

Homelessness Innovation Fund 2024-2025

Reforming Temporary Accommodation Frequently Asked Questions 'FAQs'

February 2025



Acknowledgement of Country

Homes NSW acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past, present and emerging and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of this document.

We advise this resource may contain images, or names of deceased persons in photographs or historical content.

Homelessness Innovation Fund 2024 - 2025

Published by Department of Communities and Justice

dcj.nsw.gov.au

First published: July 2024

Copyright and disclaimer

© State of New South Wales through Department of Communities and Justice. Information contained in this publication is based on knowledge and understanding at the time of writing, July 2027, and is subject to change. For more information, please visit dcj.nsw.gov.au/copyright.

Homes NSW Grant Program Frequently Asked Questions (FAQ)

The NSW Homelessness Strategy

The NSW Homelessness Strategy will be released later in 2024. The Strategy will set out our vision to make NSW a place where homelessness is rare, brief and not repeated because people have a safe home and the support to keep it.

The development and design of responses to homelessness will build on what we know works, and be guided by the following principles:

- Housing is a human right
- Informed by Aboriginal people and families, and people with lived experience of homelessness
- A focus on prevention
- A person-centred, strengths-based, culturally appropriate and trauma-informed system
- A joined-up service system
- Flexible, localised service design and delivery
- A Housing First philosophy – this means providing or maintaining access to safe, appropriate and stable housing for people experiencing or at risk of homelessness, without preconditions and with wrap around support to address their needs and maintain their accommodation.

The Homelessness Innovation Fund Grant program

The Homelessness Innovation Fund (HIF) will initially target improving outcomes and reducing demand of temporary accommodation, and proposals for service reform and innovation. From the 2024/25 NSW budget decision, Homes NSW received \$527.6 million in extra funding over four years for frontline homelessness services. Of this \$100 million has been allocated to establish the HIF.

\$30 million has been provisionally allocated for 2024-2025 for the HIF.

Under the HIF, organisations can apply for a one-off grant. The HIF is intended to have a wide entry gate, so some proposals may be funded by the HIF, or, through any other appropriately suited path available to Homes NSW (eg direct dealing).

Funding priorities for the HIF for 2025-2026 and beyond will be announced later in 2024-2025.

There are two Grant Programs for the HIF in 2024-2025:

- Reforming Temporary Accommodation
- Service Reform and Innovation.

FAQ topics and questions

These FAQs are designed to respond to the most asked questions regarding the HIF – Reforming Temporary Accommodation Grant Program for 2024-2025.

This document has been developed to help potential applicants completing and submitting grant applications.

These FAQs should be read together with the HIF Reforming Temporary Accommodation [Program Guidelines](#).

Questions and answers below are grouped in topics in the same order as they appear in the Guidelines:

- Overview of the grant
- What grant funds can be used for
- Eligibility and assessment criteria
- Completing the application
- Other requirements
- Assessment process
- After applications close.

For more detailed information about compliance with grants administration requirements please refer to the [NSW Grant Administration Guide](#).

For additional support about grant administration processes, contact Grant Design and Support email grantdesignandsupport@dcj.nsw.gov.au.

Overview of the Grant

Q: What are the aims and objectives of the Reforming Temporary Accommodation Grant Program?

A: The objectives of the Reforming Temporary Accommodation Grant Program are to:

- Reduce the cost, use and length of stay of clients in temporary accommodation.
- Move away from commercial hotels and motels to temporary accommodation models being delivered by the homelessness and housing sectors.
- Increase access to appropriate supports, particularly for people with complex needs, who are staying in temporary accommodation.
- Encourage flexible and sustainable use of properties and support services over time when demand for temporary accommodation decreases.
- Attract co-contributions from the sector.
 - Co-contributions could be in any form including case management support, land, properties, cash/equity, debt, tax concessions, philanthropic donations, reduced or avoided costs, or in-kind contributions.
 - While the value and quantum of co-contributions will be one of the factors assessed, it will not be the only criteria. This is to ensure small and large organisations can participate equitably.

