

ANTI VIOLENCE COMMUNITY EDUCATION GRANTS

**Guidelines
2008 - 2009**



**Government
of South Australia**

Attorney-General's
Department

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1. Introduction

On April 9, 2008, the South Australian Parliament passed legislative reforms for rape and sexual assault offences. This, combined with upcoming reforms to domestic violence legislation, provides an opportunity to reinforce anti-violence messages to the community while informing people about the changes.

The 2008-09 State Budget committed \$868,000 over four years to the Anti-Violence Public Awareness Campaign. The Campaign aims to draw attention to the legislative changes, change community attitudes, increase awareness for workers who respond to perpetrators and victims, encourage a culture of perpetrator accountability and highlight the important work being undertaken by the South Australian Government.

The Campaign draws on:

- Recent submissions to legislative reform processes. These submissions identified the importance of targeted information for young people about respectful relationships and the importance of communities in preventing violence;
- Consultations undertaken for the South Australian Women's Safety Strategy – released by the Rann Government in 2005 to outline the South Australian Government's vision to address violence against women including rape and sexual assault and family and domestic violence; and
- Research from campaigns used across Australia and internationally and research conducted by the White Ribbon Foundation outlined in the report *An Assault on Our Future* that found 31 per cent of boys believe it's not a big deal to hit a girl and one in seven thought it was okay to make a girl have sex with you if she was flirting

This research identified that successful community education models promote change through:

- Increasing personal responsibility - educating the individual to take action;
- Focusing on the social (collective) responsibility of the community for encouraging respectful and healthy behaviour; and
- Increasing Government responsibility and policy context for positive changes to health outcomes (Pathways to Better Health produced by the National Health Strategy 1993, Ch. 7).

As part of the Campaign a Community Education Grant Fund has been established aimed at informing and educating groups in the community who would not necessarily be targeted through a mainstream campaign. Grants will be available in the 2008 -09 and 2009 - 10 financial years.

2. Program objectives and key principles

The initiative focuses on prevention and early intervention to increase community awareness that violence will not be tolerated. Specific objectives are:

- To widen the understanding of rape, sexual assault, domestic and family violence within our target groups and drive the message of 'respectful relationships'.
- Raise community awareness of the new rape, sexual assault and evidence laws and forthcoming domestic violence legislation in South Australia.
- To ensure our messages are evidence based and delivered affectively to target groups both within budget, and on time.

3. Funding period and grant limits

Grant funding is non recurrent and as a general rule, will be available for projects of up to 12 months duration. Projects requiring longer periods will be considered on their merit, including deliverables during the life of the project.

Maximum funding available for any single project is \$10,000 (GST Exclusive)

4. Eligibility

4.1 Who is eligible to apply

Only organisations can apply.

To be eligible for funding, organisations must be either:

1. an incorporated not-for-profit¹ body and must have an ABN; or
2. a community organisation, local government association/agency or State Government Agency.

Eligible organisations include groups such as not-for-profit incorporated foundations, schools, youth training centres, service clubs, sporting bodies, Aboriginal groups, ethnic communities, church groups, youth organisations, local government associations and other sections of the general community. Evidence of incorporation and not for profit status must be included in the application.

4.2 Who is not eligible to apply?

Applications will not be accepted from:

- Individuals;
- Political organisations;
- Unincorporated organisations;
- Commercial/for profit organisations; or
- organisations which have not fulfilled previous grant requirements including acquittal reports and evaluations, or organisations or projects previously defunded by State/Territory or Australian Government agencies due to performance and/or integrity reasons.

Unincorporated organisations

If your organisation is not incorporated, you should either:

- seek incorporation; or
- approach an incorporated community based organisation to sponsor the project. This means that the auspicing organisation will take full responsibility for the legal and financial accountability of the proposed project, i.e. sign the Funding Agreement with the Minister for the Status of Women.

