



## ASES support grant for NSW Specialist Homelessness Services (SHS)

### ABOUT THE GRANT

The NSW Department of Communities and Justice (DCJ) is providing financial support to enable funded services with a revenue less than \$5m to meet the requirements of achieving Australian Service Excellence Standards (ASES) accreditation by 30 June 2024 - [ASES policy framework](#). This includes the cost of engaging an ASES assessor and other eligible associated costs.

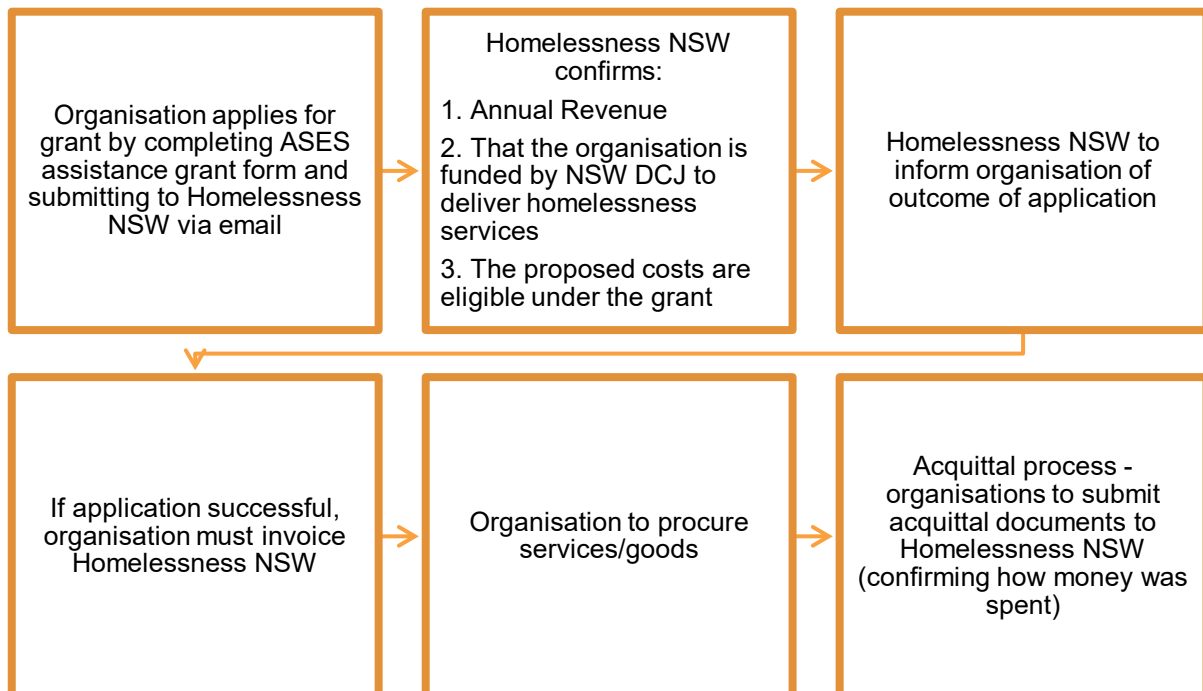
The maximum grant amount per eligible organisation is \$16,000.

The objective of the grant is to provide one-off financial support to homelessness service providers undergoing ASES for the first time. The intended outcome of the grant is that organisations with under \$5m revenue are financially supported to achieve ASES by 2024.

The grant is designed to be flexible to allow eligible organisations to meet their ASES requirements, noting each organisation may have different support needs.

This grant will be administered by the Industry Partnership at Homelessness NSW, on behalf of DCJ.

### GRANT PROCESS



## ELIGIBILITY CRITERIA

- Organisation must be funded by NSW DCJ to deliver one or more homelessness service/s in NSW<sup>1</sup>. This includes financial partners of Joint Working Agreements.
- Organisation must have an annual revenue of less than \$5 million
- Organisation must comply with grant process – including grant application and acquittal

## ELIGIBLE AND INELIGIBLE GRANT ACTIVITIES

Eligible:

- ASES external assessor costs (including travel)
- Consultants to assist with self-assessment and/or implementation of new policies and procedures to meet ASES requirements
- Engagement of additional staff/hours to complete ASES activities or backfilling staff completing ASES activities
- Staff travel required to complete ASES activities
- Implementing new policies and procedures (e.g. printing of materials, staff training)
- Other costs associated with ASES assessment subject to approval

Ineligible:

- Purchase of assets (e.g. building upgrades)
- Day-to-day business costs
- Cost associated with managing the grant
- Anything not related to ASES assessment or achievement of ASES
- Anything that you cannot provide a tax invoice or evidence of payment

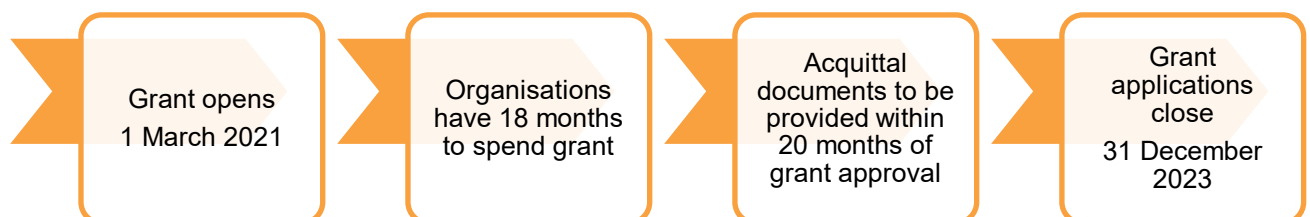
## GRANT APPLICATION TIMEFRAMES

Grant opens **1 March 2021** – at this time the Industry Partnership takes over from DCJ administering this process.

Grant applications close **30 June 2023** – this is one calendar year before all ASES certificates are due.

Organisations must spend the money within **18 months** of receipt of grant money and the acquittal documents must be submitted within **20 months** of receiving grant money (this allows organisations two calendar months to finalise their paperwork and submit their acquittal documents to Homelessness NSW).

Grant timeline:



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<sup>1</sup> Programs include: Specialist Homelessness Services (SHS) program, Inner City Restoration Fund (ICR), Homeless Youth Assistance Program (HYAP), Service Support Fund (SSF), Domestic Violence Response Enhancement (DVRE), Youth Crisis Accommodation Enhancement (YCAE) and other homelessness programs per DCJ advice

## GRANT ASSESSMENT

The grant will be assessed based on the following criteria:

1. organisation is funded by the NSW Department of Communities and Justice NSW (DCJ) to deliver one or more homelessness service/s in NSW or financial partners of Joint Working Agreements
2. organisation has an annual revenue of less than \$5 million (note: the organisation will need to provide evidence of this if they have not submitted their financial report for the previous financial year to ACNC or NSW DCJ)
3. organisation has applied for grant using the grant application form and provided all requested information

Homelessness NSW will assess the grants based on applicants meeting **all** the grant criteria. Homelessness NSW may verify details of the grant application with DCJ for the purposes of assessing the application.

## GRANT AGREEMENT AND PAYMENT OF GRANT

Once the grant has been assessed and Homelessness NSW is satisfied that all the criteria has been met, Homelessness NSW will contact the organisation via email to confirm the outcome.

Once organisations receive the approval for expenditure, organisation must invoice Homelessness NSW for the approved amount. Invoices must be addressed to Homelessness NSW for payment to be made.

Homelessness NSW will then transfer funds to the successful grant recipients.

Homelessness NSW will notify recipients of the outcome within 20 working days of receiving grant application and transfer funds within 14 working days of receiving invoice.

## APPEAL OF GRANT DECISION

**Step 1.** Discuss the grant application with Homelessness NSW via the (02) 8354 7620 or [asesupport@homelessnessnsw.org.au](mailto:asesupport@homelessnessnsw.org.au). Homelessness NSW will reassess the decision and provide a response in writing.

**Step 2.** If the SHS provider has tried to resolve their concerns but is still dissatisfied with the outcome, the provider can submit an appeal in writing to CEO, as per HNSW Policy & Procedure:

Members may lodge an appeal if they disagree with a decision made by the organisation, or by a staff member. An appeal should be made in writing and submitted to the CEO.

## GRANT ACQUITTAL AND REPORTING

To apply for an upfront payment of \$16K, the service is required to provide a brief breakdown of how they intend to spend the grant funds.

Once services have spent the money, they will need to provide a signed acquittal form confirming they spent the money as outlined in the grant application. The acquittal documentation will be provided to successful grant recipients.

Noting this information will be shared with DCJ and details of applications/acquittals may be discussed with DCJ as needed.

**For more information, please contact the Industry Partnership team on (02) 8354 7620 or [asesupport@homelessnessnsw.org.au](mailto:asesupport@homelessnessnsw.org.au)**