Queensland Lesbian, Gay, Bisexual, Transgender, Intersex, and Queer + (LGBTIQ+) Alliance Start-Up Grant

**GRANT PROGRAM GUIDELINES**

**Opening date:** Tuesday 17 May 2022 AEST

**Closing date and time:** Monday 20 June 2022 4:00pm AEST

**Type of grant:** open round

# Introduction

The Department of Communities, Housing and Digital Economy (the department) is committed to respecting, protecting, and promoting human rights as the cornerstone of a fair and inclusive society.

## 1.1 Background

Members of the former Queensland Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) Roundtable (Roundtable) worked with the Queensland Government to inform policy, programs, services and strategies that are inclusive of, and responsive to, the needs of Queensland Lesbian, Gay, Bisexual, Transgender, Intersex, and Queer + (LGBTIQ+) communities, individuals and their families.

In 2021, an internal review was undertaken, with former members of the Roundtable, who provided advice to the Queensland Government on how to effectively engage with LGBTIQ+ communities. Advice and recommendations received included:

* online engagement mechanisms to support face-to-face engagement
* co-designed engagement strategies
* more regular interaction between the Queensland Government and the LGBTIQ+ community, and at more senior levels within Queensland Government
* more community consultation facilitated by the LGBTIQ+ community, including in regional, rural and remote areas, and with LGBTIQ+ First Nations Queenslanders.

The Honourable Leeanne Enoch MP, Minister for Communities and Housing, Minister for Digital Economy and Minister for the Arts supported the following LGBTIQ+ engagement mechanism to:

1. establish a new Queensland LGBTIQ+ Roundtable that will enable individuals and organisation representatives of the LGBTIQ+ community to highlight issues, challenges and opportunities with the Queensland Government
2. provide start-up funding to develop a community-led Alliance to strengthen the engagement and participation of the LGBTIQ+ community and support engagement with the Queensland Government.

## 1.2 Queensland LGBTIQ+ Alliance

The Queensland Government invites applications for early-stage start-up funding of up to $200,000 (exclusive of GST), total contract value, to establish a contemporary and highly visible Queensland LGBTIQ+ Alliance (the Alliance). Funding of up to $100,000 per annum will be available for two years from the commencement date of the contract.

The funding will support work with LGBTIQ+ individuals and communities, including those in rural, regional, and remote locations to co-design, form and operationalise an Alliance.

The Alliance will be a key platform for LGBTIQ+ individuals and communities to have a stronger voice and champion the inclusion of LGBTIQ+ communities and individuals by:

* collecting and sharing information, research and analysis
* engaging with LGBTIQ+ communities, individuals and their families including those in rural, regional, and remote communities and LGBTIQ+ First Nations peoples
* informing policy, programs, services, and strategies to be inclusive of, and responsive to, the needs of LGBTIQ+ communities, individuals, and their families.

Once established, a representative of the Alliance will be invited to attend quarterly meetings of the Queensland LGBTIQ+ Roundtable.

The successful applicant is required to undertake deep engagement across LGBTIQ+ communities, individuals, and families, specifically those in rural, regional, and remote locations, and operate creatively to:

* determine the best model and characteristics for a contemporary and dynamic Alliance
* co-design an operating framework, inclusive of terms of reference, governance, and accountabilities
* form and operationalise the Alliance
* explore and secure ongoing sources of revenue and partnerships to support the long-term work of the Alliance.

Collective, consortium or other partnership models are encouraged, however, the application will need to nominate a lead organisation. The lead organisation will be responsible for managing the grant funding and the service agreement with the department if the application is successful.

Applicants should include comment on their track record of work that demonstrates positive engagements and a strong network across Queensland’s LGBTIQ+ community as part of their application.

Applications can be submitted in written or alternative format (e.g., by video presentation).

# Funding Available

The Queensland Government has announced one-off funding of up to $200,000 (excluding GST) over two years (up to $100,000 per annum) from the commencement date of the contract to one successful applicant.

Funding will be released annually, with the first payment made within 28 days of the funding start date, pending the execution of a Service Agreement between the successful applicant and the Queensland Government, through the Department of Communities, Housing and Digital Economy. The second payment will be made the following year, providing all reporting requirements have been met.

# Eligibility Criteria

Eligible organisations must:

* have a service outlet located inQueensland
* have an Australian Business Number (ABN) or be in the process of registering for an ABN
* have current, or be prepared to take out and maintain, public liability insurance of no less than $10 million if application is successful (refer to Section 4 of this guideline)
* be one of the following entity types:
* a company incorporated in Australia
* a company incorporated by guarantee
* an incorporated association
* a registered not-for-profit organisation
* an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006.*

If an applicant does not meet all of the eligibility criteria listed above, an auspicing entity, which meets the eligibility criteria, must be nominated on behalf of the applicant (proof of auspicing arrangements will be required as part of the application process).

# Insurance requirements

The successful applicant must maintain public liability insurance for a sum of not less than $10 million for the duration of the grant funding period.

# What The Grant Cannot Be Used For

The grant cannot be used for:

* proposed service delivery or project activities outside of Queensland
* anything that is not directly related to engagement, co-design or the establishment of the Alliance
* marketing campaigns.

**Ineligible activities:**

* activities that do not align with the purpose of the grant, as outlined in Section 1
* service delivery or projects that are already funded by other government programs
* activities that commenced prior to the service agreement being finalised.

