

Collaborative Workforce Grant Guidelines

(Up to \$10,000)



Strengthening practice: Creating healing

Open and close dates	Continuous
Type of Grant opportunity:	WorkUP Queensland - Collaborative Workforce Grant
Enquiries	If you have any questions, please email workforce@healingfoundation.org.au
Application Submission	Submit PDF to workforce@healingfoundation.org.au
Intended date applications will be notified of outcome	The process expects to have a six-week turnaround from the day we receive the application to the date notification is sent out.

Scope

The purpose of the grants program is to build the capacity of the workforce, particularly rural and remote areas, in the domestic family violence, sexual violence and women's health and wellbeing sector. It is anticipated the grants program will support approaches through practice, integration and leadership at a local or state-wide level. WorkUP Queensland encourages the workforce to come together to explore and assist in thinking about relevant issues with the aim of building shared understandings and connections leading to increased capability in the sector. The 'ripple' effect will see the sharing of knowledge, innovation, and commitment across the sector.

The following elements are considered in administering the grants program:

- supporting organisations that are committed to developing workforce projects to increase capability and capacity in the domestic family violence, sexual violence and women's health and wellbeing sector.
- encouraging localised approaches, innovation, and flexibility to support the development of knowledge sharing, problem solving and sector management challenges.
- that all workforce projects are conducted in a culturally safe/risk-free environment.
- that all workforce projects are led by and will directly benefit organisations funded by the Queensland Government to deliver domestic and family violence, sexual assault and women's health and wellbeing services.
- being up front about expectations of financial and performance reporting so that organisations understand expected outcomes and reporting requirements; and
- administering grants with integrity and in a transparent, and efficient manner.

You must read this document before completing an application.

Background

As a key part of its response to the Not Now, Not Ever: Putting an End to Domestic and Family Violence in Queensland report, the Department of Child Safety, Youth and Women has funded the Healing Foundation and in partnership with Australia's National Research Organisation for Women's Safety (ANROWS) to deliver a Domestic and Family Violence Workforce Capacity and Capability Building Service over five years. The sector consists of 180 service providers and 700 employees. The functional delivery of this competency is managed and facilitated by WorkUP Queensland.

WorkUP Queensland commenced in May 2019, the Service brings together the Healing Foundation’s training and leadership expertise, strong connection to Aboriginal and Torres Strait Islander culture and knowledge about the ongoing impact of trauma and strengths-based approaches to support healing for communities and frontline workers, and the capability of ANROWS to mobilise evidence into practice through a gendered lens. The Healing Foundation is formally lead for contracting purposes.

Fundamentally, the Service will mobilise existing and new networks and resources to address workforce supply, capability and utilisation. This will be done by conveying local knowledge, national and international research evidence and engaging a training and skills supply chain to deliver Workforce Planning, Workforce Development and Workforce Support across the following activities:

- Developing effective place-based and state-wide workforce plans.
- Defining workforce capability requirements.
- Using innovative approaches and embedding action learning to drive organisational/cultural change, and improved practice and service system capacity.

Key features of the model include:

- strategic workforce planning through existing accredited training structures
- delivering planning and organisational development by building leadership to drive service outcomes
- Aboriginal and Torres Strait Islander cultural leadership
- place-based action learning
- using ‘Practice Studios’ to test methods for applying emerging evidence
- leveraging existing opportunities and connections with the sector
- formally engaging sector networks, peak sector groups and Aboriginal and Torres Strait Islander leaders through a Reference Group
- strong early engagement to build the consortium's profile and manage market perception
- cost-effective training solutions delivered through a supply chain.

Our objectives are to develop and grow a sustainable workforce in Queensland, with our priorities outlined below. WorkUP Queensland believes that the workforce is



a powerful driver for change, and it's strengthened capability in current and relevant domestic and family violence, sexual violence and women's health and wellbeing issues will increase the ripple effect of healing in the community.

