

# Koori Community Safety Grants

## Program Guidelines 2012

Koori Justice Unit



# Contents

## Acknowledgements

The Victorian Department of Justice acknowledges Aboriginal and Torres Strait Islander people as the Traditional Custodians of the land. The department also acknowledges and pays respect to their Elders, past and present.

Cover photo features gum leaves at the unveiling of the Pastor Sir Doug and Lady Gladys Nicholls monument in Melbourne.

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## Terminology

The Aboriginal Justice Forum and the Department of Justice has agreed with the Koori Caucus that for consistency, the term Koori (Koories for plural) is to be used in the *Victorian Aboriginal Justice Agreement* (AJA) and all related reports, policies, programs and initiatives to describe the traditional inhabitants of Victoria.

# Section 1: Introduction

## 1.1 Overview

In 2012, the Victorian Government announced dedicated grant funding of \$2.4 million for Koori-specific programs as part of its wider Victorian Reducing Violence against Women and their Children Grants Program<sup>1</sup>.

The Koori Community Safety Grants Program (KCSGP) will provide funding to implement initiatives that prevent violence in Koori communities, in particular against Koori women and children.

The KCSGP will support **four** innovative projects that seek to prevent violence before it occurs, or provide early intervention targeted at individuals/groups where there are strong signs that violence may occur.

Each project will be of three years duration and receive a maximum of \$590,000 funding excluding GST. Payments will be made in instalments of \$190,000 in the first year, \$200,000 in the second year and \$200,000 in the final year.

The Department of Justice's Koori Justice Unit is coordinating the KCSGP, which aligns with the Victorian Aboriginal Justice Agreement's objective of addressing Koori over-representation in the criminal justice system, as well as improving access to justice-related services and promoting greater awareness of civil, legal and political rights.

## 1.2 Background and context

### Violence experienced in Koori communities

Violence is a significant area of concern in the Koori community, and has been repeatedly identified as a driver of youth disengagement and crime, and a critical factor in relation to child neglect, substance misuse, homelessness, mental health concerns and imprisonment.

Current data in Australia indicates that Aboriginal people experience disproportionately high rates of violence, both as victims and as perpetrators, including:

- being twice as likely to be victims of real or threatened violence (nationally), with one in four (26 per cent) Koories in Victoria aged over 15 years reporting being a victim of physical or threatened violence in the preceding 12 months<sup>2</sup>
- being hospitalised for family violence related assaults at 23 times the rate of non-Aboriginal people<sup>3</sup>
- more than double the number of Aboriginal homicides being due to altercations between family members (66 per cent) compared to non-Aboriginal homicides (43 per cent).<sup>4</sup>

For reasons including people not identifying as Aboriginal, or not wanting to report crime to police and other government agencies, the figures above are likely to underestimate the true level of victimisation for Aboriginal people.

Research has also established that a greater proportion of violence was experienced by Aboriginal people who also experience significant life stressors, including poverty, unemployment, poor health, risky

<sup>1</sup> [www.justice.vic.gov.au/violenceagainstwomengrants](http://www.justice.vic.gov.au/violenceagainstwomengrants)

<sup>2</sup> Australian Bureau of Statistics 2008: *National Aboriginal and Torres Strait Islander Social Survey*, 2008. Canberra.

<sup>3</sup> SCRGSP (Steering Committee for the Review of Government Service Provision) 2011: *Overcoming Indigenous Disadvantage, Key Indicators 2011*, Productivity Commission, Canberra.

<sup>4</sup> SCRGSP (Steering Committee for the Review of Government Service Provision) 2011: *Overcoming Indigenous Disadvantage, Key Indicators 2011*, Productivity Commission, Canberra.

substance use, and histories of removals. Violence in Aboriginal communities can take many forms. As well as conflict between spouses or intimate partners, it can also occur as same-sex fighting, Elder abuse, feuding between rival families, tribal conflicts, and violence between community members who may be well known to each other but not necessarily related by kin.<sup>5</sup> The distinction between victim and perpetrator is also more likely to be blurred, with some victims of violence also being perpetrators, within a single incident or across multiple incidents that may escalate within family groups or communities.

