

COVID-19 Aboriginal Community Response and Recovery Fund

Application Form

Application Process

1. Start by **identifying an issue or gap** in your local community that is due to coronavirus (COVID-19). Come up with an **initiative** that can help your community respond and recover.
2. **Gather evidence** to show your idea meets local needs and is supported by your community.
3. **Read the guidelines and FAQs** to make sure you and your initiative are eligible for funding.
4. **Complete and send this application form** to AboriginalCOVID19Fund@dpc.vic.gov.au
5. **Applications will firstly be reviewed by the Department of Premier and Cabinet** to ensure that the eligibility criteria are met and that all sections are completed. Applications that do not meet the eligibility criteria will not proceed to shortlisting.
6. All **eligible applications will subsequently be reviewed** by the COVID-19 Aboriginal Community Taskforce Fund Subcommittee.
7. The **relevant Victorian Government department/s will then review** the recommendations of the Taskforce Fund Subcommittee.
8. Successful applications will be reviewed and approved by the **Minister for Aboriginal Affairs**.
9. At the completion of the process you will be **advised of the outcome** in writing and given the opportunity to obtain feedback about your submission.
10. Any queries should be directed to AboriginalCOVID19Fund@dpc.vic.gov.au

Initiative details

A. Initiative summary

Initiative name		
Applicant		
Project manager		
Partner organisation (if applicable)		
Region Please mark with an X To determine which region you belong to see this interactive map: https://www.firstpeoplesvic.org/your-region-members	Metropolitan	
	South East	
	South West	
	North East	
	North West	
Local Aboriginal COVID-19 Response Network:		

Note: if you are not part of a Network, please write N/A	
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B. Initiative category

Purpose What category/categories does your initiative address?	Emergency relief	
	Outreach and brokerage	
	Cultural strengthening	
	Social and emotional wellbeing	

C. Initiative description

(250 words or less)

D. Expected initiative dates

Start date	
End date	

Selection criterion 1: Aboriginal-led

Section 1: Initiative is Aboriginal-led

Is the initiative Aboriginal-led?

Yes

No

Section 2: For eligible organisations

Name of organisation			
Type of organisation (Please indicate the relevant organisation with an X inside the checkbox).			
<input type="checkbox"/>	Victorian based Aboriginal not-for-profit organisation (e.g. ACCO or ACCHO)		
<input type="checkbox"/>	Victorian based Aboriginal business		
<input type="checkbox"/>	Traditional Owner groups		
<input type="checkbox"/>	Land trusts		
Further information about your organisation (please indicate which of the following applies with an X inside the checkbox).			
<input type="checkbox"/>	A Victorian based entity with a registered Australian Business Number (ABN)		
<input type="checkbox"/>	A Victorian based entity registered under the <i>Corporations Act 2001 (Cth)</i> or the <i>Associations Incorporation Reform Act 2012 (Vic)</i>		
<input type="checkbox"/>	A Victorian based incorporated and registered not-for-profit organisation.		
Note – if you are an individual or unincorporated Aboriginal community group – go to Section 3			
Organisation contact person			
Email		Phone number	
Street address			
Town/suburb		Postcode	
Australian Business Number (ABN)		Registered for GST	

- I am authorised by the organisation named in Section One of this form to submit this application on behalf of the organisation/community group.
- I understand that this is an application only and may not necessarily result in funding approval.
- I state that the information in this application is true and correct to the best of my knowledge.

Name		Date		
Signature		Position (Please indicate which applies)	CEO	
			Other	
		If Other, specify		

Section 3: Aboriginal individuals and unincorporated community groups

Project manager (e.g. individual / community group leader)

