

# SMALL GRANTS PROGRAM

## GUIDELINES 2017/2018

### WHAT IS THE TAC SMALL GRANTS PROGRAM?

The TAC believes social investment contributes to the achievement of the TAC's strategic priorities and helps to build a stronger Victorian community in which to live and work.

The TAC's strategic outcomes are the elimination of road deaths and serious injuries and getting clients' lives back on track. Through the TAC 2020 strategy our clients will receive the right treatment, at the right time and we will work with the sector to drive innovation in service delivery.

The TAC Small Grants Program is an initiative that contributes to the *Lives Back on Track* strategic outcome of the TAC 2020 Strategy by maximizing independence and improving the lives of people with an ABI and/or SCI.

### AIMS OF THE SMALL GRANTS PROGRAM

The Small Grants Program aims to maximize the independence and improve the lives of people with an Acquired Brain Injury (ABI) and/or Spinal Cord Injury (SCI) by offering grants to innovative and user led projects within the Victorian Community.

### FUNDING LIMIT

The TAC invites applications up to \$50,000 (excludes GST).

### WHO CAN APPLY FOR FUNDING?

The Small Grants Program funds Victorian community-based projects conducted by the following types of organisations:

- Not for profit incorporated community organisations and advocacy organisations
- Organisations registered with the Registrar of Aboriginal Corporations under the Corporations Act
- Local government authorities
- Universities
- Commercial Businesses
- Victorian state government departments or authorities
- Companies limited by guarantee
- Companies limited by shares
- Trusts

Individuals are not eligible to apply.

## WHAT PROJECTS WILL BE FUNDED?

The Small Grants Program targets projects that:

1. Address one (or more) of the *National Disability Strategy 2010-2020* six priority areas
  - i. Inclusive and accessible communities
  - ii. Rights protection, justice and legislation
  - iii. Economic security
  - iv. Personal and community support
  - v. Learning and skills
  - vi. Health and wellbeing
2. Are Informed and led by service users
3. Translate into direct benefits for TAC clients and other Victorians with an ABI &/or SCI
4. Demonstrate innovation in the disability sector
5. Promote choice and control for TAC clients and other Victorians with an ABI &/or SCI

Successful projects from previous funding rounds are available for viewing on the TAC website:

[www.tac.vic.gov.au/smallgrants](http://www.tac.vic.gov.au/smallgrants)

Projects that won't be funded include:

- Interstate projects
- Subsidy of ongoing administrative costs
- Professional development of staff including training
- Travel and transportation costs
- Retrospective applications
- General fundraising, religious or political party activities
- Academic research\*

\*Currently TAC's Disability research is brokered by the Institute for Safety Compensation and Recovery Research (ISCRR).

The TAC is not able to provide access to TAC clients to participate in funded projects. Where relevant, identification of project participants is an activity that must be included in the project plan and budget. Projects are not required to include TAC clients.

## HOW TO APPLY FOR FUNDING

An online application form will be available on the TAC small grants program website:

<https://www.tac.vic.gov.au/about-the-tac/grants/small-grants-program>

If you have any questions about the application process, please contact the Small Grants Program Coordinator at the TAC on 03 5225 6730 or email [small\\_grants@tac.vic.gov.au](mailto:small_grants@tac.vic.gov.au)

## CLOSING DATES

Applications are accepted for one funding round each year. The closing date can be found on the TAC website:

[www.tac.vic.gov.au/smallgrants](http://www.tac.vic.gov.au/smallgrants)

Applications must be submitted by 5.00pm on the closing date.

Applicants are informed of application outcomes approximately 6 weeks after the closing date.

## ASSESSMENT PROCESS AND FEEDBACK

Applications will be assessed by a selection committee, including service users, representatives of disability organisations and TAC staff. The selection committee will assess and evaluate applications against the selection criteria outlined in the next section.

The TAC's decisions are final. The TAC reserves the right to negotiate grant amounts and conditions with applicants.

## PROJECT SELECTION CRITERIA

The TAC uses a two-stage selection process.

Applications will initially be assessed against mandatory criteria. If the mandatory criteria are met, the application will then be assessed and evaluated by an evaluation committee. The successful applicants will be determined by the evaluation committee.

