

Small Grants Program Guidelines 2020

What is the TAC Small Grants Program?

The TAC believes social investment contributes to the achievement of the TAC's strategic priorities and helps to build a stronger Victorian community in which to live and work.

The TAC's strategic outcomes are the elimination of road deaths and serious injuries and getting clients' lives back on track. Through the TAC 2020 strategy our clients will receive the right treatment, at the right time and we will work with the disability sector to drive innovation in service delivery.

The TAC Small Grants Program is an initiative that contributes to the *Lives Back on Track* strategic outcome of the TAC 2020 Strategy by maximizing independence and improving the lives of people with an Acquired Brain Injury (ABI) and/or Spinal Cord Injury (SCI).

The TAC distributes small grants rather than any other form of funding based on TAC strategy and research priorities. The key reasons are mutually supporting: building capacity outside the academic/ institutional health system, in particular, supporting service user understanding, and having access to a range of capacities and insights outside the academic/institutional health system, particularly those that are consumer related.

Aims of the small grants program

The Small Grants Program aims to maximize independence and improve the lives of people with an ABI and/or SCI. It is designed to encourage innovative projects that facilitate clients to live independently, increase quality of life, attain life goals and become active members of their communities by offering grants to innovative and user led projects within the Victorian Community.

Funding limit

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

Who can apply for funding?

The Small Grants Program funds Victorian community-based projects conducted by the following types of organisations and individuals:

- Not for profit incorporated community organisations and advocacy organisations
- Organisations registered with the Registrar of Aboriginal Corporations under the Corporations Act
- Local government authorities
- Universities
- Commercial Businesses

- Victorian state government departments or authorities
- Companies limited by guarantee
- Companies limited by shares
- Individuals who hold an Australian Business Number (ABN)

What projects will be funded?

The Small Grants Program targets projects that:

1. Address one (or more) of the *National Disability Strategy 2010-2020* six priority areas
 - i. Inclusive and accessible communities
 - ii. Rights protection, justice and legislation
 - iii. Economic security
 - iv. Personal and community support
 - v. Learning and skills
 - vi. Health and wellbeing
2. Are Informed and led by service users
3. Translate into direct benefits for TAC clients and other Victorians with an ABI and/or SCI
4. Demonstrate innovation in the disability sector
5. Promote choice and control for TAC clients and other Victorians with an ABI and/or SCI
6. Are collaborative and provide participation and inclusion to support improvement for TAC clients and other Victorians with an ABI and/or SCI

Successful projects from previous funding rounds are available for viewing on the TAC website:

www.tac.vic.gov.au/smallgrants

Projects that won't be funded include:

- Interstate projects
- Subsidy of ongoing organisational costs
- Professional development of staff including training not directly associated with the project
- Travel and transportation costs
- Retrospective applications
- General fundraising, religious or political party activities
- Academic research*

*Academic research is funded through a variety of other means including a specific small grants round and our broader funding see our web site for further information

The TAC is not able to provide access to TAC clients to participate in funded projects. Where relevant, identification of project participants is an activity that must be included in the project plan and budget. Projects are not required to include TAC clients.

How to apply for funding

It is done through the online smarty grants process (<https://tac.smartygrants.com.au/sgi2020>)

The application form

Application forms are to be submitted online via Smart Grants <https://tac.smartygrants.com.au/sgi2020>

All sections must be completed.

If you have any problems or questions while completing the application, please contact the Small Grants Program Coordinator at the TAC on 03 5225 6272 or email small_grants@tac.vic.gov.au

You may include supporting information about your organisation and any partner organisations.

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

Please note that word limits have been set, however Smarty Grants will allow you to keep typing after the limit has been exceeded but it will not save the extra text.

Closing Dates

Applications are accepted for one funding round each year. The closing date can be found on the TAC website: www.tac.vic.gov.au/smallgrants

Applications must be submitted by 2.00pm on the 16th of March.

Applicants are informed of application outcomes approximately 8 weeks after the closing date.

Assessment process and feedback

Applications will be assessed by a selection committee, including service users, representatives of disability organisations and TAC staff. The selection committee will assess and evaluate applications against the selection criteria outlined in the next section.

The TAC's decisions are final. The TAC reserves the right to negotiate grant amounts and conditions with applicants.

Project selection criteria

The TAC uses a two-stage selection process.

Applications will initially be assessed against mandatory criteria. If the mandatory criteria are met, the application will then be assessed and evaluated by an evaluation committee. The successful applicants will be determined by the evaluation committee.

