

# Primary Prevention Multi-Year Partnership Grant Program

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Frequently Asked Questions 'FAQs'

December 2024

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## Acknowledgement of Country

The Department of Communities and Justice acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past, present and emerging and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of this document.

We advise this resource may contain images, or names of deceased persons in photographs or historical content.

Primary Prevention Multi-Year Partnership Grant Program

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# Department of Communities and Justice (DCJ) Primary Prevention Multi-Year Partnership Grant Program Frequently Asked Questions (FAQ) Template

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## Introduction

The NSW Primary Prevention Multi-Year Partnerships (MYP) Grant Program FAQ lists the most commonly asked questions and responses regarding the grant program and are developed to assist potential applicants.

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## FAQ topics and questions

These FAQs are for the [MYP Grant Program](#) and are intended to accompany the MYP Grant Program Guidelines. Questions and answers below are grouped in topics in the same order as they appear in the Guidelines.

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## Overview of the Grant

### **Q: What is the MYP Grant Program?**

A: This MYP grant program is a three-year program that will support organisations to deliver primary prevention of Domestic Family and Sexual Violence (DFSV).

The grant program offers \$4.25 million to a wide range of organisations that undertake existing primary prevention initiatives (including engaging men and boys) in NSW to ensure that existing investment is leveraged, and meaningful outcomes can be evaluated.

### **Q: What are the aims and objectives of the Program?**

A: The MYP Grant Program aims to achieve the following objectives:

- i. Establish a consistent and coordinated approach to primary prevention across NSW.
- ii. Strengthen primary prevention coordination and collaboration across the state.
- iii. Provide opportunities for capacity building within the NSW DFSV sector and community to identify and support all individuals impacted by, or are at risk of violence, particularly in diverse communities.
- iv. Foster attitudes, norms, and practices in communities and individuals that support gender equality and prevent DFSV.

### **Q: What kind of organisations are eligible to apply?**

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

- i. be an eligible legal entity located in NSW, including:

- Local government organisations, including:
  - NSW local councils operating under the Local Government Act 1993 (LG Act)
  - Joint Organisations (s4000 of the LG Act)
  - County Councils (s383 of the LG Act)
  - Regional Organisations of Councils (which are voluntary groupings of councils).
- Aboriginal Community Controlled Organisation (ACCO) – these applicants will be required to provide documentation to support their ACCO status
- Incorporated organisation registered and approved as a not-for-profit body by NSW Fair Trading. Not-for-profit organisations will be considered eligible, if they are:
  - incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
  - not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
  - Indigenous Corporations (must be registered with the Office of the Registrar of Indigenous Corporations)
  - NSW Local Aboriginal Land Councils
  - religious organisations operating in NSW
  - NSW non-government organisations established under their own Act of Parliament.
- ii. be able to enter into a grant funding agreement with Department of Communities and Justice
- iii. have an Australian bank account
- iv. have an Australian Business Number (ABN)
- v. have appropriate insurance; this must include but is not limited to a minimum of \$10 million Public Liability Insurance
- vi. address the NSW National Redress Scheme sanctions (included in this template),

**Note:** Only eligible EOI applicants who are assessed and recommended will be invited to submit an application for the Stage 2 Full Grant Application assessment process.

**Note:** for the purposes of this grant program, organisations deemed to be ‘incorporated not-for-profit community organisations’ include:

- incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
- not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
- associations (registered under the Associations Incorporation Act 2009 with NSW Fair Trading)
- NSW Local Aboriginal Land Councils
- religious organisations operating in NSW
- NSW non-government organisations established under an Act of Parliament.

**Q: Can not-for-profit groups make a joint application?**

A: Yes. We recognise that some organisations may want to join together as a consortium (group of organisations) to deliver a DFSV Primary Prevention proposal. Note that partnerships are working together not a financial formal arrangement.

In these circumstances, you must appoint a 'lead organisation'. The lead organisation is required to satisfy all the eligibility criteria. Only the lead organisation can submit the application form and enter into a grant funding agreement with DCJ. You will be asked to identify all other members of the consortium in the application.

If a subcontracting arrangement is required please review the DCJ [subcontracting](#) policy.

**Q: What are the funding amounts we can apply for?**

A: The total amount of funding that is available for this grant program is \$4.25 million for proposals of projects or initiatives to be delivered over Financial Year 2025-26, 2026-2027 and 2027-28.

The maximum funding value that can be applied for through this grant program is \$500,000 over the three-year period. Consideration may be given to applications that exceed the \$500,000 limit.

