

# **Domestic, Family and Sexual Violence Reduction**

## **Grant Funding Guidelines**

April 2018

## Key dates

Milestone	Date
Applications open	Monday 16 April 2018
Applications close	Monday 14 May 2018
Assessment and negotiations completed	Friday 1 June 2018
Applicants notified of the outcome	Friday 8 June 2018
Execution of grant funding agreements	Commencing 30 June 2018

## How to apply

Read these Guidelines and complete the relevant sections of the Application Form.

For collaborations, you are required to complete one application form (only) that must be signed by the lead organisation and include supporting evidence of the partnering organisations/groups.

All applications MUST include:

- Attached detailed budget plan;
- Relevant supporting documents; and
- Written confirmation of commitment from any other organisation / community groups you will be collaborating with.

Applications should be emailed to [TF.ProgramsandEngagement@nt.gov.au](mailto:TF.ProgramsandEngagement@nt.gov.au) with attention to the Grants Officer. Alternatively, hard copy applications can be posted to Programs and Engagement Division, Territory Families, PO Box 40596, Casuarina NT 0811 with attention to the Grants Officer.

**Late applications will not be accepted unless negotiated prior to the due date.**

Applicants needing further information, clarification about the Guidelines, or questions about completing the application form can contact Territory Families at [TF.ProgramsandEngagement@nt.gov.au](mailto:TF.ProgramsandEngagement@nt.gov.au) or by phone 08 89244251 or 1800 652 736 (free call).

## Eligibility

Grants are available to legally constituted not-for-profit organisations and community groups or enterprises.

Eligible non-government organisations must have published audited accounts and may only apply for funding to be used to deliver services that are located in the Northern Territory.

## 1. Introduction

These guidelines and associated documents provide information and assistance for specialist domestic, family and sexual violence community organisations and other key non-government organisations funded by Territory Families, Northern Territory Government.

The Guidelines support improvements to the domestic and family violence service system through clear and consistent information about the aims of funding provided under the domestic and family violence program, and the principles and elements that must underpin service delivery for people who are impacted by domestic and family violence. The content reflects contemporary service delivery based on the available evidence.

## 2. Our Policy Direction

The Northern Territory Government launched the *Safe, respected and free from violence, Domestic, Family and Sexual Violence Reduction Framework 2018 - 2028* (the Framework) in December, setting out the policy direction for the next 10 years.

### Our Vision

Territorians are safe, respected and free from violence wherever they choose to live, work, learn and play.

### Our Principles

- Women and children's safety and wellbeing is at the centre
- Shared responsibility, partnerships and local responses
- Evidence and needs-based and outcomes focused
- Accessibility, equity and responsiveness
- Focus on long term social and cultural change
- Challenging systematic racism and inequality
- Shared awareness and understanding of domestic, family and sexual violence

### Outcomes we want to achieve

Outcome One: Domestic, family and sexual violence is prevented and not tolerated.

Violence is prevented by addressing the factors that lead to or contribute to violence. There is a strong focus on children and young people, and the specific contexts and places where inequalities and violent behaviours are shaped. Respectful relationships and non-violent behaviours are embedded and normalised in our community, wherever we live, learn, work and play.

Outcome Two: Territorians at risk of experiencing violence are identified early and provided with effective interventions.

Early interventions are focused on keeping people vulnerable to violence safe. Interventions are directed at changing the behaviours of those at higher than average risk of perpetrating violence. Actions are aimed at challenging the impacts of behaviours or building the skills of individuals or communities at risk where incidents of violence are identified or disclosed.

Outcome Three: People experiencing domestic, family and sexual violence are protected and helped to recover and thrive.

Clients of domestic, family and sexual violence receive services that meet their immediate safety needs and support a pathway to recovery. This is achieved through a coordinated and integrated system with skilled workers who provide wrap around services for clients where they live and at any stage.

Outcome Four: Perpetrators are held accountable and connected early to responses that change their behaviours and reduce violence.

Perpetrator accountability is embedded in prevention and intervention responses that identify domestic, family, and sexual violence as part of a pattern of behaviour. Behaviour change interventions are targeted towards high-risk offenders and reflect the distinctive social and cultural contexts in which violence occurs.

Outcome Five: Legislation, policy and funding models enable a responsive, high quality and accountable domestic, family and sexual violence service system.

The system meets the needs of clients and perpetrators with innovative service design, clear legislation, with workable oversight mechanisms and strong and consistent leadership.