Q: What kind of organisations are eligible to apply?

A: The grant program is open to all accredited Specialist Homelessness Services (SHSs) and registered Community Housing Providers (CHPs) and Aboriginal Community Housing Providers (ACHPs) both through National or Local Scheme.

Consideration will be given to organisations who agree to achieve accreditation and housing providers who are in the process of registration.

Partnerships are welcome where the lead provider meets the criteria above.

Q: Our organisation has been delivering homelessness services, however we are not a funded SHS provider. Are we eligible to apply?

A: Yes, but you will need to commit to becoming accredited. Preference will be given towards providers that are already accredited with a proven track record.

Q: How do we become accredited?

A: Please visit DCJs [accreditation](#) website for further information.

Q: How does accreditation apply to services operating in the temporary accommodation space?

A: Organisations operating in the temporary accommodation space will be required to meet the eligibility criteria. This includes accreditation requirements where that services are already accredited or are willing and able to achieve accreditation.

Q: How do we become a registered housing provider?

A: Please visit the [National Scheme](#) and [Local Scheme](#) websites for further information.

Q: Can we request funding for more than 12 months?

A: In line with the HIF timeframes, funding requests will only be considered for up to 12 months, with funds to be spent within 12 months of being awarded.

Q: Is sustainability beyond the grant period important?

A: Yes, proposals need to clearly demonstrate plans for sustainability of service provision or plans to transition out at the conclusion of the grant funding period. Noting that consideration will also be given to proposals that model, test out or prototype changes to delivery models.

Q: What is meant by 'statewide impact'?

A: Statewide impact refers to the totality of successful projects within the HIF program. Therefore, projects that are specific to a location will not be penalised. Locations and value for money are considered, in achieving overall statewide impact for the HIF.

Q: Can providers apply for grants to provide TA in Social Housing Management Transfer (SHMT) areas

A: Applications are **not** being sought for supported temporary accommodation services in Social Housing Management Transfer (SHMT) areas.

- Organisations that are seeking to establish supported temporary accommodations in these areas are encouraged to work directly with the community housing provider in the area.
- For more information about the SHMT LGAs and managing community housing providers, please visit the [NSW Government Management Transfer website](#).
- For CHPs who operate SHMT areas, applications for new cost-effective temporary accommodation responses in your areas are welcome.

Q: What is the process if we want to repurpose or reconfigure accommodation that is not owned by us?

A: In these scenarios, we recommend you follow the usual processes with the accommodation owner, in obtaining approval or in-principle support. Evidence of this support can be included in your grant application to assist in demonstrating ability to meet any proposed timeframes.

Q: Can we utilise existing Homes-owned Social Housing hard to let or long-term void properties, as an option for supported temporary accommodation?

A: Potentially. Organisations need to consider that where a change of use is required, the onus is on the provider to achieve that and still meet the timeframes and the financial viability outlined in the application. Request and approval processes for change of use are independent from this grants process. Submissions can include letters of in-principle support where organisations have received such support already.

When considering change of use, organisations are reminded that part of the assessment criteria is to demonstrate value for money, noting that Homes NSW is seeking to have a statewide impact.

Providers are strongly encouraged to consider alternate uses of the property and service over time as demand for temporary accommodation decreases, such as medium-term accommodation models. These future models would need to be viable based on charging rent to clients and where possible, collecting Commonwealth Rent Assistance, noting that funding under the HIF is not recurrent.

Q: Are partnerships welcome and how do they work? How long does a partnership need to be for?

A: Yes, partnerships and collaborations are welcome. Partnerships are where two or more organisations have made an informal agreement to work together, to meet the grant program objectives. The lead organisation must be an CHP or an SHS provider. All organisations included in the partnership must meet the eligibility criteria.

Contractual arrangements within partnerships need to be worked out amongst parties involved. When determining how long a partnership will need to be for, organisations involved need to be mindful that funding through the HIF is to be spent within 12 months.

