

# 2024 Change Grants Application

## Form Preview

### Eligibility

\* indicates a required field

#### Applicants: please note

Before completing this application form, you should have [read the program guidelines](#).

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact **[funding@lsbc.vic.gov.au](mailto:funding@lsbc.vic.gov.au)**

If you do contact us throughout the application process, please quote the application number below:

#### Application Number

This field is read only.

### Confirmation of Eligibility

#### I confirm that the applicant ...

- has read and understands the program guidelines
- is able to demonstrate alignment between their project and the aims of this program
- is a not-for-profit organisation (includes educational institutions such as universities)
- is incorporated, or is auspiced by an incorporated organisation for the purposes of this application
- is located in (and/or supplies services to) **Victoria**
- has satisfactorily acquitted all previous grants
- will adhere to all State and Commonwealth regulations, statutes and policies regarding equal opportunity, employment laws, standards of conduct, health and safety requirements, privacy, and freedom of information.
- is able to demonstrate financial viability
- has the appropriate type and level of insurance for the activities that are the subject of this grant
- will make reports, research and other work enabled by grants publicly available
- will acknowledge Victorian Legal Services Board's support in all published material.
- is not seeking funding for:
  - studies to obtain a degree or diploma
  - government organisations/statutory authorities (unless for exceptional work that is not part of their primary responsibility)

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- the delivery of practical legal training courses
- school and TAFE-based educational programs that are normally part of the curriculum
- recurrent costs
- commercial or fundraising activities
- international travel costs
- prizes, awards, competitions or conference

**Please select below: \***

Yes

No

You must confirm that all statements above are true and correct.

## Contact Details

\* indicates a required field

### Applicant Details

**Applicant \***

Organisation Name

For organisations: please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

**Department/Branch/Faculty**

Use this field only if relevant.

**Applicant primary address**

Address

  

**Applicant postal address**

Address

  

**Applicant primary phone number \***

Must be an Australian phone number.

**Applicant website**

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Must be a URL.

### Head of Organisation

#### CEO of Organisation/ or Office Bearer

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Position

#### Postal Address

Address

  

#### Primary Phone Number

Must be an Australian phone number.

#### Primary Email

Must be an email address.

### Key Project Contact

#### Primary contact \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

This is the person we will correspond with about this grant.

#### Position held in organisation \*

e.g., Manager, Board Member or Fundraising Coordinator.

#### Primary contact primary phone number \*

Must be an Australian phone number.

#### Primary contact office phone number

Must be an Australian phone number.

#### Primary contact email address \*

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This is the address we will use to correspond with you about this grant.

## Organisation Details

\* indicates a required field

### Applicant ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

### What type of not-for-profit organisation are you?

Please choose the option that best applies to your organisation.

### What is your organisation's annual revenue?

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: <https://www.acnc.gov.au/tools/topic-guides/revenue>

## Project Overview

### Project title:

Provide a name for your project/program/initiative. Your title should be short but descriptive

## Project Summary

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### Short Project Description (100 words max)

Provide a short description (100 words recommended) of your project - what are you out to do?

### What is the key purpose of the project?

- Law Reform
- Legal or Judicial Education
- Legal Research
- Innovative Improvements to Access to Justice
- Other:

Please tick as appropriate

### Project Timing and Cost

#### Anticipated start date

Please note that funding decisions are unlikely to be known before September at the earliest.

#### Anticipated end date

If unknown, provide your best guess.

#### Total Amount Requested

Must be a dollar amount.  
What is the total financial support you are requesting in this application?

#### Total Project Cost

Must be a dollar amount.  
What is the total budgeted cost (dollars) of your project?

### Project Purpose

#### Provide a clear description of your project and its purpose

Tell us why your initiative is needed, and why you believe the activities you propose will produce the outcomes you seek. Provide statistics/evidence (where available) of both the need and the link between the work you will do and the outcomes you seek. Go to the Funding Centre's Answers Bank at <https://www.fundingcentre.com.au/answersbank#Qu2> if you need some ideas about how to frame your response.

#### What aspect of legal and community concern does the project address?

#### What does success look like and how will you measure it?

Describe the changes you will see if the expected outcomes occur. 500 words or less. You may use dot points.

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### Outcomes

#### Outcomes

**Please tell us about the outcomes you expect to result from your project and how they align with our Grants Program Goals and Outcomes.**

Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Immediate outcomes occur directly following an activity (e.g. within 1 month); medium-term outcomes are those that fall between the short and long-term outcomes (e.g. between 1 month and 2 years); and long-term outcomes are those we expect to see years later (e.g. 2, 5, 10 or 50 years after the activity).

Our Grants Program has three broad goals:

1. Accessible Legal Services
2. Holistic and Diversionary Responses
3. Fairer Laws and Processes

Please select, from the dropdown, which of these three VLSB goals and associated outcomes your project aligns with.

