

2020 Volunteering Queensland Supplementary Volunteer Grant Guidelines for Applicants

Contents

About the grant program:.....	2
Grant period and timing of the grant process:	2
Eligibility criteria:.....	3
What can the grant money be used for?	3
Eligible items.....	3
Ineligible items	4
How to apply?.....	5
Grant selection process.....	5
Successful grant applications	7
Unsuccessful Grant Applicants	8
Reporting and Acquittal	8
Financial Viability.....	9
Enquiries and feedback	9
Probity.....	9
Conflicts of interest.....	9
Child Safe Framework.....	11
Attachment 1: Draft Grant Agreement	12



About the grant program:

The Australian Government has provided the State and Territory volunteering peak bodies¹ with funding, proportionate to the population of each State/ Territory, to administer a 2020 Supplementary Grants program to volunteer involving organisations. The purpose of the funding is to support the efforts of Australia’s volunteers as well as to encourage and increase participation in volunteering by on-funding grants to provide small amounts of money that organisations and community groups can use to help their volunteers.

The 2020 Supplementary Grants are designed to support volunteer involving organisations with a high proportion (over 40%) of volunteers to:

- Help support the efforts of Australia’s volunteers
- Help support the inclusion of vulnerable people through volunteering
- Encourage, support, and increase participation in volunteering
- Post COVID-19 re-engagement activities for volunteers
- Adapting practices to support volunteers’ safety in relation to COVID-19

Grants of between \$1,000 - \$5,000 are available to enable volunteer involving organisations to strengthen community functioning by increasing participation in volunteering. A total pool of \$497,250 will be available within Queensland.

All applications must be submitted online in their local State/ Territory through their volunteering peak body <https://www.volunteeringqld.org.au/grants/dss2020>

In developing these grant guidelines the State and Territory volunteering peak bodies¹ have adhered to the [Commonwealth Grant Rules and Guidelines](#), with a particular emphasis on the seven key principles of the administration:

- Robust planning and design
- Collaboration and partnership
- Proportionality
- An outcomes orientation
- Achieving value with relevant money
- Governance and accountability
- Probity and transparency

In addition, the principle of proportionality has been applied to the development of this grant application process and the guidelines as consistent with the [Commonwealth Grant Rules and Guidelines](#).

Grant period and timing of the grant process:

Opening date	Tuesday 25 August 2020
Closing date and time	11.59pm Sunday 20 September 2020
Successful applicants to be notified	By 4 December 2020
Grant funding to be expended by	28 February 2021
Enquiries	Volunteering Queensland 07 3002 7600 supplementarygrants@volunteeringqld.org.au

¹ The Centre for Volunteering NSW, Volunteering ACT, Volunteering Qld, Volunteering SA/NT, Volunteering Tasmania, Volunteering Victoria, Volunteering WA



Eligibility criteria:

Who is eligible to apply for a grant?

Organisations must meet the following criteria to apply:

- At least 40% of the organisation's workforce must be volunteers
- Be a not-for-profit organisation, non-corporate State / Territory Statutory Authority, Corporate Commonwealth Entity or Corporate State/ Territory Entity
- Have an Australian Business Number (ABN) or be willing to provide a Statement by Supplier Form (reason for not quoting an ABN). Please refer to the [Australian Tax Office](#) for further information
- Have an account with an Australian Financial Institution

Who is not eligible to apply for a grant?

- An organisation that has received a grant under the 2019/ 2020 Volunteer Grant round ([click here](#) to see the list)
- A sole trader
- A for-profit organisation
- An international entity
- Government-based enterprise
- State and Federal Government agencies (excluding those listed above)
- Local Government Authorities
- Any institutions that have been named in applications but have failed to sign on to the Australian National Redress scheme

What can the grant money be used for?