**Q: Does the program include funding categories?**

A: No

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## What can the MYP grant funds be used for

**Q: What can we use the grant funds for?**

A: Funds can only be used for expenses/activities directly associated to the project. The application must clearly outline your proposed expenditure in the budget you submit with your application.

**Q: What are we not allowed to spend grant funding on?**

A: Organisations must not use the money provided for the project, nor any interest earned on the money, for any other purpose beyond what is specified in the approved project description

Items or activities that funding cannot be used for include:

- 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
- Programs or activities that encourage gambling such as bingo, or the consumption of alcohol
- 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.

**Q: Can we receive funding if we've already received an insurance payment, government grant or government funding?**

A: No, not for the same program or proposal.

**Q: Can we apply for a project that has already started?**

A: Yes. The MYP Grant Program will support existing community-based primary prevention programs that have demonstrated promise but are facing funding cliffs or challenges in expanding and scaling their delivery.

**Q: What is subcontracting?**

A: For the purposes of these grants, "subcontracting" refers to an arrangement between your organisation and one or more other organisations/individuals (referred to as "subcontractors") to assist your organisation to provide services funded through your grant. In some cases, all the service delivery may be undertaken by the subcontractor. A subcontracting arrangement requires the eligible organisation to enter into an agreement with the subcontractor to conduct the work, but the applicant (lead) organisation will retain the contractual obligations to DCJ under the Grant Funding Agreement for delivery and accountability. For this reason, it's important you carry out the necessary due diligence before entering into such an agreement and applying for a grant on one or more subcontractors' behalf'.

**Q: Is subcontracting the same as auspicing?**

A: Yes. Please note the term "subcontracting" is used for the purposes of this grant program.

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## Eligibility and assessment criteria

**Q: What are the eligibility criteria?**

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

- i. be an eligible legal entity located in NSW, including:
  - o Local government organisations, including:
    - NSW local councils operating under the Local Government Act 1993 (LG Act)
    - Joint Organisations (s4000 of the LG Act)
    - County Councils (s383 of the LG Act)
    - Regional Organisations of Councils (which are voluntary groupings of councils).
  - o Aboriginal Community Controlled Organisation (ACCO) – these Applicants will be required to provide documentation to support their ACCO status
  - o Incorporated organisation registered and approved as a not-for-profit body by NSW Fair Trading. Not-for-profit organisations will be considered eligible, if they are:
    - incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
    - not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
    - Indigenous Corporations (must be registered with the Office of the Registrar of Indigenous Corporations)
    - NSW Local Aboriginal Land Councils

- religious organisations operating in NSW
- NSW non-government organisations established under their own Act of Parliament.
- be able to enter into a grant funding agreement with Department of Communities and Justice
- ii. have an Australian bank account
- iii. have an Australian Business Number (ABN)
- iv. have appropriate insurance; this must include but is not limited to a minimum of \$10 million Public Liability Insurance
- v. address the NSW National Redress Scheme sanctions (included in this template),

**Note:** Only eligible EOI applicants who are assessed and recommended will be invited to submit an application for the Stage 2 Full Grant Application assessment process.

**Note:** for the purposes of this grant program, organisations deemed to be ‘incorporated not-for-profit community organisations’ include:

- incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading
- not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status)
- associations (registered under the Associations Incorporation Act 2009 with NSW Fair Trading)
- NSW Local Aboriginal Land Councils
- religious organisations operating in NSW
- NSW non-government organisations established under an Act of Parliament.

**Note:**

- all applicants must have appropriate insurance (minimum of \$10 million, or as determined by program area),
- all applicants must address the NSW National Redress Scheme sanctions (included in this template), and
- applications will not be accepted from organisations that have outstanding acquittals with DCJ.

**Q: What are the assessment criteria?**

A: This is an open and competitive grants program. Applicants will be assessed and scored against the eligibility criteria. Applications with the highest scores are more likely to be funded.

At the end of the 3-year period, DCJ aims for the MYP Grants Program to achieve:

- i. **Cultural and Attitudinal Shifts:** Positive changes in attitudes, norms, and practices that challenge gender stereotypes, promote gender equality, and reject violence.
- ii. **Sustainable Prevention Infrastructure:** A well-coordinated primary prevention network across NSW, fostering effective collaboration among councils, community organizations, and stakeholders.

- iii. **Capacity Building within Organisations:** Strengthened organisational capabilities to deliver impactful, scalable, and sustainable primary prevention programs.
- iv. **Building a Strong Evidence Base:** Collection of robust and useful data to evaluate what works in primary prevention, supporting the refinement and evolution of prevention initiatives for long-term impact.
- v. **Alignment with Strategic Goals:** Clear alignment with Pathways to Prevention: NSW Strategy for the Prevention of Domestic, Family, and Sexual Violence 2024-2028<sup>1</sup>, supporting its vision and objectives.