Name and position title of project manager			
Email		Phone number	

Street address			
Town/suburb		Postcode	

Partner organisation

Name of partner organisation			
Type of organisation (Please indicate the relevant organisation with an X inside the checkbox).			
<input type="checkbox"/> Victorian based Aboriginal not-for-profit organisation (e.g. ACCO or ACCHO)			
<input type="checkbox"/> Victorian based Aboriginal business			
<input type="checkbox"/> Mainstream not-for-profit organisation (provide extenuating circumstances at Section 4)			
<input type="checkbox"/> Local or Shire Council (provide extenuating circumstances at Section 4)			
Where your partner organisation is <u>not</u> a Local or Shire Council , please indicate which of the following applies with an X inside the checkbox.			
<input type="checkbox"/> A Victorian based entity with a registered Australian Business Number (ABN)			
<input type="checkbox"/> A Victorian based entity registered under the <i>Corporations Act 2001 (Cth)</i> or the <i>Associations Incorporation Reform Act 2012 (Vic)</i>			
<input type="checkbox"/> A Victorian based incorporated and registered not-for-profit organisation.			
Partner organisation contact person			
Email		Phone number	
Street address			
Town/suburb		Postcode	
Australian Business Number (ABN)		Registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> No
MOU developed with applicant organisation	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 4: Partnering with a mainstream organisation

In extenuating circumstances, applicants can partner with mainstream organisations to deliver their initiative. If you are partnering with a mainstream organisation, please describe these circumstances below. If this doesn't apply to you, move to Selection Criteria 2.

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Selection criterion 2: Effective and/or innovative

All applicants must complete this section, including entities and individuals applying with a partner entity.

Initiatives should creatively apply new knowledge, technologies, methodologies or processes to improve the effectiveness or quality of outcomes for Aboriginal communities.

Initiatives may be an extension of an existing program or idea, but these must demonstrate significant enhancement or adaptation to be successful.

2.1 Describe how the initiative will be delivered

This includes how you will draw on local knowledge, technologies, methodologies or processes. (maximum 150 words)

2.2 Describe how this will improve outcomes for your community

(maximum 150 words)

2.3 If your initiative is an extension of an existing program or idea, how is this a significant enhancement or adaptation?

This includes how you are adapting your existing initiatives to support Aboriginal communities throughout coronavirus (COVID-19).

(maximum 150 words)


Selection criterion 3: Addresses a service gap

Solutions should not duplicate existing services.
(maximum 250 words)

3.1 Describe the current service gap in your community**3.2 Explain how other service providers are not addressing this gap**

Selection criterion 4: Demonstrates local need and support from the community

Initiatives should be place-based initiatives that respond to the needs of the local community. While regional or statewide initiatives are eligible for funding, these must be rolled out in a place-based way to ensure they are tailored to the needs of each local area. Assessment will include consideration of any priorities identified through the Local Aboriginal COVID-19 Response Networks.

4.1 Describe how the initiative addresses local needs/demand in your community and outline evidence of community support

(Maximum 150 words)

For example – Have you undertaken any community engagement? Does your initiative address an issue raised by your Local Aboriginal COVID-19 Response Network?

4.2 Describe who will most benefit from the initiative

For example – Aboriginal Elders, women, men, children, young people, families

Age group(s) <i>Mark relevant age groups with an X</i>	<input type="checkbox"/> 0-5 <input type="checkbox"/> 5-10 <input type="checkbox"/> 10-15 <input type="checkbox"/> 15-20 <input type="checkbox"/> 20-30 <input type="checkbox"/> 30-45 <input type="checkbox"/> 45-60 <input type="checkbox"/> 60+
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4.3 If this a targeted initiative? If not, how will the initiative be inclusive of different groups in your local Aboriginal communities?

Examples include Elders, those in out-of-home care, people from the Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ) community, people living with disabilities, people experiencing mental health or alcohol and other drug issues, people living in rural, remote or regional communities, people experiencing family violence or homelessness and people exiting the justice or child protection systems.

(maximum 150 words)

4.4 How will participants be referred, selected and engaged? (Maximum 150 words)

4.5 Provide details of the place where the initiative will be delivered within your region
(Maximum 150 words)

Financial Details

6.1 List the income and expenditure for the initiative

Expenditure must not include equipment or capital items. All figures must include GST and be rounded to the nearest dollar.