Q: How can I access temporary accommodation service usage data?

A: Temporary Accommodation service usage data is available for organisations intending to submit an application in the Reforming Temporary Accommodation stream.

Data will be supplied to organisations through a non-disclosure agreement. The use of the data must adhere to this agreement.

Organisations can request this data by emailing the SHS mailbox at shsprogram@homes.nsw.gov.au. Upon receipt of this request, the non-disclosure agreement will be sent via email. Once the completed and signed agreement has been returned to the SHS mailbox, data will be provided via email.

Data related to Aboriginal and Youth client cohorts is currently being prepared, however it is anticipated that it will be made available after the first round of assessments has taken place in November 2024.

Q: What are the funding amounts we can apply for?

A: Funding is limited and the intention is to achieve a statewide impact, rather than be absorbed through a limited number of larger grants. The suggested maximum amount that will be considered per application is \$500,000. In exceptional circumstances, proposals above this amount will be considered.

Funding through the HIF will need to be spent within 12 months, therefore the applicant must have capacity and capability to deliver this project within the timeframe of the executed Grant Funding Agreement.

Homes NSW may vary the distribution of funds depending on the number of funding applications submitted.

Homes NSW may also offer successful applicants a package lower than the amount requested.

Any nightly room rate to be charged, is outside of the grant amount applied for.

Q: Can grant funding can continue for more than 12 months?

A: Funding through the HIF will need to be spent within 12 months, therefore applicants must have capacity and capability to deliver this project within the timeframe of the executed Grant Funding Agreement.

Q: Does the program include funding categories?

A: No

Q: Why is HIF opening before the NSW Homelessness Strategy is in place?

A: Homes NSW is working as quickly as possible to have the NSW Homelessness Strategy in place by the end of this year. However, we need to leverage the additional funding in the 2024/25 NSW Budget now to address the current crisis and give services an opportunity to innovate. The key elements of the new Strategy have been in place since last year, that NSW is committed to the experience of homelessness being rare, brief and not repeated because people have a safe home and the support to keep it.

Q: Is there an opportunity for Homes NSW to negotiate with applicants?

A: In limited cases there may be, depending on the application and requirements of the approved grant program guidelines.

Q: Where can I find recording of HIF information sessions?

A: Recordings can be accessed through [DCJ's HIF webpage](#) and accessing the grant pages.

What grant funds can be used for

Q: What can we use the grant funds for?

A: Funds can only be used for expenses/activities directly associated to the grant. This may include service delivery and capital works such as reconfiguring or refurbishing existing accommodation. Your application must clearly outline your proposed expenditure in relation to the funding amounts identified above and included in the budget you submit with your application.

Q: Can we apply for grant funding that supports clients outside of NSW?

A: The HIF is open to organisations based in NSW for projects to be carried out in NSW.

Q: There are very limited accommodation options available within our area, making it difficult to source a property for our project. Therefore, would accommodation arrangements such as subleasing or partnering with a commercial hotel or motel be considered?

A: An objective of the HIF is to increase access to appropriate supports, particularly for people with complex needs, who are staying in temporary accommodation. Therefore, these arrangements may be considered, however organisations will need to demonstrate in their proposal that there are no alternate accommodation options available and outline the support component to be provided as a result of the grant.

Q: What are we not allowed to spend grant funding on?

A: Organisations must not use the money provided for the project, nor any interest earned on the money, for any other purpose beyond what is specified in the approved project description.

Items or activities that sit outside the eligibility criteria will not be funded.

Items or activities that funding cannot be used for include for example:

- Any activity of a commercial nature that is for profit.
- Existing debt or budget deficits.
- Permanent salaries/wages (costs for temporary wages for your program or activity can be included).
- Business as usual costs or general operating expenses.
- Programs or activities that encourage gambling such as bingo, or the consumption of alcohol.
- Programs and activities coordinated by NSW Government Departments and Statutory Authorities.
- The same project twice. For example, two different organisations cannot apply for funds for the same program or activity. This includes refuge or other accommodation, or services already funded within SHS contracts.

