organisations. LGBTIQA+ stands for lesbian, gay, bisexual, trans and gender diverse, intersex, queer, and asexual.

The grants have helped these organisations to:

* strengthen internal operations
* continue delivering services to LGBTIQA+ communities.

Program funding lets LGBTIQA+ organisations undertake internal organisational activities such as:

* strategic development
* capacity building
* forward planning
* embedding service sustainability
* improved governance.

These grants will support funded organisations to ensure that their services and supports are reflective of the current and future needs of Victoria’s LGBTIQA+ communities.

This in turn supports the Victorian Government to address issues affecting LGBTIQA+ communities, deliver responsive programs, and provide support through safe and inclusive community services.

Funding to develop LGBTIQA+ organisations that support diverse LGBTIQA+ communities is a priority.

Diverse and intersectional LGBTIQA+ communities include:

* Aboriginal and First Nations communities
* people with disability
* culturally and linguistically diverse communities
* faith-based communities
* asexual communities
* trans and gender diverse communities
* intersex people
* LGBTIQA+ people from low socio-economic backgrounds
* seniors and older people
* bi+ communities.
* peri-urban
* regional and rural communities (including border communities).

Organisations that understand and engage with diverse and intersectional rainbow communities are critical to offering all people services, that are fair, inclusive and accessible.

The *Pride in our future: Victoria’s LGBTIQA+ strategy 2022–2032* supports the 2024–25 grant program. This strategy recognises that:

* LGBTIQA+ organisations are important strategic partners of the Victorian Government in delivering on the LGBTIQA+ strategy.
* Supporting the capability and sustainability of the LGBTIQA+ sector lets organisations support the economic and social inclusion needs of LGBTIQA+ people.

Funding is available under **2 streams**:

Stream 1: Grants of up to $20,000 for **new** organisations

Stream 2: Grants of up to $40,000 for **established** organisations.

The total value of funding available is $400,000.

## Stream 1: new or limited experience

Grants of up to **$20,000** (excluding GST) are available for eligible organisations that are **new or have limited experience** in supporting LGBTIQA+ communities.

We encourage organisations under this stream to consider activities aligned with the following objectives:

* capacity-building
* governance
* accessibility
* inclusion.

Examples of activities you may consider under this funding stream could include:

* training workshops to improve the skills of new staff and volunteers
* activities to strengthen board member recruitment and induction
* developing a strategy for growth and development
* computer hardware and software improvements to support employees with disabilities.

## Stream 2: established and demonstrated experience

Grants of up to **$40,000** (excluding GST) are available for eligible organisations with **established and demonstrated experience** in supporting LGBTIQA+ communities.

We encourage organisations under this stream to consider activities aligned with the following objectives:

* accessibility
* inclusion
* expansion
* sustainability.

Examples of activities you may consider under this funding stream could include:

* partnering with a regional LGBTIQA+ group to expand operations into regional Victoria
* developing a strategic plan to better engage diverse community members
* engaging a financial consultant to help support financial planning and increase business growth
* undertaking market research to understand community needs, and using this research to support service delivery and funding applications.

Organisations under this stream must contribute a proportion of **matched funding** towards their proposed project.

### Matched funding for Stream 2 applications

The LGBTIQA+ Organisational Development program – Stream 2 gives the Victorian Government the chance to co-invest in building the capacity of LGBTIQA+ community organisations. Projects for funding under Stream 2 must include a set amount of matched funding.

Your matched funding can:

* come from your organisation
* come from other sources, such as:
* partners
* other grants
* include in-kind contributions.

An in-kind contribution is a non-monetary contribution of goods or services to your event that would normally have financial value. Some examples include:

* paid or volunteer labour
* donated goods, such as:
* equipment
* project locations
* donated services, such as:
* project management
* consulting
* training.

Reduced matched funding requirements are offered to applicants for projects that support diverse and intersectional LGBTIQA+ communities, including:

* Aboriginal and First Nations communities
* people with disability
* culturally and linguistically diverse communities
* faith-based communities
* asexual communities
* trans and gender diverse communities
* intersex people
* LGBTIQA+ people from low socio-economic backgrounds
* seniors and older people
* bi+ communities.
* peri-urban
* regional and rural communities (including border communities).

Matched funding forms part of the eligibility criteria for Stream 2 only. Stream 1 applications **do not** need matched funding.

