



# Community Housing Sector Development Fund (CHSDF)

*Supporting Aboriginal Registration*

2025 Grant Program Guidelines

*It is a requirement to read through these guidelines prior to submitting an application  
for funding*



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## 1. Introduction

### 1.1 About the project

Supporting Aboriginal Registration (SAR) is a grant program funded by the Community Housing Sector Development Fund (CHSDF) established by Homes Victoria and designed, implemented and administered by Aboriginal Housing Victoria. The program aims to address resourcing and capability gaps within the Aboriginal community housing sector particularly in relation to being a registered housing agency under the Housing Act 1983.

The program has been developed in accordance with the Community Housing Sector Development Sector Fund (CHSDF) to drive the implementation of Mana-na woorn-tyeen maar-takoort – the Victorian Aboriginal Housing and Homelessness Framework (VAHHF), particularly:

- o Goal 2: Build supply to meet the needs of a growing Aboriginal population
- o Goal 5: A capable system that delivers Aboriginal housing needs

The Program aims to enable Aboriginal Community-Controlled Organisations (ACCOs) and Traditional Owner Corporations (TOCs) to address identified gaps through a grant funding program that will resource immediate needs to support registration. The program should contribute towards supporting Aboriginal organisations to participate in the Victorian Government's Big Housing Build (BHB) funding opportunities and uphold the BHB First Order Principles (outlined in section 1.2).

The letter inviting eligible applicants to apply for funding sets out the following:

- o the terms of applications and assessment; and
- o the terms of how funding will be provided to successful applicants.

These Guidelines summarise those requirements, but applicants should refer to the letter and documents accompanying it.

### 1.2 About the Big Housing Build

In November 2020 the Victorian Government launched the \$5.3 billion Big Housing Build and the Director of Housing was redesigned to become Homes Victoria within the Department of Families, Fairness and Housing (DFFH).

The Big Housing Build (BHB) Aboriginal 10% delivery target will be informed by the BHB First Order Principles and the overarching principle of Aboriginal self-determination, this includes :

- + Recognise and advance Aboriginal rights to land and natural resources
- + Build economic self-sufficiency
- + Enable Aboriginal people to make decisions from a position of well-being and empowerment
- + Support and advance Aboriginal community ownership and responsibility for their own affairs and their own communities.
- + Aboriginal land and resources remain in Aboriginal hands
- + Mainstream community housing agencies must demonstrate their commitment to Aboriginal self-determination and their ability to provide culturally safe and responsive services

## 2. Important Dates

### 2.1 Grant commencement

The Supporting Aboriginal Registration grant program will commence and run as outlined in the following table:

Application Phase	Timing
Application process opening:	Thursday 23 January 2025
Application due date:	Friday 21 March 2025, 5:00 P.M. (AEDT)
Application info session:	Tuesday 11 February 2025, 10:00 A.M. - 11:00 A.M.
Assessment period:	Monday 24 March until Friday 11 April 2025
Notification of grant outcomes:	Monday 14 April 2025 until Friday 18 April 2025

#### **Note re: Application Info Session**

The Grant Program Support Team intends to conduct a non-mandatory information session to assist interested applicants in the application process. This will be held following the launch date of the grants program and recorded for accessibility.

#### **Application Information Session Details:**

Facilitator: Grant Program Support Team

Date: Tuesday 11 February 2025

Time: 10:00 A.M. - 11:00 A.M.

Location: Online via MS Teams

## 3. Who Can Apply?

### 3.1 Eligible applicants

To apply for this grant, all applicants must demonstrate that the organisation is:

- Located in Victoria,
- A charity or non-for-profit,
- An ACCO or TOC; and
- Operating with an active Board of Directors

To demonstrate that the organisation is an ACCO or TOC, documentation must be provided to show that the organisation;

- delivers culturally responsive services and supports to the Victorian Aboriginal community;
- guarantees that the body will function under the principle of Aboriginal self-determination;
- operates through local Victorian community-control;
- is initiated by and for the benefit of the Victorian Aboriginal community;
- is based in a local Aboriginal community, or is a state-wide organisation based in Victoria; and
- does not distribute profit to its members by way of dividend.

This definition includes Aboriginal Community Controlled Health Organisations (ACCHO), and Traditional Owner Corporations (TOC), subject to comprehensively demonstrating that these organisations otherwise satisfy the ACCO characteristics described above.

### 3.2 Eligible activities

Activities that are eligible for funding under the Supporting Aboriginal Registration grant program should work directly towards your organisations community housing aspirations to become a registered housing agency or service the first 18 months of registration as defined under the Housing Act 1983.

The grant program is designed in the context of the Aboriginal Housing Registration Guide, by Homes Victoria. The guide highlights example pathways to registration and areas to strengthen capability and capacity. A full copy of the Guide can be obtained by contacting the Grant Program Support Team, [grantprograms@ahvic.org.au](mailto:grantprograms@ahvic.org.au).