Your outcomes	Timeframe	Alignment with our outcomes	How does your intended outcome link to our outcomes?	Explanatory notes
---------------	-----------	-----------------------------	--	-------------------

What changes do you expect will occur as a result of your project? Please be brief. One per row.	When do you expect this outcome to emerge?	Which of our outcomes will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Please explain how your intended outcome helps contribute to ours.	Add notes if you need to provide more context.

### What will you do?

#### Activities

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Tell us about the activities you will undertake in order to create change. List one per row.

Activity	Start date	End date	Explanatory notes
One per row. Add more rows if you want to list additional activities.	Must be a date.	Must be a date.	Add notes if you need to provide more context.

## Who will you reach?

\* indicates a required field

### Who are the expected primary beneficiaries of this project/program? \*

Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal - no particularly targeted beneficiaries'

## Gender

Proportion of Female Beneficiaries:	Proportion of Male Beneficiaries	Proportion of Gender Diverse Beneficiaries
Percentage of total beneficiaries. Must be a number.	Percentage of total beneficiaries. Must be a number.	Percentage of total beneficiaries. Must be a number.

### Where are the beneficiaries of this project located? \*

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Nation-wide        | <input type="checkbox"/> Frankston City          | <input type="checkbox"/> Manningham City    | <input type="checkbox"/> Pyrenees Shire           |
| <input type="checkbox"/> State-wide         | <input type="checkbox"/> Gannawarra Shire        | <input type="checkbox"/> Mansfield Shire    | <input type="checkbox"/> Borough of Queenscliffe  |
| <input type="checkbox"/> Alpine Shire       | <input type="checkbox"/> Glen Eira City          | <input type="checkbox"/> Maribyrnong City   | <input type="checkbox"/> South Gippsland Shire    |
| <input type="checkbox"/> Ararat Rural City  | <input type="checkbox"/> Glenelg Shire           | <input type="checkbox"/> Maroondah City     | <input type="checkbox"/> Southern Grampians Shire |
| <input type="checkbox"/> Ballarat City      | <input type="checkbox"/> Golden Plains Shire     | <input type="checkbox"/> Melbourne City     | <input type="checkbox"/> Stonnington City         |
| <input type="checkbox"/> Banyule City       | <input type="checkbox"/> Greater Bendigo City    | <input type="checkbox"/> Melton City        | <input type="checkbox"/> Strathbogie Shire        |
| <input type="checkbox"/> Bass Coast Shire   | <input type="checkbox"/> Greater Dandenong City  | <input type="checkbox"/> Mildura Rural City | <input type="checkbox"/> Surf Coast Shire         |
| <input type="checkbox"/> Baw Baw Shire      | <input type="checkbox"/> Greater Geelong City    | <input type="checkbox"/> Mitchell Shire     | <input type="checkbox"/> Swan Hill Rural City     |
| <input type="checkbox"/> Bayside City       | <input type="checkbox"/> Greater Shepparton City | <input type="checkbox"/> Moira Shire        | <input type="checkbox"/> Towong Shire             |
| <input type="checkbox"/> Benalla Rural City | <input type="checkbox"/> Hepburn Shire           | <input type="checkbox"/> Monash City        | <input type="checkbox"/> Wangaratta Rural City    |
| <input type="checkbox"/> Boroondara City    | <input type="checkbox"/> Hindmarsh Shire         | <input type="checkbox"/> Moonee Valley City | <input type="checkbox"/> Warrnambool City         |
| <input type="checkbox"/> Brimbank City      | <input type="checkbox"/> Hobsons Bay City        | <input type="checkbox"/> Moorabool Shire    | <input type="checkbox"/> Wellington Shire         |

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- Buloke Shire
- Campaspe Shire
- Cardinia Shire
- Casey City
- Central Goldfields Shire
- Colac Otway Shire
- Corangamite Shire
- Darebin City
- East Gippsland Shire
- Horsham Rural City
- Hume City
- Indigo Shire
- Kingston City
- Knox City
- Latrobe City
- Loddon Shire
- Macedon Ranges Shire
- Moreland City
- Mornington Peninsula Shire
- Mount Alexander Shire
- Moyne Shire
- Murrindindi Shire
- Nillumbik Shire
- Northern Grampians Shire
- Port Phillip City
- West Wimmera Shire
- Whitehorse City
- Whittlesea City
- Wodonga City
- Wyndham City
- Yarra City
- Yarra Ranges Shire
- Yarriambiack

The purpose of this question is to gather key statistics that provide a geographic understanding of who will be impacted by the project.

## Who will you work with?

### Project Partners

#### Which other organisations will be involved in your project?

Name of Partner Organisations	Describe the Skills/ Expertise they offer	How will they assist you with the project before?	Worked together
You may add extra rows if required.			

## Monitoring and Evaluation

### VLSB Indicators

**Please select at least two Grants Program indicators.** They will appear in the drop down box in the indicator column. We encourage you to select more than two of our indicators if they are appropriate to your project.

**Please note that you will only be able to select indicators that relate to the VLSB outcomes you have selected previously in the outcomes section.**

Some of these are qualitative and some are quantitative. Where you are required to put a number in, please do so. If not, please leave that target column blank.