The following tableoutlines the matched funding requirements for organisations supporting diverse and intersectional LGBTIQA+ communities, including these areas:

* metropolitan
* rural
* regional
* cross-border.

#### Matched funding and organisation’s contribution

| Category  | Matched funding  | Organisation’s contribution  |
| --- | --- | --- |
| Metropolitan  | Organisation to grant funding ratio is **1:2.** At least $1 of matched funding for every $2 of Victorian government funding.  | Can be: * all in-kind contributions
* all cash contributions
* combination of both.
 |
| Peri-urban Rural Regional Cross-border.  | Organisation to grant funding ratio is **1:3.** At least $1 of matched funding for every $3 of Victorian Government funding.  | Can be: * all in-kind contributions
* all cash contributions
* combination of both.
 |
| Diverse LGBTIQA+ communities  | Organisation to grant funding ratio is **1:3**. At least $1 of matched funding for every $3 of Victorian government funding.  | Can be: * all in-kind contributions
* all cash contributions
* combination of both.
 |

## Application dates

Applications open Monday, 17 March 2025.

Applications close at 5 pm on Monday, 14 April 2025.

You must deliver successful activities between **1 July 2025 and 31 May 2026.**

All applications must be submitted via the [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/s/login/?ec=302&startURL=%2Fs%2Fform%3Fid%3Dlgbtiqass2425)[[3]](#footnote-4) by no later than 5 pm on Monday, 14 April 2025. Direct submissions and late applications will not be accepted.

# Program objectives

This year, the LGBTIQA+ Organisational Development program focuses on supporting the internal operations of LGBTIQA+ organisations and groups to:

* develop
* build
* strengthen.

This will lead to a strong and more sustainable LGBTIQA+ sector that reflects the current and future needs of Victoria’s LGBTIQA+ communities.

Organisations and groups funded through this program must show the positive impact their organisation’s activities have on Victoria’s LGBTIQA+ communities. The proposed activities must deliver against **at least one** of the following 5 program objectives.

## Capacity building

To build the internal capacity of organisations that support Victorian LGBTIQA+ communities with:

* knowledge-building activities
* skills development
* process improvements
* creating or acquiring resources.

## Sustainability

To support strategic planning by LGBTIQA+ organisations and groups. This includes support to form partnerships with similar and aligned organisations, to:

* achieve mutual goals
* promote long-term viability
* reduce reliance on external funding
* increase ongoing capacity.

## Accessibility and inclusion

To support LGBTIQA+ organisations to improve inclusive practices that engage diverse and intersectional LGBTIQA+ people. Funding priority is for LGBTIQA+ organisations that focus on working with:

* Aboriginal and First Nations communities
* people with disability
* culturally and linguistically diverse communities
* faith-based communities
* asexual communities
* trans and gender diverse communities
* intersex people
* LGBTIQA+ people from low socio-economic backgrounds
* seniors and older people
* bi+ communities.
* peri-urban
* regional and rural communities (including border communities).

## Expansion

To enable the growth of core operations into new locations with a focus on regional and rural communities.

To improve processes to support meaningful engagement with diverse and intersectional LGBTIQA+ communities.

## Governance

To strengthen organisational governance to make sure organisations are stable and secure to respond to the needs of LGBTIQA+ communities. This includes formalising the structure of a board or management committee.

# How to apply

**Step 1:** Organisations can apply through the [DFFH Grants Gateway](https://grantsgateway.dffh.vic.gov.au/s/login/)[[4]](#footnote-5)

**Step 2:** Consider the assessment criteria of your project.

**Step 3:** Attend an online information session to find out more and ask questions.

**Step 4:** Discuss your application with a member of the department email the Equality Unit at equality-grants@dffh.vic.gov.au to set up a time.

**Step 5:** Complete your application and submit by **5 pm on Monday, 14 April 2025**.

**Note:** To ensure a fair process, **we don’t accept applications after the closing date**.

## Application process

Submit your application through the [DFFH Grants Gateway](https://grantsgateway.dffh.vic.gov.au/s/login)[[5]](#footnote-6), unless you have a prior agreement arrangement with the Equality Unit.