Eligible items

Volunteer involving organisations can use the small grant program for items and activities that support and benefit the organisation's volunteers, such as:

- **Small equipment items**
 - Computer equipment
 - First aid and safety equipment, landscape/ gardening equipment
 - Heating/ cooling equipment
 - Leisure and sporting equipment
 - Household/ cleaning items
 - Outdoor furniture and equipment
 - Kitchen appliances
 - Storage equipment
 - Tools/ power tools/ construction tools
 - Whitegoods and major appliances
- **Transport costs of volunteers with a disability**
 - Contribute to the reimbursement of transport costs incurred by volunteers with disability, who are unable to drive
- **Fuel costs incurred by volunteers**
 - Contribute to the reimbursement of volunteers' fuel costs who use their own car/ vehicle when undertaking their volunteering activities



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- **Training for volunteers**
 - Contribute to the costs of training courses for volunteers
- **Background screening checks of volunteers**
 - Contribute to the cost of Police checks (also called Criminal History checks) or Working with Vulnerable People checks (also called Working with Children checks)
- **Post COVID-19 re-engagement activities for volunteers**
 - Events to reengage and welcome back volunteers once volunteer programs can recommence post COVID-19 such as morning tea, BBQ, etc
Please note: Organisations will need to abide by public health directives to ensure such events are safe, e.g. required social distancing, etc
 - Re-designing volunteer roles based on service need and volunteer interest and skills
 - Re-designing volunteer programs to be suitable in a COVID-19 environment, e.g. purchasing technology so a volunteer program can operate remotely.
 - Volunteer team building events
- **Adapting practices to support volunteers' safety in relation to COVID-19**
 - Resourcing to adapt policies and procedures for volunteering programs to allow volunteers to safely return, e.g. signage, use of equipment, etc
 - Collateral development and printing in relation to signage for volunteers' safety and health
 - PPE for volunteers
 - Handwashing facilities
 - WHS training

Ineligible items

Volunteer involving organisations cannot use the small grant program for:

- Items that do not directly benefit the organisation's volunteers
- Advertising, logos, banners, display boards, uniforms, badging, or other things that advertise the organisation/ community group (and do not link to increasing volunteer participation)
- Administration and running costs of the organisation
- Organisations/ community groups are not permitted to charge a fee for administering their volunteer grant
- Costs already incurred. Grants will not be provided to cover retrospective costs
- Goods and services delivered by State/ Territory volunteering peak bodies
- Fuel costs that are not eligible:
 - Fuel already paid for by other sources
 - Fuel to operate the organisation's equipment, vehicles, or machinery
 - Fuel used by paid staff, members or participants who are not volunteers of the organisation
 - Fuel costs to travel to and from a conference or event where the person is not volunteering
- Transport costs that are not eligible:
 - Transport already paid for from other sources e.g. State/ Territory Governments, community groups, etc



- Transport which is not reasonably priced
- Transport which is not for volunteering work
- Travel for an organisation's paid staff
- Travel for members or participants who are not volunteers of the organisations
- Ineligible training costs:
 - Costs that have already been paid for from other sources
 - Costs for courses that are not reasonably priced
 - Costs for the training of paid staff, organisational members, or participants/clients of the organisation
 - Costs to meet the training expenses of another organisation's volunteers
 - Training materials, travel to and from training, and venue hire
- Background screening checks of volunteers that are not eligible:
 - If the checks are already paid for from another source or if they are not reasonably priced

How to apply?

Before applying, you must read and understand these guidelines.

To apply you must:

- Meet all eligibility criteria
- Complete the online application form and provide all required information
- Be an authorised signatory for the organisation (e.g. Chief Executive Officer, President, Chairperson, Treasurer or Secretary)
- Submit your application online before the grant period closes

If you are reading these guidelines on behalf of someone else and that person is experiencing any barriers to completing the application, please contact us on **(07) 3002 7600** so that we are able to support them to apply.

If you have questions about any part of the application process or are experiencing technical difficulties, please call or email us to supplementarygrants@volunteeringqld.org.au

Please note: You cannot change your application once it has been submitted.

You should keep a copy of your application and any supporting documents. You will receive an automated notification acknowledging the receipt of your application.

No late applications will be accepted.

Grant selection process

Assessments will be undertaken through a competitive grant process.

Selection process

Each selection panel will be made up of representatives nominated by the relevant State/ Territory volunteering peak body. The State/ Territory volunteering peak body will provide chairing and secretariat duties for selection panel meetings. All panellists will have a working knowledge of the volunteering sector. All decisions throughout the selection process will be documented.



