

Free from Violence Local Government Program 2023-2026

Program guidelines

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Acknowledgement of Country

The Department of Families, Fairness and Housing proudly acknowledges the Traditional Owners of the lands across Victoria and pays its respects to all First Peoples. This is Aboriginal land; always was, always will be. We recognise and value the ongoing contribution of Aboriginal people and communities to Victorian life.

Please note

Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples. The Victorian Government acknowledges the diverse and distinct cultures of Aboriginal peoples and Torres Strait Islanders. In these guidelines, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people.

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Available at [Local Government Victoria's Free from Violence Local Government Program](https://www.localgovernment.vic.gov.au/grants/free-from-violence-local-government-program) page <https://www.localgovernment.vic.gov.au/grants/free-from-violence-local-government-program>

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Minister's foreword

A message from the Minister for Prevention of Family Violence, The Hon. Ros Spence MP

The prevention of family violence and all forms of violence against women continues to be a priority for the Victorian Government.

But we cannot do this alone.

We know that to create conditions where violence is less likely to occur, we need to work closely with Victorian communities.

And we know that local government is uniquely placed to promote respectful relationships in settings such as community sport, early childhood services and parenting groups to increase community understanding of the causes of family violence and violence against women.

That is why we are proud to launch the *Free from Violence Local Government Program 2023–2026*, continuing an effective collaboration between the Victorian Government and councils across the state.

Funding of up to \$270,000 over three years is available to help local councils build on successful initiatives. This money will support activities that challenge deeply held and harmful beliefs and work to change the systems and structures that reinforce gender inequality.

Smaller rural councils, councils with limited resources or councils that are at the early stages of primary prevention work are strongly encouraged to apply.

I thank our program partner of many years, the Municipal Association of Victoria, for its support, expertise and continued commitment. It has been wonderful to see Victorian councils lead efforts to progress gender equality and rise to the challenge of addressing the harmful behaviours, attitudes and norms that can lead to violence in the communities they serve.

We are proud to have invested \$3.51 million in the first round of the *Free from Violence Local Government Program 2022-2025*, funding 15 Victorian councils to undertake primary prevention activities in their workplaces and council services.

I look forward to continuing our partnership towards a life free from violence for every Victorian.



The Hon. Ros Spence MP
Minister for Prevention of Family Violence

Grant program overview

The Free from Violence Local Government Program 2023–2026 (the Program) will provide funding for up to 10 local government authorities (LGAs) for a three-year period to support the implementation of the *Local government guide for preventing family violence and all forms of violence against women* (the guide). The Program commenced in 2022, with 15 councils receiving three-years funding until 2025. The guide is an evidence-based practical tool that supports councils to achieve a whole-of-council model for preventing family violence and all forms of violence against women. It is an action-focused resource that is accessible for all people within council, from councillors and executive leaders to policy officers and frontline staff. More information on the guide is provided in *Questions and answers*, available on [Local Government Victoria's Free from Violence Local Government Program webpage](https://www.localgovernment.vic.gov.au/grants/free-from-violence-local-government-program) <<https://www.localgovernment.vic.gov.au/grants/free-from-violence-local-government-program>>.

The program is a partnership between:

- Office for Prevention of Family Violence and Reform (OPFVR) in the Department of Families, Fairness and Housing (DFFH)
- Local Government Victoria (LGV) in the Department of Government Services (DGS)¹
- Municipal Association of Victoria (MAV)
- Victorian councils.

The program will contribute to the Victorian Government's vision to create a Victoria where all Victorians experience equality and respect in all their relationships and live free from violence.

DFFH, DGS and the MAV will support participating councils through funding and practical support. Participating councils will need to make a co-contribution (see [Funding details](#)) and to actively contribute to the continuous improvement of the guide, including by sharing learning and best practice with the sector.

[The final guide is available on the Municipal Association of Victoria website here.](#) Victorian councils that do not receive funding under the program will be encouraged to use the guide. They will also have access to the learnings and resources produced by funded councils participating in the program over the three years through the MAV Free from Violence Network Teams Site.