The application form asks you for general information including:

* a short description of your organisation or community group, including your:
	+ purpose
	+ goals
* an outline of how LGBTIQA+ communities in Victoria currently use your:
	+ services
	+ operations
	+ spaces
* a brief explanation of why your organisation fits under your selected funding stream.

# Eligibility criteria

## Eligibility overview

To be eligible to apply for funding through this program:

* An eligible organisation must submit the application.
* The applicant organisation must have no overdue reports with the Department of Families, Fairness and Housing.
* The funding being sought must be for an eligible activity.
* Organisations must submit evidence of public liability insurance with applications.

## Organisation eligibility

To be eligible to apply for this funding program, your 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 equivalent legislation in a neighbouring state) or
	+ a similar type of organisation
* social enterprise with a clearly stated purpose or mission related specifically to supporting LGBTIQA+ communities.

You must also:

* be operating for and across the LGBTIQA+ sector or communities
* be an organisation with limited experience (for **stream 1**) or established experience (for **stream 2**) in supporting LGBTIQA+ people and communities
* have a current Australian Business Number (ABN) or an auspice with a current ABN
* have an appropriate level of public liability insurance to cover all aspects of the program or an auspice arrangement with this insurance cover
* have no overdue reporting from other grants provided by the Department of Families, Fairness and Housing (DFFH).

The department will prioritise applications from LGBTIQA+ community organisations and groups.

To check your organisation type, visit [Consumer Affairs Victoria](http://www.consumer.vic.gov.au/)[[6]](#footnote-7), including:

* incorporated associations
* co-operatives
* organisations incorporated through other means.

To check your Australian Business Number (ABN), visit the [Australian Business Register](http://www.abr.business.gov.au/).[[7]](#footnote-8)

Organisations that do not meet these criteria are not eligible to apply for funding but might consider partnering with an eligible organisation under an auspice arrangement. Information on auspice arrangements is provided in the next section.

How to check your Australian Business Number (ABN)

* To check your ABN, visit the [Australian Business Register (ABR)](https://abr.business.gov.au/)[[8]](#footnote-9)

How to check your organisation type:

* For incorporated associations, co-operatives or organisations incorporated through other means go to [Consumer Affairs Victoria](https://www.consumer.vic.gov.au/)[[9]](#footnote-10)
* For a Company Limited by Guarantee go to [ASIC Connect Online](https://connectonline.asic.gov.au/RegistrySearch/)[[10]](#footnote-11)
* For registered charities go to [Australian Charities and Not-for-profits Commission (ACNC)](https://www.acnc.gov.au/charity/charities)[[11]](#footnote-12)
* For Aboriginal corporations go to [Office of the Registrar of Indigenous Corporations (ORIC)](https://www.oric.gov.au/)[[12]](#footnote-13).

To check if your organisation is up to date on reporting requirements, please view your current grants in the [DFFH Grants Gateway](https://grantsgateway.dffh.vic.gov.au)[[13]](#footnote-14).

Any report which is showing as red is overdue. These reports must be completed before you submit your application to this grant program to avoid disappointment.

Alternatively, email the Equality Unit at equality-grants@dffh.vic.gov.au to check whether your organisation is up to date with grant reporting requirements.

### Who cannot apply?

The following **cannot** apply for these grants:

* sole traders or individuals (including sole traders or individuals with an auspice)
* state and federal government departments and agencies
* trusts
* local government authorities (LGAs) including:
	+ LGA-managed, operated, administered and regulated trusts
* registered primary and secondary schools
* preschools
* TAFE institutes
* universities
* applicants with overdue or outstanding reports from previous or current Victorian government grants.

If your organisation or group is not eligible, please refer to the **Auspice arrangements** section below.

**Note**: Applicants who have overdue reports for other grants funded through the department **are not eligible** to receive funding through this program. To check if you’re up to date with your grant reporting requirements, email the Equality Unit at equality-grants@dffh.vic.gov.au.

## Auspice arrangements

If your organisation is **not eligible**, you may apply through an auspice arrangement. To do this you need to:

* nominate an eligible auspice organisation to apply for a grant on your behalf
* upload a letter of support with your application to confirm the agreement.

Any organisation that meets the eligibility criteria may act as an auspice.

If the application is successful, the auspice organisation handles:

* signing the grant agreement
* all legal and financial responsibility of the grant on your organisation’s behalf
* receiving and distributing grant funds under the grant agreement
* ensuring the completion of all project activities
* submitting final and budget reports on behalf of your organisation.