**Q: Are there any funding priorities for the grants program?**

A: Yes. During Stage 2, the assessment process will prioritise:

- grant applications delivered by Aboriginal and/or Community-Controlled Organisations (ACCO);
- grant applications delivered by NSW Local Councils;
- grant applications which provide a geographical spread of successful grant applications;
- grant applications that target areas with the highest demonstrated need; and
- grant applications that will not lead to service duplication.

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## Completing the application

**Q: Do I have to use SmartyGrants to apply?**

A: Yes, applications for this program will only be accepted that are submitted via the SmartyGrants platform.

**Q: Can I review the application form before starting my application?**

A: Yes, when you log on to SmartyGrants and view the application you can also choose to download as a PDF to review whenever you like. You can also preview the form online. Please note that PDF copies of application forms do not show which questions are conditional, so you may see questions that do or do not apply to your organisation.

**Q: Can I provide letters of support or references to support my application?**

A: No, only your application form and any documents requested and submitted through the form on SmartyGrants will be considered.

**Q: Is there support available to help me apply or answer questions?**

A: The DCJ Grants team can assist organisations with any queries regarding the application process. Organisations can contact the Grant Design and Support at [grantdesignandsupport@dcj.nsw.gov.au](mailto:grantdesignandsupport@dcj.nsw.gov.au). Please quote your Application ID in all correspondence. If you are not familiar with the SmartyGrants management system, please refer to the SmartyGrants Help Guide for Applicants or their general help page. You can also contact SmartyGrants directly if you are having technical difficulties with

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<sup>1</sup> <https://dcj.nsw.gov.au/service-providers/supporting-family-domestic-sexual-violence-services/domestic-family-sexual-violence-plans-and-strategies/nsw-strategy-for-the-prevention-of-domestic-family-and-sexual-violence.html>



the application form or your SmartyGrants account/password, for contact details visit their help page.

**Q: Can we submit more than one application?**

A: No.

**Q. What is the difference between an ACCO and other organisations that serve Aboriginal and Torres Strait Islander communities?**

A: Please refer to our page on Aboriginal Community-Controlled Organisations (ACCOs), which also provides information on our commitment to building the Aboriginal and Torres Strait Islander community-controlled sector.

**Q. Should we include GST in our application?**

A: Your funding request should exclude any GST that you will be charged by contractors or suppliers as part of the cost/delivery. If your application is successful and your organisation's ABN is registered for GST, you will be paid GST on top of the approved grant amount. If your organisation ABN is not registered for GST or you do not have an ABN, you will only be paid the approved grant amount.

**Q: Who needs to sign off on our application?**

A: The Applicant Declaration must be made by two of your organisation's authorised signatories, who will also be responsible for signing the Grant Funding Agreement via DocuSign or Adobe Acrobat Sign should your application be successful. More information on DCJ authorised signatories is available on the DCJ website. Please note, you must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in your application form. Please contact [grantdesignandsupport@dcj.nsw.gov.au](mailto:grantdesignandsupport@dcj.nsw.gov.au) immediately if these details change.

**Q: Why would we want to provide the details of a third (optional) person in our application form to view the Grant Funding Agreement?**

A: DCJ administers Grant Funding Agreements to successful organisations via DocuSign or Adobe Acrobat Sign, which only allows those who receive an individualised link to access the document for viewing. Therefore, all of those who wish to either sign or view the Grant Funding Agreement must provide their contact details. You may wish to include any relevant legal or administrative staff to review a copy of the Grant Funding Agreement before it is signed.

**Q: Can value-in-kind be considered as funding contributed by a not-for-profit organisation?**

A: Yes. Donated materials and contributions by paid staff and volunteers of the organisation are allowed as part of the not-for-profit organisation's contribution to the cost of a project. The estimated value of these contributions should be provided in the project budget.

**Q: Is it too late to apply?**

A: Applications that are late or incorrectly filled out or incomplete will not be accepted.

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## Other requirements

**Q: What insurance is my organisation required to maintain?**

A: Your organisation:

- is required to provide a valid Certificate of Currency for Public Liability Insurance with a minimum cover of \$10 million in your organisation's name, which you will upload as part of your application
- must retain any other insurance required under Commonwealth and NSW law for the performance of its activities funded by this grant, if successful
- is responsible for ensuring it has appropriate and current insurance coverage in place to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under its Grant Funding Agreement, which includes activities carried out by any other individual or organisation that you may subcontract.

