

Domestic, Family and Sexual Violence Multicultural Community Grant Grant Program

Frequently Asked Questions (FAQs)

February 2023

www.dcj.nsw.gov.au



Department of Communities and Justice (DCJ) Grant Program Frequently Asked Questions (FAQs)

Introduction

This document contains the most asked questions and responses regarding the Domestic, Family and Sexual Violence (DFSV) Multicultural Community Grant program. DCJ has developed this document to help potential applicants in completing and submitting grant applications.

This FAQ must be read together with the DFSV Multicultural Community Grant Program Guidelines.

Grant program

The DFSV Multicultural Community Grant is designed and administered by the NSW Government. The total amount of funding is \$2,000,000 targeting multicultural groups as outlined in the Guidelines.

Grant activities must build the capability of multicultural communities to recognise and respond to domestic, family, and sexual violence.

Funding through a one-off grant must be spent by 30 June 2024. Ongoing or recurrent funding is not available.

FAQ topics and questions

Questions and answers are grouped in topics below in the same order as they appear in the Guidelines.

- Overview of the grant
 - Grant funds expenditures
 - Eligibility and assessment criteria
 - Completing the application
 - One-stage application process
 - Assessment
 - Other requirements
 - After applications close
-

Overview of the grant

Q: What is the DFSV Multicultural Community Grant Program?

A: The DFSV Multicultural Community Grant is one-off grant funding designed and administered by the NSW Government. Grant activities must build the capability of multicultural communities to recognise and respond to domestic, family, and sexual violence.

Q: What are the objectives and outcomes of DFSV Multicultural Community Grant?

A: The DFSV Multicultural Community Grant aims to:

- build the capability of multicultural communities in recognising and responding to domestic, family, and sexual violence

- support faith and/or community-based culturally responsive initiatives that target domestic, family and sexual violence experiences of multicultural communities
- align with the National Plan and State Plans to support and enhance the capability of NSW multicultural communities to recognise and respond to victim-survivors and their families thereby supporting recovery from domestic, family, and sexual violence
- encourage collaborative efforts and partnerships between faith and other eligible NSW organisations to support culturally responsive and inclusive responses to domestic, family, and sexual violence in multicultural communities across NSW.

Q: What kind of organisations are eligible to apply?

A: Only an incorporated not-for-profit multicultural community organisation that meets the eligibility criteria described in the Guidelines can apply. For the purposes of this grant, incorporated not-for-profit organisations include:

- incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
- not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
- religious organisations operating in NSW
- NSW non-government organisations established under their own Act of Parliament.

Q: Are there any organisation that cannot apply for this grant?

A: The following organisations are not eligible to apply for funding under this grant program:

- Individuals and sole traders
- Local Councils
- State and Federal Government Departments and associated entities
- For profit organisations and commercial enterprises

Q: Can not-for-profit multicultural organisations/groups make a joint application?

A: Yes, you can submit a joint application. A joint application can be done in partnership with another multicultural organisation/group, for example by subcontracting or auspicing arrangements. There should be a lead organisation in a joint application.

The lead multicultural organisation must submit the grant application. If the application is successful, the lead multicultural organisation will accept responsibility for the delivery of the project/activity.

You can find more information about auspicing and subcontracting from the Justice Connect’s [auspicing resources](#) and the DCJ [subcontracting policy](#).

Q: Can a multicultural community organisation apply even if they are not incorporated?

A: Yes. If you are an un-incorporated multicultural community organisation, you can partner with an eligible organisation under an auspice or subcontracting arrangement. The grant application must be submitted by your partner eligible organisation that will auspice or subcontract your project/activity.

If successful, the auspicing/subcontracting organisation will be responsible for:

- signing the funding agreement
- all legal and financial responsibilities on the un-incorporated organisation’s behalf
- ensuring all project activities are completed
- submitting progress and completion reports as well as all financial statements and acquittals.

You can find more information about auspicing and subcontracting from the Justice Connect's [auspicing resources](#) and the DCJ [subcontracting policy](#).

Q: What are the funding amounts we can apply for?

A: Eligible applicants can apply for a one-off grant funding from \$20,000 (minimum) up to \$150,000 (maximum). Grant funding must support **multicultural victim-survivors and their families** who have experienced, or are experiencing, or at risk of experiencing, domestic, family, and sexual violence.

Note that DFSV Multicultural Community Grant is a one-off grant and funding must be expended by 30 June 2024. **Ongoing or recurrent funding is not available.**

Q: Does the program include funding categories?