Many of these forms of violence are relevant to the concept of lateral violence, recently defined in the 2011 Social Justice Report<sup>6</sup> as “a product of a complex mix of historical, cultural and social dynamics that result in a spectrum of behaviours that include gossiping, jealousy, bullying, shaming, social exclusion, family feuding, organisational conflict and/or physical violence” (p54).<sup>7</sup> Lateral violence is not unique to Indigenous communities; however what makes it different in Indigenous contexts is that it stems from the sense of powerlessness that comes from oppression. Lateral violence is also likely to be a factor in the finding of the *Taskforce Report on Victorian Indigenous Family Violence* (2003)<sup>8</sup> that Victorian Koories did not feel safe reporting incidents of violence.

The broader context for these diverse forms of violence in Aboriginal communities is Australia’s colonial legacy and its current-day impacts on communities, families and individuals. The higher rates of violence are seen to have their origins in loss of land and weakening of traditional roles, structures and knowledge, inherited grief and trauma, internalisation of negative stereotypes, and feelings of powerlessness, which can trigger violent actions towards self or others<sup>9 10</sup>. These issues are further exacerbated by socio-economic disadvantage and the much higher rates of social stressors that accompany poverty.

## Addressing violence through partnership and policy

In 2011 the Victorian Government, through the Department of Justice, committed \$39.1 million in funding to deliver a Community Crime Prevention Program to June 2015. As part of this program, funding of \$7.2 million has been allocated over the next three years, to help reduce violence against women and their children. Of this, \$2.4 million has been dedicated to delivering Koori-specific initiatives, through a KCSGP.

The KCSGP aims to foster community-based initiatives that will help prevent violence in Koori communities, particularly against Koori women and children. The grants will provide opportunities for Koori community groups and organisations to work in partnership with each other and with government to address violence, in its many forms as experienced in the Koori community, which include but are not limited to family violence. Family, community and lateral forms of violence are interwoven, and women and children are disproportionately affected by all. Therefore these grants provide an opportunity for the government to support community-based violence prevention in Koori communities in a manner that maximises responsiveness to the realities on the ground.

The KCSGP is supported by government policy frameworks at both a national and state level:

- The community safety building block of the COAG Closing the Gap framework supports strategies that will improve the safety and protection of Indigenous children and families from violence and neglect, and break cycles of criminal behaviour and violence normalisation.
- In Victoria, the prevention of family violence and improvement of Indigenous justice outcomes are a strategic area for action under the Victorian Indigenous Affairs Framework (VIAF). The two key government mechanisms supporting this action are:
  - *The Strong Culture, Strong Peoples, Strong Families: Towards a safer future for Indigenous families and communities Ten Year Plan*. This includes an Indigenous Family Violence Strategy,

<sup>5</sup> Memmott P, Chambers C, Go-Sam C & Thompson L (2006): Good practice in Indigenous family violence prevention – designing and evaluating successful programs. *Australian Domestic and Family Violence Clearinghouse, Issues Paper 11*. University of NSW, Sydney.

<sup>6</sup> Aboriginal and Torres Strait Islander Social Justice Commissioner 2011: *Social Justice Report 2011*, Australian Human Rights Commission, Sydney.

<sup>7</sup> Aboriginal and Torres Strait Islander Social Justice Commissioner 2011: *Social Justice Report 2011*, Australian Human Rights Commission, Sydney.

<sup>8</sup> *Taskforce Report on Victorian Indigenous Family Violence*, (2003): Department for Victorian Communities, Aboriginal Affairs Victoria.

<sup>9</sup> Aboriginal and Torres Strait Islander Social Justice Commissioner 2011: *Social Justice Report 2011*, Australian Human Rights Commission, Sydney.

<sup>10</sup> *Taskforce Report on Victorian Indigenous Family Violence*, (2003): Department for Victorian Communities, Aboriginal Affairs Victoria.

which funds community-led initiatives that aim to prevent, reduce and respond to family violence in Aboriginal communities.

- The Victorian Aboriginal Justice Agreement is currently entering its third phase (AJA3). It includes a focus on reducing conflict, violence and victimisation in the Koori community, to prevent violence and increase the safety of Koori families and communities. This will be achieved by developing local community-led violence prevention initiatives, including strengthening relationships, and responding to family feuding, lateral violence and cyber-bullying. The KCSGP will be a primary mechanism for achieving this.

