# 2018–19 Sexual Violence Prevention Grants Program

# Application guidelines

## 1. Key information

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| **Purpose of the sexual violence prevention grants** | One-off funding of $100,000 is available for activities that will support Queenslanders to have conversations around sexual violence.  Funded activities are to raise awareness of sexual violence and engage the community in preventing and responding to sexual violence against women, men, children and young people. This could include projects, events or initiatives that:   * develop resources about preventing sexual violence or responding effectively to victims and survivors * share the stories of victims and survivors of sexual violence in a safe and supported way * encourage friends, family and community members to have conversations about, and speak out against, sexual violence.   Activities must be undertaken in a way that is respectful and supportive of victims and survivors of sexual violence.  Funding of **$500 to $5000** per activity is available for activities that will be undertaken (fully or in part) from **mid-March to late April 2019**. | |
| **Timeframes** | Applications open | Wednesday 31 October 2018 |
| Applications close | Friday 14 December 2018 |

## 2. Background

Sexual violence has a significant and profound impact on individuals, families, and communities in Queensland. It can affect Queenslanders of all ages, regardless of their gender and background, and occur in a range of settings. Often, it has far-reaching health, social, emotional and economic impacts on victims, survivors, their families, and the broader community.

Sexual violence takes many forms, including rape and sexual assault, sexual harassment, technology-facilitated sexual violence, youth sexual violence and child sexual abuse. Although anyone can be the victim of sexual violence, women, young people and children are among those most impacted.

The statistics on sexual violence are confronting, yet we know that sexual violence is one of the most under-reported forms of violence in Australia and in Queensland. The 2016 Personal Safety Survey highlights that from the age of 15, half of Australian women and a quarter of men have experienced sexual harassment, and one in six women and one in twenty men have experienced sexual assault or the threat of sexual assault.

The Queensland Government strongly believes that sexual violence is unacceptable, and is committed to preventing and responding to all forms of sexual violence in our communities. As part of this commitment, the Government is developing a Queensland Sexual Violence Prevention Framework to bring together current responses and guide future action.

However, preventing sexual violence and supporting victims and survivors cannot be achieved by Government alone. Queensland communities have a significant role to play in raising awareness of sexual violence, supporting victims and survivors to tell their stories and recover, and communicating that sexual violence will not be tolerated.

The Sexual Violence Prevention Grants Program is intended to build on the increasing community awareness, e.g. through the #MeToo movement, and continue the conversation about sexual violence in Queensland communities.

## 3. Purpose of the sexual violence prevention grants

Funding of **$500 to $5000** **per activity** is available for community groups and organisations to undertake activities or develop resources that will support Queenslanders to have conversations about sexual violence.

The aim of the grants is to:

* raise awareness and continue the conversation around sexual violence in Queensland communities
* challenge misconceptions about sexual violence and promote community respect and support for victims and survivors of sexual violence
* clearly communicate that sexual violence is not accepted and will not be tolerated in Queensland communities
* educate friends, family, workplaces, sporting groups and other community groups on how to speak up against sexual violence and respond to victims and survivors who have disclosed sexual violence.

Funding is available for activities that will address any form of sexual violence (including, but not limited to, sexual harassment, technology-facilitated abuse, sexual assault and rape, youth sexual violence and child sexual abuse) experienced by women, men, young people and children.

Applications which include a particular focus on cohorts experiencing additional vulnerability to sexual violence (e.g. young people, Aboriginal and Torres Strait Islander people, LGBTIQ+ communities, CALD communities) are particularly encouraged.

**Note:** funding will not be provided for activities that fall within a funded service’s everyday business as per their service agreement with the Department of Child Safety, Youth and Women (DCSYW), or activities that target only existing clients of a service.

**Potential activities could include:**

* Producing resources or materials (e.g. posters, videos, websites, apps, games, podcasts) to raise awareness of sexual violence, challenge myths and misconceptions, promote bystander action, or educate family, friends and community members to respond to sexual violence.

