

# Small Grants Program

*Enhancing Inclusive Disability  
Services & Practice*

## 2022 Guidelines



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## TAC's strategic direction 'TAC 2025'

The TAC is a Government-owned enterprise, established under the *Transport Accident Act 1986* to reduce the social and financial cost of transport accident injuries to the Victorian community. The TAC's key functions are to prevent accidents and support those who have been injured on our roads. The TAC's commitment to having a positive impact on the lives of our clients and their providers, and every Victorian road user is exemplified by our purpose, vision and mission.

The TAC funds disability services to support the lifetime care and support of client's severely injured in transport accidents. There are around 7000 TAC clients who have experienced a life-changing disability<sup>1</sup>. The TAC acknowledges what constitutes getting 'life back on track' is unique for each client and the adjustment can be especially challenging. Access to disability services grounded in contemporary principles provides clients with greater choice and control over how their needs can be met, and ultimately sets them on a pathway to achieve outcomes that matter most to them.

The TAC acknowledges a social responsibility to make a positive contribution to the broader community. One way TAC can achieve this is by offering grant funding for community-based projects that will make a positive change in the lives of TAC clients and Victorians with a disability.



Figure 1.0 The TAC's 2025 strategic direction

<sup>1</sup> The Transport Accident Commission, Annual Report 2020-2021, Report No 35, 2021, p26.

## Enhancing inclusive disability services and practice grant program

### WHAT IS THIS PROGRAM?

Consistent with the TAC's strategic direction, the TAC is offering small grants funding to enhance disability services, programs and information products in Victoria so they are client-centred, outcomes focussed and support full inclusion in society. Disability services consistent with contemporary practice principles will help change lives for the better.



Figure 2.0 Contemporary disability practice principles<sup>2</sup>

The TAC strongly encourages visiting these websites for more information on the disability sector:

- Victorian State Government Families, Fairness and Housing <https://services.dffh.vic.gov.au/disability>
- Australian Government, Department of Social Services <https://www.dss.gov.au/disability-and-carers>
- Australian Government, Disability Gateway <https://www.disabilitygateway.gov.au/>

<sup>2</sup> Client Voice Framework for community services. Victorian State Government. Health and Human Services. Community Services quality governance framework: safe, effective, connected and person-centred community services for everybody, every time. 2018. <https://www.dhhs.vic.gov.au/sites/default/files/documents/201910/client-voice-framework-for-community-services.pdf>

## AIMS OF THE PROGRAM

The program aims to encourage innovative community-based projects that will make a positive change in the lives of TAC clients and Victorians with a disability. We are looking for user-led projects that will facilitate improved outcomes across health and well-being, social and community connectedness and participation, independent living, safety and resilience.

## WHAT FUNDING IS AVAILABLE?

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

## WHEN DOES THE GRANT ROUND OPEN?

Applications Open	Applications Close	Assessment	Notification	Execute Funding Agreement	Project Delivery Timeframe
Monday 27 June 2022	Friday 29 July 2022	August – September 2022	October 2022	November 2022	Within 15 months (February 2024)

## Eligibility

### WHO CAN APPLY?

To be eligible for funding you must be Victorian based, have an ABN, operate in the community setting and be one of the following:

1. Not-for-profit organisation
2. Disability and/or Self-Advocacy group
3. Social enterprise
4. Disability service provider
5. Local government authority
6. Public school
7. Incorporated Aboriginal corporation
8. Health service provider\*
9. Peak body\*

\*Must be collaborating with an organisation listed from 1 – 7.

Applicants must nominate a Key Person who will be responsible for submitting the application, conducting the project, and reporting as required under the Funding Agreement.

The TAC will accept multiple applications from a single organisation, however each application must nominate a different Key Person to lead the project.

## WHO IS NOT ELIGIBLE TO APPLY?

Ineligible	Reason(s)
Individuals	This grant program targets organisations.
Academic researchers	This grant program targets user lead non-academic projects from community based organisations.
Vocational rehabilitation providers	The TAC has existing projects contributing to these needs.
Organisations who are primarily for-profit State government departments (excluding schools)	This grant program targets the broader community consistent with our social procurement strategy.

