

Australian Volunteers Program Impact Fund: Applicant Guidelines

1. What is the Australian Volunteers Program Impact Fund?

The Australian Volunteers Program Impact Fund offers small grants of up to AUD\$10,000 to partner organisations of the program. This initiative is intended to help strengthen the capacity and work of existing partner organisations during a time when the program is unable to provide the usual volume of support through in-country volunteer assignments.

Small grants can make a big difference. That's why we're excited to once again be welcoming applications for the Australian Volunteers Program Impact Fund.

In this round of funding the Australian Volunteers Programs Impact Fund aims to:

- Identify, fund and support practical projects which strengthen partner organisations' work in the areas of **Gender Equality, Disability, and Social Inclusion (GEDSI) or climate action / food security / disaster resilience.**
- Strengthen and foster partnerships between the Australian Volunteers Program and its partner organisations.

All grant applications must be submitted through SmartyGrants. The application should take no longer than one hour to submit. Please note that the grant application process does not obligate the Australian Volunteers Program to award a grant. Award of a grant is subject to availability of funds and other internal or client approvals.

2. Who can apply?

- Partner organisations who have hosted volunteers through the Australian Volunteers Program (2018-present), including organisations currently hosting a volunteer
- Partner organisations who meet all due diligence requirements as is required for all active partner organisations of the Australian Volunteers Program
- Partner organisations who are not currently managing Impact Fund projects from previous rounds
- Partner organisations who can demonstrate they have successfully managed funding/grants in the last two years

3. Who cannot apply?

- Individuals
- Organisations not already in partnership with the Australian Volunteers Program
- Partner organisations who cannot meet due diligence requirements
- Partner organisations who are currently managing Impact Fund projects from previous rounds
- Partner organisations who have not met reporting requirements of previous Impact Fund projects

4. What might be funded?

This fund will consider projects which respond to local needs and support outcomes in either Gender Equality, Disability, and Social Inclusion (GEDSI) OR climate action / food security / disaster resilience.

For example:

- Projects that strengthen knowledge and leadership within communities
- Projects that create a network of stakeholders to share knowledge and resources

- Projects that build awareness and promote and share knowledge
- Projects that prevent, mitigate or reduce exposure to identified risks
- Projects that increase resilience
- Projects that demonstrate opportunities for adaptation and mitigation
- Projects that support local volunteers

[Read examples of successful projects from previous rounds.](#)

5. What will not be funded?

The fund will not support costs associated with:

- Projects or activities that have already started, or reimbursement of costs expended in relation to submission of an application, or any costs related to the proposal expended prior to the signing of the Funding Agreement
- Where duplicate services are already in operation or planned for in a targeted community
- Purchase of land
- Capital assets
- Construction
- Loan funds
- Contingency funds
- Sub-grants
- Recurrent operating costs (e.g. rent and utility costs, and/or activities establishing expectations of ongoing funding)
- Proselytizing - any religious activities
- Activities supporting political campaigns or parties
- Consultancy fees for services of Australian volunteers who are currently participating in the program.

The fund will cover costs associated with refreshments related to the project activities. However, this does not include the purchase of alcohol, tobacco, or drugs.

6. What funding is available?

In total the available funding for 2021 Australian Volunteers Impact Fund is AUD\$300,000. Other parameters of the grants are:

- Grants up to AUD\$10,000
- Projects must be implemented between 25 May 2021, or from when funds are received, and 30 March 2022
- Grants are limited to one grant per organisation
- All costs associated with the proposed project should be included in the budget (eg. anticipated International bank fees)

7. What are the assessment criteria?

Project eligibility

- The project delivers an outcome relating to either **Gender Equality, Disability, and Social Inclusion (GEDSI)** or **climate action / food security / disaster resilience**, as the primary objective of the project
- The funding sought for this project is no more than AUD\$10,000.
- The project is led by a partner organisation of the Australian Volunteers Program
- The applicant has provided full and correct bank details for the purpose of fund transfers, in the name of the partner organisation - these must include appropriate SWIFT Code and IBAN, if applicable

- Application forms must be submitted on time and through [SmartyGrants](#) and be full and complete. Applications sent via email, hard copies of applications and incomplete applications will not be considered.