Considerable work has been undertaken, and continues, in the Indigenous family violence space. The Victorian Indigenous Family Violence Strategy's Community Initiatives Fund has enabled Koori community organisations to develop a wide range of relatively small 12-month initiatives that respond to and reduce family violence. The KCSGP will complement these efforts, by increasing the emphasis on prevention, increasing the scope to include the full range of forms of violence experienced in the Koori community, and funding a smaller number of more substantive projects over a three-year period. The longer timeframe and higher level of resourcing will allow the selected initiatives to function as demonstration projects that, pending promising outcomes, may be considered for more extensive state-wide rollout in the future.

In developing proposals for funding, applicants may wish to consider the Indigenous Family Violence Primary Prevention Framework. An initiative arising from *the Strong Culture, Strong Peoples, Strong Families: Towards a safer future for Indigenous families and communities Ten Year Plan*, the Indigenous Family Violence Primary Prevention Framework is designed to support:

- Aboriginal family violence primary prevention capacity building
- effective, sustainable activities
- ownership and leadership within Aboriginal communities.

The framework also provides evidence of the range of community led initiatives that are contributing toward the prevention of family violence in Aboriginal communities in Victoria. The framework is a resource for Aboriginal communities to guide the development and evaluation of prevention initiatives. It is also a tool for mainstream organisations and government partners who may be working or be intending to work in the prevention of Aboriginal family violence. The framework can be accessed via the Department of Human Services website <http://www.dhs.vic.gov.au>.

### 1.3 Aims and objectives

The KCSGP will support community-based projects that prevent violence in Koori communities, and particularly prevent violence against Koori women and children. Applicants are encouraged to develop innovative initiatives that can assist in building a robust evidence base for prevention and early intervention approaches to violence.

The delivery of the KCSGP also aligns with the objectives of the Victorian Aboriginal Justice Agreement Phase 2 (AJA2), which are:

- crime prevention and early intervention
- diversion/strengthening alternatives to imprisonment
- reduce re-offending
- reduce victimisation
- responsive and inclusive services
- strengthen community justice responses.

# Section 2: Eligibility

## 2.1 Organisation eligibility

Applications will be accepted from incorporated Victorian Koori community organisations and/or incorporated community organisations in which both the majority of members and directors are Koori. Certification of Incorporation or status under specific legislation is required on application.

Applications will not be accepted or considered from organisations that have outstanding program reporting or financial acquittal requirements with the Department of Justice. This requirement can also apply to outstanding reporting requirements with other Victorian and Commonwealth Government departments and agencies.

Applicants will be required to provide their annual reports for the last two (2) financial years as lodged with the appropriate authority (Consumer Affairs Victoria, The Office of the Registrar of Indigenous Corporations and/or Australian Securities and Investment Commission).

Applicants must have adequate insurance cover in line with the department's standards (e.g. public liability insurance) and provide evidence of current certificate of currency from the insurer upon application. Additional forms of insurance may also be required as they apply to the nature of the service or project for which funding is being sought. Insurance must be in place for the duration of the proposed funded activity.

## 2.2 Project eligibility

The KCGSP will support projects that seek to prevent violence before it occurs, or provide early intervention initiatives targeted at individuals/groups where there are strong signs that violence may occur. Projects considered for funding include those that:

- reduce violence against Koori women and children
- reduce violence in the Koori community generally – including lateral violence, community/family feuding, clan rivalry, inter-generational feuding, same-sex fighting and Elder abuse
- promote healthy and respectful relationships or other strategies that reduce violence
- promote anti-violence awareness and messages
- increase the use of support services, including alternative dispute resolution services, that prevent violence
- break cycles of violence through healing activities.

**Projects falling outside the scope of the KCSGP and will not be eligible for funding include those:**

- that address violence after it has occurred (including crisis accommodation, counselling services, sexual assault recovery activities or activities solely targeted at convicted offenders)
- that are primarily research-focused
- that are already funded from another source or for which retrospective funding is being sought
- the development or delivery of respectful relationships education programs in schools, as these fall under the auspice of the Department of Education and Early Childhood Development
- for which more than \$590,000 funding is requested.

# Section 3: Funding

## 3.1 Program funding

Four (4) KCSGP grants will be awarded, each of which will be delivered over a three-year period from the commencement of the Funding Agreement. Each grant will be for a maximum funding amount of \$590,000 (excluding GST) with payment in instalments to a total of \$190,000 in the first year, \$200,000 in the second year and \$200,000 in the final year.