Q: Can we request grant funding to purchase capital goods?

A: The purchase of capital items of up to \$5,000 may be generally accepted, with larger items considered on a case-by-case basis. These items must be related to the grant program objectives (as per the guidelines) and should not make any profit for the applicant.

Q: Can we request grant funding to cover leasing costs?

A: Yes, leasing costs associated to the grant may be considered.

Q: Can we submit a proposal that only includes temporary accommodation, with no support service delivery component?

A: Proposals that include support service delivery will be preferred, as they align with the program objectives, to increase client access to appropriate supports.

Q: Can we receive funding if we've already received an insurance payment, government grant or government funding?

A: No, not if it is related to the same project.

Q: Can I apply for this grant program by renting properties from the private market?

A: Yes, if your proposal is viable under that model, and can be responsive to changes in demand over time.

Q: Can I apply to use properties available for meanwhile use under this grant program?

A: Yes, Homes NSW will consider the cost effectiveness of grant funding associated to properties that will only be available for short periods. Please visit: [Planning changes to speed up 'Meanwhile Use' accommodation](#) and [Supportive accommodation and temporary housing](#) for further information.

Q: Can we apply for a project that has already started?

A: Grant funds are not available for projects already in progress at the beginning of the application process.

Q: What is subcontracting?

A: If applicable, a response to this question could be based on the following: In simple terms, for the purposes of these grants “subcontracting” refers to an arrangement between your organisation and one or more other organisations/individuals (referred to as “subcontractors”) to assist your organisation to provide services funded through your grant. In some cases all the service delivery may be undertaken by the subcontractor. A subcontracting arrangement requires the eligible organisation to enter into an agreement with the subcontractor to conduct the work, but the applicant (lead) organisation will retain the contractual obligations to DCJ under the Grant Funding Agreement for delivery and accountability. For this reason, it’s important you carry out the necessary due diligence before entering into such an agreement and applying for a grant on one or more subcontractors’ behalf’. It’s important you understand that, when you subcontract any part of the services, you become the prime contractor, as holder of the contract with us.

The subcontracting arrangement for this one-off grant is different to your subcontracting requirements under an SHS/Human Services Agreement (HSA) funded contract. For further information, please refer to the DCJ [subcontracting](#) policy.

Q: Is subcontracting the same as auspicing?

A: Yes. please note the term “subcontracting” is used for the purposes of this grant program.

Q. Can we do a collaboration?

A. Yes if there is a distribution of the grant funding, it must be through a subcontracting agreement.

Q: Will proposals that support non-Australian residents be considered?

A: Non-Australian residents are a client cohort that can be supported under the HIF.

Q: Are there specific funding allocations for regions or for client cohorts?

A: No, Homes NSW haven't provided any specific funding allocations, as the HIF is intended to have a wide entry gate. However, as part of the assessment criteria, consideration will be given to the type and value of co-contributions and how the model responds to particular cohorts, or regional factors.

Eligibility and assessment criteria

Q: What are the eligibility criteria?

A: All applicants are required to meet the following eligibility criteria.

The grant program is open to all accredited Specialist Homelessness Services (SHSs) and registered Community Housing Providers (CHPs) and Aboriginal Community Housing Providers (ACHPs) both through National or Local Scheme.

Consideration will be given to organisations who agree to achieve accreditation and housing providers who are in the process of registration.

Collaborations between organisations are welcome, where the lead provider meets the criteria above.

Applications led by, or in partnership with Aboriginal-led providers will be highly regarded.

Note: for the purposes of this grant program, organisations deemed to be 'incorporated not-for-profit community organisations' include:

- incorporated organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading.
- not-for profit companies limited by guarantee, registered in NSW (must have ACNC registration and/or DGR status).
- associations (registered under the Associations Incorporation Act 2009 with NSW Fair Trading).
- NSW Local Aboriginal Land Councils.
- religious organisations operating in NSW.
- NSW non-government organisations established under an Act of Parliament.

