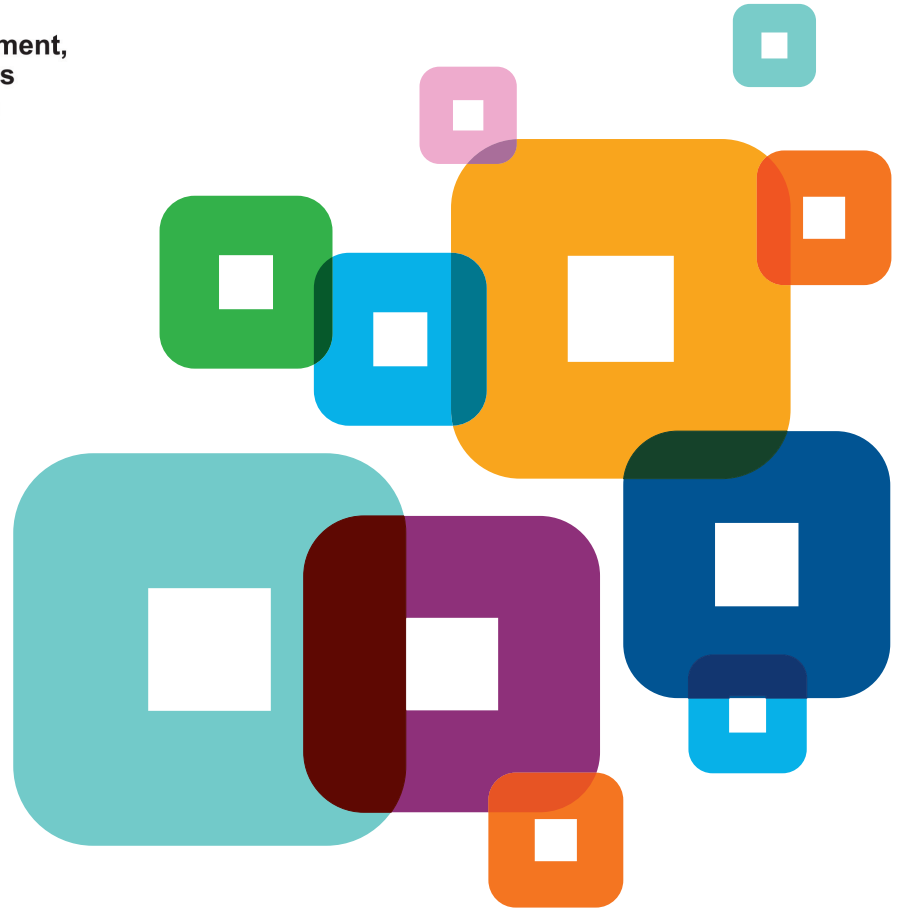




Department of **Local Government,
Sport and Cultural Industries**
Office of **Multicultural Interests**



Community Grants Program

Community Capacity Building
(up to \$5000)

Funding guidelines

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The Community Grants Program (CGP)
Community Capacity Building - January 2020
Funding Guidelines are available for
viewing and download from the
Office of Multicultural Interests website:
www.omi.wa.gov.au.

For more information, please contact:
Office of Multicultural Interests
Department of Local Government,
Sport and Cultural Industries

Gordon Stephenson House,
140 William Street, Perth WA 6000

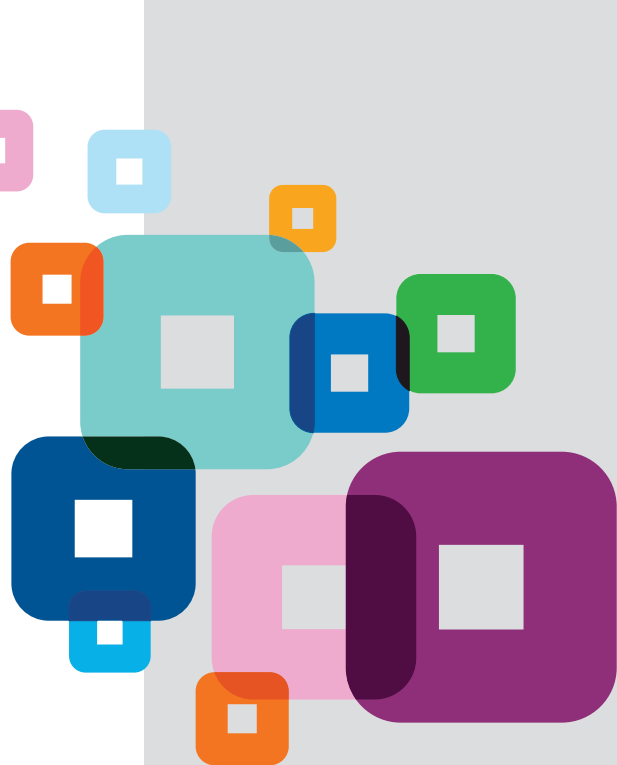
PO Box 8349
Perth Business Centre
WA 6849

Telephone: **(08) 6552 1607**
Freecall: **1800 620 511** (Country only)

Email: grants@omi.wa.gov.au

Website: www.omi.wa.gov.au

Translating and Interpreting Service (TIS)
Telephone: **13 14 50**



What is the Community Grants Program?