A \$5,000 grant will be provided to up to eight (8) applicants, who have their Expression of Interest (EOI) endorsed and are invited to submit a full project application. The department acknowledges the further work required in developing a full application, and these small grants are provided to support organisations to devote (or contract) appropriate resources to the development of high quality applications.

A minimum of two (2) of the four (4) funded projects will be based in regional Victoria, where close to half the Victorian Koori community resides.

## 3.2 Eligible costs

The following project costs **will be** considered eligible and an appropriate use of program funding:

- staff salaries and on-costs for project implementation and delivery
- independent evaluation and review (10-15 per cent of total project budget should be applied to this component)
- staff training
- delivery of activities and production of materials
- operating expenses directly related to the implementation of the project such as office materials, utilities, insurances, vehicle leases, telephones, bookkeeping, and audit
- domestic travel costs within Victoria specifically related to the project
- expenditure for capital purchases will be considered, but shall not exceed 33% of annual budget. Capital items are to be used exclusively for the purposes for which they are purchased. Any other use will require prior written approval from the Director, KJU. Items purchased for activities, such as sporting or musical equipment, are not considered capital items.

Project costs **not** considered eligible or appropriate use of program funding include:

- costs that are not directly and specifically related to the project or that establish expectations of ongoing funding (e.g. overheads, administrative costs of existing operations and ongoing services)
- overseas or interstate travel.

### **3.3 Evaluation costs**

It is a requirement that successful grant recipients ensure that an independent evaluation of their project is undertaken. This requirement includes providing the KJU with both an interim and final report from the independent evaluators. It is recommended that 10-15 per cent of the total project budget is allocated to this task. Funding applications should indicate the broad indicators of successful implementation against which the projects will be measured.

All organisations will be required to monitor their project on an ongoing basis, and provide six-monthly performance and financial reports outlining progress against pre-determined project outputs, outcomes, and milestones developed in conjunction with KJU.

### **3.4 Other sources of funding or support**

Funds will not be provided for activities that are currently funded through other funding programs. However, consideration will be given to cost sharing to enable expansion of a project and applications to other funding bodies to expand existing projects are encouraged.

In this instance, the auspicing arrangement will determine the responsibilities, reporting, evaluation and monitoring process as reflected in the terms and conditions of the Funding Agreement.

### **3.5 Financial and in-kind contributions**

In the interest of maximising the impact of funding, applications that include a financial or in-kind contribution from the applicant organisation or other funding partners will receive favourable consideration.

'In-kind' support may include:

- use of administrative support and services (i.e. phone, fax, stationery)
- volunteer support in terms of hours spent in supporting the project
- other assistance the applicant is able to provide.

Applications should fully detail the extent and nature of in-kind/voluntary contributions to be made by the applicant organisation or volunteers. Where included, voluntary labour should be costed at \$25 per hour.

# Section 4: Application and approval

Eligible organisations will be invited to participate in the competitive application process. The process for approval involves Koori community and Victorian Government representatives.

Illustrated in the following diagrams is the full two-stage application process:

Application	There are three pieces of work required in the full application process.
Approvals	There are four approval points in the full application process.

