Victorian Legal Services Board Grants Program

2020 Grants Funding Round

|  |  |  |
| --- | --- | --- |
|   | Application form | Closing date: Monday 2 March 2020 |

Applications are now open for the 2020 Grants round

Selection Criteria

Applications may be submitted on a range of themes pertaining to the legal system and legal services, and your success will be based on the following:

* Your chosen project/activities should address an area of pressing need.
* You have a strong, pre-existing relationship with the people you are seeking to work with. You have undertaken user research.
* Your organisation has a long-term commitment to your initiative.
* You have established relevant networks within the justice and/or community sector.
* Your organisation is financially and operationally sustainable.
* You have a proven track-record of successfully achieving your strategic outcomes.
* You are committed to monitoring and evaluating your work to support project success and to inform the broader dialogue regarding best practice approaches to improving access to justice.

|  |
| --- |
| Application FormThe form comprises 10 sections requiring the following information: |
| 1. Applicant Details2. Project Summary3. Project Plan 4. Demographics5. Partners | 6. Evaluation7. Budget8. Letters of Support9. Declaration 10. Supporting Documentation |

Important Information

* **Before completing this application form,** read the [2020 Grant Application Guidelines](http://www.lsbc.vic.gov.au/documents/Guidelines-2020_Grants_Round_General-2019.pdf), which will assist you in completing this form.
* **Only one (1) application per applicant** will be accepted.
* **University applications** must be submitted through their Research Office. There is a limit of two (2) applications from each University faculty.
* Applicants **are required to discuss their application** with the Grants team **prior** **to submission. Please call** (03) 9679 8001 **or email** grants@lsbc.vic.gov.au **by Friday 14 February 2020**.
* **Applicants must fill out all sections of this form to be eligible for assessment.** This form, your annual reports and the letters of support should make the case for your application – other supporting documentation is unnecessary.
* **All instances of the word ‘project’** in this form should be read as ‘research project’, ‘project’ or ‘program’ as appropriate to your application.
* **Letters of Support** will only be accepted if received within one week of the application closing date.
* **Applications by fax** will not be accepted.
* **Applicants for research projects** must attach a list of all refereed publications in the past five years (2014 onwards) for each senior researcher involved in the application.
* All grants are subject to the approval of the Attorney-General.

|  |
| --- |
| 1. Applicant details
 |
| Organisation that will manage the funds |  | Key Project Contact |
| Name of Organisation |  | First Name |
|  |  |  |
| CEO of Organisation/or Office Bearer |  | Last Name |
|  |  |  |
| Address of Organisation |  | Salutation |
|  |  | [ ]  Miss [ ]  Ms [ ]  Mrs [ ]  Mr [ ]  Dr [ ]  Prof |
|  |  | [ ]  Other. Please specify.

|  |
| --- |
|  |
| Title |
|  |
| Email Address of Contact |
|  |
| Direct Phone Number |
|  |
| Mobile |
|  |
| What is the key purpose of the project? Please tick as appropriate[ ]  Law reform[ ]  Legal or Judicial education[ ]  Legal research[ ]  Innovative improvements to access to justice[ ]  Any purpose relating to the legal profession or the law that the Board considers appropriate Please specify: |
|  |  |

 |
|

|  |
| --- |
|  |
|  |
|  |
| Website |
|  |
| ABN  |
|  |
| Type of Organisation  |
| [ ]  Academic Organisation[ ]  Community Legal Centre[ ]  Community Organisation[ ]  Individual[ ]  Legal Organisation[ ]  Local Government Body[ ]  Peak Legal Body[ ]  State Government Body[ ]  Statutory Body[ ]  Other. Please specify. |
|  |

 |  |

|  |
| --- |
| 1. Project summary
 |
| * 1. Project Title
 |
|  |
| * 1. Briefly outline the overall intended outcome of this project (1-2 sentences only)
 |
|  |
|

|  |  |  |
| --- | --- | --- |
| * 1. Project Start Date
 |  | Project End Date |
| [Select Date] |  | [Select Date] |
| * 1. Amount Sought $
 |  | Total Project Cost $ |
|  |  |  |

 |
| NB: Funding is unavailable for activities that start before the Commencement of Funding Date. Decisions are unlikely to be made before September 2020.* 1. Identify the 3 key objectives that this project will deliver
 |
|  |
| 1. Your plan
 |
| Your responses to questions 1 – 5 below **must not exceed four pages in total.**  |
| * 1. Provide a clear, detailed description of your project and its purpose
 |
|  |
| * 1. Why is this the best method or model to achieve your purpose?
 |
|  |
| * 1. How have the people directly impacted been involved in developing this response?
 |
|  |
|  |
| * 1. What larger systemic issues are you hoping to influence?
 |
|  |
| * 1. How will you undertake the project?