Grant Type

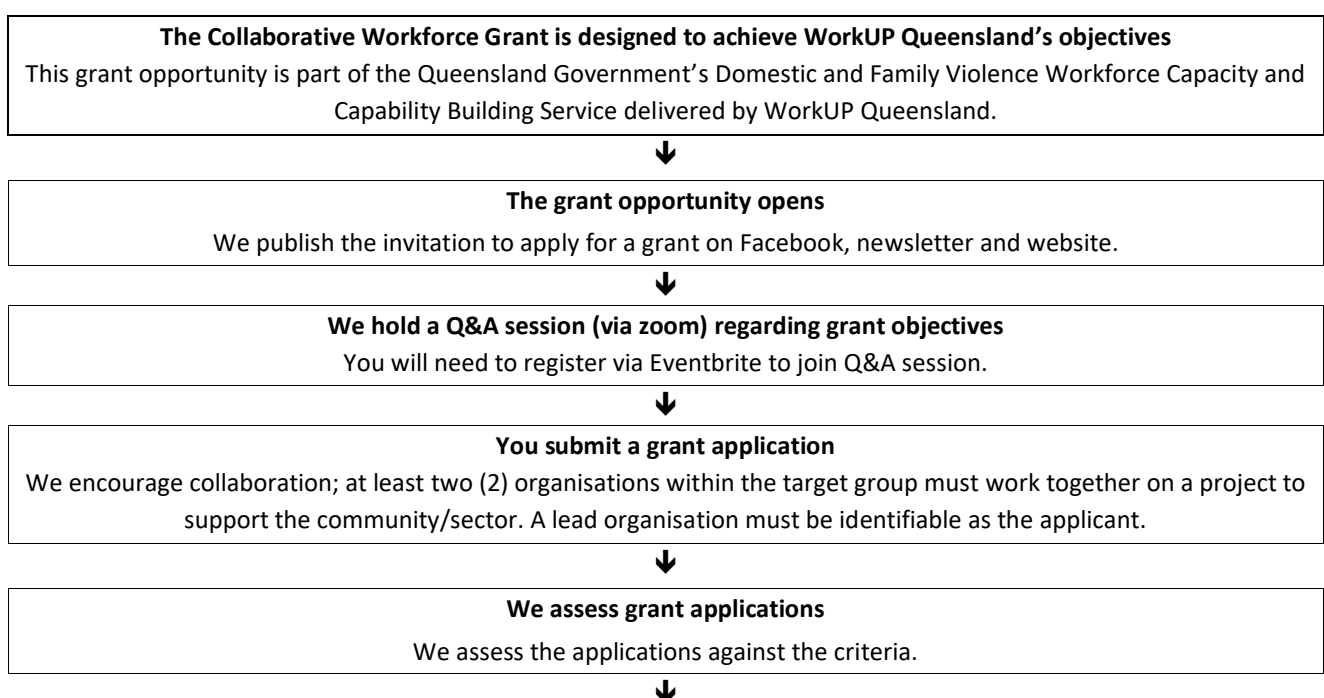
The grant program consists of two (2) grant rounds per year. A total value of \$50,000 per round will be available, with the maximum value awarded of \$10,000 per application.

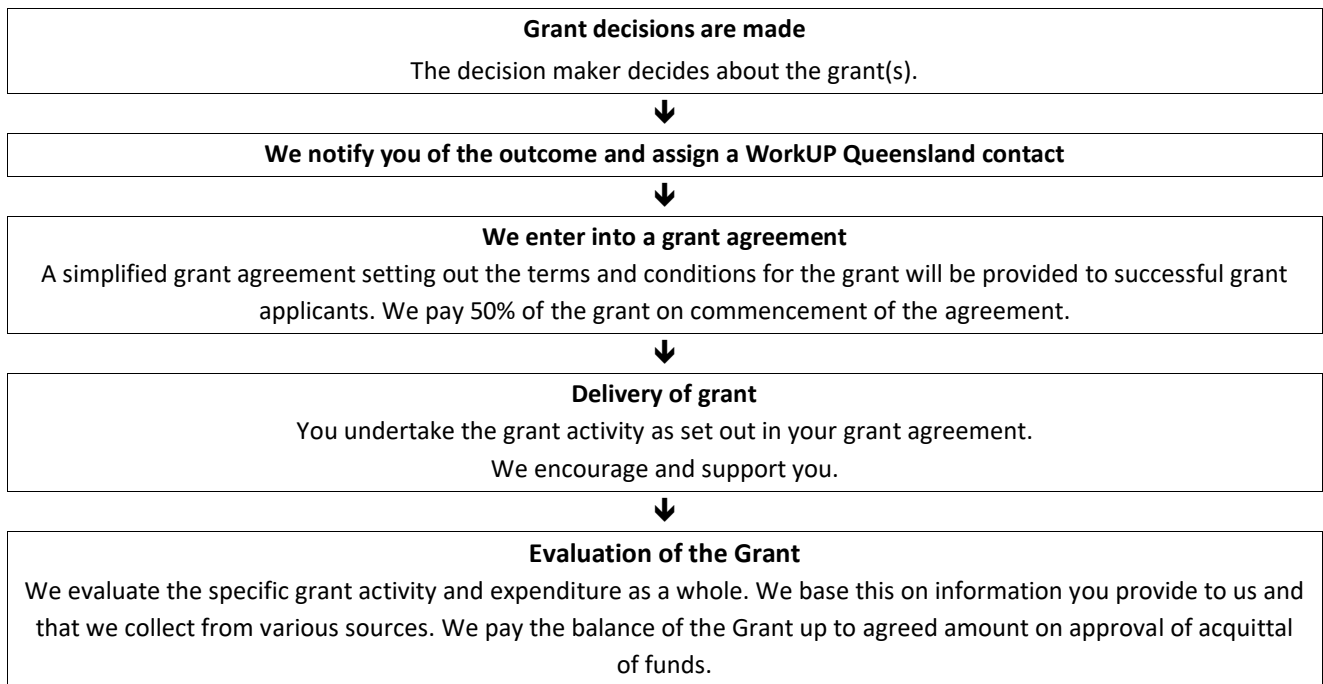
The grants will be awarded according to a staged application and assessment process.

