Victorian Legal Services Board Grants Program

2022 Grants Funding Round

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|  | Application form | Closing date: Friday 4 March 2022 |

Applications are now open for our 2022 Grants Funding Round

**What’s on offer?** Successful applicants will receive tailored funding and support. Multi-year funding is possible. Funding is time limited.

Selection Criteria

This grants round does not have a priority funding theme.

Applications may be submitted on a range of themes pertaining to the legal system and legal services.

Your success will be based upon the following:

* Alignment with the aims of the Grants Program.
* Your project/activities address an area of pressing need.
* You have a strong, pre-existing relationship with the people you are seeking to work with. You have undertaken user research.
* Your organisation has a long-term commitment to your initiative.
* You have established relevant networks within the justice and/or community sector.
* Your organisation is financially and operationally sustainable.
* You have a proven track-record of successfully achieving your strategic outcomes.
* You are committed to monitoring and evaluating your work to support project success and to inform the broader dialogue regarding best practice approaches to improving access to justice.

Important Information

* **Before completing this application form,** read the [2022 Grant Application Guidelines](https://lsbc.vic.gov.au/resources/2022-vlsb-grants-round-guidelines), which will assist you in completing this form.
* **Only one (1) application per applicant** will be accepted.
* Applicants **are required to discuss their application** with the Grants team **prior** **to submission. Please email** [grants@lsbc.vic.gov.au](mailto:grants@lsbc.vic.gov.au) **by Friday 18 February 2022**.
* **Applicants must fill out all sections of this form to be eligible for assessment.** This form, your annual reports and the letters of support should make the case for your application – other supporting documentation is unnecessary.
* **All instances of the word ‘project’** in this form should be read as ‘research project’, ‘project’ or ‘program’ as appropriate to your application.
* **Letters of Support** should be received with this application.
* **Applications by fax** will not be accepted.
* **University applications** must be submitted through their Research Office. There is a limit of two (2) applications from each University faculty.
* **Applicants for research projects** must attach a list of all refereed publications in the past five years (2016 onwards) for each senior researcher involved in the application.
* All grants are subject to the approval of the Attorney-General.

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| 1. Applicant Details | | |
| Organisation that will manage the funds |  | Key Project Contact |
| Name of Organisation |  | First Name |
|  |  |  |
| CEO of Organisation/or Office Bearer |  | Last Name |
|  |  |  |
| Address of Organisation |  | Salutation |
|  |  | Miss  Ms  Mrs  Mr  Dr |
|  |  | Other. Please specify.   |  |  | | --- | --- | |  | | | Title | | |  | | | Email Address of Contact | | |  | | | Direct Phone Number | | |  | | | Mobile | | |  | | | What is the key purpose of the project?  Please tick as appropriate  Law reform  Legal or Judicial education  Legal research  Innovative improvements to access to justice  Any purpose relating to the legal profession or the law that the Board considers appropriate  Please specify: | | |  |  | |
| |  | | --- | |  | |  | |  | | Website | |  | | ABN | |  | | Type of Organisation | | Academic Organisation  Community Legal Centre  Community Organisation  Individual  Legal Organisation  Local Government Body  Peak Legal Body  State Government Body  Statutory Body  Other. Please specify. | |  | |  |

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| 1. Project Summary |
| 1. Project Title |
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| 1. Brief description of project (100 words max.) |
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| |  |  |  |  | | --- | --- | --- | --- | | 1. Project Start Date |  | Project End Date | | | [Select Date] |  | [Select Date] | | 1. Amount Sought $ |  | Total Project Cost $ | |  |  |  | |
| NB: Funding is unavailable for activities that start before the Commencement of Funding Date.  Decisions are unlikely to be made before September 2022  1. Identify the 3 key objectives that this project will deliver |
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| *Please note that your responses to the next four questions should not exceed four pages in total.*   1. What aspect of legal and community concern does the project address? |
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| 1. Provide a clear description of your project and its purpose |
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| 1. Your Partners |
| 1. Which other organisations will be involved in your project? |
| |  |  |  |  | | --- | --- | --- | --- | | Organisation | Skills/Expertise | Role | HAve you worked with this organisation before? (Y/N) | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

