



Small Grants Program Guidelines 2024

Enhancing Inclusive Disability Services and Practice



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TAC's Strategic Direction

The TAC is a Government-owned enterprise, established under the *Transport Accident Act 1986* to reduce the social and financial cost of transport accident injuries to the Victorian community. The TAC's key functions are to prevent accidents and support those who have been injured on our roads. The TAC's commitment to having a positive impact on the lives of our clients, their providers, and every Victorian road user is exemplified by our purpose statement.

The TAC is currently revising its corporate strategy, however our purpose will endure as the driving force for the TAC Strategy – to care for the lives of everyone who travels on Victoria's roads now, and into the future. Consistent with this purpose, the TAC funds disability services to support the lifetime care and support of clients severely injured in transport accidents. The TAC acknowledges what constitutes getting 'life back on track' is unique for each client and the adjustment can be especially challenging. Access to disability services grounded in contemporary principles provides clients with greater choice and control over how their needs can be met, and ultimately sets them on a pathway to achieve outcomes that matter most to them.

The TAC acknowledges a social responsibility to make a positive contribution to the broader community. One way the TAC can achieve this is by offering grant funding for community-based projects that will make a positive change in the lives of TAC clients and Victorians with disability.

TAC's Small Grants Program

Aims

The TAC Small Grants program aims to encourage innovative community-based projects that will make a positive change in the lives of TAC clients. We are looking for user-led projects that will facilitate improved outcomes for people with disability, including TAC clients. The TAC strongly encourages visiting these websites while developing your project idea to ensure alignment with disability practice in Victoria:

- Victorian Department of Families, Fairness and Housing, [Inclusive Victoria: state disability plan \(2022-2026\)](#).
- Australian Government, Disability Gateway: <https://www.disabilitygateway.gov.au/>,
- Your Local Government Area's Disability Action Plan.

What funding is available?

The TAC invites applications for projects up to \$50,000 (exclusive of GST).



When does the grant round open?

Milestone	Date
Applications Open	Monday 17 June 2024
Applications Close	5pm, Friday 26 July 2024
Assessment	August-September 2024
Notification	October 2024
Execute Funding Agreement	November 2024
Project Delivery Timeframe	Within 15 months (delivered by February 2026)

Eligibility

Who can apply?

To be eligible for funding you must be Victorian based, have an ABN or ACN, operate in the community setting, and be one of the following:

1. **Not-for-profit organisation:** an organisation that provides services to the community and does not operate to make a profit for its members.
2. **Disability and/or Self-Advocacy group:** an organisation providing assistance and support to ensure that the rights of people with disability are upheld as valued members of the community.
3. **Social enterprise:** a business driven by a social cause to improve communities and give people access to employment and training. At least 50% of profits must be used to work towards their social mission.
4. **Disability service provider:** an organisation delivering disability services as defined in the *Disability Service Safeguards Act 2018*.
5. **Local Government Authority**
6. **Public School**
7. **Health service provider*:** an organisation that provides a health service and holds health information as covered by the Privacy Act 1988, even if they're a small business or providing a health service is not their primary activity.
8. **Peak body*:** an organisation whose membership predominantly consists of other (legally unrelated) organisations of allied interests.

*Must be collaborating with an organisation listed from 1 – 6.

Applicants must nominate a Key Person who will be responsible for submitting the application, conducting the project, and reporting as required under the Funding Agreement.



The TAC will accept multiple applications from a single organisation, however each application must nominate a different Key Person to lead the project.

Who is not eligible to apply?

Ineligible applicants	Reason(s)
Individuals	This grant program targets organisations.
Academic researchers	This grant program targets user-led non-academic projects from community-based organisations.
Vocational rehabilitation providers	The TAC has existing projects contributing to these needs.
TAC Clients who operate a disability related business	To avoid any perception of bias or conflict of interest.
Recipients (Key Persons) of 2023 Small Grant funding	To ensure organisational capability to deliver the project and maximise benefit across the disability sector.
Organisations who are primarily for-profit and/or state government departments (excluding schools)	This grant program targets the broader community consistent with the TAC’s Social Procurement Strategy .

