

# MESSAGE FROM SHAYNE NEUMANN

## BLAIR VOLUNTEER GRANTS 2023-2024

The Blair Volunteer Grants provide grants of between \$1,000 to \$5,000 to not-for-profit community organisations to support the efforts of their volunteers.

Up to \$66,225 is available for community groups in Ipswich, the Somerset Region and Karana Downs area to support the efforts of their volunteers.

I know that volunteers have an extraordinary impact in our local communities.

These grants provide small grants for equipment, services, and training to support those volunteers.

Eligible projects could include small equipment for use by volunteers, contributions to volunteers' fuel costs, transport for volunteers with disability or unable to drive, training costs, background checks, adapting practices to support volunteer safety in the current pandemic, or promotional activities.

This is about helping groups to look after their volunteers, who make a big difference in the community.

While there is a short time frame to submit the EOI, it is not an onerous task and groups can work with my office to make the best submissions possible.

Enclosed in this pack is further information on what groups are eligible to apply, examples of suitable projects, and instructions on submitting an Expression of Interest. If you have any further questions, please do not hesitate to contact my office for assistance.

Please read the Volunteer Grant Guidelines before completing your EOI.

I urge any group with at least 40 per cent volunteers to consider putting forward an Expression of Interest.

**Shayne Neumann MP**  
**Federal Member for Blair**

# ABOUT THE PROGRAM

The Volunteer Grants Activity is an element of the Families and Communities Program, which aims to strengthen relationships, support families, improve the wellbeing of children and young people, reduce the cost of family breakdown and strengthen family and community functioning.

The objectives of Volunteer Grants are to:

- help community organisations to support the efforts of Australia's volunteers
- help community organisations to support the inclusion of vulnerable people through volunteering
- encourage, support and increase participation in volunteering.

The intended outcome of the activity is to strengthen community functioning by supporting and increasing participation in volunteering.

The Department of Social Services and Community Grants Hub administers the program according to the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs).

## GRANT AMOUNT

Grants of between \$1,000 and \$5,000 are available to eligible not-for-profit community organisations.

This funding is to be used to:

- purchase eligible small equipment items for use by volunteers
- contribute to volunteers' fuel costs, during the course of their volunteer work
- contribute to transport costs for volunteers with disability who are unable to drive
- assist with the cost of training courses for volunteers
- undertake background screening checks for volunteers
- conduct activities to promote awareness of, and increase participation in, volunteering opportunities
- adapt practises to support volunteers' safety.

This funding is **not** to be used for:

- items that do not directly benefit the organisation's volunteers
- items that are already paid for by other sources for example, state/territory governments, community groups
- items that are for the organisation's paid staff or for members or participants that are not volunteers of the organisation
- costs incurred in the preparation of a grant application or related documentation
- advertising, logos, banners, display boards, uniforms (unless solely for the volunteers), badging, or other things that advertise your organisation/community group unless such advertising is directly related to raising awareness of volunteering opportunities available, or re-engaging volunteers
- administration costs such as leasing, rental, hiring, labour, utilities, insurance and travel
- fees, charges, and subscriptions
- service charges, extended warranties and other labour costs
- conferences, events and functions for the organisation – these items will be allowed if directly benefitting the volunteer, for example, training or recruitment and must not include food or accommodation costs
- hospitality costs
- purchase of vehicles and powered boats
- buildings, renovations and permanent fixtures – plumbing, kitchens, hot water systems, permanent fencing
- window coverings (such as curtains and awnings) and floor coverings
- consumable supplies – food, stationery (such as paper and folders), cleaning products (apart from sanitising products for personal or surface use), ink, toners, soil, refilling of gas bottles
- gift cards (with the exception of pre-paid fuel cards).

# HOW DO I APPLY?

Applying for a Volunteers Grant is a multi-step process. Please note this process is long.