You can plan to have your grant managed by an auspice organisation. But you must make sure the auspice body submits the application on your behalf. If you decide to do this, you can include auspice fees in your funding request. Included auspice fees must not exceed 10% of your total funding request.

The following organisations **can be** an auspice for unincorporated LGBTIQA+ community groups:

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

If you are a **sole trader or an individual**, you are not eligible to apply with an auspice.Please contact the Equality Unit equality-grants@dffh.vic.gov.au to discuss your eligibility.

## Partnerships

We encourage partnership applications. Small organisations or groups may collaborate to submit a single application. These applications should:

* show strong value for money
* achieve wide benefit
* meet an identified needs gap for all organisations or groups involved.

For example, if there are many organisations with similar needs, such as:

* board training
* grant writing workshops.

Small organisations or groups may submit a joint application so they can undertake the same activities as a larger group.

One organisation will need to:

* submit the application on behalf of the partnership
* list the primary contact person coordinating the partnership and application.

Partnership applications are still subject to the maximum funding available under the relevant funding stream.

## LGBTIQA+ communities

LGBTIQA+ stands for:

* lesbian
* gay
* bisexual
* trans and gender diverse
* intersex
* queer
* asexual.

It’s an inclusive umbrella abbreviation that includes a range of diverse characteristics. Such as:

* sexualities
* genders
* sex.

People may identify with more than one of these terms.

While LGBTIQA+ communities often work together, they are different communities with distinct experiences, needs and priorities.

Your organisation, or your proposed development activities, may relate to all LGBTIQA+ communities, several communities or an individual community.

While preparing your application, consider what you’re offering LGBTIQA+ Victorians in the way of activities, services and spaces. Are they safe, affirming and welcoming?

For more guidance on these topics, go to [Pride in our future: Victoria’s LGBTIQA+ strategy 2022–2032](https://www.vic.gov.au/victorian-lgbtiq-strategy)[[14]](#footnote-15).

### What is an LGBTIQA+ community organisation or group?

The *Pride in our future* strategy provides the following definition of community-led LGBTIQA+ organisations, including:

* organisations
* communities
* businesses.

‘This can mean LGBTIQA+ people run them, steer their boards, or that they are known in community for offering services for LGBTIQA+ people. They are not the same as non-government organisations or mainstream services that may have completed Rainbow Tick accreditation or similar to ensure they are LGBTIQA+ inclusive.’

The LGBTIQA+ sector includes a range of:

* organisations
* groups
* businesses.

Guided by the strategy definition, and for the purposes of these grant guidelines, this program defines an LGBTIQA+ organisation or group as one that:

* provides services (paid or unpaid) to LGBTIQA+ communities, including:
	+ health
	+ wellbeing
	+ entertainment
	+ arts
	+ culture
* supports one or many LGBTIQA+ communities
* has a clear and demonstrated purpose to work with LGBTIQA+ people in Victoria.

This year, the program prioritises funding to support LGBTIQA+ organisations that:

* work to improve inclusion outcomes for LGBTIQA+ people and communities, including:
	+ Aboriginal and First Nations communities
	+ people with disability
	+ culturally and linguistically diverse communities
	+ faith-based communities
	+ asexual communities
	+ trans and gender diverse communities
	+ intersex people
	+ LGBTIQA+ people from low socio-economic backgrounds
	+ seniors and older people
	+ bi+ communities.
	+ peri-urban
	+ regional and rural communities (including border communities)

### Cross-border communities

The State of Victoria has borders with South Australia, New South Wales and Tasmania. Grants awarded by the Equality Unit support LGBTIQA+ people who live and work in, and access Victorian services. This includes people living in cross-border communities.

Funding is available to:

* Victorian-based organisations
* organisations servicing Victoria’s cross-border communities.

Eligible projects must target:

* Victorian communities
* people accessing services within Victoria.

## Eligible activities and costs

From 1 January 2025, organisations that are not registered for GST can use grant funds to cover the cost of GST from goods and services purchased with the department’s grant funds. Further information, including what this means for your grant application is available from the [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/s/help-guides-and-documents)[[15]](#footnote-16).