Grant program objectives

- Support Victorian councils to promote positive attitudes, behaviour and culture change in their workplace and through the community programs and services they deliver, to prevent family violence and all forms of violence against women.
- Increase awareness and understanding across Victorian councils and their communities of the drivers of family violence and all forms of violence against women, and how to stop this violence before it starts.
- Test the appropriateness, useability and effectiveness of the guide as a tool to support councils to implement and embed a whole-of-council approach to preventing family violence and all forms of violence against women.

¹ LGV is currently being supported by, and using the platforms of, Department of Jobs, Skills, Industries and Regions (DJSIR) until DGS is established.

Program model

An overview of the program model follows. More information is in *Questions and answers*.

Element	Detail
Program delivery dates	From December 2023 to December 2026
Funding model	Co-contribution model
Funding provided by government	Up to \$270,000 over three years. Funding amounts are determined by council classification. See Funding details to determine the grant funding available and the financial contribution required by your council.
Contribution required by participants	Combination of monetary and in-kind contribution – amount varies according to council classification (see Contributions).
Number of councils funded	Up to 10
Eligibility	Victorian councils that were not funded under the first iteration of the program (2022-25) are eligible to apply. Grant recipients will represent a range of council types and regions at different stages of experience and capability in primary prevention of family violence and all forms of violence against women. Rural councils, councils with limited resources or councils that are at the early stages of primary prevention work are strongly encouraged to apply.
Program activities that can be funded	<ul style="list-style-type: none"> Staffing, including hiring new staff or extending the contracted hours of existing staff. Activity costs associated with delivering training, workshops or community events. 5 to 10% of overheads associated with implementing activities.
Activities that cannot be funded	<ul style="list-style-type: none"> Activities occurring outside of the funding period mid-2023 to mid-2026. Existing staff salaries, although extending hours of existing staff can be funded. Activities without a primary prevention focus – see <i>Questions and answers</i> for comprehensive list. Interstate or international travel.
Application period	Applications will open to Victorian councils on 9 August 2023. Submissions will close at 5pm on 27 September 2023 Applicants will be announced in November 2023.

Accessing the guide

The guide is available on the Municipal Association of Victoria's [website](#).

< <https://www.mav.asn.au/what-we-do/policy-advocacy/social-community/family-violence-prevention/preventing-family-violence-guide> >.

Applicants are not expected to demonstrate a detailed understanding of the guide as part of their application. Grant recipients will be given further support to understand how to implement the guide before starting the program.

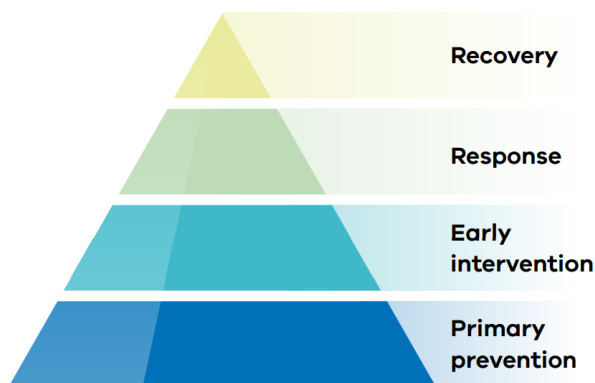
More information on primary prevention of family violence and the whole-of-council approach

When you think about preventing family violence or violence against women, what comes to mind? Perhaps things like counselling, family violence intervention orders or women's refuges. These are interventions or responses that come into play **after** violence has happened.

Primary prevention of family violence and all forms of violence against women are actions, strategies or policies that work to stop it from occurring in the first place – this means creating conditions where violence is less likely to occur at all.

Figure 1 shows a pyramid with three levels of action that work together to contribute to a healthier, safer society. By stopping violence before it happens, primary prevention reduces the need for the secondary (early intervention) and tertiary (crisis response) levels of action.

Figure 1: Prevention and response



Primary prevention aims to stop violence from happening at all through social change that addresses the underlying drivers of why it occurs. Examples include:

- promoting gender equality
- education on respectful relationships
- challenging community attitudes towards family violence.