Assessment Criteria

Eligible projects will be assessed against the following criteria to determine the successful applicants.

GEDSI

Evaluation Criteria	Criteria weighting
Clearly sets out the focus on GEDSI issues, and outcomes are realistic	40%
Engages with relevant community	20%
Activities related to identified outcomes are set to a realistic timeframe and budget	20%
Risks relating to the project and appropriate mitigations are identified and sustainability of the project is addressed	20%

Climate action / food security / disaster resilience

Evaluation Criteria	Criteria weighting
Clearly sets out the focus on climate action, and outcomes are realistic	40%
Engages with relevant community	20%
Activities related to identified outcomes are set to a realistic timeframe and budget	20%
Risks relating to the project and appropriate mitigations are identified and sustainability of the project is addressed	20%

Successful projects will also need to demonstrate:

- The project is feasible and cost effective
- The project links clearly to existing work of the partner organisation

8. What supporting documents will need to be provided?

To be eligible for the Australian Volunteers Program Impact Fund partner organisations must meet all due diligence standards, as is required for all active partner organisations.

Due diligence involves assessing the current programs, approaches, systems and identified needs of our partner organisations. It is a standard process that is conducted on a regular basis with all partner organisations of the Australian Volunteers Program.

Before providing a grant, we need to verify that partner organisations have the ability to manage funds, keep records and have fraud control practices. Our in-country teams will work with you to complete this process.

Contact your in-country team for assistance with this requirement, or email impactfund@australianvolunteers.com

9. Optional remote volunteer opportunity

Applicants will be asked if they are interested in a remote volunteer to support the project. Partner organisations that indicate they are interested, will need to provide the three main duties/responsibilities that the remote volunteer will undertake. The in-country team will be in touch to follow up on any requests, regardless of the success of the grant application.

Please note, we cannot guarantee that your remote volunteer position will be filled.

10. What are the funding conditions?

Funding agreements

Successful applicants will be required to [enter into a funding agreement](#) with the Australian Volunteers Program. It is recommended that applicants review the terms and conditions before applying to ensure all obligations can be met as the terms and conditions will not be negotiable.

Tax implications

Applicants should consult their local taxation authority or seek professional advice on the implications that may arise from being a recipient of grant funding.

Acknowledging the Australian Volunteers Program's support

Successful applicants must acknowledge the financial or other support was *provided by the Australian Volunteers Program, funded by the Australian Government*, in any publications, promotional materials, announcements, events and activities in relation to the activity, or any products or processes developed as a result of it.

Payments

Payments will be made providing:

- Your organisation is successful in its grant application
- All due diligence and related conditions are met
- The funding agreement has been signed by both parties and returned to impactfund@australianvolunteers.com.au by 17 May 2021

Monitoring and Reporting

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This will include:

- Check-in meetings with Australian Volunteers Program staff. These can be done via telephone, or in person
- Completion reports and acquittal documentation
- Submission of copies of all receipts via *SmartyGrants*
- Photographs of project outcomes

11. What is the application process?

- Applications are submitted online using the online grants portal, SmartGrants. To apply, go to: <https://avp.smartygrants.com.au/ImpactFundRound3>
- The questions that you will be required to respond to as part of the online application form have been provided in Attachment One of this document

- You will be asked to complete the proposed budget in your local currency. The Australian dollar equivalent will be automatically calculated in the *SmartyGrants* platform at a fixed exchange rate
- Please remember to include all anticipated international bank transfer fees in the project budget
- You will receive an application number when you submit an application online. Please quote this number in all communications with the Australian Volunteers Program regarding your application
- Make sure your application is submitted by **10am (AEDT) on 20 April 2021**
- Note: No hard copy applications will be accepted. Late and incomplete applications will not be considered. Only one application per organisation will be considered.

12. Contacts and additional information:

If you have any further questions please either contact your local Australian Volunteers Program office or email: impactfund@australianvolunteers.org.au

13. What is the notification process?

Successful and unsuccessful applicants will be notified in writing after the assessment process is completed. All decisions are final and are not subject to further review. Unsuccessful applicants can ask for feedback on their application, but the provision of individual feedback is not guaranteed.