## Stage 1: Expression of Interest (EOI)

Expression of Interest	<p>Eligible organisations will be invited to submit a short EOI outlining their proposed project.</p> <p>EOIs must be submitted on the <b>EOI Form</b>, which is available from the relevant Regional Aboriginal Justice Advisory Committee (RAJAC) Executive Officer.</p>
RAJAC endorsement	<p>All EOIs must be endorsed by the relevant RAJAC before the closing date. Please note this may require submitting your EOI to the RAJAC several weeks prior to the closing date (depending on when the RAJAC is meeting to consider EOIs). RAJAC Executive Officers are responsible for submitting endorsed EOIs to the KJU – the KJU <b>will not accept</b> EOIs directly from applicants.</p> <p>RAJACs will endorse EOIs based on the proposed project’s alignment with the objectives of the KCSGP and may also choose to rank the EOIs by priority for their region.</p> <p>Applications proposing joint projects covering more than one RAJAC region may be submitted. A single EOI - endorsed by all relevant RAJACs – will be required.</p> <p>All EOIs endorsed by the relevant RAJAC will proceed to the Project Management Committee (PMC) for consideration and endorsement.</p>
PMC endorsement	<p>The PMC considers a state-wide view when endorsing EOIs for funding.</p> <p>Voting PMC membership consists of the Director, KJU (Chair), the nine RAJAC Chairpersons, a community representative(s) from the Indigenous Family Violence Statewide Partnership Forum and the State Coordinator for the Victorian Indigenous Youth Advisory Council (or their nominated delegates).</p> <p>A senior Justice Portfolio executive attends PMC as an independent observer to the process. The Director, Community Crime Prevention Unit (or his/her delegate) also attends in a non-voting capacity. Other non-voting observers may also be invited to attend PMC to provide advice on relevant issues.</p> <p>The PMC will rank EOIs in order of merit against the published EOI assessment criteria.</p> <p>The eight highest ranked EOIs will be required to provide the KJU with compliance documents to demonstrate the organisation’s eligibility for KCSGP funding (as detailed in Section 4).</p> <p>If satisfying eligibility criteria, the organisation will be invited to submit a Full Application.</p> <p>A grant of \$5,000 will be provided to each organisation to assist in the development of a full application, to devote (or contract) appropriate resources to the development of high quality submissions.</p>

## Stage 2: Full application

Full application	The KJU will provide the <b>Full Application form</b> to applicants who have their EOI prioritised.
Presentation	<p>Applicants will be required to include detailed information about the proposed project including: aims; target group; geographic spread; project summary; outputs; outcomes; measures of success; evaluation; risk management; stakeholder support; capacity of applicant to deliver project; and annual/total budget.</p> <p>After submitting a full application, applicants will be required to present on their proposed project to a meeting of the Select Project Management Committee (Select-PMC). Applicants will be reimbursed for time and travel in order to attend.</p>
Select-PMC	<p>The Select PMC will undertake a comprehensive assessment of each Full Application against the published assessment criteria.</p> <p>Voting members of the Select-PMC will consist of the Director, KJU (Chair), three RAJAC Chairpersons, community representative(s) from the IFVSPF.</p> <p>A senior Justice Portfolio executive will attend the Select-PMC meeting as an independent observer. The Director, Community Crime Prevention Unit (or his/her delegate) will attend in a non-voting capacity. Other non-voting observers may also be invited to attend Select PMC to provide advice on relevant issues.</p> <p>The Select-PMC will recommend a maximum of four projects to the Minister for Crime Prevention for approval.</p>
Ministerial approval	<p>Approval by the Minister for Crime Prevention is the final stage. The Minister's own discretion may be applied to the allocation of funding.</p> <p>Applicants will be notified in writing of the outcome of their application.</p>

**Note:** Throughout the assessment and approval process the KJU will provide advice to relevant stakeholders (including the RAJAC, PMC, Select-PMC and Minister) to assist them in making well-informed decisions about KCSGP funding.

# Section 5: Assessment criteria

Eligible applications will be assessed against the criteria below. In assessing the application, the KJU may need to contact relevant parties to verify the information provided or to obtain additional information relevant to the application.

## Stage 1: Expression of Interest (EOI)

The following criteria will be considered in assessing Expressions of Interest (EOI):

1. Degree to which the proposed project will address the aims of the KCSGP and (to a lesser degree) the AJA, including:
  - likelihood the project will reduce violence in Koori communities, and particularly prevent violence against Koori women and children, by providing violence prevention or early intervention activities.
2. Level of need for the proposed project, including:
  - how project will address an identified gap/issue, and
  - the target group and geographic area of project.
3. Degree to which the proposed project represents value for money, including:
  - proposed activities, outputs, outcomes and measures of success, and
  - that appropriate alternative sources of funding have been explored.
4. Capacity of applicant to deliver proposed project, including:
  - degree of community involvement and support for the project, and
  - expertise in delivering similar projects.
5. Compliance with mandatory funding requirements, including:
  - compliance with organisational eligibility requirements, and
  - proposal includes an independent evaluation costed at 10 to 15 per cent of total project budget, and
  - that a minimum of two of the four KCSGP grant projects service regional Victoria.

