

Victorian Legal Services BOARD + COMMISSIONER

INFORMATION FOR OUR CURRENTLY FUNDED PROJECTS

Dear Grantees,

We are aware that changes occurring to essential and non-essential services due to the COVID-19 may be raising questions for you regarding the administration of your VLSBC funded grant.

We don't know how long disruption will go on or what the impacts will be, but we want to assure you of our support and openness in helping you manage during this time.

Please feel free to contact us if any of the following are of concern to you:

- **difficulty achieving planned outputs or outcomes**
- **changing/moving budget items & headings** in order to keep delivering your service or to delivery services differently
- **altering employment arrangements** in order to keep your staff supported and safe
- **changing or extending key reporting dates** to be more realistic (taking into account current and future disruptions).

We don't want to add pressure to an already stressful time so please know we will be flexible regarding arrangements that need to change.

We are happy to chat with you about what you are experiencing and to come up with solutions that ensure your work can continue and project staff remain engaged.

VLSBC Office Arrangements

Our whole of office will continue operating, with many divisions operating remotely. This includes the grants team. Whilst working remotely, we will be available to support grantees as usual.

Please [contact Helen via email](#) in the first instance.

Best wishes to everyone,
Susan Ball
Grants Manager



Level 5, 555 Bourke Street Melbourne Victoria 3000
GPO Box 492 Melbourne Victoria 3001
Tel: +61 (03) 9679 8038
Email: sball@lsbc.vic.gov.au Web: www.lsbc.vic.gov.au

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