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| 1. Your Long-term Vision |
| 1. What are the long-term contributions this project can make to improve justice outcomes? |
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| 1. Your plan |
| How will you undertake the project?  Include the activities to be undertaken to reach your objectives, the timeline for these activities and deliverables. |
| |  |  |  |  | | --- | --- | --- | --- | | Objective | Activities | Deliverables | timeline | | Objectives are the changes or differences the project will make.  Limit the number of objectives so the project is more manageable (e.g. 3-6). | What activity / activities you will complete to achieve each objective and deliverable  Activities should be detailed and specify information such as location, number and type of people involved, etc. | What are the anticipated deliverables of your project from the activities undertaken? | When each activity is likely to occur. | | e.g. increase capacity of target audience to engage with consumer legal issues. | e.g. survey target group to establish needs for training session;  run 12 training sessions for 40 people in Dandenong, 60 people in Fitzroy and 100 people in Box Hill on consumer law;  distribute example complaint forms to attendees on how to lodge complaints with consumer affairs. | e.g. 12 workshops on consumer law delivered;  Publication of new resource;  New legal service delivery model trialled;  Website established. | e.g. [Click to select Date] | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

Helpful hint: Asking “How?” should logically take you from an objective to its deliverable and activity, and asking “Why?” should take you from an activity to its objective.

\* When considering your timelines bear in mind that recruitment of specialist staff can take time and can sometimes take a few rounds to find the right fit for the project.

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| 1. Demographics |

Who will the project benefit and where are those people located?

The Victorian Legal Services Board and the grantee both have a responsibility to understand the impact of the funding granted. The purpose of this question is to gather key statistics that provide a demographic and geographic understanding of who will be impacted by the project.

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| geographic coverage | Area name | Proportion of beneficiaries |
| National |  | [00]% |
| Statewide |  | [00]% |
| Local Government Area(s)\* |  | [00]% |
| Suburb(s) |  | [00]% |
| **Total** (must = 100%) |  | 100% |

* + - * *For a list of all local government areas (i.e. local councils),   
        please visit* [*http://www.dtpli.vic.gov.au/local-government/find-your-local-council*](http://www.dtpli.vic.gov.au/local-government/find-your-local-council)

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| --- | --- |
| Gender | Proportion of beneficiaries |
| Both Equally | [00]% |
| Female | [00]% |
| Male | [00]% |
| **Total** (must = 100%) | 100% |

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| Population group | primary target group | secondary target group |
| General community |  |  |
| People with low socioeconomic status (SES) |  |  |
| Children / Young people |  |  |
| People with a disability |  |  |
| Indigenous people |  |  |
| People from culturally and linguistically diverse (CALD) backgrounds |  |  |
| Refugees / New Arrivals |  |  |
| Other (specify) [Click to enter text] |  |  |

Helpful hint: Select the boxes that most accurately depict the key descriptor(s) of the target group. If you ticked more than 2 population groups as the project’s Primary Target Group, it may be more appropriate to tick the General Community box instead.   
If you feel the population group descriptors provided are too constrictive, please feel free to specify another group using the   
‘Other’ option.

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| 1. Your Budget |
| Please provide your project budget that reflects the level of support sought from VLSB. This budget should reflect the contribution from each organisation involved in the project, if applicable, both financial and in-kind. Your budget should include details relating to costs for salaries, administration, equipment, evaluation, etc. as well as income from other sources.  If the project is for more than one year, then a budget plan for each year must be provided as well as a summary budget for the entire project period. Your budget may be provided on a separate page. |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Funding Items | details | Your organisation contribution | board contribution | other funding | total (ex gst) | | **People** (specify for each person required) | | | | | | | eg. project manager | (include salary level, time fraction and oncost) | [Click to add value and use arrows to move to next cell. All cells in the column must have a value for the total cell to work.] | [0] | [0] | [0] | |  |  | [0] | [0] | [0] | [0] | |  |  | [0] | [0] | [0] | [0] | | **Services** | | 0 | 0 | 0 | 0 | | eg. printing, translations, editing |  | [0] | [0] | [0] | [0] | |  |  | [0] | [0] | [0] | [0] | |  |  | [0] | [0] | [0] | [0] | | **Administration and Materials** | | 0 | 0 | 0 | 0 | | eg. postage, photocopying, stationery |  | [0] | [0] | [0] | [0] | |  |  | [0] | [0] | [0] | [0] | |  |  | [0] | [0] | [0] | [0] | | **Evaluation** | | 0 | 0 | 0 | 0 | | In kind contribution |  | [0] | [0] | [0] | [0] | |  |  | [0] | [0] | [0] | [0] | | **Other** |  | 0 | 0 | 0 | 0 | |  |  | [0] | [0] | [0] | [0] | | **TOTALS** |  | **0** | **0** | **0** | **0** | |