**Ineligible costs:**

* purchase of land, assets and core business capital expenditure
* support to address financial crises or shortfalls
* retrospective costs e.g., costs incurred in the preparation of the grant application or related documentation.

# Assessment Criteria and Process

If your application does not meet the eligibility criteria, it will not be assessed.

Applications will be assessed on the following criteria:

1. The ability to develop and maintain strong and positive engagement and networking across Queensland’s LGBTIQ+ community, and an understanding of services available to them. Include in your response an overview of your track record of work that demonstrates positive engagements and a strong network across Queensland’s LGBTIQ+ community. (20%).
2. The ability to engage positively and work constructively with LGBTIQ+ communities, including those in rural, regional, and remote locations and LGBTIQ+ First Nations peoples (20%).
3. The ability to think and work creatively to support the co-design and establishment of a contemporary, highly visible Alliance (25%).
4. The ability to successfully manage funds and deliver the project within timeframes. Include an overview of the proposed activities and expenditure in your response (25%).
5. The ability to secure funding across diverse sources to support the ongoing work of the Alliance (10%).

Your application will be considered on merit and assessed on:

* how well it meets the criteria
* how it compares to other applications.

You will have the option to respond to the assessment criteria in written format or alternative format.

If you choose to complete the assessment in written form, you will respond directly in the SmartyGrants application. If you choose to respond to the selection criteria in video format, you must nominate a time and date for providing a presentation of no more than 30 minutes to the assessment panel, via Microsoft Teams, before the closing date. The presentation will be recorded and form part of your application. Please note that the presentation will not be a question and answer session with the panel.

Please also note that applicants choosing to respond to assessment criteria via a Microsoft Teams presentation must complete all other sections of the application form in SmartyGrants.

You may be asked to submit further details or provide clarification during the assessment process.

Recommendations for funding are forwarded to the Director-General of the Department of Communities, Housing and Digital Economy for consideration and approval.

Applicants will be informed in writing of the outcome of the assessment process.

# Investment Specifications

Services will be aligned to the Service System Support and Development Investment Specification V3.2for Service Providers including Non-Government Organisations (NGOs) and Local Councils – Industry (U5230).

* **Service types -**
	+ System Support – Capability building (T440), provides for service delivery which enhances service system capability to identify and respond to the needs of clients
	+ System Support – Dissemination of information (T441) provides for service delivery which coordinates the sharing of information across the community services sector and/or local government to support improved and consistent understanding of government priorities, policies and services
	+ System Support – Research and advice (T443) provides for service delivery which informs the development of policies and programs which effectively respond to the needs of Service Users and their clients.

The Investment Specification is located at – [www.chde.qld.gov.au/services/community/funding-and-grants/investment-specifications](http://www.chde.qld.gov.au/services/community/funding-and-grants/investment-specifications)

# Successful grant application

The successful applicant will be required to:

* enter into a service agreement – please view the department’s agreement templates at [www.chde.qld.gov.au/services/community/funding-and-grants/investment-specifications](http://www.chde.qld.gov.au/services/community/funding-and-grants/investment-specifications)
* comply with the requirements and conditions within the Service Agreement, including reporting
* comply with the *Community Services Act 2007.*

A service agreement must be executed before the first annual payment can be made.

The successful applicant will be required to report through the department’s online reporting system, Procure to Invest (P2i).

# How to Apply

Only online applications will be accepted and may include attachments including a Microsoft Teams presentation as outlined in Section 6.

Applications will be managed through the online grants administration system [SmartyGrants](https://smartygrants.com.au/).

Before applying, you must read and understand these Grant Program Guidelines.

To apply you must:

* complete the online application form via SmartyGrants
* provide all the information requested
* address all eligibility criteria and assessment criteria
* list all eligible costs, including the operational costs, associated with the project
* submit your application by the closing date and time.

Late applications *may* be accepted at the discretion of the panel chair. All requests to submit a late application must be submitted in writing prior to the grant round closing tograntqueries@chde.qld.gov.au.

If you have any technical difficulties with logging in, progressing or submitting your application, please contact SmartyGrants on 03 9320 6888 or by email service@smartygrants.com.au.

# Feedback on Applications and Complaints Process

Applicants may request feedback on their grant application up to four weeks after they are notified of the outcome.

Complaints should be directed to grantqueries@chde.qld.gov.au

We are committed to effective complaints management and will deal with all complaints against our actions, decisions or officers’ conduct in a responsive, confidential and fair manner. Please refer to the Customer service compliments and complaints section of our website [www.chde.qld.gov.au/contact/complaints-compliments](file:///C%3A%5CUsers%5Cshaun.goodwin%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CEAYZJ4MI%5Cwww.chde.qld.gov.au%5Ccontact%5Ccomplaints-compliments)

# Privacy

The Department of Communities, Housing and Digital Economy is collecting information, including personal information, on this form for the purpose of assessing your application to the Queensland LGBTIQ+ Alliance Start-Up Grant. Your personal information will only be accessed by authorised departmental officers for the purposes directly related to assessment of your application. Your personal information will be managed in accordance with the Information Privacy Principles outlined in the *Information Privacy Act 2009*. The department may provide local Members of Parliament with the contact details of organisations approved for funding.

# Further Information and Assistance

Questions about the grant program can be directed to: grantqueries@chde.qld.gov.au

Questions about SmartyGrants can be directed to: Service@smartygrants.com.au

Please refer to the *SmartyGrants—Help Guide for Applicants* <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/> for assistance on completing your application form.