Mandatory criteria

All applicants must meet the following criteria to be considered:

- The applicant must discuss their application with the Small Grants Program Coordinator by telephone (03) 5225 6772 prior to submitting their application. The application for the Small Grant funding must support TAC clients with an ABI &/or SCI.
- The applicant must meet one of the criteria outlined in the section 'Who can apply for funding?' on 1-2.
- The application form must be completed in full, including a project budget and timeline.
- An ABN is required for processing of funding.
- Projects must be completed and have delivered outcomes within 12 months of the project start date.
- The project must meet relevant ethical and legislative requirements at the applicant's expense (see below).

Assessment criteria

If the mandatory criteria are met, project proposals will be evaluated and ranked on the extent they meet the following assessment criteria:

1. Addresses one (or more) of the *National Disability Strategy 2010-2020* six priority areas
 - i. Inclusive and accessible communities
 - ii. Rights protection, justice and legislation
 - iii. Economic security
 - iv. Personal and community support
 - v. Learning and skills
 - vi. Health and wellbeing
2. Informed and led by service users*
3. Translate into direct benefits for TAC clients and other Victorians with an ABI &/or SCI
4. Demonstrate innovation in the disability sector
5. Promote choice and control for TAC clients and other Victorians with an ABI &/or SCI
6. Appropriate and feasible project plan, including implementation plan, budget, risk mitigation and evaluation plan
7. Appropriate collaborative partnerships with other organisations

*Service users can be defined as people with SCI and or ABI

Selection Advice

All applicants will be informed of the selection committee's final decisions within approximately eight weeks after the closing date.

Decisions of the committee are final.

Feedback on the applicant's proposal will be available on request.

Agreements with the TAC

All grant recipients must sign an agreement with the TAC. The main provisions of this agreement cover:

Funding

- **Payment timetable.** The TAC will commit to an agreed payment timetable, based on the terms of the agreement and the amount funded for the approved project. Payments are paid in instalments, and are activity based. For example, a project normally would be funded as follows:
 - 50% after the agreement is signed and returned.

- 30% as a progress payment part way through the project, in conjunction with a progress report (the timing of this payment will be negotiated for each project, based on milestones and reporting).
- 20% when the project is completed and a final report has been accepted by the TAC.
- **GST.** Grants will be exclusive of GST. You will need to include GST in your invoices if you are eligible to claim GST.
- **Audit provisions.** You will be expected to provide detailed information about the expenditure with your final report. The TAC may select your project, at random, for auditing.
- **Excess funding.** Any grant funding not expended on the project will be refunded to the TAC.
- **Risk.** Your organisation will be responsible for the project and associated activities. The TAC's role will be to provide funding.

Reporting

- **Completion of the project.** You will agree to complete the project as set out in your application. If any project changes are required, they must be negotiated with the TAC and may require a change in the funding amount.
- **Milestones.** You will be required to report on the progress of your project at agreed milestones. These milestones will be linked to the payments timetable.
- **Final report and evaluation.** You will be required to submit a final outcome report and a translation report to the TAC on your project within two months of the project's completion date. The reports must include an evaluation of the project and how the project outcomes could be translated into TAC practice. (the Smarty grants platform will sent you an end of project report to use as part of your evaluation)
- **TAC's use of the reports.** You will need to agree to the TAC using information about your project for its business purposes. For example, the TAC may want to use data, project outputs or financial information.

Legislative Compliance

You will need to consider whether your project will be subject to any legislation, and you should seek your own independent legal advice. Some important issues to consider may be:

- **Disability discrimination:** Given the nature of the grants program it is important all applicants can access the program. TAC has made all efforts to ensure that the grants program is accessible. If you have any issues please contact the Small Grants Officer
- **Appropriate insurances:** This includes WorkCover insurance, public liability insurance and professional indemnity insurance, for your project activities.
- **Personal Information:** Using personal information that you may collect and implications for privacy. This may include obtaining consent and ethics approvals (if required) to use names and images of people used in your project.
- **Working with Children** If the project directly works with children or young people the applying organisation must be a child safe organisation in accordance with the National Principles for Child Safe Organisations (insert hyperlink) under the National Framework for Child Protection (insert hyperlink). This may include staff or volunteers obtaining a 'Working with Children' or police check.
- Any occupational, health and safety issues that may be associated with your project.
- Events receiving TAC funding:
 - Where alcohol is available, event organisers must ensure compliance with responsible service of alcohol requirements;
 - Events must be held in venues providing a high level of disability access, including wheelchair access;
 - If an admission fee is payable, event organisers must ensure acceptance of the Victorian Companion Card, which enables companions of people with disabilities to gain complementary admission to ticketed events.

Publicity

- Successful applicants will be required to cooperate with the TAC on matters such as joint publicity.
- The TAC reserves the right to use funded projects for self-promotion.
- The TAC expects that applicants appropriately acknowledge TAC funding in promotional material.