Early intervention aims to reduce the risk of violence recurring or escalating by responding to the early signs of family violence and violence against women and focussing on individuals and groups with a high risk of perpetrating or being a victim of violence, and the factors contributing to those risks. Examples include:

- family violence screening in maternal and child health, health and social services

- home visits to at-risk cohorts
- behaviour change programs.

Response supports victim survivors of family violence and violence against women and holds people who use violence to account. This is done with the aim of preventing recurring violence or minimising its long-term impacts. Examples include:

- intervention orders
- safety planning
- crisis response services and accommodation
- child protection responses
- police responses
- criminal charges.

Recovery is an ongoing process that enables victim survivors to find safety, health, wellbeing, resilience and to thrive in all areas of their life.

What is a whole-of-council approach?

A whole-of-council approach means that primary prevention is built into every part of the council. This includes processes, practices, and policies to the physical and cultural environment of the workplace, as well as council services and other areas of community work. It means that everyone in council understands their role and plays a part in preventing family violence and all forms of violence against women, to make a difference in their community.

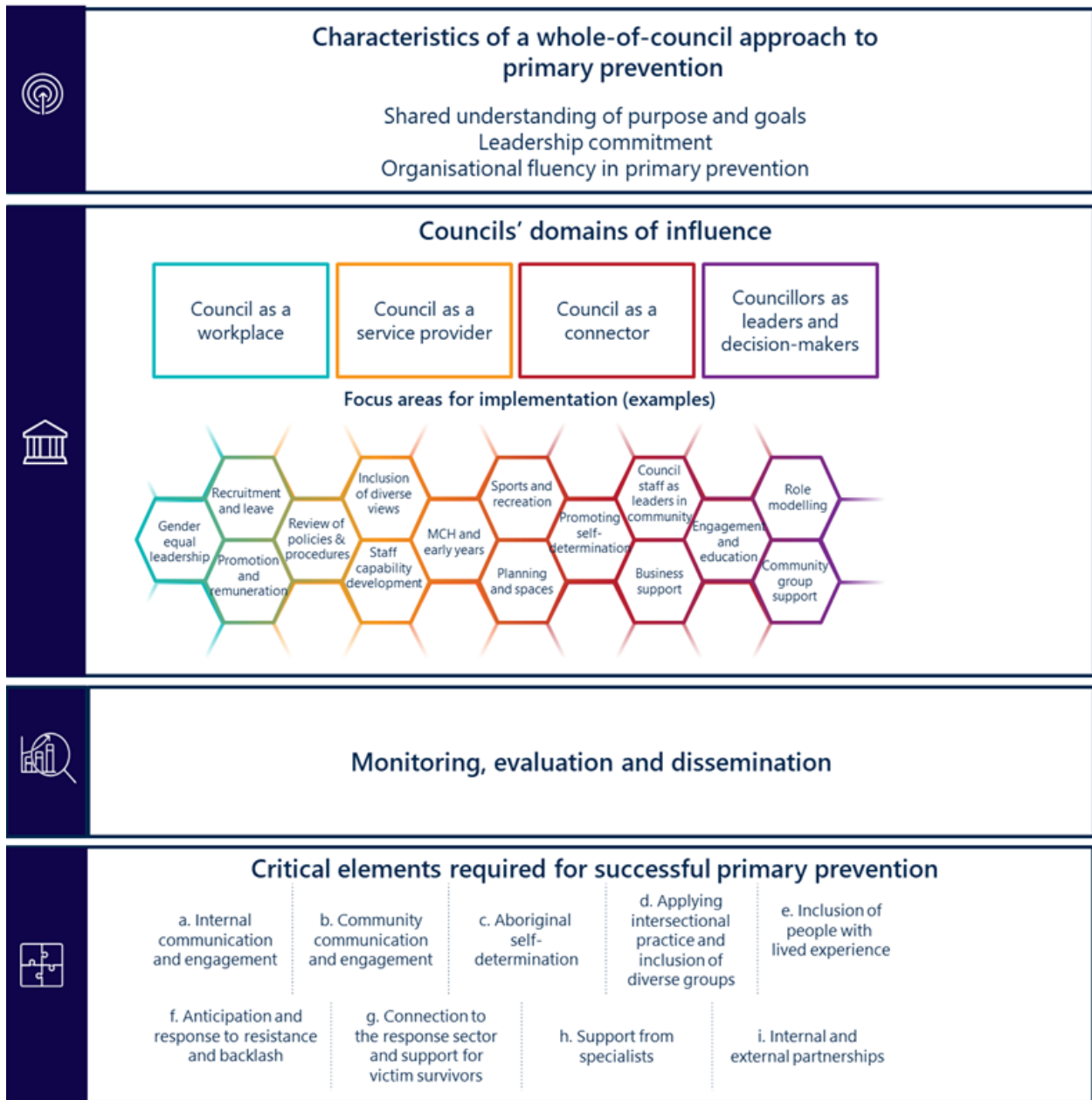
The whole-of-council model used in the guide (see figure 2) was developed through consultation with local government primary prevention experts, employees from councils across Victoria (representing different areas of council), prevention sector organisations and people with lived experience. It describes how a council – as an organisation and as a collection of individual people – can embed primary prevention into its regular way of operating.