*Existing examples:*

* + Resources for having the conversation about gender equality and violence as part of the Stop it At the Start campaign <https://www.respect.gov.au/resources/talking-about-respect/>
  + R4Respect’s ‘Don’t be a bad apple’ video series to promote respectful relationships <https://www.youtube.com/channel/UCfv6Lb7Opm5LW01dW4wruWg>
  + <https://theuncomfortableconversation.org/> provides a library of videos on how to talk about sexual violence.
* Events or workshops that engage and educate the broader community on how to speak out, take action, and support victims and survivors of sexual violence.
* Projects that support victims and survivors to speak out and share their stories in a way that is safe, supported, and promotes better understanding by the broader community, e.g.
  + a ‘living library’ where survivors can share their stories and experiences with members of the community in a supported way
  + art exhibitions or installations sharing survivor’s experiences or challenging misconceptions about sexual violence
  + creating videos or podcasts sharing survivor’s stories.

*Note:* these are provided as examples only and activities are not limited to these.

## 4. How applications will be assessed

Applications will be assessed:

* if the eligibility criteria outlined below are met;
* in consideration of geographical spread and any specific communities or groups (for example young people or Aboriginal and Torres Strait Islander people) targeted; and
* in line with the selection criteria outlined below.

### 4.1 Eligibility

Activities must:

1. support the overarching purpose of the grants program as outlined in these guidelines
2. be undertaken in a way that is supportive and sensitive to the experiences of all victims and survivors of sexual violence
3. be fully delivered, or have substantially commenced delivery, between mid-March and the end of April 2019
4. be delivered in Queensland.

Applicants must:

1. be a not-for-profit legal entity
2. hold, or plan to obtain, insurance appropriate to the activity that includes cover for the duration of the proposed activity. At a minimum, applicants must hold public liability insurance to the value of at least $10 million
3. have no outstanding financial liability, service delivery or performance issues for funding previously provided by DCSYW.

**Further information on eligibility criteria**

Applicant eligibility will be determined via the following evidence:

*Legal entity and not-for-profit status*

* 1. Legal entity
* the Australian Business Number (ABN) you provide in your application; **or**
* if you do not have an ABN, a copy of your certification of incorporation (to be attached to your application).
  1. not-for-profit status
* the following information sourced by SmartyGrants from the Australian Business Register using your ABN:
  + Registration as a charity with the Australian Charities and Not-for-Profits Commission (ACNC); **or**
  + Goods and Services Tax (GST) concession; Fringe Benefits Tax (FBT) exemption; Income Tax Exemption or Deductible Gift Recipient (DGR) status with the Australian Tax Office; **or**
* a full copy of your model rules or governing documents (to be attached to your application), that prohibit your entity from making any distribution (whether money, property or otherwise) to its members.

*Insurance cover*

* Evidence of meeting insurance requirements by either:
  + the certificate of currency to be attached to your application; or
  + details you provide in your application on your plans to obtain appropriate insurance cover for mid-March to end of April 2019.
* Successful applicants will need to produce a certificate of currency for insurance prior to funds being released. At a minimum, applicants must hold public liability insurance to the value of at least $10 million.

*Financial or performance issues*

* DCSYW will assess any outstanding financial accountability, service delivery or performance issues based on any current or previous service agreements by:
  + the declaration made by you in your application; **and**
  + liaising with relevant officers within the department.

### 4.2 Selection criteria

There are **four** selection criteria that you must address in your application, including providing any supporting documentation:

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| **Selection criterion one:** | **ACTIVITY** |
| **Weighting:** | **40%** |
| **Word limit:** | **Total maximum of 400 words** |
| **Provide a description of your proposed activity, including:**   1. **what the activity will look like and what will be involved** 2. **whether you will be producing any materials, resources or artefacts that could be used in the future.**   In your response, you should address:   * what you will do to raise community awareness and continue the conversation around sexual violence * how you will challenge misconceptions about sexual violence and promote community respect and support for victims and survivors of sexual violence * how you will make sure that your activity is respectful of, and safe for, victims and survivors of sexual violence. | |