Note: the following are mandatory eligibility criteria:

- all applicants must maintain adequate and current insurance cover including, but not limited to; Workers Compensation Insurance, Professional Indemnity Insurance, Personal Accident Insurance, and a minimum of \$10 million Public Liability Insurance.
- all applicants must address the NSW National Redress Scheme sanctions.
- all applicants must adhere to NSW Government public health orders and advice in regard to COVID-19. Up-to-date information is available on the NSW Government COVID-19 website.
- applications will not be accepted from organisations with outstanding acquittals with DCJ.

Q: Are organisations who are funded under the Homeless Youth Assistance Program (HYAP), eligible to apply?

A: The grant program is open to all accredited SHSs, and consideration will also be given to organisations who agree to achieve accreditation.

Q: What are the assessment criteria?

A: Eligible organisations must meet the following assessment criteria to be considered for funding:

- Value for money, noting that Homes NSW is seeking to have a statewide impact.
- How the model will reduce demand for temporary accommodation through the level and quality of the supports offered, service integration/co-ordination, and the pathways out of temporary accommodation.

- How the model will reduce the nightly cost of temporary accommodation noting that the cost charged should be significantly less than market rates charged by commercial operators in the area.
- The type and value of co-contributions and how the model responds to particular cohorts, or regional factors.
- The amenity of the property or properties.
- How long properties are available for if lease or access is 'meanwhile' or term-limited.
- The level and quality of the support services that will be provided.
- The viability of the model based on current demand for temporary accommodation, as well as sustainability of the model over time when demand decreases.

Q: Can we get feedback on our proposal before we submit our application?

A: We are unable to provide feedback on individual proposals, prior to application submission. Applications need to be lodged via SmartyGrants where they will be assessed through a one stage, fair and robust assessment process.

Completing the application

Q: How do we include the nightly temporary accommodation service charges in our proposal and if we're successful, how is it paid?

A nightly room rate can be included in Reforming Temporary Accommodation grant program. The nightly service fee of temporary accommodation is in addition to the awarded grant.

Providers can include a proposed nightly room rate to charge when a temporary accommodation client is placed in the service. When applying through SmartyGrants, this is to be included in the project plan to help demonstrate viability. Submissions should also outline how the service will respond if the need for temporary accommodation decreases over time and the payment of a nightly room rate is no longer available.

Successful organisations will only be paid the nightly rate when temporary accommodation clients are placed in the service through invoicing or similar process.

Q: Do I have to use SmartyGrants to apply?

A: Yes, applications for this program will only be accepted that are submitted via the SmartyGrants platform.

Q: What is the application process?

A: The grants program involves a one-stage application process. The following applies:

- Log into SmartyGrants to start your application.
- You are not required to complete your application in one sitting. You can save and return at a later date to complete and submit.
- Once your application has been submitted, you will receive an automated response from SmartyGrants. If you have not received this email, your application has not been successfully submitted, or the confirmation email has ended up in your junk mailbox.
- You can also log in to the online system and click 'My Submissions' to view all submitted and unsubmitted applications. Submitted applications are identified by a green tick. Carefully check your application prior to submitting. If you realise that you have made an error once

you have submitted your application please contact grantdesignandsupport@dcj.nsw.gov.au for assistance before the closing date.

Note: Applications that are late or incorrectly filled out or incomplete will not be accepted'.

Q: Can I review the application form before starting my application?

A: Yes, when you log on to SmartyGrants and view the application you can also choose to download as a PDF to review whenever you like. You can also preview the form online. Please note that PDF copies of application forms do not show which questions are conditional, so you may see questions that do or do not apply to your organisation.

Q: Can I provide letters of support or references to support my application?

A: No, only your application form and any documents requested and submitted through the application will be considered.

Q: Is there support available to help with our application?