The whole-of-council model is underpinned by three central characteristics:

- a clear direction for the work
- commitment from leaders to execute
- and an organisation that is capable and confident in delivering primary prevention.

Establishing these characteristics will enable councils to be effective in creating change across the four domains of influence (the 'points of leverage' that councils have in the community).

Figure 2: Whole-of-council approach to primary prevention



Councils' domains of influence

The domains of influence are critical to the whole-of-council approach because they articulate the complex roles councils fulfil in our communities while also identifying councils as diverse workplaces.

The domains provide an accessible map for exploring how primary prevention and gender equality activities can be developed and embedded within each role. The program will support councils to identify opportunities to develop or enhance activity within each of the domains and take action.

Some examples of activities within each domain are outlined as follows.

Domain	Examples
Council as a workplace	<ul style="list-style-type: none"> • Implement a workplace cultural change program such as Workplace Equality and Respect <https://workplace.ourwatch.org.au> • Actions from your gender equality action plan (GEAP) that have a primary prevention of family violence and violence against women focus • Review policies with a gender equity and primary prevention lens, including sexual harassment, flexible work, leave entitlements, responding to family violence, recruitment and promotion
Council as a service provider	<ul style="list-style-type: none"> • Community activities to embed primary prevention in specific settings such as early years, parenting groups, multicultural, faith, arts and culture, and sports settings • Education initiatives about elder abuse and implementing prevention activities in relevant settings • Partner with Aboriginal Community Controlled Organisations (ACCOs) to embed self-determination • Undertake gender impact assessments (GIAs) with a primary prevention lens of policies and practices in council service areas, such as planning and design, rates and revenue, local laws, emergency management, and procurement
Council as a connector	<ul style="list-style-type: none"> • Build partnerships with community groups, including ACCOs, multicultural and faith groups, to address drivers of family violence and all forms of violence against women • Participate in relevant campaigns to tailor information to community contexts and reinforce messaging, for example Respect Victoria's 'Call it out' campaigns, International Women's Day (8/3), International Day for the Elimination of Racial Discrimination (24/3), IDAHOBIT (17/5), World Elder Abuse Awareness Day (15/6), National NAIDOC Week (3-10/7), International Equal Pay Day (18/9), International Day of Older Persons (1/10), International Day of Girl (11/10), 16 Days of Activism against Gender-based Violence commencing on International Day for the Elimination of Violence Against Women (25/11), includes International Day of Persons with Disabilities (3/12), and concludes on Human Rights Day (10/12). <p>*Note: These are only examples and councils would not be expected to participate in all these campaigns.</p>
Councillors as leaders and decision makers	<ul style="list-style-type: none"> • Embed information about gender equality, primary prevention of family violence and violence against women, sexual harassment and intersectionality into councillor induction and ongoing training programs • Review council procedures and structures with a primary prevention lens

Managing disclosures

When your council discusses the prevention of family violence and violence against women there is a good chance that someone may disclose that they have experienced violence, witnessed violence

or are using violence themselves. Disclosures may come from staff or community members. All council staff have responsibilities in how they respond to disclosures or suspicion of harm.

