Aboriginal Community Initiatives Fund 2024-25

Application form

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# Checklist for your application

| Checklist | Mark with an X |
| --- | --- |
| Contacted the Regional Coordinator to express your interest, discuss your project proposal and to obtain the following:   * Copy of *Dhelk Dja: Safe Our Way – Strong Culture, Strong Peoples, Strong Families 10 Year Agreement 2018–2028* * Copy of the Dhelk Dja Regional Action Group Plan * Information on CIF regional information sessions/forums |  |
| Met the eligibility criteria |  |
| Completed all sections of the application |  |
| Completed project plan template |  |
| Completed the financial details section |  |
| Application signed by the relevant person(s) in your organisation/group and/or auspice |  |
| Attached letters of support and any agreements/MOUs with partnering organisations |  |

# Application process

1. Contact the Regional Coordinator who supports the Dhelk Dja Action Group in your region, to express your interest and discuss your project proposal for the Aboriginal Community Initiatives Fund (CIF).
2. The Regional Coordinator will provide you with a copy of the *Dhelk Dja: Safe Our Way – Strong Culture, Strong Peoples, Strong Families* 10 Year Agreement 2018–2028 and a copy of the Dhelk Dja Regional Action Group Plan and advise you on regional processes i.e., information sessions/forums being held.
3. Complete the CIF 2024-25 Application Form and submit it to the Regional Coordinator, along with all supporting documentation. The closing date for applications is **14 February 2025 at 5pm**. No late applications will be accepted.
4. Applications will be reviewed to ensure that the eligibility criteria are met and that all sections are completed. Applications that do not meet the eligibility criteria will not proceed to the CIF Assessment Panel.
5. All eligible applications will be presented to the CIF Assessment Panel which comprises:
   * + Two Aboriginal community representatives of the Dhelk Dja Action Group
     + Independent Aboriginal representative, as identified by the Dhelk Dja Chairperson/s
     + Senior Aboriginal representative from Department of Families, Fairness and Housing (DFFH), as identified by the Dhelk Dja Chairperson/s
     + Team Leader(s), Aboriginal Governance and Engagement, Aboriginal Initiatives Unit (AIU) to provide guidance and ensure compliance with the CIF process.

The Regional Coordinator will provide secretariat support and advice to the panel and does not have any decision-making capacity.

1. The CIF Assessment Panel will assess applications against set criterion. As part of the assessment process, applicants must attend a CIF Assessment Panel Interview to discuss their application. Interviews will be advised by the Region.
2. At the completion of the process, you will be advised of the outcome in writing by Aboriginal Initiatives Unit and given the opportunity to obtain feedback about your submission
3. Any queries should be directed to the Regional Coordinator.

# Key dates

| Process | Date |
| --- | --- |
| Call for applications | 20 January 2025 |
| Application closing date and time | 14 February 2025 at 5pm |
| CIF Assessment Panels | 17 February 2025 to  28 February 2025 |
| Applicant interviews convened | TBC by Regions |
| All applicants advised of outcome by | Early April 2025 |
| Project commencement from | June 2025 |
| Project completion by | June 2026 |

The Department of Families, Fairness and Housing reserves the right to vary the key dates as necessary in its absolute discretion.

# Application details

## A. Application summary

| Information required | Your details |
| --- | --- |
| Project name |  |
| Applicant |  |
| Project manager |  |
| Auspice organisation (if applicable) |  |
| Dhelk Dja Action Group Region |  |
| Project Funding (total amount applying) |  |

## B. Project description

| Project descriptions should provide details of your project, including the aim of project to educate, prevent, reduce, and respond to family violence within the Aboriginal community. The project description should also describe how the project aligns with the Regional Action Group Dhelk Dja Plan, and the strategic priorities of the *Dhelk Dja 3 Year Action Plan 2023-2025*. |
| --- |
|  |

## C. Expected project dates

Please note: projects must be completed by June 2026.

| Information required | Date |
| --- | --- |
| Start date |  |
| End date |  |

# Assessment criterion 1

## Section 1: Applicant organisation details

Stop
 If you are an unincorporated Aboriginal community group applying for funds, refer to ‘Eligibility’ in the **Aboriginal Community Initiatives Fund: Funding guidelines 2024–25**.