A: No. There are no funding categories for this grant.

Grant fund expenditures

Q: What can we use the grant funds for?

A: Projects / activities that can be funded include, but are not limited to:

- building the capability of **multicultural communities** to recognise and respond to domestic, family, and sexual violence
- supporting community-based initiatives that respond to the domestic, family, and sexual violence experiences of **multicultural priority target groups**
- aligning with the National Plan and State Plans to support and enhance the capability of NSW multicultural communities to recognise and respond to victim-survivors and their families

Q: What types of project/activity can we propose?

A: Below are examples of projects/activities that you can propose. **You are encouraged to be innovative in your grant application keeping in mind the target groups.**

- **culturally sensitive, inclusive, and community-based initiatives** which recognise and respond to domestic, family, and sexual violence within multicultural communities
- **other community-based activities** for example evidence and trauma informed training sessions, community engagement activities that support multicultural victim-survivors and their families
- **targeted support** for example costs for temporary multicultural project staff, brokerage, temporary leasing (of equipment, vehicle, or facility) for use in your proposed project/activity.

Q: What are we not allowed to spend grant funding on?

A: Organisations must not use the grant funds (including any interest earned on the grant money), for any other purpose apart from what is specified in the approved project description. Grant funding cannot be used for:

- Infrastructure (capital works, facilities, and systems)
- DFSV prevention activities
- Existing debt or budget deficits
- Permanent salaries/wages (costs for temporary staff for the proposed grant project or activity can be included)

- Permanent vehicle and equipment purchases, for example vans, tables, and computers
- Business as usual costs or general operating expenses (ongoing or recurrent funding)
- Programs or activities that involve
 - gambling such as bingo
 - smoking tobacco or consumption of alcohol
 - gaming and entertainment streaming services
 - commercial or fund-raising activities
 - cash prizes or gifts
 - political or party associated activities
 - festivals, rituals, events, or religious promotion
 - celebration of national or independence days
- Programs and activities coordinated and delivered by NSW Government Departments and Statutory Authorities (including local Government Councils)
- The same project twice. For example, two different organisations cannot apply for funds for the same program or activity
- Duplicate funding meaning applications seeking funding for an existing (already) funded project or activities.

Q: What organisations are disqualified?

A: Grant funding will not be awarded to any organisation that:

- has Redress obligation and declined to join in the National Redress Scheme
- is subject to a winding up order or has an appointed administrator
- has a pending/ongoing legal case
- is bankrupt
- has no sound financial management and governance.

Q: Can we receive funding if we've already received an insurance payment, government grant or government funding for the same project/activity?

A: No. This grant funding **cannot be used for the same projects/activities** that are already receiving government funding.

Q: Can we apply for a project that has already started?

A: No. This grant funding is not available for projects/activities already in progress.

Q: What is subcontracting?

A: For the purposes of the DSFV Multicultural Community Grant, “subcontracting” refers to an arrangement between one organisation and another or multiple organisations (subcontractors) to deliver the proposed grant project/activity.

A subcontracting arrangement requires an eligible organisation to be the lead in the grant application. This means that the lead organisation has an agreement with their subcontractor/s in delivering the project/activity. The lead organisation (grant applicant) will retain all contractual obligations to DCJ under the Grant Funding Agreement for delivery and accountability. For this reason, it's important to carry out

the necessary due diligence before entering into such an agreement and applying for a grant on one or more subcontractors' behalf'.

You can find more information about subcontracting from the DCJ [subcontracting policy](#).

Q: Is subcontracting the same as auspicing?

A: "Auspicing" is a form of subcontracting. Please note the term "subcontracting" is used for the purposes of this grant program. For further information please refer to the Justice Connect's [auspicing resources](#) and the DCJ [subcontracting policy](#).

Eligibility and assessment criteria

Q: What are the eligibility criteria?

A: Eligibility criteria are non-negotiable requirements that grant applicants must meet to progress in the application process. **Below are eligibility criteria:**

- Be an incorporated not-for-profit community organisation. For the purposes of this grant 'incorporated not-for-profit community organisations' include:
 - i. incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
 - ii. not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
 - iii. religious organisations operating in NSW
 - iv. NSW non-government organisations established under their own Act of Parliament
- Be based in NSW and already operating in the state
- Identifies or is known as a multicultural organisation
 - managed and operated by community members (including women) from multicultural backgrounds and
 - connected to the multicultural community, or communities, in which they deliver the services
- Specialising in service delivery to people from multicultural communities
- Seek one-off funding to deliver projects/activities which build the capability of multicultural communities to recognise and respond to domestic, family, and sexual violence.