All grant recipients will need to develop and demonstrate their strategies and processes for handling disclosures of family violence throughout the three-year grant program. This requirement will be explored with grant recipients at the start of the grant program. Councils will be supported to identify their current processes and knowledge around responding to and reporting disclosures of harm or suspected harm and will identify ways to strengthen these practices throughout the three-year program.

Funding details

To ascertain the contribution required by your council, please identify your council category and review the contributions required. For more information regarding the co-contribution model, see *Questions and Answers* on Local Government Victoria's Free from Violence Local Government Program webpage <<https://www.localgovernment.vic.gov.au/grants/free-from-violence-local-government-program>>.

Council contribution categories

Please note: Councils who were successful in the previous grant round (2022-25) do not appear in this list as they are not eligible to apply.

Category A (metro and interface councils)	Category B (regional councils)	Category C (large rural)	Category D (small rural)
<ul style="list-style-type: none"> • Banyule • Bayside • Boroondara • Cardinia • Darebin • Frankston • Glen Eira • Greater Dandenong • Hobsons Bay • Kingston • Knox • Manningham • Maribyrnong • Moonee Valley • Merri-bek • Mornington Peninsula • Nillumbik • Port Phillip 	<ul style="list-style-type: none"> • Ballarat • Greater Geelong • Greater Shepparton • Horsham • Latrobe • Warrnambool • Wodonga 	<ul style="list-style-type: none"> • Baw Baw • Campaspe • Colac-Otway • Corangamite • East Gippsland • Glenelg • Golden Plains • Macedon Ranges • Moira • Moorabool • Mount Alexander • Moyne • South Gippsland • Southern Grampians • Surf Coast • Swan Hill • Wellington 	<ul style="list-style-type: none"> • Alpine • Ararat • Benalla • Buloke • Central Goldfields • Gannawarra • Hepburn • Hindmarsh • Indigo • Loddon • Mansfield • Pyrenees • Queenscliffe • Strathbogie • Towong • West Wimmera • Yarriambiack

Category A (metro and interface councils)	Category B (regional councils)	Category C (large rural)	Category D (small rural)
<ul style="list-style-type: none"> Stonnington Whitehorse Whittlesea Wyndham Yarra 			

Contributions

Note: In-kind contributions can account for a maximum of 75% of your required yearly contribution. You can make additional monetary and in-kind contributions beyond those stipulated in the funding model

Category A

Year	State contribution	Council: Total required council contribution	Council: Minimum monetary requirement	Council: Remaining contribution that can be in-kind or monetary	Total program value
1	\$87,500	\$12,500	\$3,125	\$9,375	\$100,000
2	\$75,000	\$25,000	\$6,250	\$18,750	\$100,000
3	\$50,000	\$50,000	\$12,500	\$37,500	\$100,000

Category B

Year	State contribution	Council: Total required council contribution	Council: Minimum monetary requirement	Council: Remaining contribution that can be in-kind or monetary	Total program value
1	\$100,000	\$0	n/a	n/a	\$100,000
2	\$83,000	\$17,000	\$4,250	\$12,750	\$100,000
3	\$67,000	\$33,000	\$8,250	\$24,750	\$100,000

Category C

Year	State contribution	Council: Total required council contribution	Council: Minimum monetary requirement	Council: Remaining contribution that can be in-kind or monetary	Total program value
1	\$100,000	\$0	n/a	n/a	\$100,000
2	\$87,500	\$12,500	\$3,125	\$9,375	\$100,000
3	\$75,000	\$25,000	\$6,250	\$18,750	\$100,000

Category D

Year	State contribution	Council: Total required council contribution	Council: Minimum monetary requirement	Council: Remaining contribution that can be in-kind or monetary	Total program value
1	\$100,000	\$0	n/a	n/a	\$100,000
2	\$90,000	\$10,000	\$2,500	\$7,500	\$100,000
3	\$80,000	\$20,000	\$5,000	\$15,000	\$100,000

Application process and assessment criteria

How to apply

Applications open to eligible Victorian councils on 9 August 2023.