| Information required | Your information |
| --- | --- |
| Name of organisation |  |

| Type of organisation/group | Mark with an X |
| --- | --- |
| Incorporated not-for-profit Aboriginal organisation with a current Service Agreement with DFFH |  |
| Incorporated not-for-profit mainstream organisation delivering an Aboriginal program in partnership with an Aboriginal organisation/group with a current Service Agreement with DFFH |  |
| Incorporated not-for-profit Aboriginal/mainstream organisation with no current Service Agreement with DFFH or unincorporated Aboriginal community group – **complete auspice organisation details in Section 2** |  |

| Information required | Your information |
| --- | --- |
| Organisation contact person |  |
| Email |  |
| Phone number |  |
| Street address |  |
| Town/suburb |  |
| Postcode |  |
| Australian Business Number (ABN) |  |
| Registered for GST |  |

* I am authorised by the organisation named in Section One of this form to submit this application on behalf of the organisation/community group
* I confirm that the organisation has a current Service Agreement with DFFH
* The provision of funding by the department is subject to the terms and conditions of the Service Agreement
* I will notify the department of any changes to the application information and any circumstances that may affect the project prior to commencement
* I confirm that the organisation has no outstanding program reporting or financial acquittal requirements with the department
* I understand that this is an application only and may not necessarily result in funding approval
* I state that the information in this application is true and correct to the best of my knowledge.

| Information required | Your information |
| --- | --- |
| Name |  |
| Date |  |
| Position |  |
| Position type (please indicate which applies) | CEO, Other (if other, please specify) |
| Signature |  |

## Section 2: Project manager and auspice organisation details

### Project manager

| Information required | Your information |
| --- | --- |
| Name and position title of project contact person |  |
| Email |  |
| Phone number |  |
| Street address |  |
| Town/suburb |  |
| Post code |  |

### Secondary contact

| Information required | Your information |
| --- | --- |
| Name and position title of project contact person |  |
| Email |  |
| Phone number |  |
| Street address |  |
| Town/suburb |  |
| Post code |  |

### Auspice organisation

| Information required | Your information |
| --- | --- |
| Name of auspice organisation |  |

#### Type of organisation

| Information required | Mark with an X |
| --- | --- |
| Incorporated not-for-profit Aboriginal organisation (must have a current Service Agreement with DFFH) |  |
| Incorporated not-for-profit mainstream organisation (must have a current Service Agreement with DFFH) |  |

#### Auspice contact person

| Information required | Your information |
| --- | --- |
| Name of auspice contact person |  |
| Email |  |
| Phone number |  |
| Street address |  |
| Town/suburb |  |
| Post code |  |
| Australian Business Number (ABN) |  |
| Registered for GST | Yes / no – please delete whichever not applicable |
| Does your organisation have a DFFH service agreement? |  |
| MOU developed with applicant organisation/group? |  |

* I am authorised by the organisation/community group named in Section 2 of this form to submit this application on behalf of the organisation/community group
* As the applicant does not have an active Service Agreement with DFFH or is an unincorporated Aboriginal community group, an agreement has been made with an incorporated auspice organisation
* A Memorandum of Understanding (MOU) has been developed with the applicant and signed by both parties
* The auspice organisation has a current Service Agreement with DFFH
* The auspice arrangement and MOU will ensure that the obligations in the Service Agreement are met, including service delivery, financial accountability, and client confidentiality requirements
* Both parties are clear on their obligations and responsibilities, as outlined in the MOU, including agreement on the auspice fee (cannot be more than 10%)
* I have ensured that correct and adequate insurance policies are held
* The auspice organisation will arrange for payment of invoices in a timely manner, as outlined in the MOU
* Notification seeking any changes or variation to the project and project budget must be submitted to the Department
* I will notify the department of any changes to the application information and any circumstances that may affect the project prior to commencement
* I confirm that the auspice organisation has no outstanding program reporting or financial acquittal requirements with the department
* I state that the information in this application is true and correct to the best of my knowledge.