For more information on the *Safe, respected and free from violence, Domestic, Family and Sexual Violence Reduction Framework 2018-2028* please refer to:

<https://territoryfamilies.nt.gov.au/domestic-violence/domestic-and-family-violence-reduction-strategy>

### **3. Target Groups**

- Clients and their children experiencing domestic, family and/or sexual violence.
- Aboriginal and/or Torres Strait Islander clients and their children who are affected by or at risk of domestic, family and sexual violence.
- Individuals at risk or who have experienced domestic, family and or sexual violence.
- Communities impacted by domestic and family violence.
- Organisations delivering key domestic and family violence services.

## 4. Service Requirements

Key service delivery requirements apply to all services.

Your funding application **MUST** address these requirements.

The following information identifies the components applicable to ALL services (4.1 and 4.2) as well as requirements specific to each service type.

### 4.1 Aboriginal and or Torres Strait Islander people participation

Territory Families is committed to addressing the needs of Aboriginal and Torres Strait Islander people. There are a number of key actions which should be considered as part of your application, these are:

- Developing partnerships with Aboriginal and Torres Strait Islander communities and relevant non-government organisations is essential to ensure that these partnerships are sustainable and of mutual benefit;
- Ensure that the safety and quality needs of Aboriginal and Torres Strait Islander people are addressed in the organisation's priorities;
- In partnership with Aboriginal and Torres Strait Islander people, establish associated monitoring and evaluation systems including client feedback mechanisms;
- Ensure the organisation and its services demonstrate a welcoming and helpful environment that recognises the importance of cultural beliefs and practices of Aboriginal and Torres Strait Islander people;
- The organisation has strategies to improve the cultural awareness and cultural competency of the workforce to meet the needs of its Aboriginal and Torres Strait Islander clients and their contemporary socio-cultural context; and
- The organisation has processes to routinely ask clients of their experience of the services and what their support needs are, which will inform future service design.

### 4.2 Essential requirements

All funded programs and services are required to demonstrate the following (as relevant):

- Prioritise the safety of clients and their children who are experiencing domestic, family and sexual violence;
- Robust and flexible service model to support the most vulnerable and highest risk clients without over burdening the team or service resources;
- Service model and practice to include a relational approach to address and respond to the safety needs of the clients and the context in which the DFSV service operates;
- Engage and work collaboratively with communities and relevant service providers to improve responses to domestic and family violence;
- Organisational capacity to retain personnel with appropriate qualifications and expertise, and provide regular practice supervision and professional training development;
- Services to be integrated and collaborate with other inter and cross agencies to ensure best outcomes for clients;
- Organisation must comply with relevant Northern Territory legislation, registration, policy and licensing requirements;
- Service provider must demonstrate their connection to the region where they are proposing to deliver a service; and
- Provide culturally safe and competent services.

### 4.3 Specialist Accommodation Services

Specialist accommodation services including, but not limited to:

- Crisis accommodation.
- Short term accommodation.
- Client case management.

Purpose of funding	<p>To provide specialist accommodation services to operate 24 hours, 7 days a week to offer safe, secure (crisis and short term up) accommodation.</p> <p>This includes timely, and practical assistance and advocacy delivered in a culturally safe, competent and flexible manner.</p> <p>Services need to include the provision of client case management that includes crisis, and post crisis with a focus on assertive and strategic advocacy and outreach.</p>
Service delivery requirements	<ul style="list-style-type: none"> <li>• Provide safe and secure accommodation;</li> <li>• Ensure the safety of their clients through the development and implementation of client safety plans;</li> <li>• Provide appropriate referrals, and outreach support (if applicable) for clients in the accommodation;</li> <li>• Support the through-care of clients through appropriate referrals, and outreach support (if applicable);</li> <li>• Provide culturally safe and competent services to Aboriginal clients and their children experiencing domestic, family and sexual violence;</li> <li>• Provide culturally safe and competent services to Culturally and Linguistically Diverse (CALD) clients and their children experiencing domestic, family and sexual violence; and</li> <li>• Service response must be trauma-informed and strength based.</li> </ul>

### 4.4 Specialist Domestic, Family and Sexual Violence Services

Including, but not limited to:

- Counselling for clients.
- Sexual assault support services.
- Court support.
- Outreach support including the assessment and referral services.
- Targeted case management.
- Children's support services.