 Include the activities to be undertaken to reach your objectives, the timeline for these activities and deliverables. |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Objective | Activities | Deliverables | \*timeline |
| Objectives are the changes or differences the project will make.Limit the number of objectives so the project is more manageable (e.g. 3-6). | What activity / activities you will complete to achieve each objective and deliverableActivities should be detailed and specify information such as location, number and type of people involved, etc. | What are the anticipated deliverables of your project from the activities undertaken? | When each activity is likely to occur. |
| EXAMPLEIncrease capacity of target audience to engage with consumer legal issues. | EXAMPLE* Survey target group to establish needs for training session
* Run 12 training sessions for 40 people in Dandenong, 60 people in Fitzroy and 100 people in Box Hill on consumer law
* Distribute example complaint forms to attendees on how to lodge complaints with consumer affairs
 | EXAMPLE* 12 workshops on consumer law delivered
* Publication of new resource
* New legal service delivery model trialled
* Website established
 | EXAMPLE* May 2019
 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 |

Helpful hint: Asking “How?” should logically take you from an objective to its deliverable and activity, and asking “Why?” should take you from an activity to its objective.

\* When considering your timelines bear in mind that recruitment of specialist staff can take time and can sometimes take a few rounds to find the right fit for the project.

If you would like to incorporate Human Centred Design principles into your project [click here](https://www.portable.com.au) to learn more

|  |
| --- |
| 4. Demographics |

* 1. Who will the project benefit and where are those people located?

The Victorian Legal Services Board and the grantee both have a responsibility to understand the impact of the funding granted. The purpose of this question is to gather key statistics that provide a demographic and geographic understanding of who will be impacted by the project.

|  |  |  |
| --- | --- | --- |
| geographic coverage | Area name | Proportion of beneficiaries |
| National |  | [00]% |
| State-wide |  | [00]% |
| Local Government Area(s)\* |  | [00]% |
| Suburb(s) |  | [00]% |
| **Total** (must = 100%) |  | 100% |

* + - * *Visit* [*http://www.dtpli.vic.gov.au/local-government/find-your-local-council*](http://www.dtpli.vic.gov.au/local-government/find-your-local-council) *to see local government area profiles (i.e. local councils)*

|  |  |
| --- | --- |
| Gender | Proportion of beneficiaries |
| Both Equally | [00]% |
| Female | [00]% |
| Male | [00]% |
| **Total** (must = 100%) | 100% |

|  |  |  |
| --- | --- | --- |
| Population group | primary target group | secondary target group |
| General community | [x]  | [ ]  |
| People with low socioeconomic status (SES) | [ ]   | [ ]   |
| Children / Young people | [ ]   | [ ]   |
| People with a disability | [ ]   | [ ]   |
| Indigenous people | [ ]   | [ ]   |
| People from culturally and linguistically diverse (CALD) backgrounds | [ ]   | [ ]   |
| Refugees / New Arrivals | [ ]   | [ ]   |
| Other (specify) h | [ ]   | [ ]   |

Hint: Select the boxes that most accurately depict the key descriptor(s) of the target group. If you ticked more than 2 population groups as the project’s Primary Target Group, it may be more appropriate to tick the General Community box instead.
If you feel the population group descriptors provided are too constrictive, please feel free to specify another group using the
‘Other’ option.

|  |  |
| --- | --- |
| SCALE OF THE PROJECT | E.g. Number of people that will be affected |
| Estimate the scale of the project  |  |

|  |
| --- |
| 1. Your partners
 |
| 1. Which other organisations will be involved in your project? |
|

|  |  |  |
| --- | --- | --- |
| Organisation | Skills/Expertise | Role |
|  |  |  |
|  |  |  |
|  |  |  |

 |
|  2. Have you worked with these organisations before? If so, please briefly summarise the overall objectives and outcomes of your collaborations. |
|  |

|  |
| --- |
| 1. Your evaluation
 |
| The Board views evaluation as an essential activity for grantees. Successful projects will be required to submit a comprehensive Evaluation Plan before funding will be released. You will need to consider the staffing/financial implications of planned evaluation work when completing your budget. |
|

|  |  |  |
| --- | --- | --- |
| Objective | Indication of success | Method |
| Please restate each objective listed in your plan. | How will you show progress toward the outcome?How will you know if you have achieved the outcome? | How will you measure achievement of this outcome?E.g. Bi-monthly reports, stakeholder interviews, achievement audit, workshop |
| EXAMPLE* Increased capacity of target audience to engage with consumer legal issue
 | EXAMPLE* Target audience attend training
* Target audience show significant retention of material covered at six-month mark following training
* Target audience engage with consumer law services not fully utilised prior to training
 | EXAMPLE* Survey of target audience prior to training
* Survey of target audience six-months after training
 |
|  |  |  |
|  |  |  |

 |

 Helpful hint: Check out these useful resources about evaluation:

