

# Revitalising the LGBTIQ+ Sector Fund

## Frequently Asked Questions

These frequently asked questions are for the Revitalising the LGBTIQ+ Sector Fund are to be read in conjunction with the program [Funding Guidelines](#).

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## Introductory Information

### What are the key program dates?

Date	Activity
Friday 5 February 2021	Applications open
16, 18 or 22 February 2021	Applicant Information Session
Monday 15 March 2021	Applications close
March - April 2021	Assessments, approvals, notification and contracting
April 2021 – 15 December 2021	Grant activities to be delivered
15 January 2022	Final reports due

*These dates are subject to change.*

### When does the application period close?

The application period is open for five weeks from Wednesday 10 February to Monday 15 March 2021 at 11.59pm. No applications will be accepted after this time. Please note that the Equality Unit is staffed 9am – 5pm Monday to Friday.

See also *'What do I do if I have technical problems when trying to submit the online form?'*

### Can I make changes to my application once submitted?

No, you will not be able to make any further changes or provide any missing documentation once the application has been submitted through the online grants portal.

You will be able to save a draft of your application and copies of the required supporting documentation within the online portal as you develop your application. However, once you submit your application it is considered final and is what your application will be assessed against.

### Can we submit multiple applications?

No. It is anticipated that only ONE application will be submitted from an organisation or business for this program. It's important to note however, that the application can include multiple activities and services across your organisation.

### Where do I locate the application form?

The application form can be located within the [Online Grant Application Portal](#). If this is the first time you have submitted an application through this portal, you will be required to create a log in account.

### When will successful applicants be announced?

The notification date for the outcome of your application will be confirmed closer to the date. We anticipate this to be in April 2021. Once all applicants are notified, a full list of successful projects will be available on the [Revitalising the LGBTIQ+ Sector fund](#) information page on the Victorian Government's website

### When should we receive funds and be able to start our activities?

First payments are expected to be released in April 2021. Successful grant recipients may commence grant activities from the date of the first payment.

## When will we need to complete grant activities?

Successful applicants will need to be complete all grant activities by 15 December 2021.

Final reports will be due by 15 January 2022.

## What support is available to applicants?

### Guidelines

The program Guidelines are available to assist with the application process. Additionally, the Department will provide support throughout the application process and encourages applicants to reach out with any questions. Contact details are on the final page of these FAQs.

The Guidelines are available on the Victorian Government's [Revitalising the LGBTIQ+ Sector Fund information page](#).

### Equality website resources

The Guidelines and these FAQs contain additional information that may be required to submit an application. Please ensure you have read both documents carefully and discussed any questions with the Equality Unit before submitting an application.

Resources are available on the Victorian Government's [Revitalising the LGBTIQ+ Sector Fund information page](#).

### Webinars

To support organisations with the application process there will be three webinars. For more details, including webinar dates and times, please visit the [Revitalising the LGBTIQ+ Sector Fund information page](#).

### Support

Throughout the application process, the Equality Unit is available to respond to questions about your application and eligibility, as well as to provide information, general advice and support as you navigate the application process.

For more information, help with your application or to check if you have an outstanding final report, contact the Equality Unit at [equality@dfh.vic.gov.au](mailto:equality@dfh.vic.gov.au) and request a call back.

**Please note:** The Department is unable to tell you what to apply for and cannot assist with drafting or proofreading your application. For more information regarding what feedback is available and how your application will be assessed, see section below '*Will I get feedback on my application?*' and the Guidelines.

## Funding

### What amount of funding is available?

\$1.188 million is available for the Revitalising the LGBTIQ+ Sector Fund. Organisations are invited to apply for grants between \$30,000 and \$50,000.

The Victorian Government is funding this program in response to the adverse financial impacts and increased service demand experienced by many LGBTIQ+ sector and community organisations due to the coronavirus

(COVID-19) pandemic. Organisations who are successful in their application for this program should not be reliant or forecasting this funding to be ongoing as part of their core operations.