Purpose of funding	<p>Outreach support and casework for clients, children and their families of domestic, family and sexual violence who have experienced domestic, family and sexual violence.</p> <p>To provide services that intervene early to prevent further violence and enhance the first point of contact for clients by delivering specialist domestic, family and sexual violence services.</p>
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	<p>Services need to be delivered in a culturally safe and competent manner from capable, skilled staff who are able to respond to the needs of the clients.</p> <p>To provide support for children who have been affected by family violence.</p>
<p>Service delivery requirements</p>	<p><i>All Support Services:</i></p> <ul style="list-style-type: none"> <li>• Provide clients with information, advice and/or referral that is timely, accurate and aligned with best practice and expert knowledge;</li> <li>• Provide assertive and coordinated case management and support to clients and their children, including crisis, post crisis, practical help and assertive outreach advocacy and support;</li> <li>• Completing and implementing safety plans for all clients and their children;</li> <li>• Risk assessments of clients need to determine the appropriate form of action;</li> <li>• Case management that includes identification, assessment and planning for the clients' needs and the coordination of services;</li> <li>• Service integration and collaboration with other inter and cross agency services;</li> <li>• Culturally safe and competent services to Aboriginal and/or Torres Strait Islander clients and children of domestic, family and sexual violence who are at high risk;</li> <li>• Culturally safe and competent services to CALD clients and children of domestic, family and sexual violence who are at high risk;</li> <li>• Assertive targeted outreach support, referrals, advocacy and pathway provision; and</li> <li>• All services must be client focussed and client led and prioritise their safety and need for protection.</li> </ul> <p><i>Counselling Services:</i></p> <ul style="list-style-type: none"> <li>• Services that involve a trauma-informed, strength based therapeutic approach with a qualified and/or skilled worker; that provides a safe environment for clients to express their feelings and be supported to understand their emotions, behaviours and interpersonal relationships with more clarity and purpose;</li> <li>• Assist the client to cope with challenges and provide options, and cope with crisis and develop and implement strategies to enhance the client's safety and well-being; and</li> <li>• Provide one-on-one or group based sessions, usually over a number of sessions.</li> </ul> <p><i>Sexual Assault Specialist Services:</i></p> <ul style="list-style-type: none"> <li>• Provide support, information and referral services to clients of sexual assault in the context of domestic and family violence through specialist, trauma-informed practice leadership, engagement and service delivery with qualified/expert staff;</li> <li>• Provide referrals to specialist services; and</li> <li>• Community education about consent and respectful relationships for targeted vulnerable groups.</li> </ul> <p><i>Court Support:</i></p> <ul style="list-style-type: none"> <li>• Provide assistance and information about court processes to support clients to attend court for domestic violence matters;</li> </ul>

	<ul style="list-style-type: none"> <li>• Conduct risk assessments and assistance in the preparation of applications for domestic violence orders, and variations and revocations of existing orders;</li> <li>• Provide court debriefing, support, information and referrals; and</li> <li>• Liaise with court staff, police, translators and advocacy on behalf of the client.</li> </ul> <p><i>Children's Support Services:</i></p> <ul style="list-style-type: none"> <li>• Targeted support and early intervention for children identified as clients of family violence;</li> <li>• Targeted specialist services for children and young people to support them following a family violence incident;</li> <li>• Reduce the incidence and impact that domestic and family violence has on children and young people;</li> <li>• Service integration and collaboration with other inter and cross agency services;</li> <li>• Build the capacity of young people to make informed, healthy and appropriate choices regarding relationships; and</li> <li>• Information, advice and referral for parents/guardians in respect for their own support needs.</li> </ul>
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#### 4.5 Prevention and Early Intervention Programs

Including but not limited to:

- Public awareness campaigns.
- Education program for targeted vulnerable groups.

Purpose of funding	<p>To provide programs and services that reduce the stigma of family violence, and raise community awareness of what constitutes family violence and how the community can respond in accordance with the relevant legislation.</p> <p>Evidence based prevention programs to support young people to exercise consent and for children and young people to engage in healthy and respectful relationships.</p> <p>Programs that work to develop local responses and/or resources for the reduction of domestic, family and sexual violence through raising awareness to affect social change.</p>
Service delivery requirements	<ul style="list-style-type: none"> <li>• Program and projects have clear program logics that articulate desired outcomes to be achieved, and mechanisms for measuring and monitoring if the program is being/has been effective, as well as budget allocation for evaluation;</li> <li>• Design, and implement community activities, programs and materials to support violence reduction and change community attitudes; have mechanisms in place to be able to measure any community attitude change;</li> <li>• Build community capacity to develop strategies to identify and stop gendered violence and to understand consent;</li> <li>• Support community learning of new skills to reduce and respond to domestic, family and sexual violence;</li> </ul>