The following organisations are not eligible to apply for funding under this grant program:

- Individuals and sole traders
- Local councils
- State and Federal Government departments and associated entities
- For profit organisations and commercial enterprises.

Q: What are the assessment criteria?

A: Eligible organisations must meet the following assessment criteria to be considered for grant funding:

- Demonstrated ability to meet the grant objectives and outcomes
- Demonstrated capacity to deliver projects/activities for the target groups
- Demonstrated value for money
- Experience working with the target groups

- Community links and engagement with relevant stakeholders (including government and non-government organisations) to deliver the proposed project/activities.

Prioritisation

Q: Are there any funding priorities for the grants program?

A: Yes. The assessment process will prioritise organisations that primarily deliver services to people (including children, young people, and older people) from one or more of the following:

- newly arrived migrant communities (within five years of settlement as described in the [National Settlement Framework](#))
- emerging communities (growth of population groups as described in the [ABS census by profile](#))
- refugee or asylum seekers
- on temporary visas (student, worker, and spouse visas)
- migrant communities
- living in NSW rural, remote, or regional areas
- living with disability
- lesbian, gay, bisexual, transgender, intersex, queer or asexual (LGBTIQA+)
- faith and/or community migrant groups
- faith and/or community leaders/elders.

Applications may also be prioritised to ensure equitable distribution of grant funds across target groups and across NSW.

Completing the application

Q: Do I have to use SmartyGrants to apply?

A: Yes. Only applications submitted via the SmartyGrants platform (<https://dcj.smartygrants.com.au/wfcsdfsvmcg>) will be accepted for this grant program.

Q: Do I need a SmartyGrants account to use the platform?

A: Yes, you must have a SmartyGrants account to use the platform. You only need one account created and you can use it to apply for multiple grant programs (including this one). You can access [SmartyGrants Help Guide for Applicants](#) for more information.

Q: Can I review the online application form before starting my application?

A: Yes. You can log on to SmartyGrants to:

- view and read the application form online
- download the online application form as a PDF file to read or review whenever you like
- preview the form online before submission.

Please note that downloaded PDF copies of application forms do not show which questions are conditional. So, you may see questions that do or do not apply to your organisation.

Q: Can I start my grant application early?

A: Yes. You are encouraged to start your grant application early so that you don't miss the deadline. **Remember, late applications won't be accepted.**

Q: Can I provide letters of support or references to support my application?

A: No. Only your online application form and any requested documents must be submitted through SmartyGrants.

Q: Is there support available to help me apply?

A: The DFSV Multicultural Grants delivery team can provide you with advice in relation to the requirements of the DFSV Multicultural Community Grant Program. They can be contacted via WFCS.DFSVMulticulturalGrant@facns.nsw.gov.au.

The DCJ Grants team can assist you with any more technical queries regarding the application process. Email the Grants Team at SPC-GrantsHub@facns.nsw.gov.au. Please quote your Application ID in all correspondence.

If you are not familiar with the SmartyGrants management system, please refer to the [SmartyGrants Help Guide for Applicants](#) or their general help page.

You can also contact SmartyGrants directly if you are having technical difficulties with the application form or your SmartyGrants account/password. You can email them via service@smartygrants.com.au.

Q: Can we submit more than one application?

A: No. Only one application per organisation will be accepted.

Q. Should we include GST in our application?

A: Your funding request should exclude any GST that you will be charged by contractors or suppliers as part of the cost/delivery. If your application is successful and your organisation's ABN is registered for

GST, you will be paid GST on top of the approved grant amount. If your organisation ABN is not registered for GST or you do not have an ABN, you will only be paid the approved grant amount.

Q: Who needs to sign off on our application?

A: The Applicant Declaration must be signed off by two of your organisation's authorised signatories. Your authorised signatories will also be responsible for signing the Grant Funding Agreement via DocuSign should your application be successful. More information on [DCJ authorised signatories](#).

Please note, you must provide the contact details (email address, phone number, name, and position) of the relevant authorised signatories, or their delegates, in your application form. Please contact SPC-GrantsHub@facfs.nsw.gov.au immediately if these details change.

Q: Why would we want to provide the details of a third (optional) person in our Application form to view the Grant Funding Agreement?

A: DCJ administers Grant Funding Agreements to successful organisations via DocuSign. DocuSign only allows those who receive an individualised link to access the document for viewing. Therefore, anyone who wishes to either sign or view the Grant Funding Agreement must provide their contact details. You may also wish to include relevant legal or administrative staff to review a copy of the Grant Funding Agreement before it is signed.