## MANDATORY CRITERIA

All applicants must meet the following criteria to be considered:

- The application for the Small Grant funding must support TAC clients with an ABI &/or SCI.
- The applicant must be an organisation which meets one of the criteria outlined in the section 'Who can apply for funding?' on page 1.
- The application form must be completed in full, including a project budget and timeline.
- Projects must be completed and have delivered outcomes within 12 months of the project start date.

## ASSESSMENT CRITERIA

If the mandatory criteria are met, project proposals will be evaluated and ranked on the extent they meet the following assessment criteria:

1. Addresses one (or more) of the *National Disability Strategy 2010-2020* six priority areas
  - i. Inclusive and accessible communities
  - ii. Rights protection, justice and legislation
  - iii. Economic security
  - iv. Personal and community support
  - v. Learning and skills
  - vi. Health and wellbeing
2. Informed and led by service users
3. Translate into direct benefits for TAC clients and other Victorians with an ABI &/or SCI
4. Demonstrate innovation in the disability sector
5. Promote choice and control for TAC clients and other Victorians with an ABI &/or SCI
6. Appropriate and feasible project plan, including implementation plan, budget, risk mitigation and evaluation plan

## 7. Appropriate collaborative partnerships with other organisations

### SELECTION ADVICE

All applicants will be informed of the selection committee's final decisions within approximately six weeks after the closing date.

Decisions of the committee are final.

Feedback on the applicant's proposal will be available on request.

## AGREEMENTS WITH THE TAC

All grant recipients must sign an agreement with the TAC. The main provisions of this agreement cover:

### FUNDING

- **Payment timetable.** The TAC will commit to an agreed payment timetable, based on the terms of the agreement and the amount funded for the approved project. Payments are paid in installments, and are activity based. For example, a project could be funded as follows:
  - 50% after the agreement is signed and returned.
  - 30% as a progress payment part way through the project, in conjunction with a progress report (the timing of this payment will be negotiated for each project, based on milestones and reporting).
  - 20% when the project is completed and a final report has been accepted by the TAC.
- **GST.** Grants will be exclusive of GST. You will need to include GST in your invoices if you are eligible to claim GST.
- **Audit provisions.** You will be expected to provide detailed information about the expenditure with your final report. The TAC may select your project, at random, for auditing.
- **Excess funding.** Any grant funding not expended on the project will be refunded to the TAC.
- **Risk.** Your organisation will be responsible for the project and associated activities. The TAC's role will be to provide funding.

### REPORTING

- **Completion of the project.** You will agree to complete the project as set out in your application. If any project changes are required, they must be negotiated with the TAC and may require a change in the funding amount.
- **Milestones.** You will be required to report on the progress of your project at agreed milestones. These milestones will be linked to the payments timetable.
- **Final report and evaluation.** You will be required to submit a final outcome report and a translation report to the TAC on your project within two months of the project's completion date. The reports must include an evaluation of the project and how the project outcomes could be translated into TAC practice. Appendix 2 provides evaluation guidelines.
- **TAC's use of the reports.** You will need to agree to the TAC using information about your project for its business purposes. For example, the TAC may want to use data, project outputs or financial information.

### LEGISLATIVE COMPLIANCE

You will need to consider whether your project will be subject to any legislation, and you should seek your own independent legal advice. Some important issues to consider may be:

- Appropriate insurances, including WorkCover insurance, for your project activities.

- Using personal information that you may collect and implications for privacy. This includes obtaining consent and ethics applications (if relevant) to use names and images of people used in your project.
- Staff or volunteers working with children may need to have a 'Working with Children' and/or police check.
- Any occupational, health and safety issues that may be associated with your project.
- Events receiving TAC funding:
  - Where alcohol is available, event organisers must ensure compliance with responsible service of alcohol requirements;
  - Events must be held in venues providing a high level of disability access, including wheelchair access;
  - If an admission fee is payable, event organisers must ensure acceptance of the Victorian Companion Card, which enables companions of people with disabilities to gain complementary admission to ticketed events.

## PUBLICITY

- Successful applicants will be required to cooperate with the TAC on matters such as joint publicity.
- The TAC reserves the right to use funded projects for self-promotion.
- The TAC expects that applicants appropriately acknowledge TAC funding in promotional material