

CONNECTING CARERS IN THEIR COMMUNITY

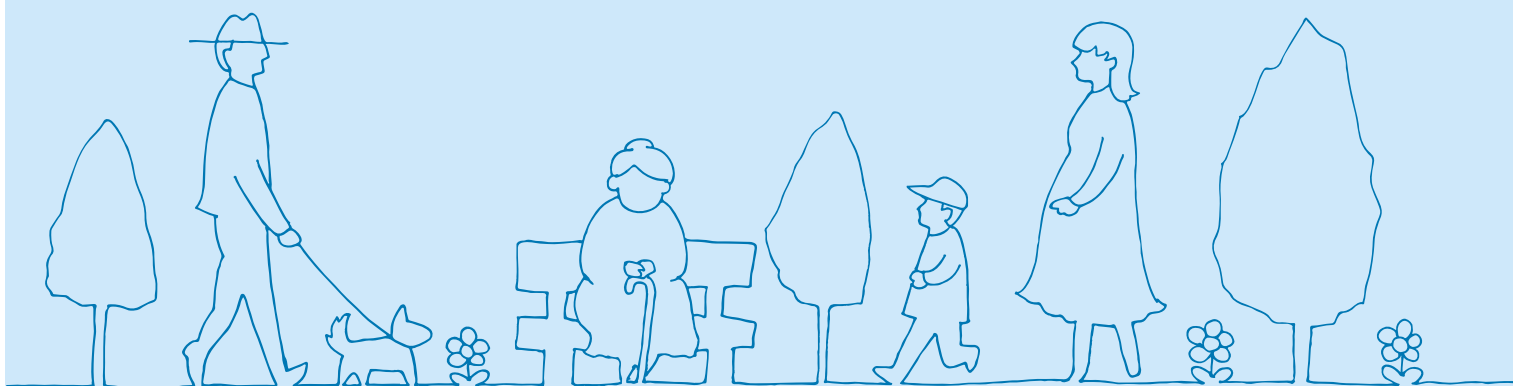
SMALL GRANTS PROGRAM 2024/2025

APPLICATION GUIDELINES



Contents

| | | | |
|--|---|---------------------------------------|---|
| Who is an unpaid carer? | 1 | Applying for a grant | 4 |
| Grant objectives | 1 | Key dates | 4 |
| About the grants | 2 | Assessment process..... | 4 |
| Key Selection Criteria | 2 | Grant recipient responsibilities..... | 5 |
| Eligible groups and auspice organisations | 2 | Payments and reporting | 5 |
| Ineligible groups..... | 3 | Evaluation requirements | 5 |
| Funding amount and budget items | 3 | Privacy | 5 |



Connecting Carers in their Community Small Grants Program

The *Connecting Carers in their Community* small grants program awards grants between \$15,000 – \$25,000 to assist with activities that strengthen the social connection and wellbeing of unpaid carers. This grant initiative is supported by the Victorian Government and administered by Carers Victoria. The purpose is to support small organisations and groups, such as carer support groups, peer groups and yarning circles, to create opportunities to support carers in their caring role, such as work readiness and wellbeing activities.

Who is an unpaid carer?

An unpaid carer is anyone who provides essential, unpaid support and assistance to a partner, family member or friend with care support needs. They care for those with a disability, mental illness, dementia, drug and alcohol addiction, terminal illness, chronic illness, or an older person. The care provided could be a few hours a day to around-the-clock assistance. Carers are diverse and come from all walks of life, cultural backgrounds, and age groups. The health and wellbeing of carers is important. It can be difficult for carers to access the supports and services they require. This is particularly difficult when many people do not identify as a carer and their caring role is a natural part of family or community life.

Grant objectives

The *Connecting Carers in their Community* 24/25 small grant round has the following objectives:

- › To create innovative opportunities for carers to connect and receive support within their local community.
- › To support Carer Support Groups, peer-support groups and yarning circles, both new and existing.
- › To create opportunities for carers to advance their personal goals, especially in the area of work-readiness and supporting carers to seek, advance or change employment
- › To connect carers in regional and remote Victoria to their local carer networks and supports
- › To support Aboriginal carers and carers from multicultural and diverse communities to connect through language and cultural groups.

