

Volunteer Grants 2016

Questions and Answers

The following questions and answers are specific to this funding round. New questions are added to the end of this document as they arise.

1. How can I apply for Volunteer Grants 2016?

You can apply online using the Volunteer Grants 2016 Application Form. The Application Form must be submitted by **2.00pm AEDT on Tuesday, 20 December 2016**. As a large number of applications are expected, it is recommended that you submit your application **well before the closing time and date**.

Please note the relevant closing time in your state before submitting your application.

Time Zone	State or Territory	Closing time
Australian Eastern Daylight Time (AEDT) UTC +11	New South Wales (except Broken Hill) Victoria Tasmania Australian Capital Territory	2:00 pm
Australian Central Daylight Time (ACDT) UTC +10:30	South Australia and the town of Broken Hill in western New South Wales	1:30 pm
Australian Eastern Standard Time (AEST) UTC +10	Queensland	1:00 pm
Australian Central Standard Time (ACST) UTC +9:30	Northern Territory	12:30 pm
Australian Western Standard Time (AWST) UTC +8	Western Australia	11:00 am

Organisations must read the **Volunteer Grants 2016 Application Pack** available on the Funding Open for Application page, particularly the Funding Round Summary, before completing the Application Form.

2. Is my organisation eligible to apply?

An eligible organisation will be an Australian not-for-profit organisation whose volunteers' work supports families and/or communities in Australia and is a legal entity. Further information can be found in the Volunteer Grants 2016 Funding Round Summary, under Eligibility.

3. Can an organisation/community group apply for a grant if it is not a legal entity?

Yes. If you are an unincorporated or a community group that is not a legal entity, an eligible individual representing the community group may apply for funding on its behalf.

The eligible individual must be an Authorised Signatory (i.e. president, chairperson, secretary, treasurer) within the community group to enter into a Grant Agreement with the Department of Social Services (DSS).

The community group must operate independently with a formal governing structure that meets regularly and supports local community volunteers within its group.

In applying for a Volunteer Grant 2016 the individual must:

- hold a position of authority in the community group;
- have obtained the full knowledge and agreement of the community group they are applying on behalf of;
- provide the funding to the community group for expenditure on the requested items to benefit the volunteers of the community group; and
- keep evidence/receipts to document appropriate expenditure of the funding.

Further details can be found in the Volunteer Grants 2016 Funding Round Summary

4. My organisation was successful under Volunteer Grants 2015. Can I apply under Volunteer Grants 2016?

Yes. All eligible organisations/community groups and individuals representing the community group can apply for Volunteer Grants 2016.

5. Can my organisation/community group apply more than once for funding?

No. If more than one application is submitted, only the last application received will be assessed. This decision will be final.

6. If I am an individual representing more than one volunteer based community group can I apply for funding for each group?

Yes, providing you are an authorised signatory of each volunteer based community group.

7. Can local governments apply for funding?

No. Local governments are not eligible to apply for funding.

8. Can Commonwealth and state/territory Government departments apply for funding?

No. Commonwealth and state/territory Government departments are not eligible to apply for funding.

9. Who in my organisation/community group can complete an application for funding?

The application should be completed by a representative of the organisation with authority to commit the organisation/community group or individual to the Terms and

Conditions of Volunteer Grants 2016. The representative is normally the president, chairperson, secretary or treasurer.

10. How much funding can my organisation apply for?

An eligible organisation can apply for funding of between **\$1,000** and **\$5,000** to assist its volunteers.

11. Can I apply for more than \$5,000?

No. The maximum funding an eligible organisation can apply for is \$5,000.

12. Can I apply for less than \$1,000?

No. The minimum funding an eligible organisation can apply for is \$1,000.

13. What can my organisation/community group use the grant money for?

Your organisation/community group can use the grant money to:

- purchase portable, tangible, small equipment items that benefit your volunteers;
- contribute to reimbursing fuel costs or pre-paid petrol cards for your volunteers who use their own car for their volunteering work, to transport others to activities, deliver food or help people in need;
- reimburse transport costs or provide pre-paid travel cards for volunteers with disability who are unable to drive;
- contribute to the cost of training courses for volunteers; and/or
- undertake background screening checks of volunteers.

14. What categories of small equipment items are eligible?

All equipment items must be tangible, portable and directly benefit the volunteers. Examples of eligible categories of small equipment items can be found in the Volunteer Grants 2016 Funding Round Summary at **Attachment A**.

