

Free from violence: local government project

Grant guidelines

What is the *Free from violence: local government project*?

The *Free from violence* local government project aims to support Councils taking a lead role in the primary prevention of family violence and all forms of violence against women.

Local government is a key partner in the prevention of family violence and all forms of violence against women,¹ as highlighted in the Victorian Government's *Free from Violence: Victoria's strategy to prevent family violence and all forms of violence against women* and subsequent Action Plan.

A total of \$2 million will be made available to local councils to develop and deliver initiatives at a workplace level and community facing level.

The Municipal Association of Victoria (MAV) is also being funded as part of this project to build primary prevention capacity across all councils and specifically with the successful grantees; and to develop evaluation and reporting processes for the project.

Who can apply for funding?

All Victorian councils are eligible to apply for funding, individually or as part of a cluster. Priority will be given to applications that encompass some or all of the following components:

- Structural and systems change that impact on the organisation and community to address gender inequality with a specific focus on the gendered drivers of violence against women;
- Existing expertise in, and commitment to, primary prevention of family violence and all forms of violence against women; or demonstrate readiness to commence primary prevention of violence against women activity;
- A commitment by council executives and elected officials to gender equality and the prevention of family violence and all forms of violence against women;
- Structural and systems change to support people and the organisation to challenge sexism and discrimination; and
- Where local community agencies and specialist services will partner with council to establish a whole-of-community approach to gender equality and the prevention of family violence.

¹ *Change the Story: A shared framework for the primary prevention of violence against women and their children in Australia*

What types of projects will be funded?

Funding will be provided to a number of Victorian councils to:

- Build capacity and capability across council to embed primary prevention principles and activity; and/or
- Scale up existing successful and promising prevention activities where there is existing capability; and/or
- Develop and trial new, innovate primary prevention activities where there is existing capability.

Councils will need to demonstrate how the activities undertaken through this grants round will be sustainable beyond the funded period.

What will not be funded?

Applications that focus on early intervention or response to family violence will not be funded.

Duplication of activity already in operation (for existing work, the application should demonstrate how funding will be used to expand on or leverage current activity).

What are the funding details?

1. Funding is to be fully expended by 30 June 2019 and acquitted by 31 August 2019.
2. Funding is available through two categories: individual council application (\$100,000 maximum) or collective council application. Collective council applications will be judged independently, based on the number of councils.
3. All councils are eligible to submit a collective application.
4. All metropolitan councils, regional city councils and large rural councils will be required to make a co-contribution. The purpose of the co-contribution approach is twofold in that it aims to recognise the contribution (both financial and in kind) that councils will make to the program, and secondly, as part of the model to drive sustainability in the longer term. Small councils in rural Victoria are encouraged to participate, but they will not be required to provide a co-contribution.

In kind contributions of up to 75 per cent can be considered towards the total council co-contribution.

Where there are multiple and other sources of funding for similar activities the application must clearly articulate what *Free from violence local government project* funding will deliver.

Table 1: Council and co-contribution

Area	Co-contribution ratio* (State : Council)	Council
Metropolitan	2 : 1	Banyule, Bayside, Boroondara, Brimbank, Cardinia, Casey, Darebin, Frankston, Glen Eira, Greater Dandenong, Hobsons Bay, Hume, Kingston, Knox, Manningham, Maribyrnong, Maroondah, Melbourne, Melton, Mornington Peninsula, Nillumbik, Monash, Moonee Valley, Moreland, Port Phillip, Stonnington, Whitehorse, Whittlesea, Wyndham, Yarra, Yarra Ranges
Regional cities	3 : 1	Ballarat, Bendigo, Geelong, Horsham, Latrobe, Mildura, Shepparton,

		Wangaratta, Warrnambool, Wodonga.
Rural councils	4 : 1	Bass Coast, Baw Baw, Campaspe, Colac-Otway, Corangamite, East Gippsland, Glenelg, Golden Plains, Macedon Ranges, Mitchell, Moira, Moorabool, Mount Alexander, Moyne, South Gippsland, Southern Grampians, Surf Coast, Swan Hill, Wellington.
Small rural councils	Not required	Alpine, Ararat, Benalla, Buloke, Central Goldfields, Gannawarra, Hepburn, Hindmarsh, Indigo, Loddon, Mansfield, Murrindindi, Northern Grampians, Pyrenees, Queenscliffe, Strathbogie, Towong, West Wimmera, Yarriambiack.