Prior to applications being reviewed by the selection panel, consideration will be given to the following criteria:

- Organisations that provide support to Indigenous people
- Organisations with a high ratio of volunteers
- The size of organisations
- Value of the grant
- Organisations providing volunteer programs that support vulnerable people
- Organisations that involve vulnerable people in their volunteer programs

Each selection panel will review grant applications based on merit and assessed against two equally weighted selection criteria noted below:

Selection Criteria	Weighting
Describe the expected outcomes of this project.	50%
Describe how this project will support the volunteers and the work they do for the organisation and broader community.	50%

All applications will be assessed using a common appraisal process however the assessment process may rely on knowledge or documentation other than the application form. If this occurs the reasons will be documented.

Through the review process, if there are equal weightings for a number of applications and there are not ample funds remaining to fund those projects, the selection panel will determine the successful applicants from the equal weightings by taking into consideration the current distribution of successful applicants across geographical area (metro, regional, rural, remote) and service type (e.g. animal welfare, sport and recreation, etc) to ensure a fair distribution of the funds across the sector.

Selection panellists will be required to declare any conflict of interest that they may have with any applicant.

A conflict of interest may arise:

- Where decision-makers or officials involved in grants administration have a direct or indirect interest, which may influence the selection of a particular grant activity
- Where members of external committees have a direct or indirect interest in informing a decision about expenditure or providing advice on grant opportunities
- Where a potential grantee has a direct or indirect interest, which may influence the selection of their proposed grant activity during the application process

In the decision-making process the selection panellists will be considering and ensuring proper use and management of public resources incorporating an assessment of value for money.

Please note: Under these Guidelines ‘proper’ means efficient, effective, economical, and ethical.

The approved list of successful applicants will be provided to the Department of Social Services for review and information.



Recommendations of the final outcome of the grants will be made to the Chief Executive Officer of the relevant State/ Territory volunteering peak body. The decision of the Chief Executive Officer will be final.

All applicants will be notified in writing of the outcome of their application.

Names of successful applicants will be published on the Volunteering Queensland website <https://volunteeringqld.org.au/>

Feedback on individual applications will not be given.

Due diligence

An assessment process will be undertaken to ensure the validity and eligibility of applications as part of the due diligence process.

Organisations that submit multiple applications

Multiple funding applications that are received from the same organisation (i.e. autonomous branches/ sub-groups sharing the same ABN, within each State/ Territory) will be assessed based on the remaining funding available and the selection criteria. Where multiple applications are received from the same organisation, the application that rates highest will be considered first for the merit list for funding. Additional applications from that same organisation will only be considered if all funding has not been expended to individual organisations in that State/ Territory.

Successful grant applications

Successful applicants will be notified by 4 December 2020 via email with a Letter of Agreement. Successful organisations may also be listed on the relevant State/ Territory volunteering peak body <https://volunteeringqld.org.au/>

Letter of agreement

The letter of agreement will outline the eligible items approved for expenditure. Expenditure of grant funds must be made in line with the Letter of Agreement. For more information see *Attachment 1: Draft Grant Agreement*.

How the grant will be paid

The grant agreement will state the maximum grant amount to be paid. This amount will not exceed the maximum grant amount (i.e. \$5,000) under any circumstances. If extra costs are incurred by the organisation receiving the grant, these remain the responsibility of that organisation. Volunteering Queensland will not be responsible for reimbursement of any extra costs.

100 per cent of the grant will be paid on execution of the grant agreement.

Grant payments and GST

GST is out of scope for 2020 Supplementary Volunteer Grants.

If you receive a grant, please consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the Australian Taxation



Office website for more information. We cannot provide advice on your particular taxation circumstances.

Unsuccessful Grant Applicants

Unsuccessful grant applicants will be notified by 4 December 2020 in writing, via email of the outcome of their grant application.

Reporting and Acquittal

You do not have to report on how you spend the money for the 2020 Supplementary Volunteer Grants funding unless requested by Volunteering Queensland. We may ask you to provide a financial declaration. The financial declaration will verify that you spent the grant in accordance with the grant agreement.

If you are asked to report, Volunteering Queensland will require you to provide proof of purchase and to allow Volunteering Queensland or the Australian Government's auditors to look at your records. The original receipts showing what you have purchased are required as proof and must be kept for five years.

The funded organisation is responsible for keeping a complete set of records for this purpose, even if staff responsible for the Letter of Agreement move on. This includes receipts for fuel and transport costs. It is not necessary to send receipts to Volunteering Queensland, unless requested to do so.