About the grants

Grants are between \$15,000 to \$25,000 (excluding GST) and will be provided for the following:

1. Establishment of a new carer support group, including peer support groups and yarning circles
2. Activities to support carers, including work readiness mentoring and support
3. Enhance and improve the reach of existing carer support groups.

Activities that target these priority groups of carers will be prioritised for funding:

- › Regional and remote groups, especially those impacted by fire and flood events
- › Aboriginal-led organisations, or groups working directly with First Nations carers, families, and communities
- › Multicultural and diverse communities, including younger carers, Auslan users and LGBTIQ+ carers.

Successful grant applications will be publicly announced in October 2024, with all grant activities to be complete and funds expended by June 2025. Final reporting is due in July 2025.

This funding is not recurring.

Key Selection Criteria

1. The application addresses one or more of the grant objectives
2. The grant activities directly benefit carers or carer groups
3. The applicant has the ability to meet the requirements of the funding including:
 - completing an activity plan
 - attending the Community of Practice
 - using the evaluation tool provided by Carers Victoria

- providing a final report, including a description of how the funds were spent.
4. The planned activities are relevant to the local community
 5. The application demonstrates how the planned activities improve carer wellbeing.

About the activities

- › Direct activities for carers can be 1:1 or in a group, in person or online (or combined)
- › Activities can include the development of resources and must be part of direct provision of supports to carers
- › Formal research requests are ineligible, however, planning to conduct needs analysis or co-design with a group of carers is encouraged, to help build the evidence base and enhance the delivery of support activities.

Eligible groups and auspice organisations

Any not-for-profit organisation or volunteer group may apply. It is essential to hold an ABN. If your volunteer group does not have an ABN, you will need to find an auspice partner to receive the grant funds and support your group to produce an end of activities financial report. Carers Victoria can provide advice on finding an auspice partner if required. If you need assistance, please email: sectorengagement@carersvictoria.org.au.

Note for previous grant recipients

Previous grant recipients for *Supporting Carers Locally* or *Connecting Carers in their Community* grant rounds are welcome to apply. Where multiple applications are judged as equal, preference will be given to new applicants. Please note that all applications must meet the focus and objectives of this grant round.

Ineligible groups

Please note, organisations currently funded through the Victorian Government's Support for Carers Program or Additional Respite for Carers initiative are ineligible to apply for this grant round directly. However, these organisations may be nominated as an auspice body providing support to an unincorporated or volunteer group.

For-profit or commercial organisations/entities are **not** eligible for these grants.

Examples of groups or organisations that are eligible to apply:

- › Established Carer Support Groups
- › New and emerging Carer Support Groups
- › Aboriginal Community Controlled Organisations (ACCOs)
- › Peer-led programs
- › Community groups
- › Neighbourhood houses
- › Men's sheds
- › Community health organisations
- › Multicultural associations or groups
- › Leisure and sporting clubs
- › Social enterprises.

Potential organisations that may auspice a volunteer group:

- › Local councils
- › Neighbourhood houses
- › Community health organisations
- › Incorporated, not for profit service providers
- › Primary Health Networks
- › Peak bodies.

Funding amount and budget items

Applicants can request an amount between \$15,000 and \$25,000.

Funds will be dispensed in October 2024 and must be spent by 30 June 2025.

Grant funding is not recurrent. Grant projects are to be completed at the latest by 30 June 2025 and final reports will be due by 31 July 2025.

The application process involves outlining how you will spend the money. The items you can apply for funds include:

- › Wages for staff to conduct activities
- › Cost of promotional materials, such as printed brochures or social media promotion
- › Costs related to activities such as catering, venue hire and interpreting or access costs
- › Hosting an event
- › Transport to an event or activity
- › Art supplies
- › Guest speaker
- › Costs for volunteers, such as Working with Children Checks.

Items that are ineligible for grant funds include:

- › Equipment or aids for personal use
- › Donations or subscriptions to other groups
- › Capital expenditure items such as property rent, vehicles or computers
- › Costs related to writing the grant application
- › Items that were purchased prior to the grant approval.

