# **Volunteer Management Activity 2022-26 Grants: Project Application Form**

## **Background**

The aim of the Volunteer Management Activity is to support a thriving volunteering culture across Australia.  Volunteering WA (VWA) invites applications from eligible organisations to develop and deliver projects that help to break down barriers to volunteering faced by one or more of the six identified priority groups:

* First Nation Peoples
* People with Disability
* Newly Arrived Migrants
* Vulnerable Women
* Youth (12-18)
* Unemployed
* Intersectional projects (focussing on more than one (1) priority group), are also encouraged.

Project outcomes are expected to be shared with the volunteer sector, to build the capacity of other organisations to support these priority groups to engage in volunteering.

In 2025/ 26 there will be a total pool of **$300,000** available for projects that seek to achieve these aims. The level of funding each organisation is eligible to receive is determined by the applications’ project scope and outcomes. Proposed projects must not exceed twelve (12) months in duration but can be less.

**Key Dates**

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| Organisation Applications | Opening date | March 10th 2025 |
| Closing date and time | April 6th, 2025 at midnight (WST) |
| General information | Grant period | 1 July 2025 – 30 June 2026 |
| Grant funding to be expended by | 30 June 2026 |
| Last financial acquittal report and program report | Final report due 20 June 2026. Quarterly data collection due in October, December and April. Midterm Report due in December. |
| Enquiries and application submissions | [vmagrants@volunteeringwa.org.au](https://volunteeringwa1.sharepoint.com/sites/Intranet/Services/VMA/VMA%20Projects/VMA%20Projects%202021-2026/Project%20Grant%20Docs/Grants%20Forms%20&%20Templates/2025%20Reviewed%20Documents/Shareable%20Application%20Documents/2025_26%20Application%20Forms%20-%20Final/Shareable%20Documents/vmagrants@volunteeringwa.org.au) |

## **The VMA project-based grants have very specific objectives. It is essential that before completing this application form, you read and understand in full the Project Grant Application Guidelines to ensure your project is eligible.**

## **How to Complete this Application**

* Ensure all information is included in this form.
* Additional information and documentation **must not** be referred to or attached to your application.
* VWA reserves the right to seek additional information or verification of information provided, if required.
* If the grant application is successful, the information in the proposal is to be referred to for reporting purposes.

**Part 1: Organisation and Activity Details**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Lead Organisation | |  | | | | | | | | | | | |
| Organisation ABN | |  | | | | | | | | | | | |
| GST status | | Is your organisation registered for GST? | | | | | | Yes | | | No | | |
| Contact name | |  | | | | Contact number. | |  | | | | | |
| Contact email | |  | | | | | | | | | | | |
| Registered business address | |  | | | | | | | | | | | |
| Organisation description (max 150 words) | |  | | | | | | | | | | | |
| Is this an Aboriginal Community Controlled Organisation? | | Yes  No | Is this organisation led/controlled by any other another priority group? | | | New Migrants  Vulnerable Women  People with disabilities | | | | Youth  Unemployed | | | |
| Is this a joint application, and/or are you being auspiced by another organisation? | | Joint Application  *(If yes, complete optional sheet below)* | | Yes | No | Auspiced by another organisation.  *(If yes, complete optional sheet below)* | | | | Yes | | No |
| Project location base:In which region is the **project lead** organisation **BASED**? | | | | | | | | | | | | |
| Gascoyne | Goldfields/Esperance | | | Great Southern | | | Kimberley | | Mid-West | | | |
| Peel | Perth Metro | | | Pilbara | | | Southwest | | Wheatbelt | | | |
| Project delivery:In which region(s) will the project be **DELIVERED**? | | | | | | | | | | | | |
| Gascoyne | Goldfields/Esperance | | | Great Southern | | | Kimberley | | Mid-West | | | |
| Peel | Perth Metro | | | Pilbara | | | Southwest | | Wheatbelt | | | |
| **Joint Project Partners / Auspicing organisation details** ***(Optional)*** *(Copy this page if additional joint project partners are involved)*  ***NB*** *Joint Project Partners are involved in the DIRECT delivery of project outcomes and are involved in primary decision making. Other stakeholders can be identified in Part 4.* | | | | | | | | | | | | |
| **2nd Organisation Name** | |  | | | | ABN | |  | | | | |
| Contact Person | |  | | | | Contact Phone | |  | | | | |
| Contact email | |  | | | | | | | | | | |
| Registered business address | |  | | | | | | | | | | |
| Role | | Auspicing Organisation | | | | Joint Project Partner | | | | | | |
| **3rd Organisation Name** | |  | | | | ABN | |  | | | | |
| Contact Person | |  | | | | Contact Phone | |  | | | | |
| Contact email | |  | | | | | | | | | | |
| Registered business address | |  | | | | | | | | | | |
| Role | | Auspicing Organisation | | | | Joint Project Partner | | | | | | |
| **4th Organisation Name** | |  | | | | ABN | |  | | | | |
| Contact Person | |  | | | | Contact Phone | |  | | | | |
| Contact email | |  | | | | | | | | | | |
| Registered business address | |  | | | | | | | | | | |
| Role | | Auspicing Organisation | | | | Joint Project Partner | | | | | | |
| **Joint application:** Tell us about your partnership & its importance to the outcomes of this project. (max 150 words) | |  | | | | | | | | | | |