### **Q: What is the NSW National Redress Scheme?**

A: The National Redress Scheme is part of the Commonwealth Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Redress Scheme provides support to people who experienced institutional child sexual abuse.

The Scheme:

- Acknowledges that many children were sexually abused in Australian institutions.
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling, a direct personal response, and a Redress payment.

The Scheme started on 1 July 2018 and will run for 10 years. The NSW Government will not award a grant 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.

For further information please visit the NSW National Redress Scheme Sanctions Policy webpage.

### **Q: Do I need to provide banking details?**

A: Yes. It is your responsibility to provide the correct banking details, including the authorised signature to verify your bank details, in your application form. Funds transferred to an incorrect bank account may not be recoverable. This applies even if you have provided your banking details to DCJ in the past or are currently receiving other payments from DCJ.

### **Q: Why should I keep my contact details up to date?**

A: Your application, Funding Agreement and acquittal for the grants will be managed using the SmartyGrants online grants administration system and DocuSign. We will contact you and your organisation's authorised signatories using the details provided in your application on SmartyGrants.

It is the responsibility of the grant recipient to keep DCJ up to date with any change in contact information, including the contact details of authorised signatories. DCJ is not responsible for any consequences should your grant offer be withdrawn due to out-of-date contact details in SmartyGrants. Please email [grantdesignandsupport@dcj.nsw.gov.au](mailto:grantdesignandsupport@dcj.nsw.gov.au) to update contact details.

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## **Completing the application - one stage process**

In grant programs where only the one application form is used, the following process is typical:

- You can log in to SmartyGrants on the link provided.
- You are not required to complete your application in one sitting and can save and return at a later date to complete and submit.
- Once your application has been submitted you will receive an automated response from SmartyGrants. If you have not received this email, your application has not been successfully submitted, or the confirmation email has ended up in your junk mailbox.
- You can also log in to the online system and click 'My Submissions' to view all submitted and unsubmitted applications. Submitted applications are identified by a green tick. Carefully check your application prior to submitting. If you realise that you have made an error once you have submitted your application please contact [grantdesignandsupport@dcj.nsw.gov.au](mailto:grantdesignandsupport@dcj.nsw.gov.au) for assistance before the closing date.
- Applications that are late, incorrectly filled out or incomplete will not be accepted.

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## Completing the application - two stage process

**Q: We completed an eligibility application/registration of interest and received an invitation to apply, what now? How do we apply?**

A: In your invitation email you will find a private link to your application form on SmartyGrants. Each eligible applicant has their own individual link. You can log in to SmartyGrants using the same username and password that you used for your Eligibility Application (if you have forgotten there is a link on SmartyGrants to recover these details). You are not required to complete your application in one sitting and can save and return at a later date to complete and submit. Once your application has been submitted you will receive an automated response from SmartyGrants. If you have not received this email, your application has not been successfully submitted, or the confirmation email has ended up in your junk mailbox.

You can also log in to the online system and click 'My Submissions' to view all submitted and unsubmitted applications. Submitted applications are identified by a green tick. Carefully check your application prior to submitting. If you realise that you have made an error once you have submitted your application, please contact [Grantdesignandsupport@dcj.nsw.gov.au](mailto:Grantdesignandsupport@dcj.nsw.gov.au) for assistance before the closing date. Applications that are late, incorrectly filled out or incomplete will not be accepted.

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## Assessment process

**Q: What is the assessment process?**

A: The assessment process for a one stage application:

1. DCJ eligibility team conducts a review to ensure that the eligibility criteria listed above and general compliance with guidelines.
2. DCJ assessment team will assess each eligible application against the assessment criteria listed above and make recommendations for the final decision maker.

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## After applications close

**Q: What happens when you receive my application?**

A: Applicants will be formally notified by March 2025 if their application has been successful or unsuccessful. Applicants must ensure their contact details on SmartyGrants remain up to date.

**Q: Will the information in my application be kept confidential?**

A: Information received in applications and in respect of applications is treated as confidential, and all assessors will sign a confidentiality agreement before reviewing your application. However, documents in the possession of the government are subject to the provisions of the *Government Information (Public Access) Act 2009*. If you are successful, the NSW Government may share or publicise information on your program. An agreement that this may occur will form part of your Grants Funding Agreement].

**Q: When will I know if my application was successful?**

A: You will be notified via email by March 2025. Applicants must ensure their contact details on SmartyGrants remain up to date.

**Q: If I'm successful, what happens then?**

A: You will be notified via email by March 2025 and shortly after a Grants Funding Agreement will be sent via DocuSign or Adobe Acrobat Sign to the authorised signatories, and any additional reviewers, as provided in your application form. Successful applicants are required to return the signed Funding Agreement within seven days of receipt.