***Please note that this is a competitive grant round and that not all applicants will be successful in obtaining funding.***

## What can the funding be used to support?

Funding may be used to meet the following project costs from April 2021 until 15 December 2021:

- salaries to sustain staffing levels to continue delivery of services to LGBTIQ+ communities
- salaries to employ new staff to build organisational capability and increase service delivery levels to LGBTIQ+ communities where service demand has increased due to COVID-19
- operational, non-discretionary and fixed business costs (e.g. rent, insurance, utilities)
- activities to support adaptation and flexibility to be responsive to COVID-safe requirements
- staff training and development

## What activities will not be funded?

The following activities will not be supported and will be ineligible for funding:

- building or building restoration work
- capital equipment that the project does not require for its ongoing life
- interstate and international travel
- retrospective funding for projects or programs that have already started or are completed
- Activities taking place outside of Victoria
- Activities already funded by the Victorian Government
- activities occurring outside of the funding period of April – 15 December 2021
- organisations that have failed to complete projects previously funded by the Victorian Government, without demonstrating sufficient cause.

If you are unsure whether your proposed activities are eligible, please contact the Equality Unit to discuss at [equality@dffh.vic.gov.au](mailto:equality@dffh.vic.gov.au) and request a call back.

## Will the funding program be run again in 2022?

The funding provided by the Victorian government to deliver this programme has a very specific purpose in supporting our LGBTQ organisations, businesses and communities. Organisations successful in their application to the programme should not consider or plan for the funding to be ongoing.

## What are the conditions of funding?

The following conditions will apply to projects that receive a grant:

- the grant recipient must enter into a Funding Agreement with the Department Families, Fairness and Housing which will set out the conditions, reporting requirements and contractual targets of the funding
- the project must commence by April 2021 and be completed by 15 December 2021

- funds must be spent on the project as described in the Funding Agreement and any unspent funds must be returned to the Department Families, Fairness and Housing
- any variation to the approved project must be submitted to the Department Families, Fairness and Housing for approval prior to implementation
- the grant recipient has at least \$10 million Public Liability Coverage
- Working With Children checks on staff and people aged 18 and over who come into regular, direct and unsupervised contact with young people (for applicable projects).

## Eligibility

Funding is only available to organisations and businesses based in Victoria who provide services to LGBTIQ+ Victorians.

To be eligible for support, all applicants must:

- hold a valid Australian Business Number (ABN), and have held that ABN since 1 March 2020
- have been delivering service activities to and with Victorian LGBTIQ+ communities since before 1 March 2020
- have appropriate levels of Public Liability Insurance to cover all aspects of the services delivered through the grant funding
- not have any overdue deliverables from other grants provided by the Department Families, Fairness and Housing.

If your organisation or business is in receipt of JobSeeker or JobKeeper support, you may wish to contact [Services Australia](#) or the Australian Taxation Office (ATO) to determine if grant payments will affect your JobSeeker payment or eligibility.

## What is an LGBTIQ+ sector organisation or business?

The LGBTIQ+ sector encompasses a broad range of organisations and businesses. An LGBTIQ+ sector organisation or business:

- provides services to LGBTIQ+ communities which may be paid or unpaid and may include health, wellbeing, entertainment, arts and culture services
- services one or multiple LGBTIQ+ communities
- has a clear and evidenced purpose to provide a service for LGBTIQ+ people.

*An organisation or business may be considered small, medium or large in terms of operations and/or revenue.*

## How do I know if my organisation or group is a 'legal entity'?

If you are unsure about your entity status, you can check online by searching your legal name or Australian Business Number (ABN) on the Australian Business Register using the ABN Lookup at [www.abr.business.gov.au](http://www.abr.business.gov.au). If you are registered, your entity status will be listed. Common examples of a legal entity include an incorporated association, company, partnership or trust.

If your organisation or group is not a legal entity, you will need to enter into an auspice arrangement with a legal entity who will enter into a funding agreement on your behalf. If your application does not have an associated legal entity when the full application period closes, your application will not be eligible for funding.

If you have any questions or are unsure about your organisation's ability to enter into a funding agreement with the Department, please contact the Equality Unit at [equality@dffh.vic.gov.au](mailto:equality@dffh.vic.gov.au) and request a call back to discuss.