**Basic requirements**

All the basic requirements listed below must be met for the application to be considered for funding.

| **Basic requirement** | **Yes** | **No** |
| --- | --- | --- |
| Will not be in receipt of funding for the same activity from State or Local Governments from FY 22 - 26 |  |  |
| Is financially viable as demonstrated by audit statements |  |  |
| Is not included in the list of organisations that have not joined the National Redress Scheme |  |  |
| Adopts child safe practices |  |  |
| Has cultural competency skills |  |  |
| Knowledge of diversity and inclusion practices |  |  |
| Has no reason to believe that it is not a fit and proper entity to partner for the delivery of Australian Government funded services. |  |  |
| Has an Australian Business Number (ABN), be registered with ORIC or be willing to provide a Statement by Supplier Form (reason for not quoting an ABN). Please refer to the [Australian Tax Office](https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/) for further information. |  |  |
| Documentation demonstrating professional indemnity and public liability insurance of at least $20 million for any one claim and an annual aggregate of $20 million. |  |  |

**Part 2: Project Overview and Priority Group Focus**

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| --- | --- | --- |
| **PRIMARY Target Priority Group within the scope of this project***:* | | |
| First nations  New migrants  People with a disability | | Youth  Unemployed  Vulnerable Women |
| **SECONDARY Target Priority Group(s) within the scope of this project***: (Check as many as are relevant to your project)* | | |
| First nations  New migrants  People with a disability | | Youth  Unemployed  Vulnerable Women |
| **Project Name:** |  | |
| **Project Overview:**  Provide a detailed overview of your proposed project | | |
|  | | |
| **Project Summary:**  Provide a short summary of the project that can be used for public dissemination on VWA’s website if application is successful (Max 150 words) | | |
|  | | |
| **Priority Groups:**  How is your project breaking down barriers to participation in volunteering for the specified priority group(s)? | | |
|  | | |
| **Capacity Building:**  A key requirement of the project-based grants is that learnings are shared with the wider volunteer sector. Outline how your project may be used to build capacity across the volunteer sector. | | |
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**Part 3: Project Plan**

Complete this plan using SMART principles – Specific, Measurable, Achievable, Realistic and Timely

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| --- | --- | --- | --- |
| **Project Objectives**  What are you trying to achieve? | **Deliverables**  What will you do to make that happen? Include output measures here. | **Timeframe**  When will you do this? | **Measures of Success**  What will success look like? |
| Example  Creating culturally safe opportunities for x to participate in volunteering. | Example  Relevant groups / individuals participate in a co-design process to create culturally safe processes. | Example  *Jul-Aug 24* | Example  *X number of people from identified groups are involved in co-design process.*  *Culturally safe policies and procedures are created to reflect the learnings from the co-design process.*  *Learnings about the process of this deep listening activity are shared as a case study.* |
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**Part 4: Key Stakeholders and Enablers**

Outline who will be involved in helping you deliver your objectives as part of the co-design process.

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| **Stakeholder**  Organisation/ Individual/ Category of Stakeholder (e.g. people with lived experience). | **Purpose of Engagement**  How can this stakeholder support the project? | **Engagement Strategy**  What methods will you use e.g. co-design workshops, interviews, roundtable, survey, one-on-one chat etc. |
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**Part 5: Risk Management**

Provide details of the potential risks you have identified to the success of your project and how you may mitigate or manage these. Use the below rating system to analyse your situation by identifying a potential risk, and then assessing it against the likelihood that it might happen and the consequences if it did. Use the colour coding system to analyse your risk in the below table.

