



# Small Grants Program Guidelines 2023

Enhancing Inclusive Disability Services and  
Practice



# Contents

TAC 2025 Strategy .....	2
TAC's Small Grants Program .....	2
What is the TAC Small Grants Program? .....	2
Aims of the program.....	3
What funding is available? .....	4
When does the grant round open?.....	4
Eligibility .....	4
Who can apply? .....	4
Who is not eligible to apply? .....	5
What projects will be funded? .....	5
Examples of projects.....	6
Using the funds .....	7
Approved expenses .....	7
Prohibited expenses .....	7
How to apply for funding.....	7
Pre-application support .....	7
Application form .....	7
Assessment.....	8
Assessment process .....	8
Assessment criteria.....	8
Notification and feedback.....	9
Successful applicants.....	9
Funding Agreement and Project Plan .....	9
Project delivery .....	9
Reporting .....	9
Payments.....	9

## TAC 2025 Strategy

The TAC is a Victorian 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 clients severely injured in transport accidents. There are around 7,000 TAC clients who have experienced a life-changing disability. 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 the 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 disability.

## TAC's Small Grants Program

### What is the TAC Small Grants Program?

Consistent with the TAC's strategic direction, the TAC offers grants of up to \$50,000 (exclusive of GST) to enhance disability services, programs, and information products in Victoria so they are client-centred, outcomes focused and support full inclusion of people with disability in society. Disability services consistent with contemporary practice principles help change lives for the better.



**Figure 2.0** Contemporary disability practice principles<sup>1</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/>

### 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 disability. We are looking for user-led projects that will facilitate improved outcomes for people with disability across health and well-being, social and community connectedness and participation, independent living, safety and resilience.

<sup>1</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>

## What funding is available?

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

## When does the grant round open?

Milestone	Date
Applications Open	16 October 2023
Applications Close	5pm, 24 November 2023
Assessment	December-January 2023
Notification	February 2024
Execute Funding Agreement	March 2024
Project Delivery Timeframe	Within 15 months (delivered by July 2025)

## Eligibility

### Who can apply?

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

1. **Not-for-profit organisation:** an organisation that provides services to the community and does not operate to make a profit for its members.
2. **Disability and/or Self-Advocacy group:** an organisation providing assistance and support to ensure that the rights of people with disability are upheld as valued members of the community.
3. **Social enterprise:** a business driven by a social cause to improve communities and give people access to employment and training. At least 50% of profits must be used to work towards their social mission.
4. **Disability service provider:** an organisation delivering disability services as defined in the *Disability Service Safeguards Act 2018*
5. **Local Government Authority**
6. **Health service provider\*:** an organisation that provides a health service and holds health information as covered by the Privacy Act 1988, even if they're a small business or providing a health service is not their primary activity.
7. **Peak body\*:** an organisation whose membership predominantly consists of other (legally unrelated) organisations of allied interests

\*Must be collaborating with an organisation listed from 1 – 5.

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 applicants	Reason(s)
<b>Individuals</b>	This grant program targets organisations.
<b>Academic researchers</b>	This grant program targets user lead non-academic projects from community based organisations.
<b>Vocational rehabilitation providers</b>	The TAC has existing projects contributing to these needs.
<b>TAC Clients who operate a disability related business</b>	To avoid any perception of bias or conflict of interest
<b>Recipients (Key Persons) of 2022 Small Grant funding</b>	To ensure organisational capability to deliver the project and maximise benefit across the disability sector
<b>Organisations who are primarily for-profit and/or state government departments (excluding schools)</b>	This grant program targets the broader community consistent with the TAC's <a href="#">Social Procurement Strategy</a> .

Your application will be considered ineligible if:

- It is incomplete or fails to answer all questions,
- It duplicates a previous project or current project in-progress,
- It answers 'no' to any of the Eligibility questions on the Application Form,
- It is not submitted via SmartyGrants by the designated closing date and time.

## What projects will be funded?

The TAC is seeking applications 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:

1. Are informed and led by users. 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.
2. Align with helping TAC clients with disability get their life back on track – specifically people with Acquired Brain Injury, Spinal Cord Injury, Blindness, Burns or Limb Amputation.
3. Develop and deliver innovative, 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.