* confirmed (C) or unconfirmed funding (U/C)

NB: In relation to the GST obligations of the Victorian Legal Services Board and future grant recipients, the Board has obtained a GST private binding ruling from the ATO which confirms that the payment of Project Grants will not be subject to GST. As a result, the payment of any Project Grants by the Board to future grant recipients will not give rise to any GST obligations for either party.

On this basis, please note the following:

* The Board will not “gross up” the grant payments for GST purposes as no GST will be payable by future grant recipients.
* Future grant recipients will not be required to remit any amounts in respect of GST to the ATO on the grant payments. That is, the full amount of the funding from the Board can be directed by future grant recipients towards their specified purpose.

**If any of the line items above are subject to GST (such as any materials or services purchased from third party suppliers), then   
you should put the GST inclusive amount into the budget.**

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| 1. Your evaluation |
| The Board views evaluation as an essential activity for grantees, therefore successful projects will be required to submit a comprehensive Evaluation Plan before funding will be released. The Evaluation Plan template is available at [Victorian Legal Services Board website.](https://lsbc.vic.gov.au/resources/integrated-project-plan-template) You will need to consider the staffing/financial implications of planned evaluation work when completing your budget. |
| |  |  |  | | --- | --- | --- | | Objective | Indication of success | Method | | Please restate each objective listed in your plan. | How will you show progress toward the outcome?  How will you know if you have achieved the outcome? | How will you measure achievement of this outcome? | | e.g. increased capacity of target audience to engage with consumer legal issue. | e.g. target audience attend training;  target audience show significant retention of material covered at six-month mark following training;  target audience engage with consumer law services not fully utilised prior to training. | e.g. survey of target audience prior to training;  survey of target audience six-months after training;  interviews with target audience about personal experiences in (better) utilising consumer law services nine months after training. | |  |  |  | |  |  |  | |  |  |  | |

Helpful hint: Check out these useful resources about evaluation:

* + - * + Centre for Social Impact, Roadmap to Social Impact: your step-by-step guide to planning, measuring and communicating social impact <https://www.csi.edu.au/research/project/roadmap-social-impact/>
        + Evaluation Resource, <http://lsbc.vic.gov.au/documents/LSB_Evaluation_Resource.pdf>

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| 1. declaration and privacy statement |
| I state that the information in this proposal and attachments is to the best of my knowledge true and correct, and the individual/organisation detailed below is committed to the delivery of the project described in this application form.  I consent to the Victorian Legal Services Board referring this application to third parties to assist the Board in assessing this application. |
| |  |  |  | | --- | --- | --- | | Printed Name |  | Signature of Authorised Person | |  |  |  | | Position Title |  | |  |  | | Organisation Name |  | Date | |  |  |  | |

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| 1. Supporting Documentation |
| Please provide a URL/Website link to your Audited Financial Statements for the last two financial years. |
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| Please provide a URL/Website link to your most recent Annual Report. |
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| Please attach two Letters of Support (including from key partners) to your emailed application. |

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| To submit Application |
| * Please ensure you have **answered all questions**, provided links to the specified supporting documentation and attached your two Letters of Support. * Please email your completed application form in **Word format** to [**grants@lsbc.vic.gov.au**](mailto:grants@lsbc.vic.gov.au) by  **5pm on Friday 4 March 2022** * If you do not receive a confirmation of lodgement email within 2 working days, please contact our office. |