A: Yes, there are a suite of resources available to assist you with your Reforming Temporary Accommodation grant application. These are located on the HIF webpage, under '[Resources](#)' and '[Homelessness Innovation Fund information recordings](#)'.

The DCJ Grants team can assist organisations with any queries regarding the application process. Organisations can contact Grant Design and Support at grantdesignandsupport@dcj.nsw.gov.au. Please quote your Application ID in all correspondence. If you are not familiar with the SmartyGrants management system, please refer to the SmartyGrants Help Guide for Applicants or their general help page. You can also contact SmartyGrants directly if you are having technical difficulties with the application form or your SmartyGrants account/password, for contact details visit their help page. For program enquiries, please contact the SHS mailbox at shsprogram@homes.nsw.gov.au.

Q: Can we submit more than one application?

A: Yes, there is no limit on the number of proposals submitted.

Q: Can we submit the same project proposal through the Reforming Temporary Accommodation and Service Reform and Innovation grant streams?

A: Yes, noting that each grant stream has different assessment criteria. Organisations are welcome to submit the same or varied versions. Assessment of proposals is independent within each grant program.

Q. Should we include GST in our application?

A: Your funding request should exclude any GST that you will be charged by contractors or suppliers as part of the cost/delivery. If your application is successful and your organisation's ABN is registered for GST, you will be paid GST on top of the approved grant amount. If your organisation ABN is not registered for GST or you do not have an ABN, you will only be paid the approved grant amount.

Q: Who needs to sign off on our application?

A: The Application's Declaration section must have the name and details of the organisation's authorised signatory. If your application is successful, the Grant Funding Agreement requires digital signing by two authorised signatories via DocuSign or Adobe Acrobat Sign More information on DCJ

authorised signatories is available on the DCJ website. Please note, you must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in your application form. Please contact grantdesignandsupport@dcj.nsw.gov.au immediately if these details change.

Q: Why would we want to provide the details of a third (optional) person in our application form to view the Grant Funding Agreement?

A: DCJ administers Grant Funding Agreements to successful organisations via DocuSign or Adobe Acrobat Sign, which only allows those who receive an individualised link to access the document for viewing. Therefore, all of those who wish to either sign or view the Grant Funding Agreement must provide their contact details. You may wish to include any relevant legal or administrative staff to review a copy of the Grant Funding Agreement before it is signed.

Q: To fund our project, we will be applying for the HIF and we are also considering applying for other funding sources through other grant programs. However, we don't know if we'll be approved for these alternate grants. What information should we include in our HIF application?

A: Funding decisions or support outside of the HIF process, does not prejudice grant decisions and it is not prejudiced by them.

In these scenarios, it is important that organisations are clear in their application about what can be delivered under the HIF grant program and what could be done if they are successful in obtaining other grants.

Funding through the HIF will need to be spent within 12 months, therefore applicants must have capacity and capability to deliver this project within the timeframe of the executed Grant Funding Agreement.

Organisations need to be mindful that if their project is reliant on the approval of other funding sources, it may impact the assessment outcome or delay the approval of the HIF grant.

Applicants should not wait to submit an application that may be bundled with another grant or grants.

Q: Can value-in-kind be considered as funding contributed by a not-for-profit organisation?

A: Yes, Homes NSW will look favourably on co contributions to the grant. Donated materials and contributions by paid staff and volunteers of the organisation are allowed as part of the not-for-profit organisation's contribution to the cost of a project.

Q: Do Homes NSW have expectations on the level of co contributions from organisations?

A: No, Homes NSW don't have set expectations about co contributions. Homes NSW will consider all contributions. It is relative to the size of the provider submitting the proposal, and the size of the proposal itself.

Q: What if my application is incomplete, incorrectly filled or if I miss the closing date?

A: Applications that are incomplete, incorrectly filled out or submitted late will not be accepted. Please refer to grant program guidelines for the closing dates.

Other requirements

Q: What insurance is my organisation required to maintain?