The following are examples of activities that the program could fund:

* develop plans, for example:
	+ strategic
	+ business
	+ marketing
	+ fundraising
* develop and deliver engagement plans across diverse LGBTIQA+ communities
* identify new income streams to increase business growth
* develop or deliver community engagement plans and strategies (including online delivery), in the following areas:
	+ regional
	+ rural
	+ peri-urban
	+ cross-border
* advice from consultants or subject matter experts, such as:
	+ legal
	+ business
	+ financial
	+ fundraising
* undertake research with practical applications to benefit Victoria’s LGBTIQA+ communities
* employment of fixed-term contract staff engaged to deliver the proposed project (see note below)
* create or strengthen partnerships to leverage resources and opportunities with other organisations
* training and development of staff, volunteers and board members. This training must directly benefit the organisation and improve knowledge. It may include:
	+ organisational planning
	+ policy review
	+ governance
	+ leadership and management
	+ financial management
	+ fundraising
	+ volunteer management
	+ marketing
	+ social media
	+ website development
	+ advertising
* activities relating to:
	+ forward planning
	+ skills development
	+ institutional knowledge management
* buy or upgrade office equipment to support the organisation’s expansion or sustainability
* support for an organisation or group to apply for and get:
	+ incorporation status
	+ charitable status
* attend conferences or training in Victoria that provides benefits to the:
	+ organisation
	+ group
	+ communities they engage
* auspice fees (no more than 10% of the total funding request).

**Note:** You may request reasonable administrative and project management costs for work directly associated with carrying out your proposed activities. This is **at a maximum of 50% of your total funding request**. You can’t use these costs for business-as-usual duties. Such as:

* operational costs
* program staff costs.

## Ineligible activities and costs

The program will **not** fund:

* activities that don’t align with the program’s objectives
* competitions, commercial (for-profit) or direct fundraising activities or events
* activities or costs already funded by another Victorian government program
* ongoing staffing costs, including:
	+ staff contracted for periods longer than the project timeframe
	+ operations/administrative costs for business-as-usual activities
* direct lobbying or activities that promote or held for a party-political purpose
* personal living expenses
* expenses not related to the activity outlined in the application
* leasing buildings or land
* buying capital infrastructure
* buying food or beverages
* buying insurance including public liability insurance (PLI)
* festivals and related costs such as:
	+ venue hire
	+ travel
	+ catering
* activities conducted outside of Victoria (not including activities that are supporting cross-border communities)
* Rainbow Tick accreditation or LGBTIQA+ competency activities
* travel costs (regional and rural applicants may receive a limited exemption)
* overseas and interstate:
	+ conferences
	+ training
	+ study tours
* honours or master’s degrees, or courses funded through a government-funded scheme
* advertising or marketing for activities, initiatives or events not funded through these grants
* retrospective funding for activities that have already started or completed.

# Assessment process

All applications to the program will undergo the following assessment process:

* **Eligibility assessment:** All applications are assessed against the eligibility criteria listed above. The eligibility assessment determines whether the application should proceed for merit assessment.
* **Merit assessment**: Eligible applications are assessed against the merit assessment criteria.
* **Assessment panel:** A panel that includes representatives from DFFH and community will review all applications.
* **Ministerial approval:** The Minister for Equality makes the final decision based on the recommendations from the assessment panel.
* **Application outcome:** The department will notify all applicants of the outcome of their application by email

The decisions of the Minister for Equality are final.

## Merit assessment

### Assessment criteria

All applicants must address the following assessment criteria, regardless of which funding stream you are applying for.

| Criterion  | Weighting  |
| --- | --- |
| Project rationale  | 35%  |
| Project impact  | 25%  |
| Project delivery  | 30%  |
| Evaluation  | 10%  |

The online application form includes questions for each assessment criterion. **Note:** all applications must also include a detailed project budget.

You can upload relevant supporting material. This will help the panel understand your proposed project. **Note:** this is not essential, and you are not penalised if you don’t do this.

We encourage applications from groups based in:

* regional
* rural
* cross-border
* peri-urban Victoria.

The department has a target to support at least **25%** of recipients from regional or rural areas.

#### Assessment criterion 1: Project rationale (35%)

**What is your proposed project? (300 words)**

* Clearly describe your proposed project. You should include:
	+ the activities you wish to undertake
	+ a proposed timeline for the activities (making sure they fall within the grant period).

