

## Grant application guidelines

Project funding to support collaborative service planning activities which enhance the legal assistance service sector

### IMPORTANT INFORMATION

#### Background

- Under the *National Legal Assistance Partnership 2020-25* (the NLAP), all state, territory and Commonwealth governments are undertaking collaborative service planning with the legal assistance sector (the sector) to coordinate and maximise reach of services and to ensure that services are directed where they are most needed.
- In Queensland, collaborative service planning is undertaken at a State level through the Queensland Legal Assistance Forum (QLAF) which comprises of representatives from various organisations, including: the peak association for Community Legal Centres, Community Legal Centres Queensland (CLCQ), Legal Aid Queensland, the Aboriginal and Torres Strait Islander Legal Service (ASTILS) and the Legal Assistance Strategy and Funding (LASF) unit of the Department of Justice and Attorney-General (DJAG).
- Collaborative service planning allows for key activities to be identified in each region. However, it has long been acknowledged that regional legal assistance forums (RLAFs) and legal assistance forums (LAFs) do not have sufficient resources to undertake activities which stretch beyond their core business.
- The Queensland Government sets aside funding for projects that will improve frontline services for vulnerable and disadvantaged Queenslanders by enhancing the efficiency and effectiveness of all or part of the service system.
- As a critical step towards fulfilling the State's collaborative service planning obligations under the NLAP, \$150,000 of project funding has been set aside in 2020-21 to be allocated through a discrete grants process.

#### Aims and objectives

- The funding available for this process would potentially provide individual grants of *up to* \$10,000 (GST exclusive) for all RLAFs and specialist LAFs to undertake sector and regional building activities.
- The purpose of the grant is to provide each of the RLAFs and specialist LAFs with the opportunity to:
  - develop collaborative partnerships to deliver holistic services which address a range of legal and other social needs; and
  - undertake sector and regional building activities which better coordinate existing services to maximise efficiency and effectiveness and minimise system and service gaps.
- Offering project funding to each of the RLAFs and specialist LAFs will allow:
  - regional service plans to be developed in all regions (that have a willingness to do so);
  - existing plans to be reviewed and updated as required;
  - key activities to be identified from each plan to be progressed; and
  - promotion of sector wide projects to be brought to the attention of the QLAF (for example the Townsville Disaster Recovery project).

- This process provides organisations with the discretion to request funding based on their individual priorities and can be used as a contribution/partial payment towards sector and regional building activities costing in excess of \$10,000 (GST exclusive).
- It should be noted that this is a discrete grants process using one-off funding. The Queensland Government is unable to meet any ongoing or recurring costs associated with the proposed project.

## HOW TO APPLY

- ✓ To apply for grant funding, you **must** be one of Queensland's RLAFs or specialist LAFs. If you are unsure about your eligibility, please contact LASF at [LASF@justice.qld.gov.au](mailto:LASF@justice.qld.gov.au) prior to preparing an application.
- ✓ The grants process will consist of two application periods. LAFs are provided with the opportunity to apply in the May **or** November application period.
- ✓ For the May application period, applications must be submitted to [LASF@justice.qld.gov.au](mailto:LASF@justice.qld.gov.au) by **5.00pm AEST on 28 May 2021**.
- ✓ Details about the November application period will be released later in the year.
- ✓ Please note if you are successful in the May application period, you will be ineligible for funding in the November application period as well (i.e. the maximum amount of funding you can be granted in 2021 is \$10,000).
- ✓ Late applications cannot be accepted, unless the Appraisal Team considers that there are extenuating circumstances that are beyond the organisation's control.

## CONDITIONS OF THE GRANT

- ✓ The lead organisation must be a member of one of the Queensland's RLAFs or specialist LAFs.
- ✓ One of the member organisations that comprises the LAF will have to be accountable for the funding.

## APPRAISAL PROCESS

Applications will be screened to:

1. determine whether the mandatory selection criteria have been met (mandatory criteria detailed below); and
2. determine whether the proposed project delivers outcomes based on the principles of collaborative service planning.

### Appraisal Team

A subset of the Legal Assistance Investment Committee will comprise the Appraisal Team, which will appraise applications and make recommendations to the Director-General, who will make the final decision on the allocation of funding. It is anticipated that applicants will be advised of the outcomes of the May process in August 2021.

### Mandatory selection criteria

To meet the mandatory selection criteria, applicants must meet all of the following requirements:

- a) the applicant is one of Queensland's RLAFs or specialist LAFs; and
- b) the applicant has completed all sections of the application form.

### Acquittal of Grant

All grants will be expended within twelve months of receipt of funding and acquitted through a separate financial reporting template along with the accountable organisations' quarterly financial reporting. If the

purchases exceed the grant amount you do not need to acquit the entire amount to satisfy acquittal requirements (*you do not need to show your expenditure over the grant amount or any service generated funds used to cover any expenses over the grant amount*).

If all funds are not expended, a variation for the use of funds can be requested by contacting the Director, LASF on email: [LASF@justice.qld.gov.au](mailto:LASF@justice.qld.gov.au)