A: Your organisation:

- is required to provide a valid Certificate of Currency for Public Liability Insurance with a minimum cover of \$10 million in your organisation's name, which you will upload as part of your application.
- must retain any other insurance required under Commonwealth and NSW law for the performance of its activities funded by this grant, if successful.
- is responsible for ensuring it has appropriate and current insurance coverage in place to cover any liability of the grant recipient that might arise in connection with the performance of its obligations under its Grant Funding Agreement, which includes activities carried out by any other individual or organisation that you may subcontract.

Q: What requirements are needed when undertaking capital works on /accommodation?

A: All capital works undertaken on accommodation included in your proposal needs to be compliant in accordance with National Construction Code (NCC).

Q: What is the NSW National Redress Scheme?

A: The National Redress Scheme is part of the Commonwealth Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Redress Scheme provides support to people who experienced institutional child sexual abuse.

The Scheme:

- Acknowledges that many children were sexually abused in Australian institutions.
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling, a direct personal response, and a Redress payment.

The Scheme started on 1 July 2018 and will run for 10 years. The NSW Government will not award a grant to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- Has declined to join the Scheme, or
- At the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

For further information please visit the NSW National Redress Scheme Sanctions Policy webpage.

Q: Where can I find out my responsibilities in relation to COVID-19?

A: Please refer to the up-to-date information on current public health orders and advice on the NSW Government's COVID-19 webpage. Due to the changing impacts of COVID-19 across NSW, it is the successful applicant's responsibility to keep track of current NSW Government public health orders and advice and adhere to them.

Q: Do I need to provide banking details?

A: Yes. It is your responsibility to provide the correct banking details in your application form. Funds transferred to an incorrect bank account may not be recoverable. This applies even if you have provided your banking details to DCJ in the past or are currently receiving other payments from DCJ.

Q: Why should I keep my contact details up to date?

A: Your application, Grant Funding Agreement and acquittal for the grants will be managed using the SmartyGrants online grants administration system and DocuSign. We will contact you and your organisation's authorised signatories using the details provided in your application on SmartyGrants.

It is the responsibility of the grant recipient to keep DCJ up to date with any change in contact information, including the contact details of authorised signatories. DCJ is not responsible for any consequences should your grant offer be withdrawn due to out-of-date contact details in SmartyGrants. Please email grantdesignandsupport@dcj.nsw.gov.au to update contact details.

Assessment process

Q: What is the assessment process?

A: The assessment process will involve:

1. The DCJ Eligibility Team conducting a review of the submitted applications, to ensure the eligibility criteria and general compliance is met within the guidelines.
2. The DCJ Assessment Team assesses each eligible application against the assessment criteria and makes recommendations for the Assessment Panel.
3. The Assessment Panel reviews these and make recommendations for successful applications.
4. The delegated decision-maker considers these recommendations and makes the final decision on applications.

Q: Who is the delegated decision maker in this grants process?

A: The Chief Executive Officer (CEO) of Homes NSW.

After applications are submitted

Q: What happens when you receive my application and when will I know if my application was successful?

A: Assessment processes will be completed as per the following schedule:

- Submitted applications received by 30 October 2024 will be comparatively assessed and announced in November 2024.
- Submitted applications received by 14 February 2025 will be comparatively assessed and announced in March 2025.
- Submitted applications received by 30 April 2025 will be comparatively assessed and announced in May 2025.

Applicants must ensure their contact details on SmartyGrants remain up to date.

Q: There are three assessments being undertaken in the 2024-2025 grant process. How will funds be distributed over this time?

A: \$30 million has been provisionally allocated for 2024-25, across Reforming Temporary Accommodation and Service Innovation and Reform. We want to get funds out to organisations as

soon as possible, therefore depending on the volume of successful proposals, there may be limited funds available in later assessment rounds.

Q: If I'm successful, does this mean that I will receive the funding amount requested?