Grant Funding 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 if you are a not-for-profit organisation. Please refer to the following for further details on authorised signatories and delegation. Please note, you must provide the contact details (email address, phone number, name, and position) of the relevant authorised signatories, or their delegates, in your application form. Please contact [grantdesignandsupport@dcj.nsw.gov.au](mailto:grantdesignandsupport@dcj.nsw.gov.au) immediately if these details change. It is your 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 Funding Agreement via DocuSign or Adobe Acrobat Sign, your Grant Funding Agreement will be countersigned and sent to you by email.

**Q: What happens if situations change, and we wish to change the details of our program after we receive funding?**

A: Any major variations to the approved purposes outlined in your original application form on SmartyGrants must be formally requested and approved in writing before any related work takes place, as your application form will form part of your legally binding Grant Funding Agreement with DCJ. Failure to do so may result in you being required to return the grant monies in full. To discuss a variation, please contact the Grants team by email [grantdesignandsupport@dcj.nsw.gov.au](mailto:grantdesignandsupport@dcj.nsw.gov.au).

**Q: What reporting will be required?**

Successful applicants will need to submit quarterly reports, mid-term reports or others as applicable.

**Q: What are the acquittals requirements?**

A: Successful applicants will be required to submit a Final report and financial acquittal by July 2028. The acquittal will include an expenditure breakdown on:

- Staffing costs
- Reimbursement

- Minor equipment
- Operational costs
- Minor expenses for individuals

Regular mid term reporting will be required and listed in successful Grant Funding Agreements. An officeholder in your organisation will be required to certify that the grant funds have been expended as per your financial acquittal.

**Q: Why was my application not successful?**

A: If your application is not successful, it does not mean your application is without merit. Funding is limited and not all applications are successful. Due to the high volume, DCJ is unable to provide individual feedback on each unsuccessful application.

## On notice Questions from Information Session

**Does the applying organisation have to have the PL insurance in place or will evidence of eligibility for the insurance suffice until we know if we are successful for the grant?**

It is preferred that organisations have PLI at the time of application, but if not, then you can state a willingness to obtain it if your organisation is recommended for a grant, and provide the evidence that it has been obtained before a grant funding agreement can be executed

**Can an unincorporated entity apply under an incorporated parent organisation, that can enter into a legally binding agreement on its behalf?**

Please read and review the DCJ Subcontracting policy here - [DCJ Subcontracting information](#)

## Q&A

**Can anyone sign up for a SmartyGrant login?**

Yes, Smarty Grants has a Smarty Files Link where you can register your organisation and list the people and positions that can have access to SG for your organisation and can be used for any NSW Government grant program you log in to.

**Can an eligible organisation run a primary prevention program within a setting that would be classed as a non-eligible organisation? E.g. a Local Government organisation delivering a primary prevention education program to local high schools.**

Yes, this would be eligible since local government would be running the program.

**Can we use the grant on staffing costs e.g. salaries?**

Yes. However, a grant is a one-off, time limited payment so it is for temporary wages for the duration, so it can only be used to pay for the salary of that person for the duration of the grant.

**Does the proposed program have to run for the full three years?**

Yes, your proposal should cover activities for the full length of the grant period and meet the reporting requirements.

**Can this grant be applied for more than one program in the one organisation?**

Yes, as long as all activities under each program are included in separate proposals and meet the grant outcomes and eligibility criteria.

**If the project we're using for evidence isn't concluded yet, is it still okay to use it as evidence?**

Yes, but as this question is designed to show previous capability and capacity it would be better to use a completed project in order to demonstrate outcomes and provide a final report. Ensure you are at least providing preliminary reporting that demonstrates impact.

**Is the payment given in one lump sum, or is it spilt up over the three years into instalments?**

The payment of this grant will be in three instalments, at the beginning of each financial year.

**Does evidence include local evidence or is the expectation for university or peer reviewed evidence?**

We accept a broad range of evidence, including reporting, program evaluations, etc. not exclusively scholarly evidence.

**Can a national organisation, registered in NSW be eligible if proposed program is for NSW only?**

Yes, as long as they also meet the eligibility criteria that the project is based and delivered in NSW only.

**If our proposed project has received funding in the past – but is not currently receiving funding – are we eligible?**

Yes, as long as you meet the eligibility criteria and is not part of your business as usual.

## Communities and Justice

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10 Darcy Street  
Parramatta NSW 2150

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Parramatta NSW 2124

Office hours:  
Monday to Friday  
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