	<ul style="list-style-type: none"> <li>• Programs to address the drivers and reinforcing factors of violence within their design, implementation and evaluation;</li> <li>• Services to be delivered using best practice methods as described by Our Watch; and</li> <li>• Targeted and tailored based prevention for key groups including women, young people, aboriginal communities, CALD communities, LGBTIQ community, and other identified vulnerable groups.</li> </ul>
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#### 4.6 Research, Advocacy and Strengthening the Sector

Including but not limited to:

- Research programs and activities.
- Capacity building activities and programs.
- Advocacy and policy development.

Purpose of funding	<p>Projects that inform best practice, place-based approaches to reducing domestic, family and sexual violence.</p> <p>Projects that identify what services best support population groups at greatest risk, to ensure service design is targeted to those most at need.</p> <p>Activities and networks that engage and work collaboratively with community and service providers to improve responses to domestic and family violence.</p>
Service delivery requirements	<ul style="list-style-type: none"> <li>• Research programs that support the provision of evidence-based services and provide innovative responses to domestic, family and sexual violence;</li> <li>• Research that incorporates a holistic view of family violence and informs service design and the types of support services required;</li> <li>• Strengthen service integration, a shared practice approach and principles for intervention;</li> <li>• Provide activities that support the delivery of informed, effective support services and research activities in accordance with national research practice;</li> <li>• Professional development for staff to strengthen the sector;</li> <li>• Service sector support; and</li> <li>• Research activities as directed by Territory Families.</li> </ul>

#### 4.7 Perpetrator Interventions

Including but not limited to:

- Perpetrator behavioural change programs.
- Therapeutic interventions to address problem behaviours.
- Targeted case management and support for perpetrators, ensuring the safety of the victim is paramount.

Purpose of funding	Services and activities that target perpetrators to change their behaviour and hold them accountable for their actions.
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	<p>Services that assist men to address their violent behaviour and other destructive patterns in their personal lives and relationships. Support men to address their own use of domestic and family violence and other destructive patterns in their personal life and relationships.</p> <p>Best practice men’s behaviour change programs aligned with the national outcome standards for perpetrator interventions that offer individual assessment, counselling and psycho-educational services to men who have used violence and abuse against family members.</p> <p>Proactively engaging (i.e. outreach, assessment and referral) with perpetrators of family and domestic violence for the purpose of encouraging participation in a men’s behaviour change program/perpetrator intervention and/or other services where appropriate.</p>
Service delivery requirements	<ul style="list-style-type: none"> <li>• Develop programs and interventions that reduce harmful behaviours of perpetrators; these programs and interventions must have defined program logic models;</li> <li>• Ensure the safety of women and their families impacted by perpetrator violence;</li> <li>• Ensure the program is run in partnership with the local Women’s Shelter or other relevant specialist organisations;</li> <li>• Provide individual and group (if appropriate) counselling with qualified and/or skilled staff;</li> <li>• Work with perpetrators that have been directed to the service through the justice system, including courts and corrective services, and advise the courts of program completion/incompletion, as required;</li> <li>• Provide individual case management where required;</li> <li>• Deliver group work sessions as appropriate;</li> <li>• Deliver programs to perpetrators from diverse communities and to those with complex needs;</li> <li>• Educate perpetrators to recognise and understand the effects of violence on their partners and the community;</li> <li>• Provide advocacy for men accessing programs and identify and address their support needs;</li> <li>• Appropriate referrals and assessments to services as required;</li> <li>• The development of processes that monitor and improve program integrity and fidelity; and</li> <li>• Safety and accountability planning is prioritised.</li> </ul>

## 5. Selection Criteria

These criteria apply to ALL service types. Your funding application MUST address these criteria.