Q: Can value-in-kind be considered as funding contributed by a not-for-profit organisation?

A: Yes. The estimated value of these contributions should be provided in the project budget.

Q: Is it too late to apply?

A: Applications that are late or incorrectly filled out or incomplete will not be accepted. **No extensions to the application deadline will be permitted.**

Q: Where can I find more information about this grant?

A: You can find more information in the Grant Program Guidelines and in this FAQ document.

One-stage application process

This grant uses a one-stage application process which typically follows that:

- You can log in to SmartyGrants using the link provided.
- You are not required to complete your application in one sitting. You can save and return to your application at a later date to complete and submit it.
- Once you have submitted your application, an automated confirmation email will be sent to your nominated email address (attached to your SmartyGrants account). This confirmation email will also include a copy of your application for reference. If you have not received this email, it means that your application isn't successfully submitted, or the confirmation email is in your junk mailbox.
- You can also log in to SmartyGrants and click 'My Submissions' to view all submitted and unsubmitted applications. Submitted applications are identified by a green tick. Carefully check your application before submission. If you realise that you have made an error after you have submitted your application, please contact SPC-GrantsHub@facfs.nsw.gov.au for assistance before the closing date and time.
- Applications that are late or incorrectly filled out or incomplete will not be accepted.

Assessment process

Q: What is the assessment process?

A: Below is assessment process for this one-stage Grant application:

1. The DCJ eligibility team reviews your application to make sure it meets the eligibility criteria and complies with the Grant Guidelines.
2. The DCJ assessment panel assesses each eligible application against the grant assessment criteria and makes recommendations for the final decision maker.

Other requirements

Q: What insurance is my organisation required to maintain?

A: Your organisation:

- is required to provide a valid Certificate of Currency for Public Liability Insurance with a minimum cover of \$10 million in your organisation's name, which you will upload as part of your application
- must retain any other insurance required under Commonwealth and NSW law for the performance of its activities funded by this grant, if successful
- is responsible for ensuring it has appropriate and current insurance coverage in place to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under its Grant Funding Agreement, which includes activities carried out by any other individual or organisation that you may subcontract.

Q: What is the NSW National Redress Scheme?

A: The [National Redress Scheme](#) is part of the Commonwealth Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Redress Scheme provides support to people who experienced institutional child sexual abuse.

The Scheme:

- Acknowledges that many children were sexually abused in Australian institutions;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling, a direct personal response, and a Redress payment.

The Scheme started on 1 July 2018 and will run for 10 years.

The NSW Government will not award a grant to a non-government organisation with Redress Obligations (or to any of its Related Entities) if that non-government organisation:

- Has declined to join the Scheme, or
- At the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

For further information please visit the [NSW National Redress Scheme Sanctions Policy](#) webpage.

Q: Where can I find out my responsibilities in relation to COVID-19?

A: Please refer to the up-to-date information on current public health orders and advice on the NSW Government's COVID-19 webpage. Due to the changing impacts of COVID-19 across NSW, it is the successful applicant's responsibility to keep track of current NSW Government public health orders and advice, and adhere to them.

Q: Do I need to provide banking details?

A: Yes. It is your responsibility to provide the correct banking details, including the authorised signature to verify your bank details, in your application form. Funds transferred to an incorrect bank account may not be recoverable. This applies even if you have provided your banking details to DCJ in the past or are currently receiving other payments from DCJ.

Q: Why should I keep my contact details up to date?

A: Your application, Funding Agreement and acquittal for the grants will be managed using the SmartyGrants online grants administration system and DocuSign. We will contact you and your organisation's authorised signatories using the details provided in your application on SmartyGrants.

It is the responsibility of the grant recipient to keep DCJ up to date with any change in contact information, including the contact details of authorised signatories. DCJ is not responsible for any consequences should your grant offer be withdrawn due to out-of-date contact details in SmartyGrants. Please email SPC-GrantsHub@facns.gov.au to update contact details.

After applications close

Q: What happens when you receive my application?

A: Applicants will be formally notified by **late May 2023**. Applicants must ensure their contact details on SmartyGrants remain up to date.

Q: Will the information in my application be kept confidential?

A: Information received in applications and in respect of applications is treated as confidential. All assessors must sign a confidentiality agreement before reviewing your application. However, documents in the possession of the government are subject to the provisions of the *Government Information (Public Access) Act 2009*. If you are successful, the NSW Government may share or publicise information on your grant project/activity. An agreement that this may occur will form part of your Grants Funding Agreement.

