



GRANTS PROGRAM GUIDELINES 2008

Background:

The Victorian Women's Trust (VWT) was established in 1985 in recognition of the role of women in shaping Victoria. It is inspired by the vision of a just and humane society in which women enjoy full participation as citizens. We believe that by creating a better world for women, we create a better world for men, children, families and communities.

Fully independent, the VWT works to improve the status of, and conditions for women in Victoria in whatever practical ways it can, forming strategic alliances; undertaking significant action projects; advocating on relevant issues; fostering networks for the exchange of skills, ideas and information; showcasing women's talents; and encouraging women from diverse backgrounds to participate in social and cultural events, discussion and debate.

The VWT also has a charitable arm – The Victorian Women's Benevolent Trust (VWBT). This entity raises funds from major donors and supporters to enable an annual Grants Program.

GRANTS PROGRAM DIRECTION 2008:

The VWBT Grants Program supports women in powerful and direct ways and is central to improving the status of women in Victoria. Funded projects focus on activities that seek to address discrimination and disadvantage faced by women living in Victoria.

The 2008 Grants Program opens on October 8, 2007, with **applications to be lodged by close of business December 10, 2007**. This change from previous years is the result of a review of timelines and process which aims to improve the VWBT's Grants Program.

In 2008, our main areas of concern include:

- the continued threat of violence and harassment experienced by women
- the difficulties women face in the workplace (including work and family balance)
- the systematic devaluing of women's unpaid work
- the under-representation of women in decision making processes
- the number of women marginalised by poverty

In seeking to improve conditions for women living in Victoria, we especially welcome applications for projects addressing issues faced by Koorie women, migrant and refugee women. We also welcome project proposals from regional Victoria.

The VWBT has particular interest in supporting innovative projects that initiate and influence socially just change, leading to reforms in government policy, business practice and the wider community. We seek projects that instigate long-term positive change beyond the funding period. Proposals that demonstrate realistic budgets and sustainable funding support mechanisms are given extra weight in the assessment process. We are also particularly interested in funding projects that propose new approaches to addressing issues faced by women. Successfully funded projects in the past have sought to achieve maximum impact and beneficial change on the lives of women they address.

By way of example, past grants include:

- ***When Love Hurts*** – the Domestic Violence and Incest Resource Centre’s award-winning brochure targeted at young women providing information about respectful healthy relationships.
- ***The Peek A Boo Club*** – an evidence-based treatment intervention for mother and babies affected by family violence by The Royal Children’s Hospital Mental Health Service.
- ***Just Cuts*** – an investigation addressing discriminatory selling practices, particularly in the provision of hairdressing services which led to a parliamentary inquiry.
- ***Wananga Kooneem Pa*** – an educational pamphlet on sexual assault and local service providers addressing the problem for Koorie women in Victoria’s south-west region.
- ***A Directory of Women’s Tradespeople*** – the first ever directory promoting the role of women in non-traditional areas of employment.
- ***Visible and Vocal*** – a project by Youthlaw exploring legal issues and needs of young women in Victoria.
- ***Women’s Human Rights Advocacy Program*** – operated by the Asylum Seeker Resource Centre, this project has provided many female asylum seekers living in Victoria with legal assistance, as well as advocating for wider policy reform.
- ***Getting the Balance Right*** – a booklet developed by WIRE on how to create family friendly workplaces for women in small non-government organisations.

Please Note - Final decisions about projects are made by the Board of Trustees by mid-year 2008.

ELIGIBILITY AND EXCLUSIONS:

1. The VWBT does not fund individuals.
2. The VWBT can only make grants to organisations that have been endorsed by the Australian Tax Office (ATO) for **both** Item 1. Deductible Gift Recipient (DGR) and Charity Tax Concessions (CTC).
3. To be eligible for a VWBT grant, organisations **must have both** Item 1. DGR and CTC endorsement.

All eligible applicants are required to supply a photocopy of their notice of endorsement from the ATO endorsing the applicant for (1) Deductible Gift Recipient (DGR) and (2) Charity Tax Concessions (CTC) at time of application.

4. Eligibility is strictly limited to groups *“which operate for charitable purposes and either provide relief of poverty, sickness, suffering, distress, misfortune, destitution or helplessness amongst Victorian women or operate for the purposes beneficial to Victorian women”*.
5. The VWBT does not provide matching or shortfall funding for government funded projects.
6. The VWBT does not fund private consultants, however, an organisation may choose to hire consultants with grant funds.
7. The VWBT does not normally fund projects covering infrastructure or operational costs.
8. Projects must address the needs of women living in Victoria.
9. Applications must address the questions outlined in the Granting Guidelines.
10. The VWBT looks favourably at applications that initiate socially just change and lead to wider reforms in the community.
11. The VWBT is open to the possibility of funding the project of an eligible organisation in collaboration with another organisation.
12. Grants are generally made for one year. The VWBT is aware, however, that some proposed projects may not fall within this timeframe. In this case, the VWBT may consider funding projects for more than one year.

EVALUATION OF SUCCESSFUL GRANTS:

Effective evaluation benefits all parties: the VWBT by better informing its future granting decisions; the grantee by clarifying the link between objectives and outcomes; the wider community through exposure to the knowledge and experience gained as a result of the project.