<p><b>Local Content (30%)</b></p> <p><i>Organisations demonstrate how their proposal contributes to the local economy by utilising local services and suppliers.</i></p>	<ul style="list-style-type: none"> <li>• How many years has your organisation/service been established in the Northern Territory?</li> <li>• How many full-time equivalent (FTE) employees does your organisation/service currently employ, based in the Northern Territory?</li> <li>• How many full-time equivalent (FTE) Aboriginal employees does your organisation/service currently employ, based in the Northern Territory?</li> <li>• Provide details where any part of the requirement/service is to be sub-contracted.</li> <li>• Detail the steps you have taken to increase the participation of local industry and/or Aboriginal participation in contract delivery.</li> <li>• What is the estimated amount spent on training (including apprenticeships) of NT-based staff in the last financial year?</li> </ul>
<p><b>Past Performance (25%)</b></p>	<ul style="list-style-type: none"> <li>• Describe your organisations experience in delivering flexible, culturally safe and competent specialist services to domestic violence clients and their children to improve safety, security and general wellbeing.</li> <li>• Describe your organisation’s capability to deliver culturally safe services and supports for Aboriginal clients including Aboriginal involvement in structure and workforce with appropriate level of qualifications and expertise and support.</li> </ul>
<p><b>Capacity (15%)</b></p>	<ul style="list-style-type: none"> <li>• Describe your organisation’s staffing capacity and expertise to deliver locally and receive ongoing provision of cultural competency training that includes CALD / LGBTIQ.</li> <li>• Describe how your organisation demonstrates compliance with incorporation requirements.</li> <li>• Describe how your organisation demonstrates compliance with formal policies regarding financial processes/management.</li> <li>• Describe how your organisation is compliant with reporting requirements, key performance indicators and has acquitted previous funding.</li> <li>• Describe how your organisation is audited annually and is compliant with appropriate Acts and Regulations.</li> </ul>
<p><b>Scope Specific (25%)</b></p>	<ul style="list-style-type: none"> <li>• Describe how your organisation’s service model is evidence and needs based.</li> <li>• Describe how your service delivery model aligns with the specific service delivery requirements for that service type, as described in the Funding Guidelines.</li> </ul>
<p><b>Price (5%)</b></p>	<p>Refer to financial requirements.</p>

## 6. Financial requirements

Your organisation must identify the annual amount required to deliver services included in your submission. This includes any obligations your organisation may have in relation to the Equal Remuneration Order (ERO) for people employed under the Social and Community Services award. Territory Families is not able to determine this on your behalf.

Once agreed, the annual amount will be subject to indexation. The annual indexation rates applied will align with published grants as they appear each year in May in the Northern Territory Budget papers. For example the 2017-18 indexation rates are published on page 17 of Budget Paper no. 2, Budget Strategy and Outlook.

In May, prior to the end of that financial year, your organisation will be required to submit your operational budget for the next financial year. This must include your obligations for ERO and consumer price index (CPI) as per the published Budget papers. This budget will outline the current grant agreement commitments and is not subject to any variations. Any further funding (outside the CPI and ERO) will be subject to an approved contract variation, which will be based on an agreed proposal and budget.

All applications must provide a fully costed budget in the National Standard Chart of Account format as per Attachment.

## 7. Performance and Reporting Requirements

### 7.1 Data reporting

Territory Families is continuing to use the Specialist Homelessness Information Platform (SHIP), maintained by the Australian Institute of Health and Welfare (AIHW) which has been used historically to capture and analyse client related statistics. SHIP is free for any relevant organisation to use and allows agency workers to record client information, case notes, case plans and client goals. Data files and reports can also be generated to help manage your agency, your clients and your clients' needs. SHIP will ensure that your client data continues to be secure and confidential.

SHIP is a web-based system provided and hosted by Infoxchange Australia. The Infoxchange SHIP platform provides a secure web session for organisations. The AIHW and state/territory departments do not have access to individual agency databases. The statistical extracts submitted to the AIHW by organisations contain de-identified data (only) and state/territory departments receive reports generated from these extracts.

For more information on the SHIP please refer to:

<https://www.aihw.gov.au/about-our-data/our-data-collections/specialist-homelessness-services-collection/specialist-homelessness-information-platform>

### 7.2 Annual Performance Reporting

Annually, your organisation will be required to submit a performance report in line with the programs and services in your funding agreement. This report needs to be provided by 31 October each year.

The annual performance reporting should provide a narrative and analysis of your statistical data provided to SHIP, highlight any good practice case studies and lessons learnt.

A template of the annual report will be provided upon execution of your agreement.

### **7.3 Financial Reporting**

Annually, your organisation will be required to submit the audited financial statements of the funded activities and programs by 30 November each year. This should be based on the National Standard Chart of Accounts as identified in your funding submission (refer to Attachment).