When completing your application, you must choose the category or categories that best fit the item(s) you wish to buy. You do not need to specify the actual items, just select the category of the item. For example, if you wish to buy gardening tools for your volunteers to use, select the category 'Landscaping/Gardening'

Details about items that are not eligible are outlined in the Volunteer Grants 2016 Funding Round Summary.

15. What if I can't find the equipment item my organisation/community group would like to buy on the list of examples?

Attachment A of the Volunteer Grants 2016 Funding Round Summary lists examples of small equipment items by Category. If the item you wish to buy is not listed, select the category that most closely matches the items.

16. What do I do if I would like to change the item that my organisation/community group has applied for during the application process?

If the item remains in the same category that you have applied for and the amount is unchanged, you don't need to do anything.

If you have submitted your application and if the item is from a different category or the amount has changed, and the application period is still open, you must submit a new application with the changed category and funding.

Please note that where more than one application is received from an applicant, only the last application received will be assessed and this decision will be final.

17. How do I check if my organisation/community group is located in an area affected by a recent natural disaster?

You can use the [Disaster Assist](#) website to find out if your organisation is located in an area that has been affected by a major national disaster within the past 12 months (from 10 December 2015 to 13 December 2016).

18. What training can my organisation/community group provide to volunteers using this grant?

Your organisation/community group can use the grant money to help your volunteers learn new skills or gain qualifications needed for their volunteering work. Training courses may include mental health, first aid, leadership, communication skills, governance and/or working with vulnerable people. Recognised training courses that lead to a Statement of Attainment, Certificate or Diploma are preferred.

19. Can a volunteer apply directly for a grant for their fuel or transport costs?

No. Individual volunteers cannot directly apply under Volunteer Grants 2016 for fuel or transport costs; they must apply for the grant on behalf of the organisation or community group for all their volunteers.

20. Can fuel costs apply to the organisation's equipment and machinery?

No. Grant money can only be used to reimburse volunteers for the fuel they use while undertaking their volunteering activities.

21. Does my organisation/community group need to submit receipts to provide proof of purchase?

No. It is not necessary to send receipts as proof of purchase, unless your organisation/community group or individual is specifically asked to do so. However, your organisation/community group or individual must keep a complete set of records and keep the **original receipts** for **five** years.

DSS may contact your organisation/community group or individual to ask for proof of purchase and/or to allow the Australian Government's auditors to look at your records. You may be asked to provide original receipts or certified copies to acquit the funding.

It is not necessary to acquit the funding or send a report or receipts to DSS, unless you are asked to do so. Further acquittal information is included in the Volunteer Grants 2016 Funding Round Summary.

22. When and how will my organisation/community group know if our application has been successful?

The announcement of successful organisations/community groups for Volunteer Grants 2016 is expected to be around April 2017. The person nominated in the application will be notified of the outcome in writing. Successful organisations will be listed on the Community Grants Hub website and will receive funding after the Letter of Offer is signed by the organisation/community group and accepted by DSS.

23. What happens if we are successful, and when can we expect the grant money?

Successful organisations/individuals will be emailed a Letter of Offer and asked to accept the Terms and Conditions between the organisation/individual and DSS. Funded organisations/individuals must meet the Terms and Conditions of the Letter of Offer. The grant money will be made available once the Letter of Offer has been signed and returned by the organisation/individual and accepted by DSS. The grant money can only be paid into the nominated bank account provided in the Volunteer Grants 2016 Application Form.

24. Can an organisation/community group charge an administration or service fee?

No. Organisations/community groups are not permitted to charge a fee for administering Volunteer Grants 2016.

25. Can organisations/community groups from Territories of Australia, such as Norfolk Island and Christmas Island, apply for Volunteer Grants 2016?

Yes, eligible organisations/community groups from Territories of Australia can apply for Volunteer Grants 2016. Generally, eligible organisations/community groups are Australian not-for-profit community organisations/community groups whose volunteers' work supports families and/or communities in Australia and are legal entities, including Incorporated Associations.

26. Can an organisation/community group use the grant money to cover the cost of items/fuel already purchased?

No. Items already purchased or are already funded from another source are not eligible.

27. How do I get further information about Volunteer Grants 2016?

If you cannot find an answer to your question about this selection process or the Activity on the Community Grants Hub website, please send your question to grants@dss.gov.au or phone the Hotline on 1800 020 283.

28. My organisation is a statutory authority, is it eligible to apply for the 2016 Volunteer Grants Round?

A statutory authority would be eligible to apply for the 2016 Volunteer Grants Round if:

- a. it is an organisation established under Commonwealth or state and territory Legislation; **and**
- b. it is a not-for-profit organisation, whose volunteers' work supports families and/or communities in Australia; **and**
- c. it is a legal entity.