### Project manager – Aboriginal lead

| Information required | Your information |
| --- | --- |
| Name |  |
| Date |  |
| Position |  |
| Signature |  |

### Auspice organisation

| Information required | Your information |
| --- | --- |
| Name |  |
| Date |  |
| Position |  |
| Position type (please indicate which applies) | CEO, Other (if other, please specify) |
| Signature |  |

# Assessment criterion 2

## Project details

The following sections is to provide further details of the project description on page 5.

### 2.1 In the box below please tick the appropriate target audience(s) that your project aims to address.

| Target audience | Mark with an X |
| --- | --- |
| Aboriginal Elders |  |
| Women |  |
| Men |  |
| Children and young people |  |
| People from the LGBTIQA+ community |  |
| People living with disabilities |  |
| People living in rural, remote, or regional communities |  |
| People exiting prisons |  |

| Information required | Your information |
| --- | --- |
| If other, please specify: |  |

### 2.2 Briefly describe what the process will be in selecting participants, i.e. being referred, selected, and/or engaged?

| Information required |
| --- |
|  |

### 2.4 Provide details of the areas where the project will be delivered within your region

| Information required |
| --- |
|  |

### 2.5 Describe how the project aims to implement a community led project(s) that educates, prevent, reduce, and respond to family violence in Aboriginal communities. This includes needs identified by the Dhelk Dja Action Group in the region, as outlined in their Action Plan (if applicable).

| Information required |
| --- |
|  |

# Assessment criterion 3

## Project alignment to Dhelk Dja: Safe Our Way – Strong Culture, Strong Peoples, Strong Families 10 Year Agreement (the Agreement)

### 3.1 List the project objectives and how they align with the strategic priorities of the agreement

The strategic priorities are:

* Strategic Priority 1 – Aboriginal Culture and Leadership
* Strategic Priority 2 – Aboriginal-led Prevention
* Strategic Priority 3 – Self-determining Aboriginal family violence support and services
* Strategic Priority 4 – System transformation based on self-determination
* Strategic Priority 5 – Aboriginal-led and informed innovation, data and research

| Project objective | Describe how the objective aligns with the strategic priorities (specify the strategic priority number(s) |
| --- | --- |
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# Assessment criterion 4 – Project plan

## Capacity to deliver the project plan

### 4.1 Provide details of the project plan

Complete the project plan, listing how the project will be implemented, activities, tasks, timelines, and strategies for evaluating success of the project.

The plan should be specific detailing the frequency and length of activities (i.e. Aboriginal women’s group, delivered once a week for 12 weeks or 5 one-day workshops held monthly, over 5 months).

#### Example project plan

Examples are included in the table below in red text and are marked as examples.

| Activity examples  (What are you going to do?) | Description  (Details of activities) | Who is responsible? | Start date  (month) | End date  (month) | Total cost per activity | Cost breakdown |
| --- | --- | --- | --- | --- | --- | --- |
| Example: Establish a project steering committee | Example: This committee will meet regularly to monitor the project. The committee will include key project partners, including local Elders and Dhelk Dja Action Group members. | Example: Project Manager | Example: June 2024 | Example: September 2024 | Example: $0 |  |
| Example: Promote project | Example: The workshops will be promoted through community network email lists, flyers, newsletters and visits to local organisations. | Example: Project Committee | Example: October 2024 | Example: November 2024 | Example: $150 | Example: Printing materials for flyers  $50 paper  $100 printer cartridges |
| Example: Run program | Example: Two-hour, Aboriginal women’s group sessions delivered every week for 12 weeks. Maximum of 10 participants in the group. | Example: Project Manager, Facilitator | Example: February 2025 | Example: April 2025 | Example: $12,000 | Example: Facilitator $6000  Venue hire $1200  Catering $2400  Workshop materials $2400 |

#### Project plan

| Activity  (What are you going to do?) | Description  (Details of activities) | Who is responsible? | Start date  (month) | End date  (month) | Total cost per activity | Cost breakdown |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

### 4.2 Demonstrate what measures will be used to evaluate success of the project

Examples are included in the table below in red text and are marked as examples.