Submissions close at **5pm on 27 September 2023**. Applications should be submitted through the [DJSIR Grant Portal, accessible from Local Government Victoria's Free from Violence Local Government Program webpage](https://www.localgovernment.vic.gov.au/grants/free-from-violence-local-government-program) <<https://www.localgovernment.vic.gov.au/grants/free-from-violence-local-government-program>>.

The following supporting documents **must** be included in your application:

- confirmation of executive endorsement, such as a letter of support from your council's CEO
- high-level project budget that explains the intended use of funding (budget template is included on the application form)
- if applicable to your council, evidence of partnership arrangements with other organisations.

Assessment criteria

All applications will be assessed against set criteria and reviewed by a panel with expertise in primary prevention of family violence and all forms of violence against women, and expertise in local government contexts.

The following criteria will be used to evaluate all submissions and determine successful grant recipients:

- Criterion 1: Demonstrated understanding of current capabilities and needs
- Criterion 2: There are favourable conditions for implementation
- Criterion 3: Demonstrated commitment to implementing the guide and aligning with the whole-of-council approach
- Criterion 4: Applies an intersectional approach
- Criterion 5: Demonstrated approach towards sustainability.

All criteria are mandatory.

Submissions will need to answer all criteria in the application form and address all the elements within each criterion. Failure to meet any criterion will mean the submission is marked as 'non-compliant'.

Applicants may be contacted to provide clarification or more information throughout the evaluation process. All applicants will be advised in writing of the final outcome of the submission process, including the list of all successful submissions.

In answering the criteria, applicants must demonstrate:

- what their council is currently doing to increase awareness and understanding of the drivers of family violence and all forms of violence against women
- what their council is currently doing to promote positive attitudes, behaviour and culture change in their workplace and through community programs and services they deliver to prevent family violence and promote gender equality, including how they are resourcing this work
- how they foresee the guide may support, complement or enhance their council's efforts in the area of primary prevention and gender equality work, and why their community or council (or both) would benefit from this grant program
- ways their council intends to integrate primary prevention initiatives across council and embed them in business as usual
- commitment to co-contribution and to sustaining the work in business as usual through internal resourcing beyond the funding period.

Note: Funding will not be allocated according to reported incidents of family violence in a local government area.

Criterion 1: Demonstrated understanding of current capabilities and needs

The application clearly communicates the council's current capabilities, areas for improvement and why additional funding and support is needed. This may include organisational or cultural challenges as well as identified strengths.

Applicants are encouraged to outline any unique challenges that their council faces and to demonstrate what the funding will enable them to do that would otherwise be challenging or not possible.

Applications will be viewed favourably if they respond to multiple or all domains of influence (see figure 2) and can communicate an understanding of their current position within this work.

Note: The program is looking to recruit a diverse range of councils at different stages of their primary prevention journey.

Criterion 2: There are favourable conditions for implementation

Part A

The application demonstrates organisational support and readiness for implementation of the guide, including an articulated commitment by executive and elected leadership in council (see [Notes 1 and 2](#)).

The application describes the enablers within their council that will support the implementation of the guide, such as leadership support, community engagement, partnerships, inclusion in strategic planning and current or previous primary prevention and gender equality work.

Part B

The application articulates council's current processes for responding to disclosures of family violence or harm, or suspicion of harm, including to children. The application indicates a

commitment to develop new and/or enhance existing strategies, processes and training over the three-year program.

Notes

1. DFFH recognises that councils are at different stages in terms of their awareness, understanding and capability in primary prevention of family violence. Applicants will not be penalised for demonstrating that council is at an early stage of their journey.
2. Backlash and resistance are commonly experienced when implementing primary prevention initiatives. Identifying the risk of backlash and resistance will not result in low scoring against this criterion. Applications will be viewed favourably if they can articulate the potential areas of backlash or resistance and ideas for managing these.

Criterion 3: Demonstrated commitment to implementing the guide and aligning with the whole-of-council approach

The application articulates a commitment to embedding primary prevention across all domains of council over the life of the program, regardless of the current level of engagement with primary prevention and gender equality work. Applications should articulate why the whole-of-council model will benefit their council.