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| **Selection criterion two:** | **AUDIENCE** |
| **Weighting:** | **20%** |
| **Word limit:** | **Total maximum of 200 words** |
| **Who will benefit from your proposed activity?**  In your response, you should address who the target audience for your activity is, and how the target audience will benefit from the activity.  Target audiences include:   * victims and survivors of all forms of sexual violence * friends, family and supporters of people who have experienced sexual violence * workplaces, sporting groups and other community groups who play a role in preventing sexual violence or may receive disclosures of sexual violence * Queensland communities who have a role to play in preventing sexual violence and supporting victims and survivors.   Additional consideration will be given to activities that target or actively include cohorts who experience additional vulnerability to sexual violence, including (but not limited to):   * women * young people * children * Aboriginal and Torres Strait Islander people * people from culturally and linguistically diverse backgrounds * people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex or Queer * people with disability * people from rural, remote and isolated areas.   You should also address what you will do to make sure your activity is tailored to the needs and experiences of your target audience. | |

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| **Selection criterion three:** | **VALUE FOR MONEY** |
| **Weighting:** | **20%** |
| **Word limit:** | **Total maximum of 200 words** |
| **How does your activity represent value for money?**  Your response should include:   * a breakdown of the estimated budget and any financial or in-kind support * evidence of the project partnerships and details of any partner contributions * information on the sustainability of the initiative, meaning the ability of the initiative to be developed into an ongoing program or have an ongoing impact beyond the grant period * information on the long term benefit to the participants, sector and/or the broader community. | |

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| **Selection criterion four:** | **COMMUNITY INTEREST** |
| **Weighting:** | **20%** |
| **Word limit:** | **Total maximum of 300 words** |
| **Outline how your activity:**   1. **has the capacity to attract local, regional or state-wide community and media interest** 2. **will promote awareness beyond those people who participate directly in the activity.**   Your response should address:   * the potential reach of your activity (including media and community interest) * the strategies that will be used to ensure the activity will reach a wide audience * the accessibility and communication of key messages of your activity to a wide and diverse audience. | |

DCSYW officers may contact you during the assessment process to request:

* a copy of your most recent Audited Financial Statement;
* further details or clarification of the information provided.

## 5. How to submit your application

Applications must be submitted electronically through the SmartyGrants website at https://communities.smartygrants.com.au/svpgrants by **COB Friday, 14 December 2018**.

**Please note:**

* a separate application must be submitted for each proposed activity you are seeking funding for
* late applications will only be considered under exceptional circumstances
* email applications will not be accepted
* incomplete applications will not be assessed.

## 6. If you are successful

You will be informed if your application has been successful in early February 2019.

Successful applicants will be required to:

* enter into a service agreement with DCSYW before grant funding is released
* acknowledge the Queensland Government’s funding on any printed or promotional material relating to the activity, including websites
* when your activity is completed:
  + complete an activity report outlining the activity and outcomes achieved

**and**

* + provide DCSYW with a copy of any resources or materials produced, or with a video and/or photos relating to the activity. You must obtain all necessary consents prior to uploading or providing video and/or photos.
* comply with the *Community Services Act 2007*.

## 7. Eligible expenses

When developing the budget for your proposed activity, think about the following:

* Funds for the Sexual Violence Prevention grants are provided on a one-off basis only.
* The maximum amount available is $5,000 per activity. Applicants are encouraged to supplement their budget with in-kind contributions and/or sponsorships.
* Eligible activity costs include:
  + running costs (e.g. hire of premises, equipment or technology)
  + administrative costs (e.g. postage, stationery, printing, telephone, cleaning)
  + travel/transport costs (e.g. fares, vehicle allowances)
  + advertising and publicity costs to promote community awareness and involvement
  + catering costs
  + guest speakers, entertainment, sessional worker or consultant’s fees.
* The following costs will not be allowed:
  + salaries and organisational running costs for existing staff
  + acquittal, auditing or reporting costs
  + auspicing fees
  + existing debt or loan repayments
  + standard maintenance or replacement of existing equipment
  + gifts of any sort (e.g. gift bags, door prizes, raffle prizes, giveaways, tickets to events)
  + purchase of assets (assets include capital items with a useful life of more than 12 months)
  + costs other than those listed above unless approved in writing by DCSYW.

## 7. Department contact details

All enquiries should be directed to the Violence Prevention Team, DCSYW via email: violence\_prevention\_team@csyw.qld.gov.au

Contact officers are not able to provide advice on individual applications.