Managing grants on behalf of another organisation

If your organisation is managing a grant on behalf of another organisation, the Funding Agreement is signed between your organisation and the Minister for the Status of Women. Your organisation is legally responsible for the management and implementation of the Funding Agreement. The different roles and practical arrangements between your organisation and the managed organisation in implementing the project should be set out in a letter of agreement, which will be included with the Work Plan. If these roles and arrangements change in any way that affects delivery of the project, you must notify the Department and request approval for any changes before they are implemented.

IT IS UP TO APPLICANTS TO NEGOTIATE AN AUSPICING BODY.

¹ For the purposes of this program, a not-for-profit organisation is an organisation which is not operated for profit or for the individual gain of its members or promoters.

5. Funding

5.1 Priority areas

The Community Education Grants are targeted at those groups who are unlikely to be reached through a mainstream community education campaign. These may include Aboriginal and Torres Strait Islander young people, young people living in rural and remote communities or young people who are new arrivals and refugees.

5.2 What types of projects will be funded?

Grant applicants must reflect the aims and objectives of the Anti-Violence Public Awareness Campaign. They should demonstrate why the project is important in the particular community and how it could specifically address the issue.

Preference will be given to projects that:

- a. Address a priority area as identified in (Section 5.1)
- b. Address program objectives and key principles
- c. Are new initiatives
- d. Show potential for ongoing community benefits beyond the funding period.
- e. Secure dollar for dollar funding arrangements
- f. Demonstrate significant in kind support
- g. Demonstrate significant community partnerships at all project levels

Projects must be:

Specific: Clear about how the project increases the priority area's or community awareness of rape, sexual assault, domestic and family violence and contributes to changing community attitudes.

Measurable: Able to quantify the targets and benefits of the community awareness initiative.

Achievable: Able to achieve the objectives.

Realistic: Able to obtain the level of change reflected in the objectives.

Time bound: Stating the time period in which the objectives will each be accomplished.

Provide an evaluation plan (it is necessary that applications include funding for the evaluation in the project budget). (Section 9.)

5.3 Projects that will not be funded

Projects that are not eligible for funding include those that:

- do not meet the selection criteria. (Section 6.1)
- do not reflect evidence based good practice; or
- conflict with government policy.

In most cases, funding will not be provided for the following:

- projects requiring recurrent funding;
- capital equipment and capital works, including the purchase or lease of land and/or purchase, construction or maintenance of buildings;
- development costs associated with an application (eg the cost of a survey to establish the need for a project);
- core operational funding, travel to conferences, fund raising or sponsorship activities;

- projects that have already commenced (some consideration will be given to initiatives that enhance or add significant value to existing projects);
- projects that duplicate existing programs in the same community which are accessible to and adequate for the target group;
- retrospective or deficit funding (ie reimbursement of expenses incurred by an organisation prior to grant funds being approved, or meeting existing debts);
- an applicant organisation's ongoing administration or running costs.

5.4 Funding for capital items and security related infrastructure

Funding will generally not be provided for major capital items and security related infrastructure.

5.5 Funding for salaries and wages

Funding for salaries and wages may be provided if applicants can demonstrate that this is essential for and integral to the success of the project. It should be noted that funding for salaries and wages will be limited.

6. Selection

6.1 Selection Criteria

The Assessment Panel will consider projects based on the following selection criteria:

- eligibility of the applicant organisation; (*Section 4.1*)
- consistency with the key objectives and principles (*Section 2*)
- the potential impact of, the proposed project;
- how the impact/success of the project will be measured;
- enduring value or ongoing benefits to the community from the project;
- organisational capacity to successfully administer grant funds²;
- the geographical distribution of projects;
- applicants can demonstrate a clear exit strategy for the end of funding period; and
- appropriateness of this program as the main funding source for the applicants project

6.2 Selection Process

All completed applications for grants will be registered and each will be acknowledged within approximately two weeks of the closing date.

All applications will be assessed by a panel.