Applicants may:

- identify the presence of foundational elements or critical requirements (see figure 2) that align with the whole-of-council approach, **or**
- identify foundational elements or critical requirements (see figure 2) they wish to develop.

Applicants can apply their areas of interest to the domains of influence in the guide. For instance, primary prevention in sports settings could apply to the domain of service provider or connector (or both). Applicants that are yet to identify key priorities and wish to explore this as part of this program will not be penalised.

Note: Support will be provided to establish what work your council will engage in. Responses do not need to have a high level of detail or specific outputs about proposed activities; however, a demonstrated ability to engage in work across all domains is required.

Criterion 4: Applies an intersectional approach

The application applies an intersectional lens that recognises how some individuals and communities are affected by more than one form of discrimination and disadvantage that intersect, and that this may require more targeted support to address the barriers and disadvantage they face in accessing resources, getting support and navigating systems.

The purpose of applying an intersectional lens to your program planning practice is to ensure everyone can participate and benefit.

Applications that fully consider the ways in which inequalities interact and that reflect diversity and inclusion will be viewed favourably.

Further information and examples about how to apply an intersectional lens are included in the question-and-answer document.

Criterion 5: Demonstrated approach towards sustainability

The application demonstrates a very high likelihood for integration into business as usual over time.

The application articulates how implementing the guide will complement or interact with different areas of council work or how this funding will contribute to sustaining council commitment to the prevention of family violence and all forms of violence against women.

Applications that indicate how their practice can be transferred to other councils, including resources and tools they will share, will be viewed favourably.

Note: All participants will be required to agree to share the resources and learnings developed throughout the project on the [MAV website's Free from violence section](https://www.mav.asn.au/what-we-do/policy-advocacy/social-community/family-violence-prevention)
<https://www.mav.asn.au/what-we-do/policy-advocacy/social-community/family-violence-prevention>

Successful applicants

The Minister for Prevention of Family Violence will announce the successful applicants from November 2023. A letter of offer will be sent to each successful applicant and details will be published on [Local Government Victoria's Free from Violence webpage](https://www.localgovernment.vic.gov.au/grants/free-from-violence-local-government-program)
<<https://www.localgovernment.vic.gov.au/grants/free-from-violence-local-government-program>>.

Successful applicants will need to enter into a Victorian Common Funding Agreement (VCFA) with the Victorian Government within 30 days of receiving the letter of offer.

The VCFA outlines the commitments and obligations of the parties as well as setting out:

- general terms and conditions of the grant funding
- budget of the agreed activity
- activity deliverables and payment schedule, including participation in capacity building activities and formal evaluation, and reporting requirements.

If you do not think you can return the VCFA within this time, immediately contact DGS to discuss.

Successful applicants should review the Victorian Common Funding Agreement standard terms and conditions before applying. These can be found under 'VCFA short form and short form clause bank' on the [Victorian Government's VCFA forms and templates page](https://www.vic.gov.au/victorian-common-funding-agreement-templates#vcfa-standard-form-and-standard-form-clause-bank)
<<https://www.vic.gov.au/victorian-common-funding-agreement-templates#vcfa-standard-form-and-standard-form-clause-bank>>

Funding conditions

No funding will be released until DGS, on behalf of DFFH, and the applicant have executed the funding agreement and appropriate milestone evidence identified in the funding agreement has been met.

- Funding is only available in the financial years stated in the VCFA – no funding will be carried forward or be available for incomplete project activities in other financial years.
- Funding is to be fully expended by June 2026.
- Applicants must ensure that project activity complies with relevant legislations, regulations, by-laws, mandatory codes and requirements of any Commonwealth, State, Territory or Local Authority. It is council's responsibility to be aware of laws and protocols that regulate the way work must be conducted.

- Grant recipients may be prescribed under the Multi-Agency Risk Assessment and Management Framework (MARAM), the Child Information Sharing Scheme and the Family Violence Information Sharing Scheme. For more information, refer to the [Victorian Government's Family violence multi-agency risk assessment and management framework page](https://www.vic.gov.au/family-violence-multi-agency-risk-assessment-and-management) <<https://www.vic.gov.au/family-violence-multi-agency-risk-assessment-and-management>>.
- Public liability insurance and any other insurance category appropriate to the activities of the project are the responsibility of the grant recipient.
- Government contributions to the project must be acknowledged in any relevant publication, promotional material or media release. Successful applicants will be advised of this requirement.

