

Victim Assist Queensland

**VICTIM SERVICES
BUILDING CAPACITY
FUNDING PROGRAM
GUIDELINES
FOR
2015-16**

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1 OVERVIEW

1.1 Introduction to Funding Program

The Department of Justice and Attorney-General (the Department) through Victim Assist Queensland (Victim Assist) provides victims of crime with advice, referral and financial assistance that will aid their recovery.

The Victim Services Coordination Unit within Victim Assist has responsibility for administering the following funding to non-government organisations delivering services to victims of crime:

- annual funding of up to \$2.4 million under the Victims Services Primary Funding Program (Primary Program); and
- funding of \$2 million over four years from 2012 to 2016 under the Victims Services Extended Funding Program (Extended Program).

One-off funding of up to \$100,000 (GST exclusive) is also available for the purpose of reducing service delivery gaps to victims of crime within Queensland under the Victim Services Building Capacity Funding Program (Building Capacity Program).

In 2015-16 only, the level of funding for Building Capacity Program has increased from the previous years' limit of \$100,000 to a total pool of up to \$200,000. The limit for an individual submission remains at \$100,000, but the increased level will mean more projects may be approved in 2015-16.

These guidelines provide guidance for interested applicants for funding under the Building Capacity Program in 2015-16.

1.2 Program Outcome

The Building Capacity Program aims to improve access for victims of crime to services which meet their needs for recovery.

The Building Capacity Program will complement other Victim Assist funding initiatives such as the Primary Program and Extended Program.

1.3 Program Objectives

The objective of the Building Capacity Program is to build the capacity of service providers and the community to address any evidenced service delivery gaps for victims of crime in Queensland.

1.4 Target Group

The beneficiaries of the funding are victims of crime, their family and friends who may have been directly or indirectly affected by violent crime which occurred in Queensland.

1.5 Previous recipients of funding under the Program

Twelve projects have been approved for one-off funding since 2009-10 under the Building Capacity Program. The following organisations were approved to receive one-off funding in 2014-15:

- Phoenix House Association Inc was approved \$75,000 to provide nationally accredited training for up to 25 Queensland based Aboriginal and Torres Strait Islander community workers to enable them to provide high quality, culturally appropriate support, and to improve access to services, for traumatised members of their communities where sexual and/or family violence has been experienced.
- Relationships Australia (Qld) was approved \$25,000 to expand the existing Victims Counselling Support Service which provides counselling support for victims of violent crime across Queensland through the development of web-chat/on-line counselling capability.

2 FUNDING

2.1 Level of funding

Non-government organisations which provide services for victims of crime are invited to apply for one-off funding of up to \$100,000 (exclusive of GST). This funding is available in 2015-16 and is targeted to meet the objective of the Building Capacity Program. Applicants are required to address the Eligibility and Selection Criteria and complete the Submission Form.

Important Note

The **total pool of funds** available for allocation in 2015-16 is up to \$200,000. **Individual submissions** cannot exceed \$100,000.

The Department may take the opportunity to enter into negotiations with applicants about the level of funding that will be available for allocation.

Important Note

The funding is approved on a non-recurrent basis for the approved financial year only.

2.2 Conditions of funding - Service Agreement

Organisations that are successful in obtaining funding will be required to complete a Service Agreement, comply with the conditions of funding, and participate in performance monitoring processes.

The standard suite of contracts for social services used for this funding can be found at:

<http://www.hpw.qld.gov.au/Procurement/Buyers/HowToBuy/GovernmentTermsConditions/Pages/Standard-suite-of-contracts-for-social-services.aspx>

The funded project must be completed within a year from the commencement date in the Service Agreement.

2.3 Output funding and reporting

The Department will need to collect and provide data for the purposes of performance monitoring and evaluation.

Applicants for the Building Capacity Program will need to specify in their Submission the proposed level of outputs to be delivered and the units of measure. An output is a product or service generated from use of the funding.

For example:

- Training – the number hours of training, the locations and the number and type of participants;
- Resources – the number and type of resources, the estimated number of recipients, coverage, target group, and way of distribution;
- Recruitment of volunteers – the number and location of volunteers.

The Department may take the opportunity to enter into negotiations with applicants about the level of outputs for the proposal.

3 PROCESS FOR FUNDING PROPOSALS

3.1 Submission for funding

To apply for funding, applicants must complete the Submission Form for the 2015-16 Victim Services Building Capacity Funding Program.

3.2 Access to Submission Form

The Submission Form may be obtained from the following website:

<http://www.qld.gov.au/law/crime-and-police/victims-and-witnesses-of-crime/agency-training-funding-and-research/funding-for-support-agencies/>

Please note the Submission Form does not have on-line capabilities. The Submission Form must be downloaded, completed off-line and submitted by the mechanisms outlined in Section 6 of these guidelines.