The Assessment Panel will take into account the project's merits against the selection criteria when making its' recommendations.

The Assessment Panel will make recommendations to the Minister for the Status of Women who will endorse, or otherwise, the recommended applications.

The Minister's decision is final.

Successful applicants will be advised by the Minister for the Status of Women. Unsuccessful applicants will be notified in writing. Feedback will be provided to unsuccessful applications where appropriate.

² The demonstrated applicant must have efficient and transparent administrative structures that are accountable and based within the local community (very small voluntary organisations are encouraged to seek sponsorship from organisations with demonstrated credibility in the administration of grants – see 1.5.2 **Who is not eligible to apply** in these Guidelines)

6.3 Conflict of Interest

You must indicate any potential conflict of interest arising from the proposal. A perception of a conflict of interest can arise if an individual signing the application declaration receives a direct benefit from a project (for example, the paid employees of an organisation). If there is a possible perception of a conflict of interest, then a statement should be provided.

7. Closing date for applications

The closing date for applications is Friday 27 February 2009 (5pm).

It is the responsibility of the applicant organisation to submit a clear and complete application that is postmarked or delivered on or before the closing date.

Late applications will not be accepted.

The Attorney - General's Department is not able to assist organisations with the cost of applying for grants. Applicants are responsible for all the costs of preparing and lodging their application and for the costs of answering the Department's requests for more information or clarification.

Application forms and other information can be downloaded from www.agd.sa.gov.au

Alternatively you can call 8303 0961 or email your request to:
officeforwomen@agd.sa.gov.au

Applications must be:

- submitted on the official forms provided,
- submitted in hardcopy one (1) original and three (3) copies (ALL UNBOUND) of the completed and signed (paper) application form, along with any required attachments
- received in full; and
- post marked; hand delivered on or before the closing date. (NB: faxed or emailed applications will not be accepted).

The grant application form should not exceed 30 pages. Supporting documents may be attached.

Please mail applications "Private and Confidential" to:
Anti-Violence Community Education Grants
Office for Women
PO Box 8020
Station Arcade
ADELAIDE SA 5000

or hand deliver to:
Anti-Violence Community Education Grants
Office for Women
136 North Terrace
ADELAIDE SA 5000.

Applicants are also responsible for promptly advising the Office for Women, in writing, if there are any changes to the information provided in the Application Form or any other changes that will affect their application.

8. Successful Grants

If your organisation is successful in receiving a grant, the following information will help you to manage it. The number of grants awarded will depend upon the number of quality applications received and the amount of funding sought. If you are awarded a grant, a funding agreement will be negotiated based upon your successful project proposal and the amount of funding awarded. A copy of the standard funding agreement can be obtained from www.agd.sa.gov.au.

8.1 Funding Agreement

Your grant is managed through a Funding Agreement, which is a contract between your organisation and the Minister for the Status of Women, acting on behalf of the South Australian Government.

The Funding Agreement outlines the terms, conditions and obligations of funding, service delivery, accountability and reporting requirements for both the Attorney General and your organisation. You will be required to comply with the obligations in Treasurer's Instruction 15 which can be accessed at <http://www.treasury.sa.gov.au/default.jsp?xcid=455>

8.2 Release of Funding

Funding will be released in one payment before 30 June 2009 upon receipt of an tax invoice before 31 March 2009.

8.3 Reporting

An interim financial and project report will be required 6 months after the commencement of the project. The date when these are to be submitted will depend upon the agreed start date for each project.

8.4 Acquittal of funding

Grant recipients will be required to evaluate and report on the overall outcomes of the project in terms of meeting the stated objectives, its impact on the community and to provide evidence that the project was carried out as agreed. This report should include a financial acquittal and be submitted no later than 2 months after the completion date. Unspent funds must be repaid and funds granted can be recovered by the Minister for the Status of Women if there is a breach of contract.

