



Applicant guide

Local Services Plans - Community-led Support Fund

Background

This document provides information about the 2023-24 Local Services Plans – Community-led Support Fund (LSP-CSF) and details how prospective applicants submit proposals.

About the grant

In September 2022 the Government passed the *Social Security (Administration) Amendment (Repeal of Cashless Debit Card and Other Measures) Act 2022* (the Act) to abolish the Cashless Debit Card (CDC) program in line with the election commitment.

The Act required the Department of Social Services (department) to prepare written Local Services Plans (Plans) for improving community services and addressing social issues in the 4 former CDC locations of Ceduna, East Kimberley, Goldfields and Bundaberg-Hervey Bay.

The LSP-CSF has been developed based on the findings of these Plans, based on stakeholder feedback and identified service gaps.

The purpose of the LSP-CSF grant opportunity is to:

- provide short-term funding that meets the immediate needs identified in the Plans
- support the implementation or expansion of support services aligned with community needs.

The intended outcome of the grant is:

- the funding will be used to address the actions and priorities outlined in the Plans for the former CDC trial sites and may be used to provide short term funding for some of the proposals identified by stakeholders while providing input into the Plans
- intended to allow communities to address urgent priorities as outlined in the Local Services Plans for their regions whilst longer-term solutions for additional community-led support services are developed.

Brokerage Organisation

One Brokerage Organisation was selected in each region to work in partnership with the department to facilitate the LSP-CSF grant round.

The Brokerage Organisations will collect and coordinate proposals from their communities, and then pass them onto the department for review and assessment.

Brokerage Organisations will not be able to expend funding for their own services.

Application Process

Parties interested in submitting a proposal to the LSP-CSF must:

- Review the **Grant Eligibility Criteria (below)** and regional **Local Services Plan** to understand the scope of the fund
- Complete the '**Proposal to spend monies from the Local Services Plans – Community-led Support Fund**' form
- Use the '**Local Services Plans Community-led Support Fund proposal creation checklist**' to self review your proposal and ensure all the required details have been included

If all checklist points are met, proceed to the next steps. If information is missing please add this prior to submitting to the Brokerage Organisation. Submitting incomplete proposal forms may result in delays or unsuccessful outcomes

- Submit your proposal to your Brokerage Organisation.

Please note:

The Brokerage Organisations will be responsible for providing the forms noted above and method to submit proposal (eg: on their website, via email ect). Process will vary in each region.

Brokerage Organisations will develop a communication strategy to raise awareness of the fund across their region and ensure the process is understood.

If you are unsure of how to access these resources, please contact your Brokerage Organisation directly for assistance.

Capacity Building

To ensure all applicants feel supported in completing the application process, capacity building support has been made a priority in this grant opportunity.

Brokerage Organisations will work with local service providers and the department to develop an approach to support capability building for their region. This could include workshops or grant writing assistance. Your brokerage Organisation will provide further details on specific supports available in your region.

Approval process

The appropriate Departmental delegate (the decision maker) will make the final decision to approve a grant. The decision maker for this grant opportunity will be the Branch Manager, Income Management Engagement and Support Services

The decision maker's decision is final in all matters, including the:

- approval of the grant; and
- grant amount to be awarded.

Where appropriate, the department will share proposals with other departments and agencies for their review to ensure there is no funding duplication.

The department will inform the Brokerage Organisation of the outcome. The Brokerage Organisation will inform the applicant of the outcome.

The Brokerage Organisation will issue funding agreements to successful organisations.

Grant eligibility criteria

Proposals must align with one or more priorities in your region's Local Services Plan.

Eligible grant activities

Costs the grant can be used for include but are not limited to:

- Expansion of local services for example transportation assistance, wrap around supports, emergency or financial relief.
- Necessary support services that have been identified through actions in the Local Services Plans such as emergency relief and financial and literacy supports and gambling support.
- Administration costs including reporting.

Ineligible grant activities

The following are ineligible activities:

- Projects that have already commenced or are completed;
- Purchase of land;
- Wages not related to the direct delivery of the funded activity;
- Major capital expenditure;
- Costs incurred in the preparation of a grant application or related documentation;
- Subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- Major construction / capital works;
- Overseas travel; and
- Activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.