Alternatively, a copy of the Submission Form can be obtained by contacting Victim Assist by phone on 1300 546 587 or email victimslinkup@justice.qld.gov.au.

3.3 Eligible Applicants

Eligible applicants must:

- (a) deliver services to victims of crime in Queensland, and
- (b) be an incorporated non-government, not-for-profit organisation or local government organisation.

A consortium of organisations may apply for funding but a nominated lead agency must apply for funding on behalf of the consortium.

3.4 Eligible Projects: Scope of Program

Eligible projects for funding must build the capacity of one or more services to address an identified gap in service delivery for victims of crime.

Examples of eligible projects may include:

- community education activities;
- research projects;
- community engagement initiatives;
- building internal capacity through a volunteer drive;
- commissioning of new systems to better capture data or deliver services;
- community development activities related to establishing and maintaining information sharing, such as support to victim of crime service providers in other geographic locations;
- minor capital works to improve or extend services for victims of crime, which can be completed within the funding period and are not a part of a larger capital project requiring significant funding (requires proof of tenure and agreement by lessor); and
- developing new programs for victims of crime that are:
 - (a) not dependent on sourcing further funding to sustain the outcomes of the project after the funding period ends; or
 - (b) supported by a funding source which will sustain the project outcomes after the funding period ends.

Examples of ineligible projects may include:

- projects which will require further funding (not secured at the time of the proposal) to sustain the outcomes of the project after the end of funding period;
- major capital projects for which the applicant will need to source significant resources from other entities and/or which cannot be completed within the funding period;
- purchase of motor vehicles; and
- projects which provide financial assistance for victims of crime.

3.5 Selection Criteria

The submissions will be assessed and ranked on the following selection criteria:

1. The extent to which the proposal identifies and evidences a gap in service delivery for victims of crime.
2. The extent to which the proposal is eligible for funding and meets the objective and desired outcome of the Building Capacity Program.
3. The extent to which the proposal is achievable within the funding and timeframe and represents value for money.
4. The extent to which the proposal demonstrates the capacity and eligibility of the applicant to deliver the project and properly administer the funding.

The assessment ratings for criteria one and two will attract a higher weighting than the ratings for criteria three and four across all submissions.

Applicants may be asked to submit further details or provide clarification during the assessment process.

The following information is to be provided in the Submission Form. The recommended number of pages (one to three pages) for each criterion is notified in the Submission Form. Additional information can be provided as attachments. However, the information provided within the page limit should stand alone in addressing the criteria; any attachments should only provide further illustration.

Criterion 1 The extent to which the proposal identifies and evidences a gap in service delivery for victims of crime.

This criterion should, with supporting evidence, describe why this project is proposed.

Required supporting evidence includes:

- (a) A clear statement of the identified gap in service delivery for victims of crime including (but not limited to):
- any demographic or geographic information about the affected victims of crime;
 - how the gap was identified; and
 - the impact of the gap on victims of crime.
- (a) Evidence of support from community and/or service sector which helps confirm the outlined gap and the benefit of the proposed response to address the gap.

Key points to note to meet requirements and maximise the rating for this criterion:

- Make sure the gap in services is clearly described including, but not limited to, a clear statement of what the gap is, who is affected by the gap (target group), the locations of the target group and the impact/s the gap has on the target group.
- Provide evidence of the gap – demographic or geographic information about the target group and its needs. Example: *Over past 12 months, 60% of referrals (50 clients) were from CALD communities etc.*
- Provide evidence of support from community/service sector either locally or state-wide. Wherever possible, the support should verify the level and impact of the gap, how the

proposed project will help to address the gap and how it may be used within the community.

Example: Over the past year, six support agencies in the area have collectively identified a need to improve support for Indigenous victims of crime. The attached letters of support outline and verify the identified gap and its impact and also outline how the proposed project will help to address and reduce the level of the gap.

Example: A service sector network meeting involving twenty agencies across the State identified a need for resources to better support clients with disabilities (minutes of meeting attached).

Criterion 2 The extent to which the proposal is eligible for funding and meets the objective and desired outcome of the Building Capacity Program (Section 3).

This criterion should clearly describe what the project proposes to do, how and where it will be delivered; who and where the beneficiaries are; what will be the result or outcome of the project and how these results will be sustained.

Required supporting evidence includes:

- (a) the objectives and outcomes for the project;
- (b) a description of how the project will operate, including:
 - project activities which would meet eligibility requirements at Section 3.4;
 - level of outputs to be delivered and measures of performance and outputs as described at Section 2.3;
 - geographic coverage/locations for delivery;
 - target group/s; and
 - information about any linkages, collaborations or partnerships
- (c) how the project reduces the identified gap in service delivery for victims of crime; and
- (d) description of how the project outcomes will be sustained and continued once the funding is completed.