1. Complete the expression of interest (EOI) form at the back of this booklet and return it to my office by Monday 18 September 2023 at the latest.
2. The Blair Volunteers Advisory Committee will identify which groups should be submitted.
3. The Blair Electorate Office makes submissions through the online portal before 28 September 2023.
4. The Department of Social Services will assess the suitability of those applicants and email an invitation to make a full application to these groups.
5. Those groups will complete their application through the online portal from 06 November 2023 to 24 November 2023.
6. The Department of Social Services will assess the completed applications between 25 November 2023 and March 2024.
7. Notifications of approved applications and issuing of grant agreements will take place in April 2024.
8. The earliest the project can be started is May 2024, and the project must be completed by 30 June 2024.

# WHO CAN APPLY

To be eligible for funding an applicant must

- be a legal entity

OR

- be an unincorporated association that agrees to the primary contact on your application entering into an agreement on behalf of the Unincorporated Association. This means that if your grant application is approved, the primary contact will assume all legal liability and become personally liable for the delivery of the funded activity, expenditure of funds and any other associated obligations arising from the grant agreement validly executed

AND

- have a minimum of 40% of volunteers working for your organisation
- be a not-for-profit organisation
- have an Australian Business Number (ABN) or be willing to provide a Statement by Supplier Form (reason for not quoting an ABN). Please refer to the Australian Tax Office website for further information
- have a bank account with an Australian financial institution in the name of the organisation applying.

**For more information from my office, please call my  
office on 3201 5300 or email  
[Shayne.Neumann.MP@aph.gov.au](mailto:Shayne.Neumann.MP@aph.gov.au)**

# 2023-24 Volunteer Grants Opportunity

## Expression of Interest

Complete and return this form to [Shayne.Neumann.MP@aph.gov.au](mailto:Shayne.Neumann.MP@aph.gov.au) to express your organisation's interest in the 2023-24 Volunteer Grants Opportunity administered by the Department of Social Services. Please refer to the [Grant Opportunity Guidelines](#) for more information on eligibility requirements.

### Organisation Details

Organisation Name:						
Organisation ABN:						
Organisation Address:						
	Town/Suburb		State		Postcode	
Activity Address*:						
			State		Postcode	

\*The activity address refers to the address where the volunteering activity occurs. If this is the same as the organisation address, this field can be left blank.

Primary Contact Name:		Mobile:	
Email:			
Secondary Contact Name:		Mobile:	
Email:			

### Questions

All funding sought must **directly benefit** your organisation's volunteers.

1. What does your organisation do to support the local community?	
2. Do volunteers make up 40% or more of your organisation's staff?	Yes      No
3. What is the total amount of funding being sought? (between \$1000 and \$5000)	\$
4. What is the funding being sought for? (please refer to <b>Section 5</b> and <b>Appendix A</b> of the guidelines for eligible items/activities)	
5. How will the project <b>directly benefit</b> your organisation's volunteers?	
6. Has anyone from your organisation submitted an expression of interest in another electorate ?	Yes      No

**SIGN OVER PAGE**

## Further Information

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All applications will be assessed by an independent panel. Grants are not ongoing and recommendations from the panel will be assessed by the Department of Social Services. Please attach any supporting documentation i.e. letters of support. Please be aware that if your organisation is nominated to apply for a Volunteer Grant, some or all of this information will be shared with the Department of Social Services.

Note: If your organisation is an unincorporated association, a person connected to your organisation will be required to assume personal legal liability. The person will be legally liable for the delivery of the funded activity, expenditure of funds and any other associated obligations arising from the grant agreement. For more information see **Section 4** of the [Grant Opportunity Guidelines](#).

I, \_\_\_\_\_ declare that the details provided above, to the best of my knowledge, are true and correct  
(Print name)

(Authorised Representative Signature Required)

**Please return the completed form to [Shayne.Neumann.MP@aph.gov.au](mailto:Shayne.Neumann.MP@aph.gov.au)**