Income item	\$
Amount requested in this application	
Funds contributed by your organisation or any other organisation/group (please specify)	
In kind support (please specify)	
Other (please specify)	
<u>Total income</u>	
Expenditure item	\$
Auspice fee (cannot be more than 10%)	
Fee for service (specialist facilitators, consultants)	
Advertising	
Materials / consumables' including resource development (please specify)	
Staff travel costs (please specify)	
Community consultation costs including catering, venue hire and community transport (please specify)	
Other (please specify)	

Income item	\$
<u>Total expenditure</u>	

6.2 Provide details of financial or in-kind contributions from the applicant organisation or any other partners (if applicable)

Risk assessment

7. Describe any risks you see with your initiative and how you will mitigate/manage these.

Conflict of Interest

Please declare any conflict of interest in relation to the application, perceived or otherwise.

<p>I do not have a conflict of interest, to the best of my knowledge, in relation to this application.</p> <p>I have read and understood <i>COVID-19 Aboriginal Community Response and Recovery Fund Guidelines</i></p>	
<p>A conflict of interest has been identified and declared.</p> <p>I have read and understood <i>COVID-19 Aboriginal Community Response and Recovery Fund Guidelines</i></p> <p>(If you checked this box please continue to the following questions)</p>	

Please summarise the situation

Strategies you will put in place to minimise the conflict of interest

Terms and Conditions

Application phase

By submitting an initiative, I agree and acknowledge that:

1. I am 16 years and over. For participants aged 16 or 17, guardian approval is required.
2. Individuals, organisations and the initiative for which funding is sought must meet the requirements set out in the guidelines and other program documentation.
3. Where I am submitting an application as an individual, for my initiative to be eligible for progression, consent needs to be given from an eligible partner organisation.
4. To be an eligible partner organisation, an organisation must have the capacity to deliver and manage the initiative for which funding is being sought, including meeting all reporting requirements. Its board of management and responsible officer (or equivalent) must have consented to acting as a partner organisation before the initiative is submitted.
5. No personal profit will be made by me or my immediate family. Salaries for initiative administration are not considered personal profit.
6. Initiative administration costs up to 10 per cent for initiatives up to \$100,000 (GST inclusive) and 15 per cent for initiatives up to \$200,000 (GST inclusive) may be included.
7. Eligible organisations may participate but must have a local resident who supports the initiative and resides in the community in which the initiative is proposed.

8. Initiatives which are already included in forward plans of local councils can be considered through this process. However, these initiatives must not already be accounted for in a council's 2020-2021 budget statement.
9. Where there are similar initiatives in the same area, the Fund team may consider reaching out to initiative applicants to merge similar initiatives before progressing their applications. Statewide and regional responses will be considered but they must demonstrate place-based delivery.
10. Initiatives must be able to be delivered within 6 months of signing the funding agreement. This doesn't include any necessary approvals and permissions.
13. Funding is one-off only. Ongoing operational and maintenance costs must be covered by the responsible organisation. Additional Victorian Government funding will not be provided if initiative cost exceeds the proposed budget.
14. Information provided in the initiative application and/or follow-up with the Department of the Premier and Cabinet:
 - may be provided to relevant government agencies and organisations, where necessary, to determine if the initiative is feasible, viable and appropriate approvals have been obtained
 - may undergo changes to budget during eligibility review by the relevant organisations.
15. Information supplied in my application is accurate and, if the initiative is selected, can be used to form the basis of a funding agreement. The funding agreement will specify, based on agreed milestones, when funds will be provided.
16. Initiative proposals will be subject to usual local and State Government approvals and processes, if necessary (e.g. development approvals, landholder acknowledgement, additional localised consultation).
17. Initiatives and applicants deemed ineligible will not receive detailed feedback on their application.
18. No late applications can be accepted.
19. I may be contacted by the Victorian Government following the finalisation of my initiative as part of an evaluation of the Fund.
20. I understand that information about my initiative may be published on Aboriginal Victoria's website. Photo consent will be granted by the individual and/or organisation prior to publishing.

Terms and Conditions

<p>I agree to the terms and conditions. I have read and understood the <i>COVID-19 Aboriginal Community Response and Recovery Fund Guidelines</i></p>	
<p>I do not agree to the terms and conditions. I have read and understood the <i>COVID-19 Aboriginal Community Response and Recovery Fund Guidelines</i></p>	