* + - * + Evaluation Resource, <http://lsbc.vic.gov.au/documents/LSB_Evaluation_Resource.pdf>
				+ Better Evaluation, <https://www.betterevaluation.org>
				+ Planning and Evaluation Wizard, South Australian Community Health Research Unit, Flinders University, <http://www.flinders.edu.au/medicine/sites/pew/developing-a-project-and-evaluation-plan/evaluation-zone/evaluation-overview.cfm>
				+ Evaluation for community organisations, DHHS, <https://providers.dhhs.vic.gov.au/evaluation-community-organisations>

|  |
| --- |
| 1. Your budget
 |
| Please provide a project budget that reflects the level of support sought from the Victorian Legal Services Board. Please indicate each participating organisation’s contribution (financial and/or in-kind). Your budget should also include details relating to costs for salaries, administration, equipment, evaluation, etc. as well as income from other sources.If the project is for more than one year, then a budget plan for each year must be provided, as well as a summary budget for the entire project period. Your budget may be provided on a separate page. |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Funding Items | details | Your organisation contribution | board contribution | other funding | total (ex gst) |
| **People** (specify for each person required) |
| eg. project manager | (include salary level, time fraction and oncost) |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Services** |
| eg. printing, translations, editing |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Administration and Materials** |
| eg. postage, photocopying, stationery |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Evaluation** |
| In kind contribution |  |  |  |  |  |
|  |  |  |  |  |  |
| **Other** |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTALS** |  |  |  |  |  |

 |

* confirmed (C) or unconfirmed funding (U/C)

NB: In relation to the GST obligations of the Victorian Legal Services Board and future grant recipients, the Board has obtained a GST private binding ruling from the ATO which confirms that the payment of Project Grants will not be subject to GST. As a result, the payment of any Project Grants by the Board to future grant recipients will not give rise to any GST obligations for either party.

On this basis, please note the following:

* The Board will not “gross up” the grant payments for GST purposes as no GST will be payable by future grant recipients.
* Future grant recipients will not be required to remit any amounts in respect of GST to the ATO on the grant payments. That is, the full amount of the funding from the Board can be directed by future grant recipients towards their specified purpose.

**If any of the line items above are subject to GST (such as any materials or services purchased from third party suppliers), then
you should put the GST inclusive amount into the budget.**

|  |
| --- |
| 8. Letters of support |
| Please attach **two (2)** letters of support (including from any key partners if appropriate) and detail who the letters are from below. |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Contact Name |  |  Direct Phone Number |  |

|  |  |
| --- | --- |
| Email Address of Referee  |  |

|  |  |
| --- | --- |
| Name of Organisation |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Contact Name |  |  Direct Phone Number |  |

|  |  |
| --- | --- |
| Email Address of Referee 2 |  |

|  |  |
| --- | --- |
| Name of Organisation |  |

|  |
| --- |
| 9. Declaration and privacy statement |
| I state that the information in this proposal and attachments is to the best of my knowledge true and correct, and the individual/organisation detailed below is committed to the delivery of the project described in this application form.I consent to the Victorian Legal Services Board referring this application to third parties\* to assist the Board in assessing this application. |
|

|  |  |  |
| --- | --- | --- |
| Printed Name |  | Signature of Authorised Person |
|  |  |  |
| Position Title |  |
|  |  |
| Organisation Name |  | Date |
|  |  |  |

 |

*\*VLSB values and is committed to protecting your privacy. We handle your personal information in accordance with* [*our privacy policy*](https://www.lsbc.vic.gov.au/documents/Policy-Privacy-2016.pdf)*, the* Privacy and Data Protection Act 2014 *(Vic) (PDP Act) and other applicable legislation.*

|  |
| --- |
| 1. Supporting documentation
 |
| Please provide a link to your Audited Financial Statements for the last two financial years |
|  |
| Please provide a link to your most recent Annual Report |
|  |
| Please attach two Letters of Support (including from key partners) to your emailed application. |
| Research project applicants only: attach a list of all refereed publications in the past five years (2014 onwards) for each senior researcher involved in the application  |
|  |
|  |

|  |
| --- |
| Application submission |
| * Please email your completed application form in **Word format** to **grants@lsbc.vic.gov.au** by **5pm on Monday 2 March 2020.**
* If you wish to PDF your signed application form, be sure to send **both** the signed PDF and unsigned Word application form.
* If you do not receive a confirmation of lodgement email within 2 working days, please contact our office.
 |

|  |
| --- |
| Application checklist |
| □ | Read the [**2020 Grant Application Guidelines**](http://www.lsbc.vic.gov.au/documents/Guidelines-2020_Grants_Round_General-2019.pdf)  |
| □ | **Discuss your application** with the Grants team **prior** to submission.Please call or email us **by Friday 14 February 2020**. (03) 9679 8001 or grants@lsbc.vic.gov.au  |
| □ | Complete sections 1 – 10 of the application form |
| □ | Sign the Declaration & Privacy Statement section (section 9) |
| □ | Please attach two **Letters of Support** to your application and submit together with your application |
| □ | **For research project applicants only:** Attach a list of all refereed publications (2014 onwards) for each senior researcher involved in the application  |

|  |
| --- |
| What happens next |