If receipts are not available as evidence of expenditure then records of activity must be kept proving the expenditure was in accordance with the approved purposes of the grant, please see relevant examples below.

All funding must be spent by the Grant Agreement Completion Date, which is stated in the Letter of Agreement. Unspent funds must be returned to Volunteering Queensland.

Fuel acquittal

There are four different options for record keeping requirements for fuel costs. You can use any one of these options:

- A log book to record all car trips a person makes while undertaking volunteer work. This book would be proof of costs and should include details of each trip, including date, from/ to, reason for trip, and record of kilometres travelled (i.e. meter readings)
- An account at a local service station which provides for authorised volunteers to charge their approved fuel to the account. This would be paid directly by your organisation and account receipts provide sufficient proof
- Copies of actual fuel expenditure receipts
- Pre-paid petrol cards. Payment receipts would be sufficient proof of expenditure

Transport costs

(Only applicable to volunteers living with a disability who cannot drive).

There are four different options for the record keeping requirements for transport costs. You can use any one of these options:

- Pre-paid travel cards. Payment receipts would be enough proof of spending



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- Volunteers may use a log book to record all volunteer transport trips. This log book would be sufficient proof of travel costs. The book should include details of each trip, including date, from/ to, reason for trip, method of transport
- Copies of public transport tickets
- Copies of original receipts (e.g. taxi receipts)

Financial Viability

Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:

- Establishing whether relevant persons have any adverse business history (e.g. current or past bankruptcy)
- Assessment of the financial health of an entity

We will advise you if your organisation is subject to a financial viability assessment.

Enquiries and feedback

Complaints about this grant opportunity and/ or selection process may be made in writing to: supplementarygrants@volunteeringqld.org.au. All complaints will be treated confidentially and investigated appropriately, including by an external party if required.

Escalated Complaints

If you do not agree with the way Volunteering Queensland has handled your complaint, a third party may be involved to assist in resolving the complaint.

Probity

Volunteering Queensland will be responsible for ensuring that the grant process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the Commonwealth Grants Rules and Guidelines ([CGRGs](#)).

Conflicts of interest

If later you think there is an actual, apparent, or perceived conflict of interest as part of the grants process, you must inform Volunteering Queensland in writing immediately.

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if Volunteering Queensland staff, any member of the selection panel and/ or you or any of your personnel has a:

- Professional, commercial, or personal relationship with a party who can influence the application selection process, (e.g. an Australian Government officer or member of an external panel)
- Relationship with or interest in, an organisation that is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- Relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity. You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest



Privacy

We treat your personal information according to the Privacy Act 1988 and the Australian Privacy Principles. This includes letting you know:

- What personal information we collect
- Why we collect your personal information
- To whom we give your personal information

In submitting a grant application under this opportunity, you agree to Volunteering Queensland collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration.

If you do not provide this information, we cannot assess your grant application.

We may share the information you give us in your application, including personal information, with the nominated personnel such as the selection panel and Department of Social Services.

As part of your application, you also declare your ability to comply with the Privacy Act 1988 and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity.

Confidential Information

Other than information available in the public domain, you agree not to give out to any person or organisation, other than Volunteering Queensland, any confidential information relating to the grant application and/ or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you or your employees, agents, or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable. We will keep any information in connection with the grant agreement confidential to the extent that it meets all three conditions below:

- You clearly identify the information as confidential and explain why we should treat it as confidential
- The information is commercially sensitive
- Revealing the information would cause unreasonable harm to you or someone else

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Volunteering Queensland employees and contractors to help us manage the program effectively
- Employees and contractors of Volunteering Queensland so we can research, assess, monitor and analyse our programs and activities
- The Department of Social Services

The grant agreement may also include any specific requirements about special categories of information collected, created, or held under the grant agreement.



Child Safe Framework

The Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for organisations to adopt child safe practices including appropriate screening of staff, mandatory reporting, and adoption of the National Principles for Child Safe Organisations.

A child safety clause may be included in a grant agreement where the grant is for:

- Services directly to children
- Activities that involve contact with children that are a usual part of, and more than incidental to, the grant activity
- A child safety clause may also be included in the grant agreement if the grant activity involves children more broadly.