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| --- | --- | --- | --- | --- | --- |
|  | **CONSEQUENCE** | | | | |
| **LIKELIHOOD** | Insignificant | Minor | Moderate | Major | Critical |
| Almost Certain |  |  |  |  |  |
| Likely |  |  |  |  |  |
| Possible |  |  |  |  |  |
| Unlikely |  |  |  |  |  |
| Rare |  |  |  |  |  |

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| **Risk rating** | **Action required** |
| Extreme | Unacceptable level of risk and activity should stop immediately. |
| High | Acceptable level of risk providing mitigation plans are in place. |
| Medium | Risk will be actively managed within project controls. |
| Low | Risk managed by organisation. |

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| --- | --- | --- | --- | --- |
| **Project Risk** | **Risk description** | **Initial Risk rating** | **Treatment plan** | **Residual Risk rating** |
| Example Priority group does not engage with project. | Example Co-design sessions are poorly attended impacting the quality of findings. | High | Seek feedback from participants on what solutions they need to barriers e.g. providing taxi vouchers to attend face-to-face sessions. | Low |
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**Part 6: Project Budget (excluding GST)**

Provide details of all costs associated with the delivery of the project. Please refer to the VMA 2022-26: Grant Guidelines for Applicants for further information. Consider Staff (+on costs); project costs; marketing; photography; venue hire etc. **For regional projects only** please ensure you consider the cost of attending the Showcase at the end of the financial year. Please do not include GST figures in this budget if you are a GST registered organisation.

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| **Budget Item** | **Description** | **Amount** |
| Staffing Hours & on costs |  |  |
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| Project Activities (venue, reimbursements, catering etc.) |  |  |
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| Marketing/ Photography/ Videography/ Graphic Design etc |  |  |
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| Administration |  |  |
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| Showcase attendance (regional projects only) |  |  |
| Travel |  |  |
| Accommodation |  |  |
| **Total Expenses (ex GST)** |  |  |

**Part 7: Selection Criterion**

Please add additional information that has not been addressed above, on all four criteria.

**Note: There is no need to repeat information on activities already listed in your plan above, you may write “outlined in activity XXX” where necessary.**

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| **Criterion 1 – Implementation (30%)** | **How do your project activities meet this criterion?** | **Proposed measures of success**  How will you know you have achieved this? |
| **1.1** Demonstrating innovative strategies that support inclusive volunteering across metro, regional, rural, or remote communities. |  |  |
| **1.2** How can the outcomes of your project activities be applied to create broader changes in volunteer management practices in WA? |  |  |
| **1.3** Demonstrate impact and alignment with the VMA objectives and principles, including reducing duplication – for example of projects already undertaken (available on VWA website). |  |  |
| **Criterion 2 – Participation (30%)** | **How do your project activities meet this criterion?** | **Proposed Measures of Success**  *How will you know you have achieved this?* |
| **2.1** Demonstrate how your project will encourage, support and increase participation for volunteering for one of more of the priority groups. |  |  |
| **2.2** Demonstrate engagement or development of strong relationships with relevant organisations, people and priority groups including co-design. |  |  |
| **2.3** Demonstrate strategies to build capacity by breaking down barriers to volunteering for identified priority groups to increase the diversity of volunteers. |  |  |
| **Criterion 3 – Governance and Administrative Structures (20%)** | | |
| **3.1** Provide details of the administrative structures that will support the activity including:  business continuity planning, budget management & governance. |  | |
| **3.2** Confirm that you have completed the risk model provided, and established any mitigation measures |  | |
| **Criterion 4 – Technical Ability (20%)** | | |
| **4.1** Describe the organisation’s relevant knowledge, expertise, and experience in developing and rolling out effective strategies and projects to improve diversity and inclusion. |  | |
| **4.2** Describe the organisation’s ability to meet data collection, evaluation and reporting requirements used to validate project achievements and outcomes. |  | |

***NB To address the gaps identified in the past project delivery areas, Volunteering WA will add an additional weighting to the following projects:***

Organisations led by any of the six priority groups (eg ACCOs); or focusing on Youth, Vulnerable Women or Unemployed (10%).

Regions which have not received funding to date (Wheatbelt, Pilbara, Midwest, Goldfields-Esperance and Great Southern regions). (10%)

**Closing Date: Applications close 6th April 2025 at midnight (WST)**

# **Declaration:** Please read and complete the following declaration:

* I am an Authorised Signatory for the organisation on whose behalf I am applying.
* I have obtained the full knowledge and agreement of the organisation on whose behalf I am applying.
* Our organisation will expend the funding provided on the items requested to meet the funding objectives.
* I have read, understood, and agree to abide by the *Volunteer Management Activity 2022-26 Grant: Guidelines for applicants.*
* If and where any personal details of a third party are included, that third party has been made aware of, and given their permission for those details as per the Privacy Act 1988
* I give consent to Volunteering WA and the Department of Social Services to make public the details of the Applicant and the funding received, should this application be successful.
* I acknowledge that giving false or misleading information to Volunteering WA will result in ineligibility for funding and may lead to VWA taking further action if it is deemed a deliberate attempt to mislead.
* I understand that independent verification of the information I have provided in this application may occur.
* I consent to Volunteering WA contacting me in the future regarding this application.
* I declare if there is any of conflict of interest in relation to this application, noted here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand and agree to the declaration above.

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| **Signature of Authorised Officer:** |
| **Full name of Authorised Officer:** |
| **Position of Authorised Officer:** |
| **Date:** |