## Can I have an auspice arrangement?

No, auspice arrangements are not available to applicants of the Revitalising the LGBTIQ+ Sector Fund.

## Completing your application

### What should we think about when creating a budget?

It is important that you provide a comprehensive budget as part of your application. There is a section in the application form for you to do this.

Including detail in your budget will make it easier for the Equality Unit to assess the value and reach of your proposed activity.

When considering whether to apply, please consider:

- how you will manage funds
- if you have or need a separate bank account for the organisation
- the person/people to be responsible for managing the grant
- how you will keep records of expenditure to report back to the Equality Unit.

### Will my grant application be fully funded?

The Revitalising the LGBTIQ+ Sector Fund is competitive, and you may not receive the full amount requested.

Applicants should not assume they have been successful or enter into financial or other commitments until they receive formal notification on the outcome of their application.

All applicants should plan for contingencies and consider other funding sources and options should their application be unsuccessful.

## Application process

### How do we apply?

To ensure a fair and equitable process, **no applications will be accepted after the closing date.**

- STEP 1 Read the Funding Guidelines to ensure your organisation and project are eligible.
- STEP 2 Consider the assessment criteria in terms of your project.
- STEP 3 Attend one of the scheduled online program information webinars, or if unable to attend check online for the presentation slides.
- STEP 4 Discuss your application by emailing [equality@dffh.vic.gov.au](mailto:equality@dffh.vic.gov.au) and requesting a call back.
- STEP 5 Submit your application by **11:59pm Monday 15 March 2021** via [Online Grant Application Portal](#)

## How will applications be assessed?

Each application will be scored against the following assessment questions.

- (a) How has the COVID-19 pandemic impacted your organisation or business financially and how have you sought to remain financially viable? **(30%)**
- (b) What has been the impact of COVID-19 on the LGBTIQ+ communities you serve through your organisation or business and, if relevant, how has your business or organisation responded to these changing needs? **(30%)**
- (c) Describe in detail the services and/or activities your organisation or business will continue or commence delivering to LGBTIQ+ communities through this grant funding. **(40%)**

**Please note that further information regarding each of the above assessment questions can be found in the [Funding Guidelines](#).**

Eligible applications will be assessed by a panel consisting of representatives from the Department Families, Fairness and Housing, the Office of the Commissioner for LGBTIQ+ Communities and other relevant Victorian Government representatives.

Additional considerations during assessment will include:

- at least 30% of successful applicants will be based in rural and regional Victoria
- no more than 50% of funding will be available to creative industries.

After assessment has concluded, program staff consolidate panel recommendations and comments to develop a final list of recommendations for approval by the Minister for Equality. The decision of the Minister for Equality is final.

All applicants will be notified of the outcome of their application by email. Feedback will be provided at this time if requested.

## What do we do if we have technical problems when trying to submit the online form?

If you are having technical problems – for example, the form is not loading or submitting properly – try using a different internet browser.

If this does not work, please contact the Department via [equality@dffh.vic.gov.au](mailto:equality@dffh.vic.gov.au) and request a call back. A member of the team will assist wherever possible. Please allow at least two business days for someone to respond and note that the Branch is not staffed on weekends.

## Will we get feedback on our applications?

Successful applicants will be notified of the outcome of their application by phone.

Unsuccessful applications will be notified of the outcome of their application by email.

If you are unsuccessful and would like feedback, please send an email to [equality@dffh.vic.gov.au](mailto:equality@dffh.vic.gov.au) advising you would like feedback on your application and request a call back.

Please note that all decisions made by the Minister are final.

**Please note:** The Equality Unit cannot advise applicants on what activities they should apply for, and cannot assist with drafting or proofreading of applications (for more information regarding what support is available, please see '*What support is available to applicants?*')

## How do we contact the Department?

If you have any questions relating to your Revitalising the LGBTIQ+ Sector Fund application, please contact the Department Families, Fairness and Housing

**Email:** [equality@dffh.vic.gov.au](mailto:equality@dffh.vic.gov.au) with your enquiry or request a call back

**Website:** [Revitalising the LGBTIQ+ Sector Fund information page](#)