Key points to note to meet requirements and maximise the rating for this criterion:

- Describe a project, including project activities, target group and locations, which is clearly linked to and addresses the identified gap described in Criterion 1.
- Clearly describe the project's activities and methodologies and how the project will be managed.

- Outline any linkages, collaborations or partnerships which will help in its delivery and results.
- List the outputs to be delivered. Example for a training proposal: *the number hours of training and preparation, the sessions, locations and the number and type of participants.*
- Clearly outline who will benefit from the project.
- Clearly show how the project will reduce the extent and impact of the gap and how this will be verified, including any proposed performance measures.
- Detail how the improvements will continue and be sustained once the project funding is exhausted. Example: *The trained volunteers will be provided on-going support through the existing court support program operated and resourced by the NGO. Two staff currently operate the program and have the capacity to support the new volunteers (letter from NGO citing the resources available for this support is attached).*
- Clearly show that the improvements are not dependent on getting extra funding after the project is completed, unless this funding was secured at the time of application (with evidence). Example of secured funding: *The project is seed funding for a longer term project funded by the organisation or another agency (details of the secured funding approval attached).*

Criterion 3 The extent to which the proposal is achievable within the funding and timeframe and represents value for money.

Required supporting information includes:

- (a) milestones and timeframe for the project deliverables;
- (b) a detailed budget demonstrating the financial viability and alignment with deliverables of the project;
- (c) a detailed breakdown of management fee costings;
- (d) specific staffing details including proposed qualifications and costings;
- (e) specific details of any infrastructure costs taking account of the ineligible projects (refer Section 3.4 of the Guidelines); and
- (f) any other funding which will be used for the project (including in-kind or financial contributions from the applicant).

Key points to note to meet requirements and maximise the rating for this criterion:

- Provide milestones and timeframe for the project deliverables which show what will be achieved, not what will happen at a particular time. For example:

<i>End July 2015</i>	<i>Steering committee established</i>
<i>End August 2015</i>	<i>Project worker appointed</i>
<i>End September 2015</i>	<i>Literary review completed</i>
<i>End October 2015</i>	<i>Consultations completed</i>
<i>End October 2015</i>	<i>Training modules completed</i>
<i>End November 2015</i>	<i>First training session delivered</i>
<i>End April 2016</i>	<i>All training delivered and project completed</i>

- The milestones must demonstrate that the project can be completed by 30 June 2015.
- Requested funding must be for \$100,000 or less. Budgets with costings higher than \$100,000 will need to substantiate a source of funding to cover the additional costs.

Criterion 4 The extent to which the proposal demonstrates the capacity and eligibility of the applicant (Section 3.3) to provide services and support for victims of crime, properly administer the funding and deliver the project.

Required supporting evidence includes:

- (a) a brief outline of what services the applicant currently provides for the target group; and
- (b) information as detailed at Parts B and C of the Submission.

4 GAINING INFORMATION ABOUT FUNDING AND SUBMISSION

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4.1 Website for information

Interested applicants will find the Guidelines, the Submission Form, frequently asked questions and details about previously approved projects at: <http://www.qld.gov.au/law/crime-and-police/victims-and-witnesses-of-crime/agency-training-funding-and-research/>

5 ALLOCATION OF FUNDING

5.1 Assessment and decision

The Director of Victim Assist will convene a panel to assess all submissions in accordance with the Eligibility and Selection Criteria, and in consideration of identified needs and existing service provision.

Recommendations for allocation of funds will be made to the Attorney-General.

6 LODGING SUBMISSIONS FOR FUNDING

All submissions must be lodged with the Department by 4.00pm Friday, 17 April 2015. Late submissions will not be accepted, except at the discretion of the assessment panel.

Should you require clarification about the Funding Guidelines or Submission Form, please contact Victim Assist on 1300 546 587 or via email to victimslinkup@justice.qld.gov.au.

Submissions may be lodged in one of the following ways:

Email

Submissions may be emailed to victimslinkup@justice.qld.gov.au

Please note that the maximum size for messages sent to this email address is 40MB. If the size of your email message with the Submission Form and its attachments exceeds 40MB you will need to divide the Submission into two or more emails to remain within the limit.

The subject line of the email should be noted as follows:

<Your organisation name> Submission For Building Capacity Funding – Email 1 of 2
<Your organisation name> Submission For Building Capacity Funding – Email 2 of 2
(and so on depending on the number of emails)

Post or delivered in person

Submissions **must** include one signed original and two copies of:

- a completed Submission Form with supporting documentation; and
- a copy of the organisation's most recent Audited Financial Statement.

The envelope should be clearly marked "SUBMISSION FOR VICTIM ASSIST QUEENSLAND: BUILDING CAPACITY FUNDING PROGRAM"

Post: Victim Assist Queensland
 Department of Justice and the Attorney-General
 GPO Box 149
 BRISBANE QLD 4001

In person: Victim Assist Queensland, Level 6, 154 Melbourne Street, South Brisbane