**Which program objective(s) does your project meet? (select all that apply)**

* Capacity building
* Sustainability
* Accessibility and inclusion
* Expansion
* Governance.

**How does your proposed project support your organisation’s needs? (250 words)**

* Clearly describe the barriers that limit your organisation’s ability to:
	+ grow
	+ achieve your identified purpose
	+ engage with Victoria’s diverse and intersectional LGBTIQA+ communities in a meaningful way.
* Explain how removing these barriers will help develop your organisation.
* Explain how you identified that your proposed project was a suitable solution.

You must also complete a budget table in the application form. The budget should show cost estimates that represent value for money in a clear manner.

#### Assessment criterion 2: Project impact (25%)

**Will your project be directly supporting the needs of any of these priority cohorts? (select all that apply)**

* Aboriginal and First Nations communities
* people with disability
* culturally and linguistically diverse communities
* faith-based communities
* asexual communities
* trans and gender diverse communities
* intersex people
* LGBTIQA+ people from low socio-economic backgrounds
* seniors and older people
* bi+ communities
* peri-urban, regional and rural communities (including border communities).

**Please describe in detail who your project will directly/indirectly support? (including all selected priority cohorts from the previous question) (300 words)**

* Priority cohorts should reflect the people and communities who will benefit from your project, which could include:
	+ your organisation or group’s staff and volunteers
	+ your organisation or group’s leadership and/or board of directors
	+ external community members, project partners or stakeholders.
* Please describe how you will engage with your selected priority cohorts throughout your project.

#### Assessment criterion 3: Project delivery (30%)

**Describe your organisation’s capacity to deliver this project (300 words)**

* What does your project need to be successful, for example:
	+ physical locations for activities
	+ stakeholder networks to distribute information about services
	+ any partner organisations or specialist consultants providing project leadership?
* What role(s) will your project partners have in the planning and delivery of your project?
* Please describe any similar or relevant past or current projects that your organisation has implemented.

**Please describe who the key members of your project delivery team are (200 words)**

* Please be specific about the people, roles, skills and responsibilities of the core team members who will be delivering or are funded through this project.
* If you are recruiting new staff, please describe their desired skills and experience.

#### Assessment criterion 4: Evaluation (10%)

**What are the goals or outcomes you hope to achieve through this project? (150 words)**

* Describe how your organisation will change through the support provided by this grant. Or what your organisation will look like when you complete your project.
* Consider who your project will support, both:
	+ directly (for example, the staff members receiving training)
	+ indirectly (for example, community members accessing your services).

**How will you measure and track project progress from start to finish? (select all that apply)**

* + Advisory or focus groups
	+ Case studies
	+ Independent/external evaluations
	+ Internal evaluation framework
	+ Participation metrics
	+ Project management software
	+ Project-related key performance indicators (KPIs)
	+ Social media analytics
	+ Stakeholder or community consultation
	+ Surveys, polls or other data collection method
	+ Regular project team meetings
	+ Website traffic data
	+ Other (please specify – 50 words)
* This should relate to your goals or outcomes identified in the previous question and should include several ways that you will be getting information.

# Notification of application outcomes

All applicants receive written notification of the outcome of their application. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, you will be provided with feedback on your submission.

# Conditions of funding

The following conditions apply to all successful grant applicants. The grant recipient must:

* enter into a Victorian Common Funding Agreement (VCFA) with the department. The VCFA will outline the terms and conditions of the funding
* start funded activities after **30 June 2025**
* finish funded activities by **31 May 2026**
* spend funds on the project as described in the VCFA
* return any unspent funds to the department
* submit any variation to the approved project to the department for approval before implementation
* have an appropriate level of public liability coverage.

Where relevant, organisations must arrange Working with Children checks on staff and people aged 18 or older who come into regular, direct and unsupervised contact with young people.

Where funding supports the care, education, services or activities for children (under 18 years), the applicant must be:

* a separate legal entity that can be sued in child abuse proceedings
* appropriately insured against child abuse.

This requirement improves the ability of child abuse survivors to bring a legal claim for compensation and ensure that successful claims can be paid.

## Insurance requirements

You must have public liability insurance to be eligible for funding for this program. The department will ask you to upload your public liability insurance certificate at the time of application submission. The insurance must cover the project period.