This program is a competitive, merit-based package. All decisions by DFFH or the Minister for Prevention of Family Violence regarding any aspect of the funding application and assessment process, including any decision to offer or award a grant, or to withdraw the offer or cancel the grant funding agreement, are final.

No binding agreement

No binding agreement, legal relationship or other understanding for the supply of funding will exist between the Victorian Government and any applicant unless and until they have signed a formal written funding agreement.

Payment of grant funds

Successful grant recipients will be paid on completion and approval of agreed project milestones and deliverables. The final financial milestone will not be processed until all requirements outlined in the activity deliverable schedule, including the final acquittal report, are completed to the satisfaction of DFFH and DGS.

Milestone payments are made via electronic funds transfer (EFT) once deliverables are met, in line with the VCFA.

Evaluation, monitoring and reporting requirements

It is a condition of funding that grant recipients comply with project monitoring, reporting and capacity building workshop requirements as outlined in the funding agreement. This includes collecting required data and participating in program evaluation activities required by DFFH and DGS.

Grant recipients are responsible for project delivery, including any project cost overruns should they occur.

In cases where a project is delayed for an unreasonable length of time, where substantive changes of scope are made after funding has been approved or where a component of a project fails to be delivered, DFFH and DGS reserve the right to withhold payments until appropriate actions have been taken to ensure the funded project is being delivered as agreed or cancel the grant and recoup any payment that has already been provided.

Governance

Representatives from the project partners (DFFH, DGS and MAV) will meet regularly throughout the life of the project to oversee program delivery, report on project status, identify potential issues and undertake project evaluation.

Announcements and events

Acknowledgement and publicity guidelines will form part of the funding agreement. Successful applicants may be the subject of funding announcements, media releases and other disclosures. Successful applicants will be required to liaise with DFFH to coordinate any public events or announcements related to the funded project.

Privacy

Information provided to DFFH and DGS in applications will be used to assist DFFH and DGS to assess eligibility and suitability for the program and to prepare funding agreements.

Any personal information provided will be handled in line with the Privacy and Data Protection Act 2014 (Vic) and other applicable laws.

DFFH or DGS, its officers, employees, agents and sub-contractors may use and disclose any of the information provided with the application to Victorian Government departments, agencies or bodies, non-government organisations or the Commonwealth, states or territories for any purpose in connection with the administration of the program.

For a copy of DFFH's privacy policy on the management of personal information collected, [email the Privacy team](mailto:privacy@dffh.vic.gov.au) <privacy@dffh.vic.gov.au>.

For more information

For more information about this grant program please [email the Free from Violence Program](mailto:freefromviolence@dffh.vic.gov.au) <freefromviolence@dffh.vic.gov.au>.

Appendix A: Image descriptions

Whole-of-council approach to primary prevention

Figure 2 outlines the elements that comprise the whole-of-council approach to primary prevention.

Characteristics of a whole-of-council approach to primary prevention

- Shared understanding of purpose and goals
- Leadership commitment
- Organisational fluency in primary prevention

Councils' domains of influence

- Council as a workplace
- Council as a service provider
- Council as a connector
- Councillors as leaders and decision makers.

Examples of focus areas for implementation:

- gender equal leadership
- recruitment and leave
- promotion and remuneration
- review of policies and procedures
- inclusion of diverse views
- staff capability development
- maternal and child health (MCH) and early years
- sports and recreation
- planning and spaces
- promoting self-determination
- council staff as leaders in community
- business support
- engagement and education
- role modelling
- community group support.

Monitoring, evaluation and dissemination

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Critical elements required for successful primary prevention

Internal communication and engagement

Community communication and engagement

Aboriginal self-determination

Applying intersectional practice and inclusion of diverse groups

Inclusion of people with lived experience

Anticipation and response to resistance and backlash

Connection to the response sector and support for victim survivors

Support from specialists

Internal and external partnerships.

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