*For collective applications with councils from different areas, the ratio for each council must be adhered to.

Project Deliverables for Government

All funded projects will be required to adhere to the following deliverables (dates are indicative only)

Activity	Description	Date
6 monthly reports, including agreed data collection for individual program evaluation and broader <i>Free from Violence</i> strategy evaluations	Interim and project completion report, detailing project outputs and provision of required project data as advised by DHHS	31 December 2018 30 June 2019
Final project evaluation report	Project achievements against project objectives identified in application and Investment Logic Map. Successes, learnings and outputs. While successful councils will be undertaking individual evaluations of their projects, the department will be developing an evaluation/data collection template for organisations to provide specific data and indicators across projects.	31 August 2019
Involvement in Community of Practice and other activity lead by MAV (networking and training)	Community of Practice (minimum quarterly)	July 2018 September 2018 January 2019 April 2019
Engagement with other Free from Violence related prevention activity projects (in municipal area) as well as any capacity building projects or training aimed at increasing the capability of Victorian Government funded prevention of family violence positions.	Involvement in broader Free from Violence Capacity Building events and training	July 2018 September 2018 January 2019 April 2019

How to Apply

Department of Environment, Land Water and Planning (DELWP) will be administering the grants and council funding agreements will be entered into with this department. Applications will only be accepted through the DELWP online grants portal.

Key Dates

Activity	Date
Applications open	20 April 2018
Last day for applicant questions to be received	23 May 2018
Applications close	30 May 2018
Assessment and decision making	June 2018
Announcement of successful projects	July 2018
Funding agreements executed	From July 2018
Project completion	By 30 June 2019
Project acquittal and submission of evaluation reports	By 31 August 2019

Areas to be addressed in the application

Applications will need to respond to the questions in the online application form, outlining the internal and external work that will be performed over the course of the year's funding.

Online application questions

Project Overview

What is the name of your project? (10 words or less)

What are you going to do? (Summarise the project and what will be achieved in 100 words or less)

Total amount of funding sought (excluding GST)?

Where will your project happen (if collective application detail project base and reach)?

In this section you should address each of the questions, with particular focus on the assessment criterion in the program guidelines. Responses to each question should be no more than 5000 characters (approximately 500-800 words).

What does the proposed project set out to achieve?

How will the project achieve the desired outcome?

Who will benefit from this funding?

Demonstrate the extent to which the project will deliver benefits to the council and local community.

Identify the types of benefits (social, economic, health) and how the project will benefit the council as an organisation and the council as a residential and commercial area.

Proposed activity

Provide an outline of the approach and an indication of council policies/plans for development or policies and primary prevention of family violence and all forms of violence against women activities that could be built upon and expanded over the 12 months of the project. Further, outline what will change as a result of the project.

Provide a sound approach to deliver the project, providing realistic timeframes for delivery and demonstrate a primary prevention focused project that represents value for money.

Evidence of existing policies/work

Provide evidence of broader partnerships with, and support from, other organisations working to promote gender equality and the prevention of family violence and all forms of violence against women. This may include specialist violence prevention services and 'new' or 'non-traditional' stakeholders. Where existing work has occurred outline the impact of prevention activities to date.

Executive buy-in

Demonstration of council executive and elected official support of the project, including the names and titles of those comprising the proposed Project Control Group.

Commitment to work with the Municipal Association of Victoria on the project, including involvement in the project community of practice and collection of required data for the delivery of the whole of program evaluation framework.

