

Forced Adoption Support Service (FASS) Small Grants Program Guidelines for Applicants

The Small Grants Program is a component of the Forced Adoption Support Service (FASS) provided by Relationships Australia South Australia (RASA). FASS was established in 2015 and is funded by the Department of Social Services following the 2012 Senate Report 'Former Forced Adoption Policies and Practices' and the Federal Government Apology 2013.

Objectives

The Small Grants Program is aimed at activities that build capacity and enhance support for people affected by past forced adoption policies and practices.

Grant Funding

The total annual Small Grants Program funding allocation is \$9,000 per financial year. There is a grant maximum of \$3,000 for each individual grant.

Grant Rounds - How many rounds of funding will there be each year?

There are two rounds of funding offered each financial year, in July and February. Applications are accepted from 1 February to 29 February, and from 1 July to 31 July each year. Applications will not be accepted outside of these times.

The amount available in the February round will depend on the balance of funds available after the July round.

Small Grants Activities

Small Grants funding may be used for activities that are inclusive and promote well-being, self-determination, and access to peer support and advocacy. These activities include, but are not restricted to:

- Capacity building opportunities such as local or national training that is appropriate and relevant to assisting people affected by forced adoption.
- Retreats, including facilitation costs, accommodation, meals, and travel.
- Group facilitation costs, including costs to engage facilitator.
- Group therapy, healing workshops, and group activities (e.g. creative and expressive art), including costs to engage the therapist/facilitator.
- Production of memorials/plaques and exhibition, editing and publication of books (where there is no profit made by the author/s, publisher or organisation), cataloguing and digitising of records, development of online material and videos.
- Venue and group meeting costs for support and information activities. Venue hire fees may be included for an initial set up period of 6-12 months or a maximum of 6 meetings (i.e. not ongoing).
- National/state apology commemoration events, including venue and equipment hire, guest speaker costs, and promotion.
- Travel costs at the discretion of the service provider.
- Initial costs to establish capacity e.g. organisation start up expenses including contribution to incorporation fees, social media and website development.
- Other group activities as agreed between DSS and service providers to build sector capacity and enhance group healing.

Applicants are encouraged to consider activities that enable your group or organisation to be self-sustaining and continue to provide support to your community into the future. This could include:

- Training in mental health first aid (for those providing telephone support).
- Training in working with the media (for those involved in advocacy).
- Website development.
- Training volunteer peer support facilitators and providing professional supervision to volunteers.

Applications must demonstrate how groups will promote healing and be set up to run effectively.

Grant Criteria

Applications will only be considered for funding if they show:

- Achievable activities and goals.
- Clearly identified need and community interest that builds capacity and enhances support.
- Clear benefits for the intended participants of the proposed activity.
- Realistic timeframes.
- Clear budget.
- Relevant knowledge, skills and experience to deliver the activity.
- Access to necessary resources.

What won't be funded by the Small Grants Program?

- Activities normally delivered as part of FASS or any other funded program.
- Retrospective costs, or costs incurred in the preparation of a grant application.
- Activities that will benefit a sole person.
- Brokerage for individual counselling and other services.
- Employment of staff and associated staff costs.
- Equipment and assets including IT/computer hardware, business software and systems, telephones, vehicles, office equipment or stationery.
- General recurrent operating expenses including Insurance, electricity, rent, loan or lease payments, and telephone costs (continuing activities must be self-sustaining).
- Any activities not specifically focused on people affected by past forced adoption practices .
- Any activity where participants are charged a fee, unless this is identified in the application and it does not limit access to the activity.
- Overseas travel.
- Financial and legal work or advice.
- Any activity where there is a reasonable likelihood of causing offence, particularly to those affected by forced adoption.



- Advocacy or any activities that could be considered as part of a political campaign, lobbying or promoting views contrary to existing Australian Government policy or Australian law. (This relates to the use of the Small Grants funding and is not intended to restrict or prevent a not-for-profit entity (including staff) from commenting on, advocating support for, or opposing a change to any matter established by law, policy or practice of the Commonwealth as provided for under the Not-for-profit Sector Freedom to Advocate Act 2013 (Cth))
- Activities that will result in a profit.
- Applications related to previously funded activities that did not achieve intended outcomes or groups/organisations that have an existing open grant agreement that has not been finalised.

Who can apply?

Organisations, community, and peer groups providing support to those affected by forced adoption.

Priority will be given to applications where there is no other funding source. Applications from organisations which already receive some funding to provide forced adoption support services may only be eligible for partial funding.