The below list is taken from Chapter 3 of Homes Victoria's Aboriginal Housing Registration Guide and portrays for guiding purposes only example areas of focus for eligible Activities for grant funding:

- o Strategic Plan and Vision
- o Community and client needs
- o Financial viability and Sustainability
- o Existing land and housing assets
- o Organisation Constitution
- o Application process
- o Regulation and governance
- o Workforce capacity and capability
- o IT and systems

Proposed Activities will depend on the existing capabilities of organisations, where organisations are on the pathway to registration or social housing development and will vary according to the specific individual needs and values of the organisation applying for funding.

The Activities your organisation lists in the Application Form are to be under contract within 12 months from the release of funds to successful applicants. If there are variations to these Activities, notification to Aboriginal Housing Victoria must be provided as soon as possible. For more information see Terms and Conditions below.

#### **Note re Reimbursement:**

If an organisation is seeking reimbursement of registration costs, eligible activity expenses can only be claimed once through the Supporting Aboriginal Registration grant fund, the Breaking Down Barriers to the Big Housing Build grant fund or through the Social Housing Growth Fund (Homes Victoria) reimbursement process.

### 3.3 Available funding

Funding available through the *Supporting Aboriginal Registration* grant program will be determined by the final number of successful applicants. The grant program has been funded \$500,000 for awarding grants. All successful applicants will receive a once off payment in advance up to \$50,000.

## 4. Applying for a Grant

### 4.1 How do I apply?

To apply for funding through this grant, applicants must please follow the steps below (provided in detail within the *CHSDF Grant Program Instruction Sheet*).

**STEP 1:** Read the Grant Program Guidelines,

**STEP 2:** Complete the Application Form, and

**STEP 3:** Complete Funding Deed, if funding is awarded.

The Grant Program Application Pack contains all these three documents.

The Application Pack can be accessed online via the Victorian Aboriginal Housing and Homelessness Forum (VAHHF) website. Alternatively, please contact the Grant Program Support Team if you would like assistance to access the grant application pack. A hard copy can be made available via post.

Please submit applications via email to [grantprograms@ahvic.org.au](mailto:grantprograms@ahvic.org.au).

Applications must be submitted by a representative with authority to do so on behalf of the applying organisation. Applicants may only submit one grant application per grant program.

### 4.2 Late and/or non-compliant submission

If an application is submitted after the assessment due dates, they may be accepted at the absolute discretion of the Assessment Panel. Respondents will be required to provide details about the reason for late submission. The Assessment Panel will ensure fair treatment and unbiased review of respondent's submission.

Applications will be assessed and scored against a set of criteria based on the information and quality of responses received. The Assessment Panel may disqualify applications that do not comply with the eligibility criteria.

## 5. Processing Applications

### 5.1 Assessment criteria

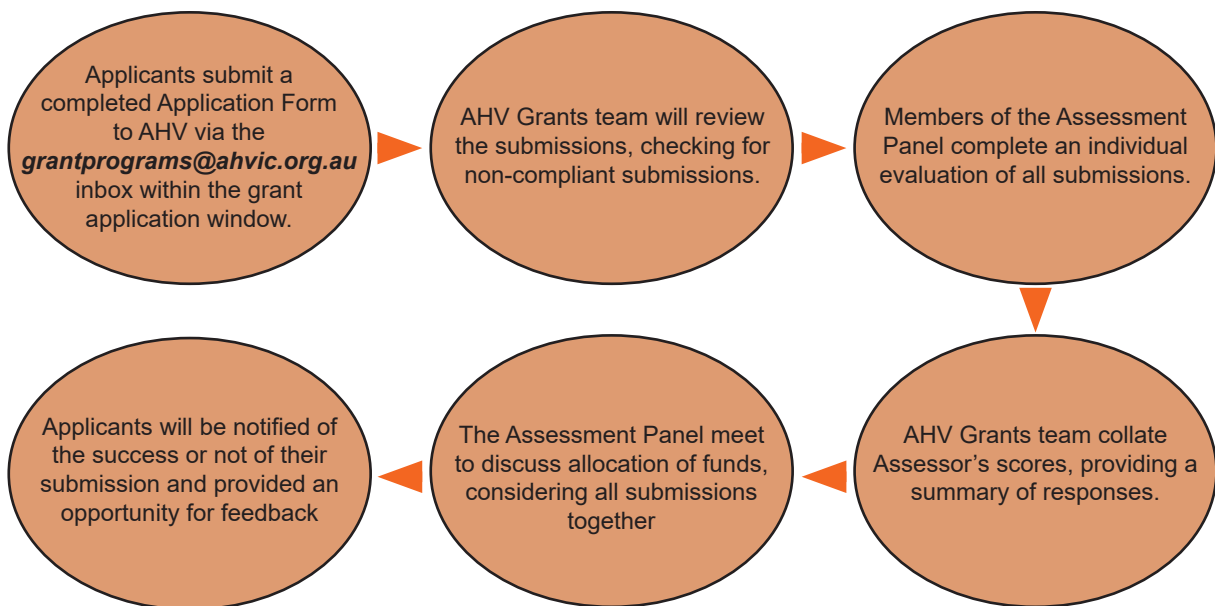
Applications will be assessed against the criteria set out on the following page. Percentage weightings are provided as a guide to the relative importance of different criteria in the assessment process. Scoring will be undertaken by an Assessment Panel (see Assessment Panel for further detail).