*“Innovation means coming up with new ways to do things. You can change processes or create more effective products and ideas”*  
[business.gov.au](https://www.business.gov.au)

4. Address one (or more) of [Australia's Disability Strategy 2021-2031](#) seven outcome areas:

Outcome area	Outcomes Framework measure
<b>Employment and Financial Security</b>	People with disability have economic security, enabling them to plan for the future and exercise choice and control over their lives.
<b>Inclusive Homes and Communities</b>	People with disability live in inclusive, accessible and well-designed homes and communities.
<b>Safety, Rights and Justice</b>	The rights of people with disability are promoted, upheld and protected, and people with disability feel safe and enjoy equality before the law.
<b>Personal and Community Support</b>	People with disability have access to a range of supports to assist them to live independently and engage in their communities.
<b>Education and Learning</b>	People with disability achieve their full potential through education and learning.
<b>Health and wellbeing</b>	People with disability attain the highest possible health and wellbeing outcomes throughout their lives.
<b>Community Attitudes</b>	Community attitudes support equality, inclusion, and participation in society for people with disability.

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

Successful applicants must comply with relevant legislation, including *The Privacy Act (1988)*, *United Nations Convention on the Rights of Persons with Disability* and the *Child Safe Standards for Victoria* to ensure the project is conducted ethically.

Projects that won't be funded include:

- Academic research,
- Projects that do not take place in Victoria,
- Projects that have already taken place,
- Projects that don't meet the criteria outlined above.
- General fundraising projects.

### Examples of projects

Projects previously funded through the Small Grants Program can be found on the [TAC website](#).

## 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 for example website design expert, consumer advocate, training specialist. Funding requested must match the roles and responsibilities of the position and reflect the time commitment.
- **Equipment** - Essential to the project. For example, language translation and specialised information technology software and/or devices. Individual items must not exceed \$5,000.
- **Other direct project costs** – transcription services, consumer focus groups and training workshops.

Applicants will need to justify all funding requested in 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.
- Travel and transportation costs.
- Indirect project costs - costs incurred by an organisation that cannot be directly and easily attributed to a specific project.<sup>2</sup>.

## 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 during October-November. It is recommended you take advantage of this support by contacting the Research and Evaluation team by email [research@tac.vic.gov.au](mailto:research@tac.vic.gov.au)

The TAC will hold an information session for applicants in October.

### Application form

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

A copy of the application form can be downloaded in PDF or Word format from the [TAC website](#).

All sections of the application form must be completed. All funding amounts referenced in the application form are to be in Australian dollars and exclusive of GST.

You will be given a link to your application after it is submitted.

---

<sup>2</sup>Social Ventures Australia and the Centre for Social Impact (2022) [Paying what it takes: funding indirect cost to create long-term impact](#). Social Ventures Australia.



# 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 5](#). 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: <ul style="list-style-type: none"><li>• How the project is informed and led by users.</li><li>• 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.</li></ul>
<b>2. Capability and Capacity</b> (25% weighting)	The application demonstrates: <ul style="list-style-type: none"><li>• 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.</li></ul>
<b>3. Project Methodology</b> (25% weighting)	The application outlines: <ul style="list-style-type: none"><li>• A sound and appropriate approach to address the need, aim and objectives (e.g. best-fit).</li><li>• Appropriate milestones, deliverables and feasible timelines.</li></ul>
<b>4. Value for Money and Risk</b> (10% weighting)	The application outlines: <ul style="list-style-type: none"><li>• A realistic project budget with well justified project expenses.</li><li>• Co-contributions and in-kind support.</li><li>• A sound risk management plan.</li></ul>

## Notification and feedback

All Applicants will be informed of the outcome of their Application via email in line with the key dates [on page 4](#).

## Successful applicants

### Funding Agreement and Project Plan

All successful Applicants will need to sign a Funding Agreement. This document details the TAC's standard Funding 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 (exclusive of GST). The TAC will transpose information from the Application into the Project Plan template. 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 midpoint of project
- **Outcome Report** – conclusion of project activities and includes a financial acquittal for all expended funds (exclusive of GST)

The TAC Reporting must be completed using the TAC templates provided.

### 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 midpoint from 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 and Evaluation team [research@tac.vic.gov.au](mailto:research@tac.vic.gov.au)