14. Key dates

Applications open	22 March 2021
Applications close	20 April 2021
Applicants notified	7 May 2021
Activities commence	25 May 2021
Activities completed	30 March 2022
All reports and acquittals submitted	30 April 2022

15. Checklist

Have you:

- Read these guidelines carefully?
- Checked if your organisation is eligible for this grant funding?
- Checked if your proposed activity or project is eligible for this grant funding?
- Checked that you will be able to meet all Australian Volunteers Program due diligence requirements?

Attachment 1: Impact Fund Round 3 Questions

GEDSI

<p>1. Project Overview - Briefly describe the project (0%) 200 words <i>Briefly explain what the project is trying to achieve, why is the project needed, and any specific details.</i> <i>Consider:</i></p> <ul style="list-style-type: none">• <i>Summary of project</i>• <i>Context (including how the project relates to organisation's goals or programs)</i>• <i>Target or beneficiary group</i>• <i>Problem/issue you are addressing</i> <p><i>Location, be specific and targeted</i></p>
<p>2. What is the intended outcome of the project and how will it support gender equality, disability inclusion and/or social inclusion? (diverse SOGIESC/LGBT+, indigenous, rural and remote, youth etc) (40%) 200 words <i>Explain the expected outcome of the project: what changes it will make to the current situation, and why it is needed in your context (organisation, city etc).</i> <i>Explain how your project activities will specifically support or empower your target group</i></p>
<p>3. Please list the main activities that will be undertaken. Please ensure your budget matches the activities. (20%) 200 words <i>List and describe all major activities to be undertaken and how they relate/ contribute to the desired outcome. Given the budget and timeline, consider a maximum of three activities. Make sure the budget you complete later matches the activities listed here</i></p>
<p>4. How will you include and engage with your target group throughout the project. (20%) 200 words <i>Has your target group been consulted or involved in developing this proposal? Will members of your target group be included in delivering the project? Will the project encourage active participation and contributions by the target group?</i></p>
<p>5. How will your project manage risks and ensure sustainable outcomes? (20%) 200 words <i>Describe any risks or challenges and how you plan to manage them.</i> <i>Describe how the project outcomes will remain sustainable once the project has finished.</i> <i>Examples of risks: You can note here if you can anticipate any delays to the completion of the project (eg. COVID lockdowns disrupting business, extreme weather events, other organisational commitments). Risks relating to securing further funding etc.</i> <i>Sustainability: You can note here how you intend to mitigate any concerns regarding sustainability. Eg. If your budget includes the purchase of a computer, you can explain how your organisation will be able to maintain it through annual budget etc.)</i></p>

Climate Action

<p>1. Project Overview - Briefly describe the project (0%) 200 words <i>Briefly explain what the project is trying to achieve, why is the project needed, and any specific details.</i> <i>Consider:</i></p> <ul style="list-style-type: none">• <i>Summary of project</i>• <i>Context - what are the climate related issues and how are they impacting</i>• <i>Problem/issue you are addressing - what are the barriers to/opportunities for climate action</i> <p><i>Location, be specific and targeted</i></p>

<p>2. What is the intended outcome of the project and how will it support Climate action/ Food Security/ Disaster Resilience outcomes (40%) 200 words</p> <p><i>Explain the expected outcome of the project: What will people be doing differently as a result, and why it is needed in your context (organisation, city etc).</i></p>
<p>3. Please list the main activities that will be undertaken. Please ensure your budget matches the activities. (20%) 200 words</p> <p><i>List and describe all major activities to be undertaken and how they will build resilience and relate/ contribute to the desired outcome. Given the budget and timeline, consider a maximum of three activities. Make sure the budget you complete later matches the activities listed here</i></p>
<p>4. How does the project intend to engage or link the activities to the community impacted by your activities and what provisions will you make to ensure the inclusion of all people. Consider gender equality, disability inclusion, diverse SOGIESC/ LGBTIQ+ inclusion and/or indigenous inclusion (20%) 200 words</p> <p><i>Who are the other local or regional stakeholders and how do will your project link or engage with their work?</i></p>
<p>5. How will your project manage risks and ensure sustainable outcomes? (20%) 200 words</p> <p><i>Describe any risks or challenges and how you plan to manage them.</i></p> <p><i>Describe how the project outcomes will remain sustainable once the project has finished</i></p>