Criteria	Weight	Description
Capacity to deliver outcomes	20%	<p><b>What relevant skills and capability can your organisation demonstrate to successfully deliver your proposed outcomes?</b></p> <p><i>(Dot point response accepted)</i></p>
Purpose of applying for this grant	20%	<p><b>What is the Purpose of receiving this funding?</b></p> <p>This must be in alignment with the purpose of this grant program. See Grant Program Guidelines for detail.</p> <p><i>(One to two sentences)</i></p>
Outcomes of receiving funding	20%	<p><b>What are the expected outcomes of receiving this funding?</b></p> <p><i>(One to two sentences)</i></p>
Activity Plan	40%	<p>Please provide a breakdown for activities your organisation will undertake to achieve the Outcomes of receiving this funding, if funding is awarded.</p> <p><i>(Dot point response accepted)</i></p>

## 5.2 Assessment process

Fund allocation will be decided by an independent Assessment Panel that consists of members from Homes Victoria, Aboriginal Housing Victoria and Community Housing Industry Association Victoria (CHIA Vic). Funding will be awarded based on merit assessed against a decided criteria. A maximum of 10 organisations will be awarded grant funding through the Supporting Aboriginal Registration grant program. Unsuccessful applicants may request feedback via email or by organising a time to meet with the Assessment Panel and / or Grant Program Support Team either in person or online.

### **Assessment process map:**



## 6. Terms and Conditions

### 6.1 Privacy

The purpose of this section is to outline the practices adopted by Aboriginal Housing Victoria (AHV) for the management of personal information (which includes sensitive information). Aboriginal Housing Victoria is collecting the organisation information of applicants in connection with the Supporting Aboriginal Registration grants program, and it may be disclosed to the following relevant third parties:

- o The grant program Assessment Panel, which includes members from Homes Victoria (the Aboriginal Housing and Homelessness Branch), Aboriginal Housing Victoria and Community Housing Industry Association Victoria (CHIA Vic) who will participate in the assessment process;
- o The grant program Project Control Group (PCG) comprising representatives from the Homes Victoria, the Housing Registrar and Aboriginal Housing Victoria;
- o The funding body of the project, Homes Victoria, for the purpose of reporting; and
- o Employees of Aboriginal Housing Victoria, for the purpose of reviewing applications.

If you would like to read more, please visit <https://ahvic.org.au/policies/privacy-policy> to access and download Aboriginal Housing Victoria's Privacy Policy in full.



## 6.2 Reporting

You must comply with any requirements stated in the Funding Deed Activity Schedule for Reports including acquittals. If AHV do not accept a report as satisfactory, you organisation must submit a revised report within ten (10) business days at the request of AHV.

## 6.3 Withholding and repayment

We may, by notice, withhold payment of any funding if AHV reasonably believe that your organisation has not complied or are unlikely to comply with the Funding Deed, or that the actions of the organisation will damage AHVs reputation or that of the Funding Program.

In addition to repayment of unspent funding on termination, AHV may require your organisation to repay any funding within no less than twenty (20) business days of notice from AHV to do so if:

- o Your organisation has incorrectly claimed the funding, or we have overpaid your organisation.
- o Your organisation has not spent the funding in accordance with the Funding Deed,
- o the funding is unspent at the end of the Activity Period; and
- o You have received funding from Homes Victoria for the same Activities.

We may, by notice, withhold payment of any funding if AHV reasonably believe that your organisation has not complied or are unlikely to comply with the Funding Deed, or that the actions of the organisation will damage AHVs reputation or that of the Funding Program.

If you do not make any required repayment of funding by the due date, AHV may recover the amount as a debt due to AHV without the need for further proof.

## 7. Receiving Support

All successful recipients to the Supporting Aboriginal Registration grant program will have opportunity to receive support from the Grant Program Support Team. Please contact the team directly with any questions, [grantprograms@ahvic.org.au](mailto:grantprograms@ahvic.org.au).

The Grant Program Support Team will report to an established Project Control Group (PCG) who are responsible for the oversight of the grant program. The PCG will meet regularly and will consist of member representatives from the Housing Registrar, Homes Victoria and Aboriginal Housing Victoria. The PCG will convene for the duration of the grant program and will be responsible for steering direction, adherence, and decision making related to the Supporting Aboriginal Registration project. Please see the PCG Terms of Reference document for more detail.

Management of the grants program will be undertaken by the Grant Program Coordinator at Aboriginal Housing Victoria. The Grant Program Coordinator will continue to engage with recipients and provide support and guidance for funded activities whilst actioning any approved requests for variation.

The Supporting Aboriginal Registration grant program is subject to the to the Funding Deed included in the Application Pack. The Funding Deed outlines the terms and conditions of funding including the responsibilities and obligations of successful grant recipients and Aboriginal Housing Victoria.