

# Free from Violence Local Government Program 2022–2025

Questions and answers

**OFFICIAL**



Families,  
Fairness  
and Housing

OFFICIAL

## Accessibility

To receive this document in another format, [email the Free from Violence Program](mailto:freefromviolence@dffh.vic.gov.au) <freefromviolence@dffh.vic.gov.au>.

## Copyright

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Australia, Department of Families, Fairness and Housing, December 2021.

## Disclaimer

This publication is provided for information purposes only. No claim is made as to the accuracy or authenticity of the information contained herein. Information is provided on the basis that all persons accessing the information undertake responsibility for assessing its relevance and accuracy.

The Department of Families, Fairness and Housing (DFFH) makes no representations, either expressed or implied, as to the suitability of the said information for any particular purpose and disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

## 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.

ISBN 978-1-76096-686-7 (online/PDF/Word)

Available at [Local Government Victoria – Free from Violence Local Government Program page](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> (2111136)

## Contents

<b>Key program dates and deliverables .....</b>	<b>4</b>
What are the key dates? .....	4
What will grant recipients need to deliver throughout the three-year program? .....	4
<b>Funding.....</b>	<b>4</b>
Who is funding the program? .....	4
Can we request variations to the funding model outlined in the program guidelines? .....	5
What cannot be funded? (further information) .....	5
What are in-kind contributions? .....	5
How do we calculate in-kind contributions? .....	5
Do we need to provide evidence of in-kind contributions? .....	6
<b>Application process .....</b>	<b>6</b>
How do we apply? .....	6
Can we speak to someone about our application before we submit it? .....	6
What evidence is needed about our processes for managing disclosures? .....	6
How do we submit supporting documents for our application? .....	7
Will late applications be accepted? .....	7
<b>Assessment .....</b>	<b>7</b>
Who is on the assessment panel? .....	7
We want to apply because we don't know what our needs or priorities are, can we apply? .....	7
If we are not successful, can we appeal the decision? .....	7
<b>Funding agreements .....</b>	<b>8</b>
What happens if activities are delayed or unable to be delivered? .....	8
When and how are payments made? .....	8
<b>More information on the guide .....</b>	<b>8</b>
Consultation and development.....	8
How will the guide be implemented?.....	9
Accessing the guide .....	9

## Key program dates and deliverables

### What are the key dates?

Milestone	Date
Applications open	8 December 2021
Applications close	28 February 2022
Applicants contacted for further information if applicable	1 to 31 March 2022
Successful recipients announced	April 2022
Contracts prepared	May 2022
Initial funding paid	Two weeks after contracts executed

### What will grant recipients need to deliver throughout the three-year program?

Grant recipients will be expected to fulfill the following requirements throughout the three-year program:

- participate in implementation sessions with Nous Group consultants
- carry out a 'health check' on your council's primary prevention work, which is a central part of the guide
- identify key areas of action or priorities within the council domains and/or critical elements, and implement actions across the three-year program (see figure 2 in the *Program guidelines*)
- implement or enhance existing organisational capability to respond to and manage disclosures of family violence or violence against women
- participate in forums and other relevant capability development activities
- share learning, best-practice tools and resources (including shared intellectual property on any resources developed) with other councils and the Municipal Association of Victoria (MAV)
- contribute to an evaluation on the effectiveness of the guide in supporting a whole-of-council approach, the outcomes of your work, and contribute to improving and augmenting the guide.

## Funding

### Who is funding the program?

The program is funded by the Office for Prevention of Family Violence and Coordination (OPFVC) in the Department of Families, Fairness and Housing (DFFH). DFFH is partnering with Local Government Victoria, within the Department of Jobs, Precincts and Regions (DJPR) to administer the grants process and oversee funding agreements with successful applicants.

## Can we request variations to the funding model outlined in the program guidelines?

No, the program model is fixed and changes cannot be made. This includes, but is not limited to:

- asking for a lower financial contribution by the state government than is outlined in your council category
- requesting the state contribution to be distributed in different proportions than is outlined in the model
- making in-kind contributions only
- requesting different proportions of in-kind versus monetary contributions
- participating for less than three years.

## What cannot be funded? (further information)

Refer to the *Program guidelines* for overarching activities that can and cannot be funded. Further information is provided below regarding ineligible activities.

Activities without a primary prevention focus cannot be funded. This includes, but is not limited to:

- family violence crisis response activities, such as case management for victim survivors, perpetrator accountability and behaviour change programs.
- training and development that focusses on tertiary response to family violence and all forms of violence against women – **note:** that training for identifying family violence and responding to disclosures, in line with MARAM tier one responsibilities, can be funded to support primary prevention activities.
- standalone research or projects primarily focused on building the evidence base solely through research. Employing research to guide activity is suitable, using action research methodology.
- activities already funded by the Victorian Government, including by another grant program. Extending or adding to an existing activity will be considered on a case-by-case basis, if the need can be demonstrated.

## What are in-kind contributions?

An in-kind contribution is a contribution of goods or services other than money, for example:

- council staff time and labour (such as administrative, finance or communications assistance)
- goods (such as campaign collateral)
- services (such as professional advice from a consultant).

In-kind contributions do not include operating expenses that are not directly associated with delivering the project.

## How do we calculate in-kind contributions?

The calculation of an in-kind contribution is based on your best estimates. A budget component is included in the application form. The following figures may help guide you:

- calculate council staff time at \$50 per hour
- campaign collateral purchased by council

- calculate specialist labour (for example, training provider) at \$100 per hour.