Sustainability and Scale

How will this project contribute to sustaining council commitment to gender equality and prevention of violence against women?

How gender equality and prevention of family violence and all forms of violence against women work in this council continue at the end of the funding period?

Project budget

Please provide details of the income and expenditure for your project, excluding GST. Make sure the total income equals the expenditure.

Supporting Documents

An investment logic map must be submitted as part of the application. Please add any other relevant attachments to support your application.

Part B: Assessment criteria and conditions

The following criteria will be used to evaluate all submissions and determine the successful grantees. Submissions will need to address all the elements within the criteria.

Criteria specified as 'mandatory' must be met. Failure against this criteria will mean the submission is designated 'non-compliant' and must be rejected without further consideration unless clearly indicated as alternative, non-conforming proposals and documentation is provided that supports their validity in achieving the requirements of this project.

Criterion 1: Investment Logic Map

The proposal includes an investment logic map that aligns the project objectives to the outcomes, indicators and measures of the Free from violence Outcomes Framework. The investment logic map must describe the key problems, possible outcomes and benefits of the project. (Template will be provided by DHHS)

This criterion is weighted as mandatory.

Criterion 2: There are favourable conditions for implementation

The Department of Health and Human Services recognises that councils are in different stages of engagement with gender equality and family violence themes and content.

Proposals should demonstrate strong system or organisational support, engagement or readiness for implementation, including an articulated commitment by executive and elected leadership in council to support the project.

The proposal indicates potential for impact (refer to *Change the Story* and *Free from violence*) and significantly deepens understanding of the success factors required for prevention activities in priority settings. Councils that have been delivering gender equality and family violence prevention work propose activity for implementation that is of a different focus than councils that are venturing into this work for the first time.

Criterion 3: Acts on the drivers of family violence and all forms of violence against women

The proposal demonstrates the activities and strategies the project will implement to address the known drivers of violence and demonstrates how it aligns with the *Free from violence* strategy and the *Change the story* framework, including how it responds to the drivers of family violence and all forms of violence against women.

The proposal articulates which parts of the socio-ecological model it will address (see *Change the Story*)

- Individual and relationship level
- Organisational and community level
- System and institutional level
- Societal level

Criterion 4: Applies an intersectional approach

The proposal demonstrates an intersectional focus and reflects diversity.

The proposal fully considers the way in which inequalities interact.

Proposals need to apply an intersectional lens that recognises how structural inequality and power differentials can interact. These interactions impact on systems and on different people in different ways, influencing outcomes. The purpose of applying an intersectional lens/ tool to your program planning practice is to achieve an outcome of equity in inclusion. This approach seeks to capture all members of a group, and recognises that a 'trickle down' approach is not always effective.

Criterion 5: Supports cross-sectoral collaboration to identify solutions

The proposal engages experts in the field of gender equality and prevention of family violence and all forms of violence against women and cross-sectoral, 'new' or 'non-traditional' stakeholders to identify and co-design solutions. What benefits do any identified partnerships bring to the project? How will they assist with the sustainability and transferability of the project?

The proposal describes the capabilities, resources and experience available for implementation. It demonstrates strong system/organisational support, engagement and readiness.

Criterion 6: Has high potential for sustainability

The proposal demonstrates a very high likelihood for integration into 'business as usual' over time. How will this project contribute to sustaining council commitment to gender equality and prevention of violence against women?

In addition, how can the project be transferred to other councils across Victoria? What outputs/resources will be available to other councils? Does the project agree to share resources and learnings developed through the project via the MAV Gender Equality Promising Practice Portal? How else will these be shared?

Financial assessments

The department reserves the right to engage a third party to carry out assessments of a potential service provider’s financial, technical, planning and other resource capability.

Evaluation process

Submissions will be evaluated against the indicated criteria. An initial evaluation may be used to short-list submissions. Following short-listing applicants may be contacted to provide clarification or further information. All applicants will be advised in writing of the final outcome of the submission process, including the list of all successful submissions.