Metric	Target	Collection method	Explanatory notes
Which of our metrics (if any) will you track?	Identify a target for the metric you have chosen	How will you collect and verify the data? E.g.	Add notes if you need to provide more context.



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You may be required to report on your progress. Add more rows if you want to list additional metrics. No more than 1 choice may be selected.	- an estimated total for your project. Must be a number.	survey, interviews/case studies, focus groups, administrative data (e.g. case management data), observation/estimation, government or public dataset (e.g. Census), other datasets.	

### Your Indicators

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring.

You may add your own metrics here.

There are two types of metrics. An 'Outcome Metric' is a measurement designed to help you determine whether progress towards an outcome is occurring or not, and quantify the extent to which it is occurring. An 'Activity Metric' tells you how much of something you're doing or producing ('outputs' are often Activity Metrics, for example.)

Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to "ask one good question and answer it reliably" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

**Please Note:** If any of your own indicators are similar to one of our Grants Program indicators, please select one of ours in the previous section rather than duplicating it here.

Type of metric	Outcome/ Activity	Metric	Target	Collection method	Explanatory notes
'Activity metrics' measure an activity (e.g. Number of clients; Number of participants). 'Outcome metrics' measure the change experienced by a population group (e.g. 'Number of young	Which outcome or activity does this metric relate to?	E.g. number of practitioners trained in restorative justice conferencing. One per row. Add more rows if you want to list additional metrics.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, headcount, observation/estimation, externally verified sources (e.g. government or public datasets).	Add notes if you need to provide more context.

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people with increased legal capability').					

### Qualitative evidence

Qualitative evidence is a descriptive rather than numeric form of evidence designed to indicate whether or not progress towards an outcome is occurring.

Examples of qualitative data sources include interviews, testimonials, focus group transcripts/summaries, social media posts, media appearances/mentions, and artistic or multimedia depictions such as photographs, videos and audio/podcasts.

Qualitative evidence	Explanatory notes
Select the type of qualitative evidence you will use to help track your progress. One per row. Add more rows if you want to list additional types of qualitative evidence.	Add notes if you need to provide more context.

### Budget

\* indicates a required field

#### Budget (GST exclusive)

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time staffer x 40 hours'.

Use the 'Notes' column for any additional information you think we should be aware of.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). Please **do not add commas** to figures - e.g. type \$1000 not \$1,000 - this will ensure your figures for each table total correctly.

**Please Note GST Exemption:** 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.

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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.**

Income Description	Income Type	Confirmed Funding?	Income Amount (\$)	Notes
			\$	
			\$	
			\$	
			\$	
			Must be a dollar amount.	

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
		\$	
		\$	
		\$	
		\$	
		Must be a dollar amount.	

### Budget Totals

**Total Income Amount \***  
 \$   
 This number/amount is calculated.

**Total Expenditure Amount \***  
 \$   
 This number/amount is calculated.

**Income - Expenditure \***  
  
 This number/amount is calculated.

**You may upload your budget in a different format should you choose.**

Attach a file:

**What other inputs will you need in order Confirmed? to successfully carry out this project?**

<input type="text"/>	<input type="text"/>
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Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, and other types of support.	

## Applicant Capacity

\* indicates a required field

### Referees

Your application must include contact details for two referees. They may be subject matter experts or partners who can strengthen the case for your approach or attest to your organisation's capacity to deliver. Please ensure you advise your referees that their details have been provided to us.

#### Referee 1 \*

Individual  Organisation

Organisation Name

Title      First Name      Last Name

  

#### Referee 2 \*

Individual  Organisation

Organisation Name

Title      First Name      Last Name

  

#### Referee 1 Position \*

#### Referee 2 Position \*

#### Referee 1 Primary Phone Number \*

Must be an Australian phone number.

#### Referee 2 Primary Phone Number \*

Must be an Australian phone number.

#### Referee 1 Primary Email \*

Must be an email address.

#### Referee 2 Primary Email \*

Must be an email address.

**Please provide a link to or attach a copy of your most recent Annual Report.**

If you do not produce an annual report, please provide us with your most recent financial statements (may include a Profit and Loss Statement / Statement of Financial Performance and a Balance Sheet / Statement of Financial Position).

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### Upload files

Attach a file:

or

### Provide web link:

Must be a URL

## Optional Letters of Support

**You may wish to include Letters of Support from key project stakeholders and/or partner organisations detailing the scale and nature of their support for your project. Please note that this is entirely optional and is not a requirement.**

Attach a file:

Letters of Support are optional. A maximum of 2 Letters of Support may be provided

## Certification and Feedback

\* indicates a required field

### Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

**I agree \***

Yes

No

**Name of authorised person \***

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact phone number \***

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

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**Contact Email \***

Must be an email address.

**Date \***

Must be a date

### Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Please indicate how you found the online application process:**

- Very easy     Easy     Neutral     Difficult     Very difficult

**How many minutes in total did it take you to complete this application? \***

Estimate in minutes i.e. 1 hour = 60

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**