The maximum grant period is twelve (12) months. Therefore, your activity must be completed within twelve (12) months.

The grant will be paid 80% on commencement of the project. The balance will be paid on the completion of the project after you submit an outcomes report and an acquittal of funds.

Process of grant program





Grant Eligibility

Organisations eligible to apply for WorkUP Queensland's grant program must:

1. Be in the target group of WorkUP Queensland- who work in the following types of organisations funded by the Queensland Government's Department of Justice and Attorney General:
 - State-wide Helplines
 - Women's Refuges
 - Counselling and Support Services
 - Specialist Sexual Assault Services
 - Aboriginal & Torres Strait Islander Family Violence Services
 - Court Support Services
 - Legal Support Services
 - Perpetrator Intervention Initiatives
2. The grant will only support projects that benefit the workforce increasing capacity and capability within the domestic family violence, sexual violence and women's health and well-being sector and in line with WorkUP Queensland and the sectors workforce priorities. Funding is not available for regular services.

3. Applicants must provide concrete information about the objectives, budget and project outcomes and its alignment to WorkUP Queensland's and the sector's shared workforce priorities.
 - Grow the Workforce
 - Retain the Workforce
 - Develop the Workforce
 - Support the Workforce
 - Connect the Workforce
 - Sustain Services
4. This grant offer is based on collaborative organisational efforts. To be awarded a grant, at least two organisations within the target group must work together to grow and support the workforce within the sector. Other organisations beyond the initial two can be from within the sector.
5. The activity must be completed in Queensland and by the end of June 2022.
6. The successful applicant must provide an outcome and acquittal report at the end of the project.
7. Previous grant recipients are welcome to apply. Priority will be given to new applicants.
8. To be eligible, have an ABN, be registered for the purposes of GST, and have an account with an Australian Financial Institution.

Grant Assessment Criteria

WorkUP Queensland is most interested in workforce projects that address unmet needs and/or offer unique solutions to challenges faced by sector organisations. The criterion indicates the aspects the WorkUP Queensland Grant Panel will consider when assessing your application.

- Meet eligibility requirements
- The objective of the project is clear and measurable
- The level of impact of the proposed activity on your community's workforce
- The level of impact of the proposed activity on the sector
- Any potential future actions that may come from the project

- Demonstrated ability to implement and manage the project
- The completion of the applicable grant application form
- Value for money

What the grant money cannot be used for?

You cannot use the grant for the following activities:

- purchase of land
- wages for existing staff and services
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- costs involved in the purchase or upgrade / hire of software (including user licences) and ICT hardware
- non-project-related staff training and development costs

How we monitor your grant activity

We will expect you to report on:

- progress against agreed grant objectives, activity, and outcomes
- contributions of participants causally related to the grant
- any future potential outcome of the activity
- expenditure of grant.

We will evaluate the grant activity to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes. This information will assist others to learn from your experience, support the sharing of stories and assist with reporting to Government.

Additionally, one of the team at WorkUP Queensland will continue to communicate and consult with you throughout the duration of the grant to support you in the achievement of your project.

On the grant being awarded to you, a template for reporting will be available in the Agreement - Schedule C.

Risk

What steps will you take to manage any risk/s that may be associated with the project. Please identify considered risks in the application and the 'how' you plan to mitigate the risks. We recommend the applicant consider the safe delivery of the project including cultural awareness and COVID19.

Transparency

WorkUP Queensland will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct.

Privacy notice

Please refer to our website for details of our privacy-policy (<https://healingfoundation.org.au/privacy-policy/>).