Scoring

Submissions will be initially scored against the following scale:

Evaluation	Score
Exceeds all aspects of the evaluation criterion	4
Exceeds some aspects of evaluation criterion (and meets all other aspects of the evaluation criterion)	3
Meets the evaluation criterion	2
Fails some aspects of the evaluation criterion	1
Fails all aspects of the evaluation criterion	0

Weighting

The evaluation criteria have been weighted to reflect their relative importance.

Criterion	Category	Importance
1	Investment Logic Map	Mandatory
2	There are favourable conditions for implementation	15%
3	Acts on the drivers of family violence and all forms of violence against women	20%
4	Applies an intersectional approach to prevention	15%
5	Supports cross-sectoral collaboration to identify solutions to prevent family violence and all forms of violence against women	25%
6	Has a high potential for sustainability	25%

What supporting documents can be provided?

Supporting documents can be submitted through the online grants systems, so long as the cumulative file size does not exceed 5MB.

Supporting documents that may be relevant are:

- Confirmation of executive buy-in
- Partnership arrangements with other organisations
- A detailed project plan and project budget

What are the conditions of funding?

Successful applicants must enter into a funding agreement with DELWP. Funding agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. Applicants should review the Victorian Common Funding Agreement standard terms and conditions before applying.

No funding will be released until DELWP and the applicant have executed the funding agreement and the appropriate milestone evidence identified in the funding agreement has been met. DELWP reserves the right to withhold payments in cases where evidence has been provided but the Department deems that there are concerns relating to the delivery of the project. In this instance, the Department will release funding when appropriate actions have been taken to ensure the funded project is delivering within the agreed timeframes.

What are the monitoring and reporting requirements?

Funded recipients are required to comply with project monitoring and reporting requirements outlined in the funding agreement. This includes participating in project and program evaluation activities.

Funded 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 project fails to be delivered, DELWP reserves the right to cancel the grant and recoup any payment that has already been provided.

Program evaluation

The Free from Violence Local Government project will have three levels of program evaluation. It is a condition of funding that successful applicants will have to collect required data, engage with the evaluation requirements of the Municipal Association of Victoria and the evaluation requirements of the Department of Health and Human Services.

1. Department of Health and Human Services will be implementing an evaluation of all primary prevention projects, of which this project (including the role of MAV) is part.
2. The Department of Health and Human Services will guide and advise on data collection required to inform the progress of the Free from Violence Strategy.
3. Individual project evaluations will be led by each council or collective of councils with support from MAV.

Roles and Functions

The Free from Violence Local Government project is a partnership between the Department of Health and Human Services, the Department of Environment, Land, Water and Planning and the Municipal Association of Victoria.

Office of Prevention and Women's Equality, DHHS – Project lead

Local Government Victoria, DELWP – Project administration

Municipal Association of Victoria – Project support

Governance

The project partners will meet regularly throughout the life of the project to report on project status, identify potential issues and project evaluation.

Acknowledgement

Successful applicants are expected to acknowledge the Victorian Government’s support and promotional guidelines will form part of the funding agreement. Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project. Successful applicants agree to share learnings and resources produced with project funding through the MAV Promising Practice Portal.

Application checklist

- I agree to the deliverables and conditions of funding
- I have confirmed my project with council executive and have submitted evidence of support
- I have reviewed the Victorian Common Funding Agreement Standard Terms and Conditions
- I have the appropriate delegation to apply
- I have identified all funding sources
- I have prepared an Investment Logic Map

Successful grantees will be required to accept the following conditions

Acceptance of conditions

Part	Acceptance	Statement of departures and reasons
Service information and requirements	Yes / No	
Specifications and evaluation	Yes / No	
Submission	Yes / No	
Service Agreement	Yes / No	
Participate in the development of the statewide evaluation framework and contribute local project data accordingly	Yes / No	
Work with the Municipal Association of Victoria to build capacity in this project including attendance and engagement with community of practice and development of individual evaluation frameworks.	Yes/ No	