The successful applicant will be required to comply with all child safety obligations included in the grant agreement published with this grant opportunity or notified to the successful applicant prior to execution of the grant agreement. Irrespective of the child safety obligations in the grant agreement you must always comply with your State/ Territory legislative requirements for working with children and mandatory reporting.



Subject to the Grantee’s compliance with this Agreement, payment(s) will be made into the following bank account:

Your bank account details	Financial Institution	
	BSB	
	Account Number	
	Account Name	

The Grant must be held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 Page 4 of 10 [Commonwealth](#).

If you did not provide your organisation’s bank account details on your Application Form, or the details provided were incorrect, details of the correct bank account must be submitted by <insert date>.

Providing false or misleading information is a serious offence under the Criminal Code 1995 and we will investigate any false or misleading information and may exclude your application from further consideration.

Confirmation of Agreement

<insert organisation>, <insert ABN> (the ‘Grantee’) agrees to use the Grant to undertake the Grant Activity in accordance with this letter, the Grant Guidelines and the application which together forms the Agreement between the Grantee and Volunteering Queensland, ABN 46 621 632 398 in relation to the Grant.

This Agreement will commence on <insert date> unless the Grantee has advised Volunteering Queensland in writing (email) by <insert date> that it does not wish to enter into a Grant Agreement. In that event, no Grant payment(s) will be made to the Grantee.

Grant Agreement Terms and Conditions

Volunteering Queensland as the Grantor, is administering this grant on behalf of the Department of Social Services and as such is disbursing Commonwealth funds.

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the support of Volunteering Queensland and the Commonwealth’s support in any material published in connection with this Agreement in the following way: Funded by the Australian Government Department of Social Services and supported by Volunteering Queensland.

3. Notices

The Grantee agrees to notify the Grantor of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of



interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

The Grantor agrees to pay the Grant to the Grantee in accordance with this Agreement.

The Parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties, and government charges in connection with the performance of this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, when the Grant Activity has been completed, in the form and by the date required by the Grantor and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement. The Grantee must keep original receipts showing purchases for up to five (5) years in the instance that they may be required to provide proof of purchase.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Grantor, unless the Grantor agrees in writing otherwise.

7. Record Keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for five (5) years and to make them available to the [Commonwealth](#) and/ or Grantor on request.

8. Privacy

When dealing with Personal Information (as defined in the Privacy Act 1988) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the [Commonwealth](#), or Grantor, would be a breach of the Privacy Act 1988.

9. Grant Activity Material

The Grantee gives (or procures for) the [Commonwealth](#) a non-exclusive, irrevocable, royalty free licence for the [Commonwealth](#) or to use, reproduce, publish, and adapt all material that is provided to the [Commonwealth](#) under this Agreement.

10. Confidentiality

The Parties agree not to disclose each other's confidential information without prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Grantor with proof when requested.



12. Licences and Approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks.

13. Dispute Resolution

The Parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation. The Parties agree to continue to perform their respective obligations under this Agreement where a dispute exists. The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Terminations for Default

The Grantor may terminate this Agreement by notice where it reasonably believes the Grantee:

- a) Has breached this Agreement.
- b) Is non-compliant with the obligations in the Guidelines for Applicants
- c) Has provided false or misleading information, or omitted relevant information to the Grantor or the Australian Government in relation to the grant.
- d) Has become bankrupt or insolvent, entered into a scheme of arrangement with creditors or come under any form of external administration.

15. Changes to Grantee Contact Details

The Grantee must inform the Grantor within 10 days of the change, if there are any changes to their:

- a) Name
- b) Address
- c) Contact person name
- d) Bank account details

16. Breach or Potential Breach of Terms and Conditions

If the Grantee becomes aware of a breach or potential breach of the terms and conditions of the grant agreement, the Grantee must immediately contact and inform the Grantor.

17. Impact on Spending of Grant

The Grantee should inform the Grantor if anything is likely to affect the spending of their grant. The Grantor needs to be informed of there are any changes to the Grantee organisation or its business activities, particularly if these impact on the Grantee's ability to complete the grant, carry on its business, and/ or pay debts due.



18. General Provisions

This Agreement may only be varied by the Parties' signed written agreement. Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record Keeping), and 9 (Grant Activity Material) survive the expiry or termination of this Agreement.

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