

# NSVW 2021

9-15 August

# vol•un•teer

/ˌvɒlənˈtɪə/

*agent of change*

leadership

connection

community

kindness

## Small Grants Program Guidelines, Terms & Conditions

Volunteering Queensland is proud to announce the 2021 National Student Volunteer Week (NSVW) Small Grants Program.

Grants of up to \$500 (inc GST if applicable) will be available in Queensland only and are for activities held during 2021 NSVW that celebrate the contribution of and/ or enable the participation of young people through volunteering.

The grants are open to Queensland universities, TAFEs, colleges, schools, and not-for-profit organisations that have volunteering programs for students and young people aged up to 25 years of age.

2021 NSVW grant applications will open on from 10.00am on 11 June 2021 and close 5.00pm on 09 July 2021.

The initiative is made possible through the support of the Queensland Government through the [Department of Communities, Housing and Digital Economy](#)

[VIEW GRANT APPLICATION](#)

Promotion of the 2021 NSVW grants will also be via Volunteering Queensland's website, e newsletter, social media, and general email subscription base. To keep in touch about this and other important notifications please subscribe.

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## 2021 NSVW Grant Criteria

### Who can apply

- Queensland educational institutions that have volunteer programs for their students
- Registered student volunteer involving organisations within Queensland educational institutions – e.g. elected student bodies, clubs, special interest groups, etc that engage young volunteers
- Registered Queensland charities/ not for profits that have volunteer programs for/ led by students and young people aged up to 25 years of age

### What grant money can be used for

- Activities or events held during 2021 NSVW that recognise and celebrate the contribution and participation of young volunteers (e.g. venue hire, theming, entertainment, food, non-alcoholic beverages, materials/ equipment, recognition certificates, frames, promotional merchandise, transport)
- Initiatives that support and promote participation, inclusion, innovation, on campus/ in community engagement activities, good volunteer management practices, and capacity building in volunteering by young people (e.g. in person or on line training, guest speakers, networking, mentoring, leadership/ governance development, mental health and wellbeing activities, transport, equipment hire, tools, materials, PPE/ safety standards and practice, venue costs)
- Campaigns that support recruitment of young volunteers (e.g. O days, expos, promotional stalls, videography, social media/ online digital campaigns)
- Equipment/ materials that support capacity, functionality, and enhance facilitates of recognised volunteer organisations for and/ or are led by young people (e.g. digital camera, printer)
- Volunteer screening (e.g. Working with Children/ Vulnerable People and Criminal History checks)

### What the grant money CANNOT be used for

- Normal operational costs (inc rent and outgoings, staff salaries/ contractor fees)
- Uniforms
- Alcoholic beverages

## Terms and Conditions

1. Grant round opens 10.00am Friday 11 June 2021 and closes 5.00pm Friday 09 July 2021.
2. Late applications will not be accepted.
3. The grant is to be used solely for specified purposes approved by Volunteering Queensland.
4. A total of \$15,000 is available in funding.
5. Grants offered are up to \$500 (inclusive of GST if applicable).
6. Volunteering Queensland will grant the full amount sought based on eligibility, and available funding.
7. Volunteering Queensland will not be held responsible for the success or otherwise of the event, activity or the functionality of equipment for which the grant is applied, or for any losses or additional costs incurred that are associated with the presentation of the event, activity or the purchase of equipment (inc ongoing maintenance costs).
8. The grant provided by Volunteering Queensland will include an amount to cover any liability for GST, if applicable.

## Legal Status and Insurance

9. Volunteering Queensland is not liable for any accident or negligence resulting in any claim or damage arising from events or activities undertaken as part of the small grant.
10. Recipient organisations are responsible for their own insurance. This includes but is not limited to Public Liability, Volunteer Insurance and Professional Indemnity.
11. Recipient organisations are required to be:
  - a. Queensland educational institutions that have volunteer programs for their students.
  - b. Registered student volunteer involving organisations within Queensland educational institutions – e.g. elected student bodies, clubs, special interest groups, etc that engage young volunteers.
  - c. Registered Queensland charities/ not for profits that have volunteer programs for/ led by students and young people aged up to 25 years of age.
12. If required, applications for Working with Children and/ or Vulnerable People and Criminal History Checks are the responsibility of the Recipient organisations. Please note that the cost of volunteer screening checks is an eligible item to apply for under this grant. Recipient organisations should ensure that appropriate volunteer screening policies and procedures have been developed and screening requirements are communicated to volunteers. More information on the checks can be found at [volunteeringqld.org.au/background](http://volunteeringqld.org.au/background).

## Acquittal Process

13. Volunteering Queensland is required to acquit all grant it manages. The acquittal process is very simple. It will require your organisation/ institution to:
  - Retain and provide a copy of receipts as proof of purchase
  - Provide a photo of the grant activity/ event
  - Provide a brief paragraph describing your event/ activity and its impact
  - Complete and return the acquittal together with copies of receipts to Volunteering Queensland by **31 August 2021**

## Promotion and Media Coverage

14. Grant recipients are encouraged to liaise with their local media outlets and utilise social media channels to promote their events and activities, their volunteers and the contribution and impact they make, and National Student Volunteer Week itself.
15. Helpful hints for media and promotions can be found on the National Student Volunteer Week webpage [insert webpage address here]. The aims of National Student Volunteer Week are to:

- a. Recognise, celebrate and enhance the extraordinary efforts and contribution of student and other young volunteers
  - b. Inspire more young Queenslanders to volunteer
  - c. Support volunteer involving organisations that engage and provide volunteering opportunities and programs for students and other young volunteers
16. The hashtag for National Student Volunteer Week is **#NSVW2021**

### Steps in the Small Grant Process

- Step 1 The application form is completed and submitted by the closing date – **Friday 09 July 2021.**
- Step 2 Applications considered by an Assessment Committee.
- Step 3 Applicants notified of the outcome – **Wednesday 21 July 2021**
- Step 4 Funding supplied – **Friday 30 July 2021**
- Step 5 Events, activities, equipment purchase takes place **09 – 15 August 2021**
- Step 6 The acquittal report is completed and submitted together with copies of receipts to Volunteering Queensland by **30 August 2021**

Contact Volunteering Queensland  
3002 7600  
[grants@volunteeringqld.org.au](mailto:grants@volunteeringqld.org.au)