

Aboriginal Workforce Development project

Grant Program Guidelines

April 2024



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1 Department of Communities and Justice Grant Program Guidelines

The purpose of the Grant Program Guidelines is to provide selected applicants with an overview of the grant, the application and assessment process, and the performance, monitoring and reporting requirements. This Grant Program is a Closed Non-Competitive Round.

Aboriginal Workforce Development Project - Grant Program Guidelines

The Aboriginal Workforce Development Project (AWDP)- Grant Program Guidelines contain information to assist invited applicants to complete the application process. It includes an overview of the AWDP grant program, information about the application process, eligibility, and assessment criteria, how the funds can and cannot be used, and reporting requirements.

It is recommended that these guidelines are read prior to completing your application for the AWDP grant program.



Overview of the Aboriginal Workforce Development Project grant program

Purpose of the AWDP grant program

The NSW government has committed \$1.485 million under the Family, Domestic and Sexual Violence National Partnership Agreement (NPA) for the AWDP to support Aboriginal Community Controlled Organisations (ACCOs) delivering services under the Core and Cluster Program (C&C) and the Aboriginal Homelessness Sector Growth Project (AHS GP).

The investment in ACCOs delivering C&C and AHS GP services:

- increases the number of Aboriginal led organisations delivering women and children's refuges across NSW.
- expands the number of Aboriginal led organisations providing support to Aboriginal people at risk of or experiencing homelessness.
- supports self-determined workforce development needs of Aboriginal organisations.
- supports culturally safe service delivery.

The AWDP provides an opportunity to contribute to Closing the Gap targets by increasing investment and building capacity of the Aboriginal Community Controlled sector. The project also supports the safety of Aboriginal families and households experiencing domestic and family violence and those at risk of or experiencing homelessness by increasing the number of Aboriginal led organisations delivering specialist homelessness services.



Supporting self-determined workforce development needs

Objectives and outcomes

The AWDP funds are intended for ACCOs engaged to deliver C&C programs or AHS GP services, to access supports relating to service establishment, workforce development and capacity building. Direct allocation of funds to ACCOs will enable providers to invest in self-determined workforce development needs, and access local and specialist supports relating to:

- Recruitment
- Staff training, including DFV training
- Staff retention
- Training and certification
- Leadership development
- Development of policies and procedures

The key benefits of the grant program include:

- Building service specific skills of the C&C and AHS GP Aboriginal workforce,
- Uplifting the skills and qualifications of Aboriginal staff, and
- Implementing attraction and retention initiatives to expand the Aboriginal workforce.

Inclusion of AHS GP services as well as C&C services will support broader Aboriginal workforce development and help to strengthen the overall capacity of the sector to support Aboriginal families.

Target group

Aboriginal Community Controlled Organisations (ACCOs) contracted to deliver services for either the C&C Program or the AHS GP, will be eligible to receive one-off funding for a contract period of up to one year from commencement.



Keeping families and children safe

Eligibility Criteria

All invited applicants are required to meet the following eligibility criteria:

1. Are Aboriginal Community Controlled Organisations as defined by clause 44 of the National Agreement on Closing the Gap which states that:

Aboriginal and Torres Strait Islander community control is an act of self-determination. Under this Agreement, an Aboriginal and/or Torres Strait Islander Community-Controlled Organisation delivers services, including land and resource management that builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people and is:

- a. incorporated under relevant legislation and not-for-profit
- b. controlled and operated by Aboriginal and/or Torres Strait Islander people
- c. connected to the community, or communities, in which they deliver the services
- d. governed by a majority Aboriginal and/or Torres Strait Islander governing body.

Please see link for further information on how DCJ defines and works with Aboriginal Community Controlled Organisations: [Aboriginal Community Controlled Organisations](#)

2. Currently delivering or expected to deliver C&C program services, that is:
 - a. have been successful in competitive procurement process under Tranches 1, 2 or 3 and
 - b. have a DCJ Human Services Agreement (HSA) in place by June 2024, or if not in place, the HSA is under negotiations with the Core and Cluster program lead and the DCJ District and communications from the Core and Cluster program can be provided as evidence to support this.

OR

Currently delivering Aboriginal Homelessness Sector Growth project (AHS GP) services, that is:

- a. have a DCJ Human Services Agreement to deliver AHS GP, or
 - b. are currently subcontracted through a AHS GP Human Services Agreement.
3. Provider does not have a Performance Improvement Plan (PIP) or equivalent in place, and no significant concerns are held regarding current service delivery or governance of the organisation.

The following are mandatory eligibility criteria. Further detail is provided below:

- all applicants **must** have appropriate insurance of \$10 million.
- all applicants **must** address the NSW National Redress Scheme sanctions (included in this template),
- all applicants **must** adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#). and
- applications **will not** be accepted from organisations that have outstanding acquittals with DCJ.