Statutory authorities that meet these criteria should, when completing the questions 'What type of entity is the organisation?' on the Volunteer Grants 2016 Application Form, select "Organisation established through a specific piece of Commonwealth or State / Territory legislation that empowers them to enter into legally binding contracts to undertake the Activity'.

29. Our organisation's/community group's volunteers travel to various locations to undertake volunteering activities. How should we answer the question 'What is the primary location of the organisation's / community group's volunteering activity?'

Where volunteers travel to various locations for their activities, applicants should provide the actual physical address where the volunteers are most active and do most of their volunteer work (at the service delivery level). This address may be different from the organisation's business address.

If activities are undertaken in an environmental location, such as a street, community hall, church, showground, park or reserve, the address of that location must be provided.

If volunteers travel to different locations to provide volunteer work, please use the address that the volunteers are coordinated from.

30. I am an individual applying on behalf of a community group and have my own ABN. Why can't I use this ABN when completing the application form?

As the funding is for the community group you are applying on behalf of, and not for yourself, no ABN is required. However, you will be required to attach a completed [Statement by a supplier not quoting an ABN](#) form.

16 November 2016

31. Is a paper based Application Form available as I am unable to access the Application Form electronically?

The online form is the preferred method for submitting an application form.

If you have access to a computer or know some-one who has access to a computer that could assist you in submitting an application we recommend you complete the online form.

The benefits of using the online form are:

- Applicants are prompted to complete mandatory fields ensuring that the application is complete when it is submitted
- Applicants will receive a submission reference number when the application is submitted

If you do not have access to a computer and would like a paper form, please contact the Community Grants Hub Hotline on 1800 020 283.

Application forms will be sent by Express Post and depending on where you live this could take up to 7 working days to be received.

Applicants are responsible for ensuring their application is legible and complete.

Applicants are responsible for ensuring their application is received by the Community Grants Hub on or before **2.00pm AEDT Tuesday, 20 December 2016**.

28 November 2016

32. Can community groups that function separately with separate groups of volunteers but which are managed from the same location by the same person apply for grants separately?

Applications are limited to one application per community group. If more than one application is received, the last application received will be the one assessed.

If the community groups are legal entities, they can each apply in their own right as a legal entity.

Community groups which sit under a larger community organisation which are **NOT** legal entities in their own right can apply **BUT** must meet certain requirements which are that the community groups must operate independently with a formal governing structure, meet regularly and support local community volunteers within its group. In this instance the individual applying on behalf of a community group must be part of the governing structure such as a President or Secretary and can only submit one application per community group. Please read the requirements in the Funding Round Summary carefully if your organisation is not a legal entity.

Previous Volunteer Grants Rounds have funded community groups that form part of larger umbrella community organisations. In the interests of fairness, for Volunteer Grants 2016 the Community Grants Hub will monitor applications from these types of community groups and limit the number of applications that will be funded to represent not more than \$300,000, or 3 per cent of the total available funding. In this circumstance funding to organisations that come under the umbrella would be limited to represent not more than \$300,000.

33. What is a Statement by a Supplier?

A “Statement by a Supplier” form is required to accompany a grant application when a community group does not have an ABN. The form explains to the Government why your organisation is exempt from having an ABN. In order for the Government to pay grant monies we require an ABN or a completed “Statement by a Supplier” form.

When an Individual representing a Volunteer Based Community Group is applying for a Grant it is mandatory to provide a “Statement by a Supplier” form.

You can get a “Statement by a Supplier” form from the following link -

https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf

6 December 2016

34. Do GST exempt organisations claim the purchase price minus the GST component? For example, if the purchase item is \$1,000 do they request \$900 for that item because they will claim the \$100 back?

No. When applying for a Volunteer Grant all applicants (including those who are GST exempt) must claim the total retail cost of items within each category, including GST.

19 December 2016

35. I have received an email from a business that has offered to assist in the development and submission of my grant application. Is this from the Department, or from an external firm associated with the Department?

Due to probity requirements, DSS is not in a position to provide individualised support for the development of applications, except in relation to technical issues in relation to submitting applications. Please refer to the [support for developing and submitting an application page](#) for resources and factsheets to guide the development of applications.

DSS has not solicited the services of any external firms to assist individuals with their applications. Applicants must be aware that if they pursue the services of external firms to develop their application, they do so at their own risk.

Please note that grant correspondence will only come from DSS.