Q: When will I know if my application was un/successful?

A: You will be notified via email by **late May 2023**. Applicants must ensure their contact details on SmartyGrants remain up to date.

Q: If I'm successful, what happens then?

A: You will be notified via email by **late May 2023**. Following the notification, a Grant Funding Agreement will be sent via DocuSign to the authorised signatories, and any additional reviewers, as provided in your application form. Successful applicants are required to return the signed Grant Funding Agreement within **two weeks of receipt**.

Grant Funding Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution if you are a not-for-profit organisation. Please refer to [DCJ authorised signatories](#) and delegation for further information.

Please note, you must provide the contact details (email address, phone number, name, and position) of the relevant authorised signatories, or their delegates, in your application form. Please contact SPC-GrantsHub@facns.gov.au immediately if these details change.

It is your responsibility to:

- ensure staff availability to complete and sign documents,
- carefully read the terms and conditions of the Grant Funding Agreement, and
- sign the Grant Funding Agreement using the correct authorised signatories.

Once we receive your signed Grant Funding Agreement via DocuSign, DCJ will countersign your Grant Funding Agreement and will be sent to you by email.

Q: What happens if situations change and we wish to change the details of our program after we receive funding?

A: Any major variations to the approved projects/activities outlined in your original application on SmartyGrants must be formally requested and approved in writing before any related work takes place. Remember, your online application will form part of your legally binding Grant Funding Agreement with DCJ. Failure to do so may result in you being required to return the grant monies in full.

To discuss a variation, please contact the DFSV Multicultural Grants delivery team by email WFCS.DFSVMulticulturalGrant@facns.nsw.gov.au

Q: What reporting will be required?

A: Successful applicants will need to submit to DCJ the following reports:

- November 2023 interim report
- April 2024 progress report with data submission based on the below common data expectation
- July 2024 final report at project completion.

The Commonwealth Government has common data expectations as per the tables below.

i. Service-level common data expectations (providers)

Name of providers/grant recipients	Type of service (DFSV, legal, counselling, training etc.)
Locations serviced (suburb and/or statistical area)	Type of service (NGO/Government)
Overall funding amount per service/provider	Length of funding commitment
Funding amount received by service per activity	Total number of organisations who have received/been allocated funding
Total number of organisations established through funding under the Agreement	Total number of organisations who have received/been allocated funding for the first time under the Agreement
Date funding was originally provided	

ii. Activity-level common data expectations (program/initiative)

Activity name	Total number of sessions, where applicable
Which providers delivered each activity	Targeted cohorts/regions
Purpose of activity	Anticipated/actual outcomes
Relevant output/s under the Agreement	Total amount of funding to non-government organisations
How providers were selected (grant rounds/EOI)	Total number of activities directed at diverse people and groups, broken down by cohort
Total number of activities delivered or underway	Total number of activities funded previously that received an extension through funding under the Agreement
Total number of services targeted toward specific locations (major cities, regional, remote, very remote)	Engagement data – number, demographic, etc. – for helplines and campaigns

Activity name	Total number of sessions, where applicable
Total number of new programs/ activities established through funding under the Agreement	

iii. Client-level common data expectations

Number of clients supported	Age of clients
Number of children supported, where available	Total number of clients broken down by diverse people and groups
Total number of clients who receive perpetrator intervention support/ services, including breakdown by gender	Total number of clients receiving a service broken down by location (major cities, regional, remote, very remote)
Total number of clients experiencing or at risk of violence, including breakdown by gender	

Q: What are acquittal requirements?

A: Successful applicants will be required to submit a simple financial acquittal by 31 July 2024. The acquittal will include an expenditure breakdown on:

- Staffing costs
- Reimbursement
- Minor equipment and assets
- Operational costs

An officeholder in your organisation will be required to certify that the grant funds have been spent as per your financial acquittal.

Q: Why was my application not successful?

A: If you are unsuccessful in this grant, it does not mean your application is without merit. Funding is limited and not all applications are successful. Due to the high volume, DCJ is unable to provide individual feedback on each unsuccessful application.

Department of Communities and Justice

6 Parramatta Square
10 Darcy Street
Parramatta NSW 2150

Locked Bag 5000
Parramatta NSW 2124

Office hours:
Monday to Friday
9.00am – 5.00pm

E: WFCS.DFSVMulticulturalGrant@fac.s.nsw.gov.au