Note, if your EOI is ranked in the highest eight, you will be required to provide the KJU with the following compliance documents to be eligible to proceed to Stage 2:

- Certification of Incorporation or status under specific legislation.
- annual reports for the last two (2) financial years as lodged with the appropriate authority (Consumer Affairs Victoria, The Office of the Registrar of Indigenous Corporations and/or Australian Securities and Investment Commission).
- proof of current insurance, including public liability insurance in line with the Department's standards, and proof this insurance will cover the duration of the project. Additional forms of insurance may also be required as they apply to the nature of the service or project for which funding is being sought.

## Stage 2: Full application

Full applications will be assessed by the extent to which each demonstrates its strengths against the following criteria (weightings indicate the relative importance of each criterion in the assessment process):

Full application criteria	Weighting
<p>1) Degree to which the proposed project will achieve the aims of the KCSGP, including:</p> <ul style="list-style-type: none"> <li>• an understanding of the causes, nature and dynamics of violence in Koori communities</li> <li>• the likelihood the project will prevent violence in Koori communities, in particular violence against women and children - by preventing violence before it occurs or providing early intervention where there are strong signs that violence may occur</li> <li>• the likelihood that project will contribute to a robust evidence base of approaches to preventing violence in Koori communities.</li> </ul>	30%
<p>2) Level of need for the proposed project, including:</p> <ul style="list-style-type: none"> <li>• how the project addresses an identified gap/issue</li> <li>• the relevant target group and geographic area of project</li> <li>• project support from local community and consistency with local plans and shared priorities.</li> </ul>	20%
<p>3) Degree to which the proposed project represents value for money, including:</p> <ul style="list-style-type: none"> <li>• relevant and feasible activities, outputs and outcomes</li> <li>• a clear evaluation approach with measurable outputs and outcomes</li> <li>• financial contributions from organisation or other funding partners</li> <li>• that appropriate, alternative sources of funding have been explored.</li> </ul>	30%
<p>4) Capacity of applicant to deliver proposed project, including:</p> <ul style="list-style-type: none"> <li>• capacity of the organisation to deliver similar projects</li> <li>• previous performance with AJA/KJU funded grant projects (where applicable)</li> <li>• appropriate risk management, including identification and mitigation of risks</li> <li>• community and stakeholder involvement in planning and participating in the project</li> <li>• project staffing that is supported by appropriate levels of supervision and training and/or possesses proven expertise to manage the project.</li> </ul>	20%
<p>5) Compliance with mandatory requirements including:</p> <ul style="list-style-type: none"> <li>• compliance with all organisational eligibility requirements</li> <li>• inclusion of an independent evaluation costed at 10 to 15 per cent of total project budget.</li> </ul> <p><b>Please note:</b> A minimum of two of the four KCSGP grant projects service regional Victoria. This will be a consideration in prioritising applications for funding, however, individual applications do not need to address this criterion.</p>	Core eligibility requirements.

# Section 6: Conflict of interest

## 6.1 Definition of conflict of interest

A conflict of interest is deemed to occur where an individual has any of the following:

### Financial interest

Any individual having a direct or indirect financial interest in any of the applications for funding constitutes a conflict of interest. This includes an individual being an employee, board member or a member of a committee of management of an organisation that is seeking funding.

### Immediate family

Any individual having an immediate family member who is likely to receive a financial benefit from an application for funding, or who would be involved in the delivery of the proposed project constitutes a conflict of interest.

An 'immediate family member' is considered as a sibling, parent, child, partner or any other person whom the individual considers as immediate family.

### Personal obligation

Any personal obligation, allegiance or loyalty (either actual or perceived) which affects the member's ability to make an unbiased decision (in relation to the funding application) constitutes a conflict of interest.

## 6.2 Management of conflict of interest

The KJU will effectively manage any conflict of interest (actual, potential or perceived) that any person involved in the selection process has with any application or any applicant organisation, to produce results that are in the best interests of the Victorian Koori community.

As the three assessment committees (RAJAC, PMC and Select-PMC) have different roles, different conflict of interest procedures will apply for each. Conflict of interest procedures will be tighter for assessment committees in the later stages of the selection process, in acknowledgment that those people involved in the later stages will have a greater impact on funding decisions.