Funds are only payable to incorporated entities, not individuals. Groups that are not incorporated may apply for funding and will need to provide a nominated incorporated agency to receive funds and report on expenditure. If your group is unable to develop an association with an incorporated agency for the purpose of delivering the funded activity, funding may be disbursed by RASA Finance Department upon production of receipts for budgeted expenses – an administration fee may apply. Please contact FASS on 1800 21 03 13 p.info@rasa.org.au to discuss this.

Applications developed in partnership with other groups or organisations will be considered.

Priority consideration will be given to those applications for community needs that have not previously received funding.

How much funding can a group/organisation apply for?

The maximum grant payable is \$3,000 per application.

How often can my group/organisation apply?

Groups/organisations can submit more than one application for consideration per grant round, providing that they do not hold an existing open grant agreement from a previous round. An open grant agreement is one in which the activity has not been completed within the time frame, (unless an extension has been requested and approved by the service provider), and reporting requirements have not been finalised, including financial reconciliation.



Assessment of your application

The Selection Panel will consider the criteria and weighting below when making their decision.

| Component | Weighting | Description |
|---------------------------------|-----------|--|
| Delivery of the activity | 70% | <ol style="list-style-type: none"> 1. Overview of the activity—description of how the activity addresses the grant objectives and criteria, including details on identified gaps and priorities the activity plans to address, and dates and people involved. 2. Budget clearly identified and realistic. 3. Benefit clearly identified, clear and achievable outcomes aligned to the Grant Objectives. |
| Management | 10% | <ol style="list-style-type: none"> 4. The group/organisation complies with relevant legislation and insurance requirements for the activity. 5. Demonstrated ability and capacity to deliver the activity including potential risks identified and management strategies are in place. |
| Impact and evaluation | 10% | <ol style="list-style-type: none"> 6. How many people will benefit from this activity? 7. Feedback or evaluation systems in are place? |
| Value for money | 10% | <ol style="list-style-type: none"> 8. Is the activity appropriate value for money? |

Supporting documentation for grant budget

Applicants need to supply supporting evidence (quotes) for all items listed on the budget. All grant amounts are inclusive of GST.

Note: details of all expenses must be itemised including where relevant, financial and in-kind contributions obtained from other sources to deliver the activity.

When will applicants be notified?

FASS will notify all applicants about the outcome of their application within six weeks of the Grant Round closing.



**Forced Adoption
Support Services**

Funded by the Australian Government
Department of Social Services

Successful Applications

Each Small Grant recipient will receive a grant recipient pack containing important information about the approved grant. Grant recipient packs will include:

- A letter of offer detailing the grant amount
- Instructions on how to accept the grant
- Instructions on how to access grant funding
- Terms and conditions of the grant

Period of Funding

The terms of the grant activity period and expenditure of the grant funding will be strictly a maximum of 6 months so that activities are delivered to people affected by past forced adoption in a timely manner. If the activity cannot be completed in this timeframe, you must notify FASS in writing at p.info@rasa.org.au to explain the circumstances of the delay and to request an extension.

All funds must be spent/acquitted by the end of the financial year in the grant round period.

Acknowledgement of funding source

All activities funded by the Small Grants Program will acknowledge funding from the Australian Government Department of Social Services and received through Relationships Australia South Australia Forced Adoption Support Service.

Completion of the Grant Activity

Successful grant applicants will be required to complete and return two reports **within 6 weeks of the conclusion of the activity**.

An Evaluation Report will enable recipients to document key outcomes of the activity including:

- Explanation about how grant funding was used during the activity.
- Details of the outcomes of the activity against the objectives.
- Collated evaluation data, if relevant.

An accompanying Financial Report provided by you or the auspice organization of your grant activity providing an expenditure summary of your activity. The Small Grants Program may require Interim Grant Reports and/or formal audited financial statements to be provided.

Unspent Funds

Any unspent funds at the completion of the activity must be returned to Relationships Australia South Australia no later than lodgement of Final Grant Report or 6 weeks after completion (whichever comes first).



Confidentiality

The collection, use and disclosure of information provided by Small Grants Program applicants will be managed by RASA in accordance with the National Privacy Principles and the Privacy Act 1988. Information regarding successful applications and funded activities will be publicly available.

Keeping the Community Up To Date

As the purpose of the grants is to enhance community participation, recipients are required to provide FASS with a promotional flyer and other information about their activity that can be circulated to those on the RASA database.

Accountability

The Small Grants Program funds are public monies and in order to be accountable we will need to make available information regarding:

- The organisation funded.
- The activity description.
- The grant amount.
- Number of participants.

Recipients who do not complete and return the Evaluation or Financial Reports or return unspent funds will be ineligible to apply for future funding.

Thank you for expressing interest in the Forced Adoption Support Service Small Grants program. Please contact us if you have any further questions on 1800 21 03 13 or p.info@rasa.org.au.