A: The Assessment Panel may recommend a lesser amount of funding for an application. The Assessment Panel may also recommend specific funding condition(s), where appropriate. Funding conditions may include, but not limited to, engaging a third-party to manage the project delivery.

Q: If I'm successful, what happens then?

A: You will be notified via email within two weeks and a Grants Funding Agreement will be sent via DocuSign or Adobe Acrobat Sign to the authorised signatories, and any additional reviewers, as provided in your application form. Successful applicants are required to return the signed Funding Agreement within seven days of receipt.

Grant Funding Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution if you are a not-for-profit organisation. Please refer to the following for further details on authorised signatories and delegation. Please note, you must provide the contact details (email address, phone number, name, and position) of the relevant authorised signatories, or their delegates, in your application form. Please contact grantdesignandsupport@dcj.nsw.gov.au immediately if these details change. It is your responsibility to ensure staff availability to complete and sign documents, to carefully read the terms and conditions of the Grant Funding Agreement, and to sign the Grant Funding Agreement using the correct authorised signatories. Once we receive your signed Funding Agreement via DocuSign or Adobe Acrobat Sign, your Grant Funding Agreement will be countersigned and sent to you by email.

Your organisation, project and funding amount will be published on the NSW Grant Funding Finder within 45 days of the execution of the Grant Funding Agreement.

Q: Is there a chance after submitting my application, it may be deferred?

A: Yes, there may be scenarios where applications may be deferred. Should this occur, the relevant applicant(s) will be notified.

Q: What happens if situations change, and we wish to change the details of our program after we receive funding?

A: Any variations to the approved purposes outlined in your original application form on SmartyGrants must be formally requested and approved in writing before any related work takes place, as your application form will form part of your legally binding Grant Funding Agreement with DCJ. Failure to do so may result in you being required to return the grant monies in full. To discuss a variation, please contact the Grants team by email grantdesignandsupport@dcj.nsw.gov.au.

Q: Will the information in my application be kept confidential?

A: Information received in applications and in respect of applications is treated as confidential, and all assessors will sign a confidentiality agreement before reviewing your application. However, documents in the possession of the government are subject to the provisions of the *Government Information (Public Access) Act 2009*. If you are successful, the NSW Government may share or publicise information on your program. An agreement that this may occur will form part of your Grants Funding Agreement].

Q: What reporting will be required?

A: Based on the project scope, successful applicants will be required to submit reporting within the 12 month timeframe.

Q: What are the acquittals requirements?

A: Successful applicants will be required to submit a financial acquittal 30 days from the end of the project. The acquittal will include an expenditure breakdown on what is included in your approved project plan.

An officeholder in your organisation will be required to certify that the grant funds have been expended as per your financial acquittal.

Q: How is feedback managed?

A: If your application is not successful, it does not mean your application is without merit. Feedback will be provided at general information sessions following each of the first two assessment rounds. Unsuccessful applicants may seek feedback by emailing the SHS mailbox at: shsprogram@homes.nsw.gov.au

Q: How are complaints handled?

A: Any concerns about the Homelessness Innovation Fund Grant 2024-2025 Rounds -Reforming Temporary Accommodation or Service Innovation Fund, should be submitted in writing to the Complaints Unit at DCJ: complaints@dcj.nsw.gov.au

The Department of Communities and Justice is committed to responding to external complaints fairly, efficiently, and effectively. Concerns and complaints procedures for the Homelessness Innovation Fund Grant 2024-2025 Rounds -Reforming Temporary Accommodation or Service Innovation Fund follow the processes set out in the DCJ external complaints handling policy available at <https://dcj.nsw.gov.au/documents/contact-us/feedback-and-complaints/dcj-managing-complaints-and-feedback-policy.pdf>

Homes NSW

6 Parramatta Square
10 Darcy Street
Parramatta NSW 2150

Locked Bay 5000
Parramatta NSW 2124

Office hours:
Monday to Friday
9.00am – 5.00pm

E: grantdesignandsupport@dcj.nsw.gov.au