Applying for a grant

To apply for a grant, you need to:

- › be a not-for-profit entity with an Australian Business Number (ABN) OR be auspiced by an organisation with an ABN
- › have a bank account in the name of the applicant or the auspice organisation
- › provide a plan on what activities you aim to deliver, the timelines for delivery, and the expected outcomes
- › list items and activities you will spend the funds on and a costing breakdown for these items.

To apply, please click on the following link:
<https://carersvictoria.smartygrants.com.au/CCC2024>

This link will take you to the SmartyGrants portal, with clear instructions for completing your application form online. You can also upload any supporting documentation on SmartyGrants, such as letters of support from an auspice organisation.

Available on the Carers Victoria grants page are two further resources to support your application:

1. Frequently Asked Questions (FAQ)
2. A short SmartyGrants registration explainer for people using SmartyGrants for the first time.

Applications will close 4pm Monday 22 July 2024, and late applications will not be accepted. You are encouraged to commence your application as soon as possible and save your progress. It is recommended that you aim to submit your final application at least one hour before the deadline. This will help to ensure you can submit on time. If you have any issues submitting your application, you can contact: sectorengagement@carersvictoria.org.au.

Key dates

| | |
|---|--|
| Applications open | 9am, Friday 21 June 2024 |
| Applications close | 4pm Monday 22 July 2024 |
| Online Grant Information Session | 10–11am Wednesday 3 July 2024 |
| Online Grant Q&A Session 1 | 3–4pm Tuesday 9 July 2024 |
| Online Grant Q&A Session 2 | 10–11am Wednesday 17 July 2024 |
| Successful grantees advised in confidence | September 2024 |
| Public announcement | National Carers Week 15–21 October 2024 |
| Grant payments made | September 2024 |
| Mid project review | February 2025 |
| Project activities cease | Monday 30 June 2025 |
| Final reporting due | July 2025 |

Assessment process

Carers Victoria will appoint a merit-based panel who will assess all applications against the priorities and key selection criteria. A panel of community service organisations will be convened to review and make recommendations for funding. There will be a panel of six organisations, three from metropolitan Melbourne and three from regional or rural Victoria.

Grant recipient responsibilities

Applicants who are successful in receiving a grant need to:

- › enter into a funding agreement with Carers Victoria
- › invoice Carers Victoria for the grant amount, GST is to be applied in addition to the grant amount
- › ensure that grant funding is expended in the current financial year
- › ensure that grant funding is spent on the activities described in the application and in the funding agreement. Any proposed variation to the approved activity should be discussed immediately with Carers Victoria
- › provide an Australian Business Number (ABN)
- › have a bank account in the name of the applicant or auspice organisation
- › commit to evaluation and reporting requirements for the grant funding
- › attend the grant Community of Practice
- › hold public liability insurance.

Payments and reporting

Grants will be paid in full. Carers Victoria reserves the right to recall funds where a grant project significantly diverges from the application, where reporting and acquittal obligations are not met, or in other exceptional circumstances.

Acquittal and reporting obligations

Carers Victoria will provide guidance to assist with planning and reporting responsibilities. Resources will be provided for:

- › an activity plan
- › mid-way and final reporting
- › financial reporting.

Evaluation requirements

Carers Victoria will provide an evaluation tool to use with the carers involved in your activities. Evaluation is critical to support your activities. It provides valuable feedback to you as the activity organiser and assists Carers Victoria to understand the impact of the grants program. Evaluation support including tools will be provided to you. The grants team will provide instruction, advice and guidance to assist you with the use of evaluation tools such as surveys.

Privacy

Information provided in your application is for the purpose of administering your grant and informing the public of successful grant recipients.

For us to administer your application effectively and efficiently, we may need to disclose this information within our organisation and with the Victorian Government. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your application will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.