Assessment Criteria

Eligible organisations must meet the following assessment criteria to be considered for funding:

1. Provide an outline of how the organisation proposes to use the available funds to meet self-determined workforce development and capacity building needs in relation to any of the following criteria:
 - a. Recruitment
 - b. Staff training, including DFV training or specific sector training in addition to what is already offered under the SHS learning and development framework (see point 3b below)
 - c. Staff retention
 - d. Training and certification
 - e. Leadership development
 - f. Development of policies and procedures
2. Provide approximate costings for how the organisation intends to use available funds and demonstrate value for money.
3. Note: Where sector supports are already available (such as those listed below) funds used under the Aboriginal Workforce Development Project grant program must not duplicate these existing supports:
 - a. The Coolamon Project, delivered by ACHIA, provides tailored support to Aboriginal Community Housing Providers (ACHPs) and Aboriginal Community Controlled Organisations (ACCOs, ACCO partnerships or Aboriginal led consortia) to assist in building capacity to effectively plan, tender and deliver Core and Cluster services.

Support packages have been designed in areas of known need:

- Corporate Governance
- Strategic and Operational Planning
- Legal
- Finance
- Risk Management
- Bid and Finance Mix Development
- Tenancy Management
- Specialist service delivery
- Architect and Design services
- Human Resources, Work Health & Safety, and Industrial Relations
- Communication and Marketing

Contact ACHIA NSW directly for more information: admin@achiansw.org.au

Note: support is available to June 2024

- b. Homelessness NSW SHS Learning and Development Framework - includes face-to-face, online and in-house learning opportunities. Courses are fully subsidised by DCJ for SHS workers and have been tailored especially for the homelessness sector. This training is available to contracted AHS GP and C&C providers. For an overview of available courses, refer to the [SHS Learning and Development Framework](#).

Examples of courses include:

- Trauma informed approaches to supporting adults experiencing domestic violence
 - Building Resilience, Wellbeing and Vicarious Trauma for Managers and staff
 - Domestic and Family Violence: Understanding the impact on Children
 - Safety planning with Domestic and Family Violence Survivors
 - Harnessing the collective impact of the Family and Community
 - Emerging Leaders for Aboriginal Program
 - Balancing Work, Life and Community Commitments for Aboriginal people
 - Aboriginal peer group supervision.
- c. Homelessness NSW Aboriginal Workforce Development Project (AWDP) Learning & Development Stream - Provision of sector training that will build the cultural capacity and sector specific skills of the workforce to work with Aboriginal families; uplift the skills and qualifications of Aboriginal staff; implement attraction and retention initiatives to expand the Aboriginal workforce.

Note: this project is still being developed, but early stages will incorporate direct discussion with grant recipients to assess needs and avoid duplication of efforts.

Prioritisation

Priority will be given to Aboriginal Community Controlled Organisations who are assessed as eligible against the eligibility and assessment criteria listed above.

For ACCOs that are not eligible to receive grant funds in this program round, a grant round 2 is being considered based on program funds being available in the next financial year.

Assessment

Applications will be assessed against eligibility, prioritisation and assessment criteria. An Assessment Panel will assess the applications, and the panel will include one independent member.

The Panel will make a recommendation to the designated decision-maker – DCJ Deputy Secretary, Strategy Policy and Commissioning. The delegated decision-maker will consider the recommendations.



Building capacity of the ACCO sector

Funding amounts

The total amount of funding allocated for each Aboriginal Community Controlled Organisation is \$90,000 exclusive of GST.

The grant program funds will need to be expended by June 2025; this is to align with C&C operational contracts and existing AHSGP contracts.

Grant funds expenditure

Funds can only be used for expenses/activities directly associated to the grant. Your application must clearly outline your proposed expenditure in relation to the funding amounts identified above and included in the budget you submit with your application.

Grant fund exclusions

Organisations must use the grant funds, including any interest earned, for the purposes of the grant. Items or activities that funding cannot be used for including, for example:

- Any activity of a commercial nature that is for profit
- Existing debt or budget deficits
- Capital works, including building work
- Permanent salaries/wages (costs for temporary tutors/instructors for your program or activity can be included)
- Permanent equipment purchases, for example tables and computers
- Business as usual costs or general operating expenses
- Duplicating existing activities such as those already available under the DCJ funded C&C capacity and capability building programs, the SHS learning and development framework and the Homelessness NSW AWDP Learning & Development Stream
- Programs or activities that encourage gambling such as bingo, or the consumption of alcohol (note: this is a standard inclusion for all DCJ grant programs)
- Programs and activities coordinated by NSW Government Departments and Statutory Authorities
- The same project twice. For example, two different organisations cannot apply for funds for the same program or activity



Application process

One application form will be submitted by the applicant that will be assessed based on eligibility and assessment criteria.

The grant program application process will be supported by SmartyGrants, DCJ Homelessness programs branch and DCJ Grant Design and Support.

Applicants can get assistance by contacting the Homelessness Projects and Stewardship team Specialist Homelessness Services at: shsprogram@dcj.nsw.gov.au

Note for all applicants:

- Applicants must ensure that their contact details are up to date.
- Applicants must not have any outstanding acquittals for any other funding program with DCJ.
- All applications for grant funding are managed using the SmartyGrants portal. Summary of assessment process:

One stage application process:

Applications will be reviewed by the eligibility team for eligibility and compliance with guidelines and eligible criteria. They will then be subject to the assessment process which will include assessment by the Assessment Team and Assessment Panel. (These roles may merge depending on the grant).

