

2023 / 2024

Volunteer Management Activity

Partnership Opportunity

Frequently Asked Questions (28 April 2023 Update)

FAQs will close on Friday 12 May 2023

GRANT SUBMISSION DEADLINE: 5:00PM Friday 26 May 2023

Funding available

Volunteering Queensland is making available a project pool of \$300,000 to organisations that can undertake projects that help achieve the VMA objectives and outcomes.

How long will the project application be open for?

Applications will be open until 5.00pm (Queensland Time) on Friday 26 May 2023.

How can I receive updates and answers to my questions about this funding?

To ensure fairness and consistency of information and responses, no one-on-one enquiries will be answered. Questions received will be answered through the use of this Frequently Asked Questions information sheet. This will be updated regularly and distributed to all parties who have registered their interest, and to everyone visiting this page on the Volunteering Queensland website.

Can I receive an extension for my application?

No, unfortunately we cannot give any extensions.

I have never been a VMA partner, can I apply?

Organisations do not need to have applied to or been a previous recipient of VMA funding in order to apply. Organisations that have expertise and experience in working with any of the identified priority groups and can support and enable volunteering by these groups in supporting volunteer managers and volunteer involving organisations (VIOs) to build their capacity, are invited to apply.

Where can I find all the details about the VMA program partnership funding?

Organisations can view all the details about this funding round and the VMA program partnership funding on our [website](#). Applicants must read the Program Guidelines in conjunction with completing the Application Form.

More about the Volunteer Management Activity program can be found on the Department of Social Services website [DSS Volunteer Management](#).

Can an application target more than one priority group?

Project applications can focus on more than one priority group. They will be assessed on the expected outcomes, including supporting the development and delivery of online nationally consistent, high-quality resources and services to build the capacity of VIOs.

What types of activities can I include in my project?

In scope	Out of scope
Activities that build the capacity of volunteer involving organisations to break down barriers to volunteering for one or more identified priority groups. E.g. Providing information on access and support available to enable priority group volunteers.	General volunteer management services to VIOs targeted to community members not a member of a priority group. E.g. General volunteer management training or resources.
Where deemed appropriate, face-to-face services to build the capacity of VIOs and volunteer managers to support priority groups to participate in volunteering. E.g. Priority group awareness raising and tools for engagement by VIOs.	Face-to-face services and training to build the capacity of VIOs and volunteer managers to the community that are not a member of a priority group. E.g. General communications training or resources that do not emphasize the priority groups.
Development of online training or resources that focus on developing best practices that break down barriers to volunteering with identified priority groups. E.g. Success stories for priority group volunteers and promoting the benefits of priority group volunteers to VIOs.	Development of training/ resources only for in-person delivery. E.g. Disability awareness training face - face only.
Activities that promote the enablers to volunteering by priority groups. E.g. Address culturally specific engagement in informal volunteering.	Activities that do not address the lived experience and co-designed enablers for people from priority groups E.g. Project designed for and not with priority group volunteers.
Strategies that address and promote a welcoming environment and organisational culture E.g. inclusive recruitment and induction, intercultural communication and socialisation in the workplace.	Strategies that do not include an inclusive approach. E.g. general volunteer management activities.
Activities that can be applied and lessons learnt by other VIOs across Queensland, taking into consideration metro or regional needs. E.g. Addressing systemic changes to the volunteering sector to be inclusive of the priority groups.	Very specific activities that cannot demonstrate any relevance to any other organisations or volunteer managers in the longer term. E.g. Support for x organisation only, without reflection on how this might apply to other organisations.

Development of digital media E.g. videos, case studies, stories and profiles, that aims to break down the barriers to volunteering for priority groups.	In-person promotional events or meetings that do not relate to the specific activities and objectives of the project. E.g. Promotion of the organisation generally, without reference to the project activity and outcomes.
Projects lasting up to 12 months. If a project has stages, the project activities should relate to the first year (stage) only.	Projects longer than 12 months. A new project proposal is required for any staged projects.

My project includes construction of a building. Is this allowed to be funded?

No. Grant funding cannot be used for major construction or capital expenditure.

Do these types of projects fulfil the VMA project partnership requirements?

- Production of a video showcasing our organisation’s volunteers and the benefits of volunteering with us?
- Developing leadership training for our members around Australia?
- Building a storage facility next to our club house?
- Taking our volunteers on a well-earned break from their caring duties?
- Purchasing equipment for our existing volunteers?

No. None of these projects fulfil the VMA project partnership requirements. Projects must be developed to support VIOs and volunteer managers across the volunteering ecosystem within Queensland. Projects that support individual volunteering programs and organisations, enhance existing programs or build structures are not eligible.

How much can we apply for?

There are no guidelines on how much can be applied for. Applications will be assessed on the objectives, outcomes and impact on the community, organisations and priority groups, and on value for money. Please read through all the Guidelines and assessment criteria to ensure your application fulfills these.

Can the VMA funding be used for a pilot program?

Yes, pilot programs are eligible for funding.

Projects that can be provided across Queensland, including regional, rural and remote areas will be preferred. Evidence on how the pilot program will be rolled out after the initial project is completed is recommended to be included.

Can I submit an application for a project that is shorter than one year?

Yes, shorter projects are eligible for funding and will be considered if they meet all eligibility criteria.

My project has funding from other sources (eg. Commonwealth, State or Local Government), can I apply for VMA funding?

No. Organisations are unable to apply for VMA funding that is not currently and will not, during 2023 / 2024, be in receipt of funding from another source for the same activity.

Can I claim costs for preparation of this application or documentation relating to the application process?

No. Grant funding cannot be used for covering any costs relating to the project and /or other programs / projects of the applicant organisation, or any of its project partners, incurred prior to approval of the grant.

Can I use grant funding to fund a project officer to administer the project?

Yes. Grant funding can be used by the applicant for project staff salaries and on-costs (up to 25%) that are directly attributed to the delivery of the funded project.

Are project costs inclusive or exclusive of GST?

Project costs for this application are **exclusive** of GST.

Will this grant opportunity be shared through other platforms such as Smartygrants?

No, all applications will be submitted directly via the Volunteering Queensland website.

Will successful applicants be provided with reporting templates (e.g for milestones and budget acquittals)?

Yes, Volunteering Queensland will provide reporting templates to minimise the administrative burden and allow recipients to spend more time delivering their projects.

The general grant information states that applications for projects in rural and remote areas are encouraged. Is this a standalone target group, or do projects in rural and remote areas also need to target one or more of the other identified priority groups?

While we strongly encourage applications for projects in rural and remote areas, to be considered for this grant funding, the project must also specifically address breaking down barriers to volunteering in one or more of the identified priority groups.

What are the common pitfalls/mistakes seen in unsuccessful Round 1 applications?

Unsuccessful grant applications in Round 1 funding commonly did not sufficiently address the specific criteria and didn't demonstrate how their proposed projects specifically break down barriers to volunteering in the priority cohorts.

Who assesses and makes decisions on the outcome of the grant applications?

The assessment panel is made up of representatives who have extensive knowledge, expertise and experience in the volunteer sector and Volunteer Management Activity program requirements. Recommendations of the outcome of the grants will be endorsed by the Board of Volunteering Queensland. See guidelines for further information.