PO Box 13305 Law Courts VIC 8010

T 1800 514 845

E sectorengagement@carersvictoria.org.au

www.carersvictoria.org.au

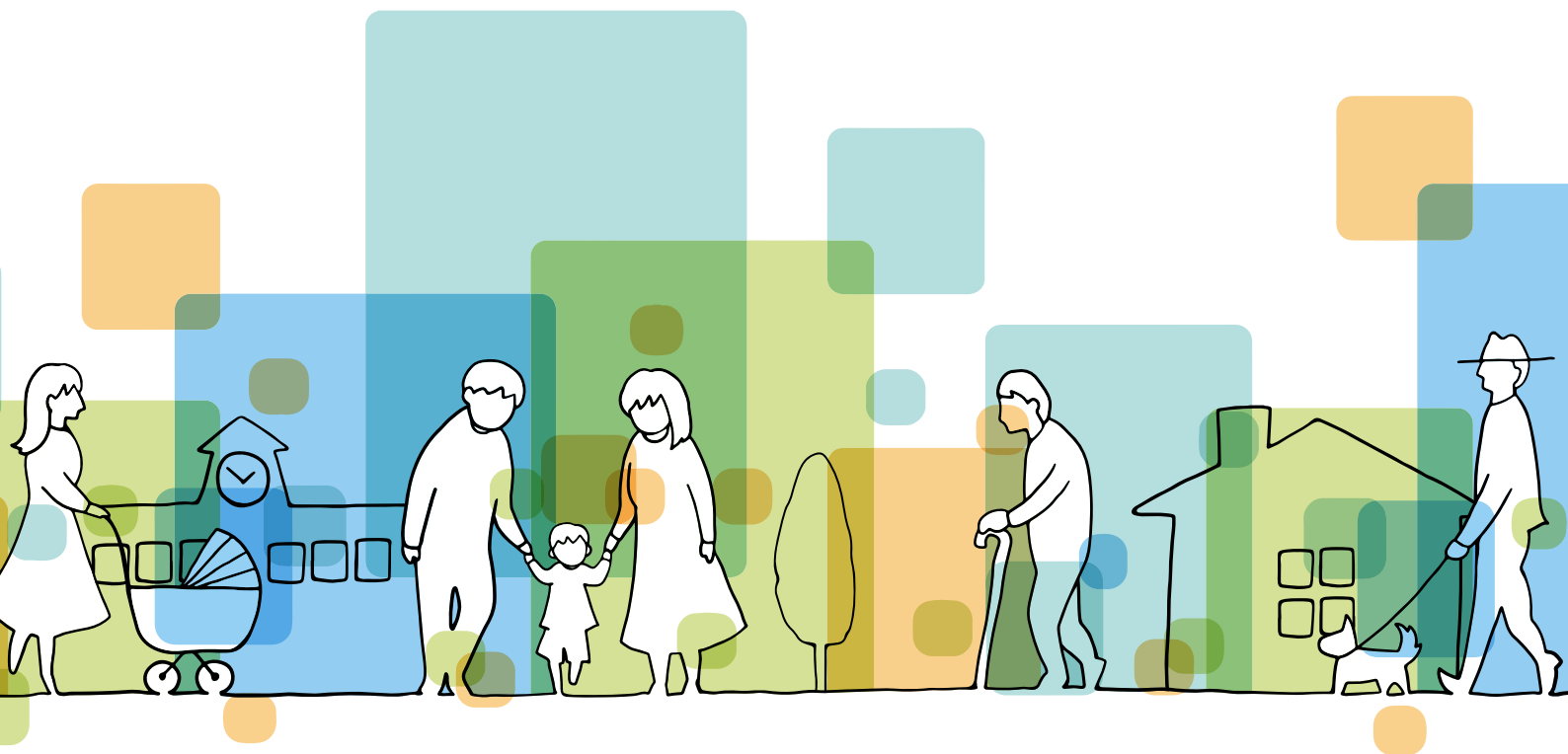
Social Media: @CarersVictoria     

© Carers Victoria 2024

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, all other rights are reserved.



The 'Connecting Carers in their Community' grants program is supported by the Victorian Government.



Carers Victoria acknowledges the Traditional Owners of the land on which we work, the Wurundjeri Woi Wurrung and Bunurong peoples of the Kulin Nation, and pays our respect to Elders past, present and emerging. We acknowledge the continuing connection to land and waters. Sovereignty was never ceded.