Successful grantees are expected to:

- Discuss their project with a representative from the VWT.
- Provide a comprehensive report on the results of their project.
- Complete a financial acquittal.
- Accommodate site visits when requested.
- Attribute any promotional material resulting from the grant with acknowledgement of the VWT.
- Work closely with the VWT where appropriate by exploring possible policy implications of the project.

HOW TO APPLY:

Interested applicants must lodge submissions no later than close of business on **Monday December 10, 2007**. Applications must address the questions outlined in the granting guidelines.

Email applications are preferred, and can be sent to women@vwt.org.au by the due date. Should this not be possible, applicants can lodge two hardcopies (one photocopy) of their application, postmarked with the due date.

For any queries about the VWBT's funding round, contact Anne Paul, VWBT's Grants Officer, on (03) 9642 0422, or email women@vwt.org.au

**VICTORIAN WOMEN'S BENEVOLENT TRUST 2008 GRANTS PROGRAM
INFORMATION REQUIRED FROM APPLICANTS**

Applications to be lodged no later than c.o.b. Monday December 10, 2007.

Applicants are encouraged to send in applications via email to

women@vwt.org.au

Alternatively, applicants can send two hardcopy applications (one photocopy) to The Grants Officer, The Victorian Women's Benevolent Trust, 1 / 388 Bourke Street, Melbourne VIC 3000

Name of Organisation:

Address:

Contact Person and Position:

Telephone (BH):

Telephone (AH) (Essential):

Mobile Telephone:

Email:

Fax:

Organisation's website:

Project Name:

Does the organisation have ATO endorsement as an Item 1. Deductible Gift Recipient ?

Does the organisation have ATO endorsement for Charity Tax Concessions ?

*In order to be eligible to receive a grant, applicants **must**, at time of application supply a photocopy or fax of their notices from the Australian Tax Office endorsing the applicant for (1) Item 1. Deductible Gift Recipient Status and (2) Charity Tax Concessions.*

Please send the photocopies to The Victorian Women's Benevolent Trust, Level 1/388 Bourke Street, Melbourne VIC 3000 or fax (03) 9642 0016 with a covering letter clearly identifying the organisation and project name.

When answering the below questions, write in as much space as you require, but no more than six pages in total.

- 1. Provide a brief sentence that conveys the essence of your project.**
- 2. What are the project's aims?**
- 3. Why is there a need for your project?**
- 4. Who will benefit and how?**
- 5. What are the aims and objectives of your organisation?**

- 6. Why is your organisation best placed to address this need?**
- 7. How is your project consistent with the vision and work of the Victorian Women's Trust?**
- 8. How does your project build on the existing work to date on the issue your project is addressing?**
- 9. What, at this stage, would you see as the full range of outcomes (immediate and longer term)?**
- 10. Provide a detailed implementation strategy outlining how your organisation will undertake the project (including who will be overseeing your project, project personnel, timelines, breakdown of stages etc):**
- 11. What is the total amount required for the project?**
- 12. What is the amount requested from the Victorian Women's Benevolent Trust?**
- 13. Provide a detailed budget breakdown for the project, including: all sources of income (of the project), all items of expenditure, an indication of the items for which VWBT support is sought, an indication of the items which will be provided by in-kind and other cash supports, an allowance for GST.**

(Please Note - The VWBT, along with other members of Philanthropy Australia, has obtained a ruling from the Australian Taxation Office that it is not necessary to add GST to its grants. While GST must be factored into standard budget items, for example telephone costs and stationery, a remittance of ten per cent of the grant amount to the ATO is not required).
- 14. How will the project be evaluated?**
- 15. How might the project be influential (eg. initiate change, have an effect on government policy, business practice, the wider community)?**
- 16. What is the process for informing the wider community of issues with which the project is concerned?**
- 17. Are there other organisations considered as possible partners in a joint venture for this project? (If so, please outline).**
- 18. Have you applied to other organisations for funding of this project? (If so, please outline).**

Please provide one written reference addressing your project proposal (from outside your organisation). Please provide contact details for two referees of your project, one of whom must come from outside of your organisation.

How did you hear about the VWBT's granting program?

Direct Mailout:

Email:

The Age advertisement:

Other (please specify):

Once completed, please email responses to women@vwt.org.au or send two hardcopies to the Grants Officer, The Victorian Women's Benevolent Trust, 1 / 388 Bourke Street, Melbourne VIC 3000, *no later than close of business Monday December 10, 2007.*

**For a privacy statement, please visit our website or contact the VWT.
For queries, telephone (03) 9642 0422 or email women@vwt.org.au**

CHECKLIST

All eligible applications should include the following:

1. Responses to all questions in the application form.
2. Posted or faxed copies of ATO notices endorsing the organisation for both Item 1. DGR and CTC (see Eligibility and Exclusions section in these Guidelines).
3. One written reference addressing your project proposal.
4. Contact details of two referees.

Please note, any additional information supplied (eg. annual reports) will not be considered at this stage in the assessment process, and therefore should not be included with applications.