## Funding agreements

If successful, you must enter a legally binding Funding Agreement with the Department of Families Fairness and Housing within 30 days. If a funding offer is not accepted during this period, it may be withdrawn.

The Funding Agreement will be based on the Victorian Common Funding Agreement (VCFA). The VCFA outlines:

* the grant’s terms and conditions, including use of funds
* key deliverables and due dates
* reporting requirements.

You need to deliver the funded activity as set out in the Funding Agreement. You also need to meet all reporting and other requirements on time. For more information, visit the [VCFA](https://www.vic.gov.au/victorian-common-funding-agreement)[[16]](#footnote-17) webpage.

If your application is successful, the department will publish your organisation’s name and key project details such as project name, description and grant amount on:

* published on the [LGBTIQA+ organisational-grants successful recipients](https://www.vic.gov.au/successful-recipients-LGBTIQ-organisational-grants)[[17]](#footnote-18) webpage
* included in the department’s [annual report](https://www.dffh.vic.gov.au/publications/annual-report)[[18]](#footnote-19).

## Payment of grant funds and reporting requirements

The department pays successful organisations when the signed funding agreement has been returned to the department.

Milestone payments are made via electronic funds transfer (EFT) once deliverables are met, in line with the VCFA.

### Goods and services tax (GST)

* GST is paid if the grant is funding a good or service, and if the recipient organisation is registered for GST.
* GST is **not** paid if the recipient organisation is not registered for GST.
* GST is **not** paid if the recipient organisation is a government entity (e.g., school, local council).
* GST is **not** paid if the grant is **not**funding a good and/or service.

# More information and help

## Information sessions

Online information sessions are available to:

* help you with your application
* go through the program guidelines
* provide information on how to apply.

For more information, including dates and how to book, visit the [LGBTIQA+ Organisational Development Grants program[[19]](#footnote-20)](https://www.vic.gov.au/LGBTIQA-organisational-development-grants) webpage.

## Contact us

Email the Equality Unit at equality-grants@dffh.vic.gov.au with your question or to request a call back:

* for more information
* for help with your application
* to check if you have any overdue grant reports.

Please allow up to 2 working days for someone to respond to your request.

## Useful resources

For resources, visit the [LGBTIQA+ Organisational Development Grants program19](https://www.vic.gov.au/LGBTIQA-organisational-development-grants) webpage

Information available includes:

* information session times
* information session slides
1. https://creativecommons.org/licenses/by/4.0/ [↑](#footnote-ref-2)
2. https://www.vic.gov.au/lgbtiqa-organisational-development-grants [↑](#footnote-ref-3)
3. https://grantsgateway.dffh.vic.gov.au/s/login/ [↑](#footnote-ref-4)
4. https://grantsgateway.dffh.vic.gov.au/s/login/ [↑](#footnote-ref-5)
5. https://grantsgateway.dffh.vic.gov.au/s/login/ [↑](#footnote-ref-6)
6. http://www.consumer.vic.gov.au [↑](#footnote-ref-7)
7. https://www.abr.business.gov.au.  [↑](#footnote-ref-8)
8. https://abr.business.gov.au/ [↑](#footnote-ref-9)
9. https://www.consumer.vic.gov.au/ [↑](#footnote-ref-10)
10. https://connectonline.asic.gov.au/RegistrySearch/ [↑](#footnote-ref-11)
11. https://www.acnc.gov.au/charity/charities [↑](#footnote-ref-12)
12. https://www.oric.gov.au/ [↑](#footnote-ref-13)
13. https://grantsgateway.dffh.vic.gov.au/s/login/ [↑](#footnote-ref-14)
14. https://www.vic.gov.au/victorian-lgbtiqa-strategy [↑](#footnote-ref-15)
15. https://grantsgateway.dffh.vic.gov.au/s/login/?ec=302&startURL=%2Fs%2Fhelp-guides-and-documents [↑](#footnote-ref-16)
16. https://www.vic.gov.au/victorian-common-funding-agreement [↑](#footnote-ref-17)
17. <https://www.vic.gov.au/successful-recipients-LGBTIQ-organisational-grants> [↑](#footnote-ref-18)
18. https://www.dffh.vic.gov.au/publications/annual-report [↑](#footnote-ref-19)
19. <https://www.vic.gov.au/LGBTIQA-organisational-development-grants> [↑](#footnote-ref-20)