Your application will be considered ineligible if:

- It is incomplete or fails to answer all questions,
- It duplicates a previous project or project in-progress,
- The same Key Person is listed on more than one application,
- The TAC determines it does not meet the eligibility criteria listed above,
- It is not submitted via SmartyGrants by the designated closing date and time.

What projects will be funded?

The TAC is seeking applications for projects that apply existing best practice evidence to enhance inclusive disability services, programs and/or products that will facilitate improved client outcomes.

You are invited to submit an application for projects that:

1. **Are informed and led by service users:** users can be TAC clients or other Victorians with disability.



2. **Align with helping TAC clients with disability get their life back on track:** projects seeking to support TAC clients and/or people with Acquired Brain Injury, Spinal Cord Injury, Blindness, Burns or Limb Amputation are highly desirable. Applications that are unable to connect project outcomes with benefits for TAC clients will be considered less competitive.
3. **Develop and deliver innovative, practical and tangible solutions** that increase access, inclusion, choice and control, and/or build capability among TAC clients and other Victorians with disability, their families, carers and service providers.
4. **Address one (or more) of [Australia's Disability Strategy 2021-2031](#) seven outcome areas:**

Outcome area	Outcomes Framework measure of success
Employment and Financial Security	People with disability have economic security, enabling them to plan for the future and exercise choice and control over their lives.
Inclusive Homes and Communities	People with disability live in inclusive, accessible and well-designed homes and communities.
Safety, Rights and Justice	The rights of people with disability are promoted, upheld and protected, and people with disability feel safe and enjoy equality before the law.
Personal and Community Support	People with disability have access to a range of supports to assist them to live independently and engage in their communities.
Education and Learning	People with disability achieve their full potential through education and learning.
Health and wellbeing	People with disability attain the highest possible health and wellbeing outcomes throughout their lives.
Community Attitudes	Community attitudes support equality, inclusion, and participation in society for people with disability.

Applications to fund the project *in part* and *in full* will be accepted.

Successful applicants must comply with relevant legislation, including *The Privacy Act (1988)*, *United Nations Convention on the Rights of Persons with Disability* and the *Child Safe Standards for Victoria* to ensure the project is conducted ethically.

Projects that won't be funded include:

- Applications that are for what is or should be business as usual,
- Academic research,
- Projects that do not take place in Victoria,
- Projects that have already taken place,



- Projects that don't meet the criteria outlined in the 'What will be funded' section,
- Projects that rely on TAC support to recruit clients as participants,
- One-off events or general fundraising projects.

Examples of projects previously funded through the Small Grants Program can be found on the [TAC website](#).

Using the funds

Approved expenses

Funding can be used for the following project expenses:

- **Key personnel** - salary contributions for supporting project roles, consumers, experts and consultants, for example website design expert, consumer advocate, training specialist. Funding requested must match the roles and responsibilities of the position and reflect the time commitment to deliver the project.
- **Equipment** – must be essential to the project. For example, language translation and specialised information technology software and/or devices. Total equipment costs must not exceed \$10,000.
- **Other direct project costs** – such as transcription services, consumer focus groups and training workshops.

Applicants will need to justify all funding requested in the budget.

Prohibited expenses

Expenses that won't be funded within this program include:

- Infrastructure and capital works.
- Fees for conferences, professional memberships, training or development courses.
- Indirect project costs - costs incurred by an organisation that cannot be directly and easily attributed to a specific project.¹

How to apply for funding

Pre-Application support

The TAC offers 30 minutes of Pre-Application Support per applicant during June and July to assist you in preparing your application. Sessions will be available up until the week before the round closes. We highly recommend you take advantage of this opportunity. To register

¹Social Ventures Australia and the Centre for Social Impact (2022) [Paying what it takes: funding indirect cost to create long-term impact](#). Social Ventures Australia.



for Pre-Application Support please contact the Research and Evaluation team by email research@tac.vic.gov.au

A pre-recorded information session will be made available on the [Small Grants website](#) for all applicants to access.