The Minister or delegated DCJ officer will be the decision-maker.

Applicants will be formally notified on whether their application has been successful. It is an applicant's responsibility to ensure all contact details are up to date.

Note for all applicants:

- Applicants must ensure that their contact details are up to date.
- Applicants must not have any outstanding acquittals for any other funding program with DCJ.

Subcontracting information

DCJ will only provide a grant to a single organisation. Organisations can work together through one lead organisation using subcontracting arrangements between them.

For more information about subcontracting please refer to the Aboriginal Workforce Development Project Grant FAQ and the DCJ [subcontracting](#) policy.

NSW National Redress Scheme sanctions

The NSW Government will not award a Grant Funding Arrangement to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- has declined to join the Scheme, or
- at the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

Visit the [website](#) for further information about the [NSW National Redress Scheme](#) sanctions.

Covid-19

Projects must adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the [NSW Government COVID-19 website](#).

Insurance

Grant recipients must maintain current and adequate insurance appropriate to the activities/services funded under this grant to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under a Grant Funding Agreement. This must include but is not limited to a minimum of \$10 million Public Liability Insurance.

Applicants will be asked to provide a copy of all relevant insurance policies and certificates in the application form.

You must provide evidence of the above insurance for an amount recommended by a professional insurance adviser, or any such other insurance policies as may reasonably be required by DCJ, and as required by law, for you and any of your employees or sub-contractors, in relation to the performance of the services.

If your organisation is not covered by the appropriate insurance, you will need to approach another organisation (such as your local council or an incorporated not-for-profit) to sponsor your application so that your project will be covered under their insurance.

Banking details

It is your responsibility as the applicant to provide correct banking details, including the authorised signature to verify your bank details in the application form. Funds transferred to an incorrect bank account may not be recoverable.



Successful applicants – grant funding agreement

The application, Grant Funding Agreement and acquittal for the grant will be managed using the SmartyGrants management system and DocuSign.

Successful applicants are required to return the signed Grant Funding Agreement within two weeks of receipt.

Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution for a not-for-profit organisation, or the General Manager or delegated officer if you are a council.

Please note, all applicants must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in their application form.

It is the applicants' responsibility to ensure staff availability to complete and sign documents, to carefully read the terms and conditions of the Grant Funding Agreement, and to sign the Grant Funding Agreement using the correct authorised signatories.

Once we receive your signed Grant Funding Agreement via DocuSign, DCJ will countersign the agreement and return to you by email.

Any **variations** to the Grant Funding Agreement, including scope, location or time frames outlined in the application form and Grant Program Guidelines must be formally requested and approved in writing. Failure to do so may result in the withdrawal of the grant offer.

To discuss a variation, please contact the Homelessness projects and stewardship team Specialist Homelessness Services at: shsprogram@dcj.nsw.gov.au or the Grant Design and Support by email on GrantDesignandSupport@dcj.nsw.gov.au

Successful applicants' obligations and reporting

- Grant recipients will have until 30 June 2025 to expend the grant program funding with a final acquittal due 31 July 2025.
- Any variations to the approved project scope, project location and completion time frames outlined in the original application form must be formally requested and approved in writing before any related work takes place. To discuss a variation, please contact the Homelessness projects and stewardship team at Specialist Homelessness Services by email: shsprogram@dcj.nsw.gov.au OR Grant Design and Support by email [Grant DesignandSupport@dcj.nsw.gov.au](mailto:GrantDesignandSupport@dcj.nsw.gov.au).
- All projects must be completed by 30 June 2025. You are required to submit a Final Report and Financial Acquittal in SmartyGrants no later than 31 July 2025. DCJ will send you the final acquittal form prior the required date that you will need to complete in the SmartyGrants portal.
- Please note that any photographs or videos containing images of participants and/or staff submitted in the Final Completion Report must be accompanied by a signed [DCJ still and moving images consent form](#).
- It is a requirement that all financial records related to grant expenditure and acquittal be retained by the committee of the organisation for seven years. If the committee changes, these documents must be forwarded to the new incoming committee.

Timeframes

Date	Event/Action
8 April 2024	Grant applications open
6 May 2024	Grant applications close
May 2024	Assessment of grant applications
May 2024	Advice to all applicants
June 2024	Grants commence
30 June 2025	Final date for activities funded under grant to end
31 July 2025	Final Report and Financial Acquittal due to DCJ

Preparing to submit your application

Please review these guidelines closely.

Further support is also available by contacting the Homelessness Projects and Stewardship team at: shsprogram@dcj.nsw.gov.au

Feedback and appeals process

If your application is not successful, it does not mean your application is without merit. Funding is limited and not all applications are successful.

Unsuccessful applications will be advised of the feedback and appeal processes and can contact the program area for more information.



Communities and Justice

6 Parramatta Square
10 Darcy Street
Parramatta NSW 2150

Locked Bag 5000
Parramatta 2124

Office hours:
Monday to Friday
9:00am – 5:00pm

E: shsprogram@dcj.nsw.gov.au