8.5 Continued incorporation, nonprofitability and insurance requirements

Your organisation is required to maintain its status as an eligible, incorporated, nonprofit organisation. Your organisation is also required to take out the following insurance and must maintain such insurance for the life of the grant:

- public liability insurance;
- workers compensation insurance; and
- professional indemnity insurance (or association's liability insurance).

8.6 Goods and Services Tax

Grant payments will include a GST gross-up component.

9. Evaluation

Evaluation involves collecting data to say how effective a process has been and whether your original objectives have been met. An evaluation process should be built into the proposal to ensure that the project is delivering the results it set out to achieve. It is important to keep this in mind when formulating the objectives and outcomes. Outcomes of the project should be tangible and realistically able to be delivered in the timeframe and budget.

Your evaluation methodology needs to be consistent with the aims and objectives of the project. This will focus the evaluation and identify who are the key people/groups that need to be included, and the kinds of questions that need to be asked.

If your project is large or complex, you may consider engaging an external organisation to conduct the evaluation. The cost could be addressed within the budget.

The kinds of evaluation measures that can assess the impact of the project include:

- the number of people who have engaged/utilised your project materials,
- key stakeholder feedback on the usefulness of your campaign, and
- statistics on take-up of your campaign, numbers of people who have successfully completed your project, the cost and time/efficiency of your campaign, etc.

Useful evaluation questions to apply are:

- What worked well?
- What did not work well?
- What improvements need to be made in order for the campaign to be successful in the future?
- How effective was the campaign overall?

10. Branding

For all documentation relating to successful grant applications (eg. reports, promotional material) there is to be acknowledgment of the funding organisation (Attorney General's Department) and the inclusion of the Departments' logo. Where appropriate, the project will also reflect the creative concept developed for the Anti Violence Public Awareness Campaign.

All material published relating to the grant must be sighted and approved by the nominated officer of the Attorney-General's Department before final printing.

11. Glossary of Terms

ABN	The Australian Business Number (ABN) is a single identifier for all business dealings with the tax office and for dealings with other government departments and agencies.
Acquittal	Acquittals is an annual process the Department undertakes in conjunction with funded service providers for the purpose of ensuring that any funds provided during the acquittal period (i.e. financial year) have been fully expended for the purpose for which the funds were initially granted.
Aims	Results that need to be achieved through a project stated in general terms, such as to increase the awareness of what constitutes domestic violence in community.
Evaluation	Evaluation, as the word implies, involves assessing the worth or value of something. Evaluation in the technical sense involves a systematic and objective assessment of an initiative, project, service or program. Whilst evaluation may be a form of research, it can also be distinguished from strict research due to the inherent act of making judgements about what is evaluated, and the need to look broadly at various processes and situations.

Evidence Based	Evidence based projects involves a consideration of the best available evidence when deciding what sort of program to implement and in assessing the merits of a program.
Funding Agreement	The Funding Agreement outlines the terms, conditions and obligations of funding, service delivery, accountability and reporting requirements for both the Minister for the Status of Women and your organisation.
Not-for- Profit organisation	A not-for-profit organisation is an organisation which is not operated for profit or for the individual gain of its members or promoters.
Objectives	Are aims restated in more specific and concrete terms. For example, to reduce by 10% by 2008
Outcomes	Are the broader consequences of the project's outputs. Anticipated outcomes are identified in the workplan. Actual outcomes will be identified through evaluation and by performance indicators.
Outputs	Are the products/services delivered by the projects, narrowly defined in terms of what the committee has produced/done. For example: working group established; training package created.
Performance Indicators	Are statistics and other forms of measurement used to determine outputs and outcomes. The indicator is what is to be achieved. The measure is how the progress in achieving the aim will be assessed.
Strategies	Are the ways in which the aims are put into operation. That is, what it is that the project is actually going to do in order to achieve its aim(s).
Targets	Are planned inputs, outputs and outcomes for a program, expressed as input, output and outcome measures.