Application form

Applications must be submitted online through SmartyGrants, a grants management platform. Your form will not submit if all sections have not been completed or if any response exceed the permitted word count. All funding amounts must be in Australian dollars and exclusive of GST.

You will be sent a link to your application after it is submitted.

Please contact the Research and Evaluation team by email research@tac.vic.gov.au if you need technical support.

A copy of the application form questions can be downloaded in PDF or Word format from the [TAC website](#).

Assessment

Assessment process

The TAC adopts an open, transparent and objective assessment process which consists of the following stages:

1. **Eligibility** – each application is assessed against the eligibility criteria on [page 5](#). The TAC may deem an application ineligible if they are unable to verify that an eligibility criterion has been met. Ineligible applications will not progress past this stage.
2. **Assessment** – each eligible application is individually reviewed and assessed against the defined assessment criteria. This assessment is undertaken by a panel of subject matter experts from the TAC.
3. **Recommendation** – all assessments are compiled into a recommendation report and the final decision is made by the TAC.

During the assessment process the TAC may negotiate grant amounts. The outcome of these negotiations will impact the success of the application.



Assessment criteria

All eligible applications will be assessed against the following criteria:

Criteria	Description
1. Impact on Client Outcomes (40% weighting)	The application outlines: <ul style="list-style-type: none"> • How the project is informed and led by users. • The extent to which it increases access, inclusion, choice and control, and/or builds capability among TAC clients and other Victorians with a disability, their families, carers and service providers.
2. Capability and Capacity (25% weighting)	The application demonstrates: <ul style="list-style-type: none"> • Nominated key personnel have the breadth of skills and expertise in the subject matter, project management and access to resources to successfully deliver the project.
3. Project Methodology (25% weighting)	The application outlines: <ul style="list-style-type: none"> • A sound and appropriate approach to address the need, aim and objectives (e.g. best-fit). • Appropriate milestones, deliverables and feasible timelines.
4. Value for Money and Risk (10% weighting)	The application outlines: <ul style="list-style-type: none"> • A realistic project budget with well justified project expenses. • Co-contributions and in-kind support (where appropriate). • A sound risk management plan.

Notification and feedback

All Applicants will be informed of the outcome of their Application via email in line with the key dates [on page 4](#).



Successful applicants

Funding Agreement and Project Plan

All successful applicants will need to sign a Funding Agreement. This document details the TAC's standard Funding Terms and Conditions and is available to review on our website prior to submitting an application.

Successful Applicants also need to develop a Project Plan. The Project Plan will detail the aims, objectives, methodology, deliverables and payment schedule (exclusive of GST). The TAC will transpose information from the Application into the Project Plan template. Successful Applicants will be required to complete any unpopulated sections of the Project Plan template and may be required to revise some sections to ensure the contents of the Project Plan meet TAC requirements. The Project Plan will be signed off by both the successful applicant organisation and the TAC, and will form part of the Funding Agreement.

Project delivery

All project activities must be completed within 15 months of the Funding Agreement commencement date unless otherwise agreed to by the TAC.

Reporting

Reporting is required to monitor project progress and ensure projects are delivered as agreed. All reporting requirements are set out in the Funding Agreement and will be integrated into the Project Plan.

Applicants are expected to provide the following:

- **Progress Report** – due around the midpoint of project
- **Outcome Report** – due at the conclusion of project activities (must be within 15 months of commencement date)
- **Completion Report and Financial Acquittal** – due after the Outcome Report has been approved and final payment processed.

Reporting must be completed using the TAC templates provided.

Payments

The payment schedule for each successful project will be outlined in their Project Plan. Payments are triggered by the execution of the Funding Agreement and the receipt and acceptance of project reports.

The standard payment schedule includes:

- **Project Initiation** – execution of the Funding Agreement (50%)
- **TAC approval of Progress Report** – at midpoint from commencement date (25%)
- **TAC approval of Outcome Report** – within 15 months of commencement date (25%)



Contact us

For further information, or to discuss a project idea and application email the Research and Evaluation team research@tac.vic.gov.au before 5pm AEST Friday 19 July. Following this time, only questions about using/or submitting the application form will be answered.