### RAJAC

Each RAJAC is responsible for implementing its own conflict of interest procedures, taking into account that:

- RAJAC Chairs and Executive Officers, and all departmental officers are bound by the Department of Justice's *Conflict of Interest and Declaration of Private Interests Policy*
- all RAJAC members are governed by the *RAJAC Code of Conduct and Framework of Operations*
- at a minimum, any person who has an actual, potential or perceived conflict of interest, must declare their interest to the RAJAC.

Where a conflict of interest has been identified for a RAJAC Executive Officer in relation to the submission of a funding application, the Director, KJU, will arrange for another staff member to provide administrative support to the RAJAC to receive and respond to enquiries, and process the application.

## **PMC**

PMC members must declare any conflict of interest with any application. PMC members will not vote for any application where they have a conflict of interest, but may still participate in discussions about that project. In addition, RAJAC Chairs will not vote for any application from their RAJAC region. The PMC voting process will be by private ballot.

## **Select-PMC**

A person with a conflict of interest with any application, will be ineligible to attend Select-PMC and will not play any further part in the assessment process.

The three RAJAC Chairs who participate in Select-PMC will be selected by the following process:

- Chairs with a conflict of interest will be excluded; preference will then be given to Chairs with no application from their RAJAC region
- the availability of the Chair on Select-PMC date will be considered
- final selection will be made by a random draw conducted by the KJU.

# Section 7: Grant management

## 7.1 Funding agreement

A funding agreement will be prepared by the KJU and will include a standard set of terms and conditions, obligations of funding as well as service delivery and reporting requirements. The funding agreement will be tailored to each successful application, based on the information provided by the organisation and any additional information that may have been sought.

The funding agreement will be sent to the grant recipient organisation requesting acceptance of the terms and conditions, sign under seal and return the executed agreement together with a tax invoice for payment of the first instalment of the grant, as referred to in the payment schedule in the funding agreement. Payment schedules will be determined by the size and scope of the project and are subject to negotiations between the department and the recipient.

## 7.2 Responsibilities of grant recipient

Grant recipients (including auspicing organisations) will be responsible for:

- signing a funding agreement with the Department of Justice that commits the applicant organisation to take the lead role in the project and comply with all review and reporting requirements
- encouraging and supporting community members and groups to participate in the project, including via financial and/or in-kind contributions
- ensuring the project adheres to occupational health and safety regulations
- ensuring appropriate arrangements are in place to sustain the project and its outcomes
- ensuring adequate insurance cover is in place for the duration of the project
- providing six-monthly progress reports, a final project report, and a final (externally conducted) evaluation report
- completing annual financial reports and obtaining an independent financial audit of income and expenditure for the project
- identifying any potential, perceived or actual conflicts of interest that may arise from submitting the application and indicating how these will be addressed and monitored to ensure that they do not compromise the outcomes of the funding process.

Successful applicants should note that execution of a funding agreement indicates acceptance by the recipient to all funding terms and conditions, including:

- funds granted must be expended only on approved activities and items as detailed in the funding agreement
- prior written approval must be obtained from the Director KJU in the event of a variation to budgeted expenditure, timelines or deliverables
- in the event of a cancellation of a funded activity, the Director KJU must be notified in writing. Unless otherwise authorised by the Director in writing, the unexpended funds must be returned to the Department of Justice within thirty (30) days of notification to do so and in accordance with the terms and conditions as set out in the funding agreement

- statements, financial records and reports must be provided to the standard as set out in the funding agreement. Statements and financial reports must also be provided on the written request of the Director, KJU
- the KJU recommends submission of financial reports using the Standard Charter of Accounts (SCOA) for the non-for-profit sector.

### **7.3 Responsibilities of the Department of Justice**

The RAJAC Executive Officers are responsible for monitoring funded initiatives through regular and ongoing visits and supporting grant recipients through the provision of advice and liaising with relevant local contacts.

The KJU is responsible for:

- drafting funding agreements
- monitoring of funded initiatives through organised visits
- ensuring funded initiatives are being implemented in accordance with the terms and conditions of the funding agreements
- supporting recipients with their reporting requirements as per the terms and conditions of the funding agreements
- ensuring prompt payment of invoices where reporting requirements have been met.

# Section 8: Legal requirements

## 8.1 Privacy

The collection, storage, access, use and disclosure of personal information is handled and protected in accordance with the *Information Privacy Act* (2000). The KJU will abide by this and the department's Information Privacy Principles when handling information collected for the KCSGP.