## Do we need to provide evidence of in-kind contributions?

You will need to include evidence of your in-kind contributions, including contributions:

- that count towards your organisation's required funding contribution
- you make in addition to the minimum requirement.

This evidence is required as part of your proposed budget in the application form and as a formally verified in-kind contributions summary supplied as part of annual program reporting. The application form is available via the [Local Government Victoria – Free from Violence Local Government Program page](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>>.

## When is the first financial contribution due?

For successful applicants in category A the financial contribution for the first year of the program is payable during financial year 2022-2023.

For successful applicants in categories B to D, the first financial contribution is due in the second year of the program and is payable during financial year 2023-2024.

# Application process

## How do we apply?

Applications will open to all Victorian councils on **8 December 2021**.

Submissions will close at **5pm on 28 February 2022**.

Submit your applications using the [DJPR Grants Portal](https://businessvic.secure.force.com/GrantsPortalLogin) <<https://businessvic.secure.force.com/GrantsPortalLogin>>.

You will be able to save your application and return to it later, if needed. There will be one question per assessment criterion, as outlined in the *Program guidelines*.

## Can we speak to someone about our application before we submit it?

Yes. Please [email the Free from Violence Program](mailto:freefromviolence@dffh.vic.gov.au) <[freefromviolence@dffh.vic.gov.au](mailto:freefromviolence@dffh.vic.gov.au)> so we can direct your query to the most appropriate person. Include 'Free from Violence Local Government Program' in the subject line.

## What evidence is needed about our processes for managing disclosures?

As part of the program deliverables, councils must include evidence of:

- their processes for responding to disclosures or suspicion of violence

how these processes are embedded across business areas, with the aim of embedding practices across the whole-of-council by the end of the program.

## How do we submit supporting documents for our application?

Multiple supporting documents may be submitted through the online grants system, as long as each file is not larger than 5 MB. Files that exceed 5 MB may be emailed before the application deadline to [FFV@ecodev.vic.gov.au](mailto:FFV@ecodev.vic.gov.au). Include the council's name and project title to ensure the documents are attached to the correct application.

## Will late applications be accepted?

Late applications **cannot** be accepted.

The application period has been set to 11 weeks to accommodate expected staffing shortages over the Christmas and New Year period.

## Assessment

### Who is on the assessment panel?

The panel will comprise of representatives from DFFH, DJPR and the MAV.

### We want to apply because we don't know what our needs or priorities are, can we apply?

Yes. Grant recipients will represent a range of council types and regions and reflect different stages of capability and experience in primary prevention of family violence and violence against women.

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

### If we are not successful, can we appeal the decision?

No. 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 are final, including any decision to offer or award a grant, or to withdraw the offer or cancel the grant funding agreement.

## Funding agreements

### What happens if activities are delayed or unable to be delivered?

Grant recipients should contact DJPR as soon as possible if delays are expected.

Recipients are responsible for project delivery, including any project cost overruns that may 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 DJPR 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.

In the instance of an unprecedented occurrence which is out of the control of the grant recipient, support and flexibility will be provided with a revised approach, determined on a case-by-case basis.

### When and how are payments made?

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

Payments will be made by DJPR on behalf of DFFH.

## More information on the guide

### Consultation and development

The guide was co-designed through consultation with:

- councillors
- council executives and staff
- local government employees with primary prevention expertise
- family violence specialists
- services that support people who have experienced family violence and other forms of violence
- victim-survivors of family violence.

The purpose of the guide is to support councils to embed primary prevention of family violence and all forms of violence against women across their domains of influence, including:

- as a workplace
- provider of services
- community connector
- through the role of Mayor and Councillors as community leaders and decision-makers (see figure 2, *Program guidelines*).



To support the launch and implementation of the guide, the Victorian Government is funding up to 15 councils over three years (from mid-2022 to mid-2025) through the Free from Violence Local Government Program. It will also support councils to:

- meet their obligations under the [Gender Equality Act \(2020\)](https://www.legislation.vic.gov.au/in-force/acts/gender-equality-act-2020/002) <<https://www.legislation.vic.gov.au/in-force/acts/gender-equality-act-2020/002>>
- implement measures to prevent family violence in line with their *Municipal public health and wellbeing plan 2021–2025* – more information is on [Health.vic's Municipal public health and wellbeing planning page](https://www.health.vic.gov.au/population-health-systems/municipal-public-health-and-wellbeing-planning) <<https://www.health.vic.gov.au/population-health-systems/municipal-public-health-and-wellbeing-planning>>.

The application articulates a commitment to embed 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.

## How will the guide be implemented?

The guide is designed so that any person working within a Victorian council can pick it up and find advice on how to implement primary prevention in their council, regardless of their role in council or how progressed the council's engagement with primary prevention is.

The guide will support you to:

- understand what your role in primary prevention is and the roles of others across council
- identify effective ways of engaging people across the organisation
- understand how to respond to the different attitudes of people across council.

The guide provides plain language educational content, practical exercises, resources, and real-life examples that will equip people to take action and contribute to a whole-of-council approach to preventing family violence and all forms of violence against women in your community.

The guide contains the following sections:

- a comprehensive introduction to family violence and all forms of violence against women
- a health check to ascertain where your council is in its primary prevention journey
- strengthening engagement across council
- strategy integration
- building organisational capability
- embedding the work into everyone's roles
- tailored action plans
- monitoring, evaluation and dissemination.

## Accessing the guide

The guide will be made publicly available in mid-2022.