Applications may be considered ineligible if the following requirements are breached:

- It is incomplete or fails to answer all questions.
- Duplicates a previous project or current project in-progress.
- Not submitted by the designated closing date and time.

## WHAT PROJECTS WILL BE FUNDED?

Funding will be prioritised for projects that apply existing best practice evidence to enhance inclusive disability services, programs and/or products that will facilitate improved client outcomes. You are invited to submit an application for projects that address the following:

1. Are informed and led by users.<sup>3</sup>
2. Align with helping TAC clients with disability get their life back on track – Acquired Brain Injury, Spinal Cord Injury, Blindness, Burns or Limb Amputation.
3. Develop and deliver innovative<sup>4</sup>, practical and tangible solutions that increase access, inclusion, choice and control, and/or build capability among TAC clients and other Victorians with a disability, their families, carers and service providers.
4. Address one (or more) of the *National Disability Strategy 2021-2031* seven outcome areas:
  - i. Employment and Financial Security
  - ii. Inclusive Homes and Communities
  - iii. Safety, Rights and Justice
  - iv. Personal and Community Support
  - v. Education and Learning
  - vi. Health and wellbeing
  - vii. Community Attitudes

Applications to fund the project *in part* and *in full* will be accepted.

Successful applicants must comply with relevant legislation<sup>5</sup> to ensure the project is conducted ethically.

Projects that won't be funded include:

- Academic research
- Interstate projects

<sup>3</sup> Users can be TAC clients or other Victorians with a disability. Please note, the TAC will not provide TAC clients to participate in projects. Identification of users and recruitment will be the responsibility of the project team.




<sup>4</sup> Taylor, S.P. (2017) What Is Innovation? A Study of the Definitions, Academic Models and Applicability of Innovation to an Example of Social Housing in England. *Open Journal of Social Sciences*, 5, 128-146.

<sup>5</sup> The Privacy Act (1988), United Nations Convention on the Rights of Persons with Disability and the Child Safe Standards for Victoria.

- Projects that have already taken place
- General fundraising projects

## EXAMPLES OF PROJECTS

Previously funded<sup>6</sup> Small Grants Program initiatives include:

		
<p>Service</p>	<p>Peer Support</p>	<p>Skill Building</p>
<p>An Inclusion Melbourne project focussed on addressing the widespread poor oral health of people with cognitive impairment through mainstream oral health services.</p>	<p>This peer-led, project for Victorians living with a SCI upskilled existing Australian Quadriplegic Association Victorian peer mentors in delivering 'skills for independence' training courses.</p>	<p>The CyberAbility project created a co-designed online cyber safety training program to help people with an Acquired Brain Injury stay safe from online scams.</p>

## Using the funds

### APPROVED EXPENSES

Funding can be used for the following project expenses:

- Key personnel - Salary contributions for supporting project roles, consumers, experts and consultants (e.g. researchers, website design expert, consumer advocate, training specialist, etc). Must match the roles and responsibilities of the position and reflect the time commitment.
- Equipment - Essential to the project. For example, language translation and specialized information technology software and/or devices. Individual items must not exceed \$5,000.
- Other direct project costs – Ethics application, consumer focus groups and training workshops.

Applicants are required to justify the budget.

### PROHIBITED EXPENSES

Expenses that won't be funded within this program include:

- Infrastructure and capital works.
- Fees for conferences, professional memberships, training or development courses.
- Subsidy of ongoing organisational costs.
- Travel and transportation costs.
- Anything not directly related to the project.

<sup>6</sup> Projects may have been funded in-part

## How to apply for funding

### PRE-APPLICATION SUPPORT

To assist you in preparing your application the TAC is providing 30 minutes of pre application support per applicant in the months of June and July. It is recommended you take advantage of this support by contacting the Research & Evaluation team by email [research@tac.vic.gov.au](mailto:research@tac.vic.gov.au)

### APPLICATION FORM

The application form can be downloaded in PDF or Word format from the [TAC website](#). All sections must be completed. All funding amounts referenced in the application form are to be in Australian dollars and exclusive of GST.