The KJU will ensure that:

- information that is collected is necessary for the consideration, endorsement and approval process
- suitable storage arrangements, including appropriate filing procedures are in place
- suitable security arrangements exist for all records containing personal information
- personal information is only used or disclosed for the purposes for which it was collected, or for other purposes where expressly allowed.

With the permission of the applicant, the KJU may refer the application to external experts, committees or other government departments for assessment, advice or comment, or for discussions regarding alternative or collaborative funding opportunities.

For further information visit [www.privacy.vic.gov.au](http://www.privacy.vic.gov.au)

## 8.2 Freedom of information

The *Victorian Freedom of Information Act* (1982) provides the community with the right to request information about the activities of government agencies held by:

- Ministers
- State Government departments
- local councils
- most semi-government agencies and statutory authorities
- public hospitals and community health centres
- universities, TAFE colleges and schools.

For further information visit [www.foi.vic.gov.au](http://www.foi.vic.gov.au)

# Section 9: Resources

## 9.1 Templates and documents

The following documents relating to the KCSGP grants application process can be obtained from your RAJAC Executive Officer, or online at the Department of Justice website [www.justice.vic.gov.au](http://www.justice.vic.gov.au):

- Information Brochure 2012
- Program Guidelines 2012
- Expression of Interest form

(If you are accessing these online, look under 'Your Rights → Indigenous Victorians → Aboriginal Justice → Initiatives of the Victorian Aboriginal Justice Agreement → Community Programs' OR type 'Community Programs' into the search box in the top right-hand corner of the homepage).

## 9.2 Useful contact details

You should contact your RAJAC Executive Officer to discuss your application and process for receiving RAJAC endorsement.

<b>Barwon South West RAJAC</b> John Bell, Executive Officer	Tel: (03) 5564 1003 Mob: 0417 112 779	<a href="mailto:john.bell@justice.vic.gov.au">john.bell@justice.vic.gov.au</a>
<b>Gippsland RAJAC</b> Nicole LeSage, Executive Officer	Tel: (03) 5116 5744 Mob: 0400 411 727	<a href="mailto:nicole.lesage@justice.vic.gov.au">nicole.lesage@justice.vic.gov.au</a>
<b>Grampians RAJAC</b> Merv Atkinson, Executive Officer	Tel: (03) 4301 7012 Mob: 0408 574 679	<a href="mailto:merv.atkinson@justice.vic.gov.au">merv.atkinson@justice.vic.gov.au</a>
<b>Hume RAJAC</b> Narida Vella, Executive Officer	Tel: (03) 5723 6425 Mob: 0408 579 392	<a href="mailto:narida.vella@justice.vic.gov.au">narida.vella@justice.vic.gov.au</a>
<b>Loddon Mallee RAJAC</b> Paula Murray, Executive Officer	Tel: (03) 5440 6100 Mob: 0458 367 019	<a href="mailto:paula.murray@justice.vic.gov.au">paula.murray@justice.vic.gov.au</a>
<b>Northern Metropolitan RAJAC</b> Troy Austin, Executive Officer	Tel: (03) 9936 9292 Mob: 0418 333 391	<a href="mailto:troy.austin@justice.vic.gov.au">troy.austin@justice.vic.gov.au</a>
<b>Western Metropolitan RAJAC</b> Raylene Harradine, Executive Officer	Tel: (03) 9094 2486 Mob: 0408 578 036	<a href="mailto:raylene.harradine@justice.vic.gov.au">raylene.harradine@justice.vic.gov.au</a>
<b>Eastern Metropolitan RAJAC</b> Joane Grimaldi, A/Executive Officer	Tel: (03) 8803 8436	<a href="mailto:joane.grimaldi@justice.vic.gov.au">joane.grimaldi@justice.vic.gov.au</a>
<b>Southern Metropolitan RAJAC</b> Position Vacant	Contact the KJU	

If you are unable to contact your RAJAC Executive Officer, further information can be obtained from:

### **Adrian Sculthorpe**

Manager, Community Programs, Koori Justice Unit

Tel: (03) 8684 1745

Email: [adrian.sculthorpe@justice.vic.gov.au](mailto:adrian.sculthorpe@justice.vic.gov.au)