| Achieving Outcomes  What would success look like? | Performance indicators  How will you know that you have been successful in meeting the deliverable of the CIF project? i.e. worked shops, participant feedback, photographs of activity |
| --- | --- |
| * Example: Participants have strengthened cultural knowledge and identity * Example: Participants have improved overall social emotional health and wellbeing * Example: New partnerships and ways of working * Example: Increased skills and capacity in the community * Example: Increase in Aboriginal community members accessing services | * Example: Pre and post workshop questionnaire * Example: We will keep attendance sheets for every activity * Example: Increased participation levels at forums and workshops |
|  |  |
|  |  |
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|  |  |

### 4.3 List other CIF projects your organisation/group have managed and delivered over the last three years (if applicable)

| Information required |
| --- |
|  |

# Assessment criterion 5

## Financial details

### 5.1 List the income and expenditure for the project

Expenditure must not include equipment or capital items. All figures must include GST and be rounded to the nearest dollar.

| Income item | $ |
| --- | --- |
| Amount requested in this application |  |
| Funds contributed by any other organisation/group (please specify in section 5.2) |  |
| In kind support (please specify in section 5.2) |  |
| Other (please specify) |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total income |  |

| Expenditure item | $ |
| --- | --- |
| Auspice fee (cannot be more than 10%) |  |
| Fee for service (specialist facilitators) |  |
| Advertising |  |
| Materials / consumables’ including resource development (please specify) |  |
| Staff travel costs (please specify) |  |
| Community consultation costs including catering, venue hire and community transport  (please specify) |  |
| Other (please specify) |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total expenditure |  |

### 5.2 Provide details of financial or in-kind contributions from the applicant organisation or any other partners (if applicable)

| Information required |
| --- |
|  |

# Assessment criterion 6

## Determining understanding of the funding expectations and declaring any conflict of interest

### 6.1 Provide details on how you will address the CIF funding expectations

Refer to ‘Funding expectations’ in Aboriginal Community Initiatives Fund: Funding guidelines 2024-25.

| Information required |
| --- |
|  |

### 6.2 Declaration of interest

| Declaration | Mark with an X |
| --- | --- |
| **I do not have a conflict of interest**, to the best of my knowledge, in relation to this application.  I have read and understood Aboriginal Community Initiatives Fund: Funding guidelines  2024-25 – Attachment 1: Conflict of interest. |  |
| A conflict of interest has been identified and declared.  I have read and understood Aboriginal Community Initiatives Fund: Funding guidelines  2024-25 – Attachment 1: Conflict of interest.  If you declare a conflict of interest, please:   * summarise the situation below * advise strategies you will put in place to minimise the conflict of interest below |  |

|  |
| --- |
| Please summarise the situation |
|  |

|  |
| --- |
| Strategies you will put in place to minimise the conflict of interest |
|  |

**The completed application must be provided to the Regional Coordinator by 5 pm on 14 February 2025.**

**No late applications will be accepted.**

Please refer to ‘Where do I obtain further information?’ in Aboriginal Community Initiatives Fund: Funding guidelines 2024-25 for the contact details of the Regional Coordinator based in your area.

**We acknowledge the Traditional Owners of Country throughout Victoria and pay respects to their Elders past and present. We acknowledge that Aboriginal self-determination is a human right and recognise the hard work of many generations of Aboriginal people.**

# Cover artwork and artist

Trina Dalton-Oogjes is a proud Wadawurrung/Wathaurung woman.

Trina’s painting centres around the 11 community Dhelk Dja Action Groups across Victoria, leading into a central gathering/yarning circle, empowering Aboriginal communities based on a healing and trauma informed process, to lead collaborative partnerships through a culturally safe service system.

Around the 11 community Dhelk Dja Action Groups are Aboriginal organisations/agencies, government departments and non-government agencies working together to address family violence.

Bunjil the Creator oversees to empower strength and self-determination.

Hand prints of the adults and children represent the family unit.

The kangaroo and emu footprints represent partnership moving forward (kangaroos and emus only move forward).



To receive this form in another format, email [dhelk.dja@familysafety.vic.gov.au](mailto:dhelk.dja@familysafety.vic.gov.au)

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In this form, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.

Available at [Aboriginal Community Initiatives Fund: 2024–2025 funding round](https://www.vic.gov.au/aboriginal-cif) https://www.vic.gov.au/aboriginal-cif

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