Applications are to be submitted and managed online through SmartyGrants, a grants management platform. Please contact the Research & Evaluation team by email [research@tac.vic.gov.au](mailto:research@tac.vic.gov.au) should you need technical support.

After your application is submitted you will be given a link to your project.

## Assessment

### ASSESSMENT PROCESS

The TAC adopts an open, transparent and objective assessment process which consists of the following stages:

1. Eligibility - each application is assessed against the eligibility criteria. Applications must adhere to eligibility standards outlined in 'Who can apply?' on page {insert}. Ineligible applications will not progress past this stage.
2. Assessment – each eligible application is individually reviewed and assessed against the defined assessment criteria. This assessment is undertaken by a panel of subject matter experts from the TAC.
3. Recommendation – all assessments are compiled into a recommendation report and the final decision is made by the TAC.

During the assessment process the TAC may negotiate grant amounts. The outcome of these negotiations will impact the success of the application.



## ASSESSMENT CRITERIA

All eligible applications will be assessed against the following criteria:

Criteria	Description
<b>1. Impact on Client Outcomes</b> (40 % weighting)	The application outlines: How the project is informed and led by users. The extent to which it increases access, inclusion, choice and control, and/or builds capability among TAC clients and other Victorians with a disability, their families, carers and service providers.
<b>2. Capability and Capacity</b> (25% weighting)	The application demonstrates: Nominated key personnel have the breadth of skills and expertise in the subject matter, project management and access to resources to successfully deliver the project.
<b>3. Project Methodology</b> (25% weighting)	The application outlines: A sound and appropriate design and method to address the need, aim and objectives (e.g. best-fit). Considers participant recruitment, data management and relevant legislation. Appropriate milestones, deliverables and feasible timelines.
<b>4. Value for Money and Risk</b> (10% weighting)	The application outlines: A realistic project budget with well justified project expenses. Co-contributions and in-kind support. A sound risk management plan.

## NOTIFICATION AND FEEDBACK

All Applicants will be informed of the outcome of their Application and provided feedback via email no later than ten weeks after the closing date. Refer to the table on page 4 to view key dates.

## Successful applicants

### FUNDING AGREEMENT AND PROJECT PLAN

All successful Applicants will need to sign a Funding Agreement. This document will detail the TAC's funding Standard Terms and Conditions with respect to:

- Roles and responsibilities
- Funding contribution
- Confidentiality, Privacy and publicity
- Intellectual property
- Warranties and indemnity
- Insurance requirements
- Dispute resolution
- Termination

All successful Applicants will need to develop a Project Plan. The Project Plan will detail the aims, objectives, methodology, deliverables and payment schedule (excluding GST). The TAC will transpose information from the Application into the Project Plan template to make the complicated simple. Successful Applicants will be required to complete any unpopulated sections of the Project Plan template and facilitate execution. The Project Plan will be an enclosure of the Funding Agreement.

## PROJECT DELIVERY

All project activities must be completed within 15 months of the Funding Agreement commencement date unless otherwise agreed to by the TAC.

## REPORTING

Reporting is required to monitor project progress and ensure projects are delivered as agreed. All reporting requirements will be integrated into the Project Plan. We acknowledge not all projects are the same, however as a minimum Applicants are expected to provide the following:

- Progress Report – at 6mths
- Outcome Report – conclusion of project activities and includes a financial acquittal for all expended funds (excluding GST)

TAC project management reporting templates will be made available to make the complicated simple.

## PAYMENTS

The payment schedule for each successful project will be outlined in their Project Plan. Payments are triggered by the execution of the Funding Agreement and the receipt and acceptance of project reports. The standard payment schedule includes:

- Project Initiation – execution of the Funding Agreement (50%)
- Progress Report – at 6 months of commencement (25%)
- Outcome Report – within 15 months of commencement (25%)

## Contact us

For further information, or to discuss a project idea and application email the Research & Evaluation team [research@tac.vic.gov.au](mailto:research@tac.vic.gov.au)