The Community Grants Program (CGP) is administered by the Office of Multicultural Interests (OMI), within the Department of Local Government, Sport and Cultural Industries (DLGSC).

The program provides funding to empower culturally and linguistically diverse (CaLD) communities in Western Australia to design, deliver and partner on projects that address their needs.

The CGP supports CaLD community-led activities that:

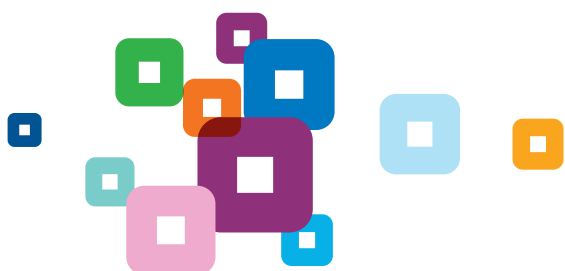
- celebrate and promote Western Australia's cultural diversity
- build the capacity of individuals, families and communities to contribute to the civic and economic life of the State
- improve the accessibility and effectiveness of services.

Community Capacity Building (up to \$5000)

Capacity building initiatives aim to strengthen the skills and abilities of CaLD communities to take leading roles in the development of their community. These initiatives respond to specific needs and issues identified by the community.

Activities that may be supported by a Community Capacity Building grant include, but are not limited to:

- participation in established community-based activities
- development of community capacity building activities
- skills development and training activities
- development of organisational governance and operational planning activities.



Eligibility

Applicant organisations must:

- be either a CaLD community association or a community service organisation specifically established to provide services or advocacy for culturally and linguistically diverse communities.
- be a not-for-profit organisation or community association incorporated under the *Associations Incorporation Act 2015* and be based in Western Australia.

Unincorporated not-for-profit associations and community groups based in Western Australia may apply under the auspices of an eligible organisation* able to accept legal and financial responsibility for the project. Please see the Auspice Guidelines on the Community Grants Program page at www.omi.wa.gov.au.

Organisations that undertake child-related work or activities have a duty of care to keep children and young people (those aged under 18 years) safe from harm. This includes complying with the *Working with Children Check (Criminal Record Checking) Act 2004*.

Organisations are required to commit to continuous improvement in the area of child safeguarding aligned to the *National Principles for Child Safe Organisations** to be eligible for funding. The organisation may be required to complete the *Child Safeguarding Self-Assessment* as provided by the Department.

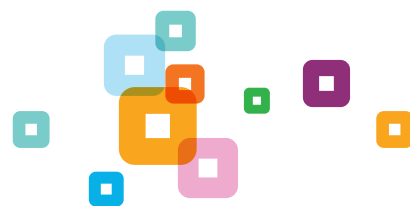
For further information please go to the Community Grants Program page at www.omi.wa.gov.au.

**National Principles for Child Safe Organisations*
– <https://childsafe.humanrights.gov.au/national-principles>



Who is not eligible?

- Local**, State and Commonwealth Government agencies.
- Unincorporated not-for-profit organisations.
- Commercial or for-profit organisations.
- Educational institutions/agencies including schools, universities and TAFE colleges.
- Individuals.
- Political organisations.



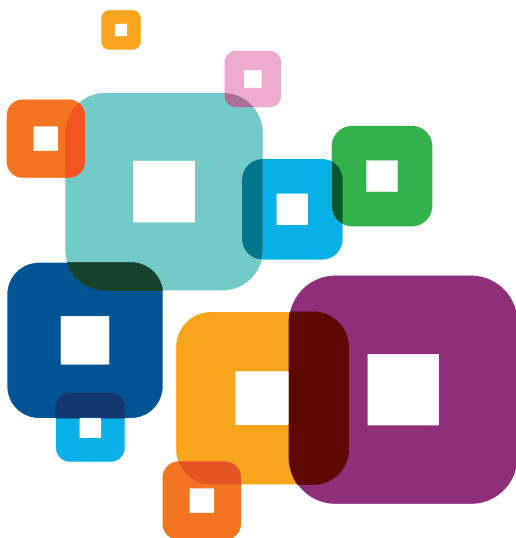
** OMI may accept applications from regional local government authorities where there is no other suitable organisation to apply for or auspice the grant.

What applications cannot be supported?

Funding cannot be considered for activities that:

- have already taken place
- would be more appropriately supported through an alternative funding source
- are solely for fundraising activities
- are taking place outside of Western Australia
- are primarily of a religious nature
- celebrate national days, independence days or commemorative events.

Applications from organisations with outstanding reporting with OMI may not be considered for assessment.



Assessment criteria

Applications will be assessed against the criteria and weightings outlined below.

Community need **40%**

- The application identifies an issue or need significant to the community.
- The application demonstrates that the activity is supported and led by the community.

Purpose **50%**

- The application demonstrates how the activity builds the capacity of the community group or organisation.
- The application identifies who will participate in and benefit from the activity.

Organisational capacity **10%**

- The organisation demonstrates capacity to deliver the activity through evidence such as an activity plan, realistic budget, quotes or other relevant supporting information.

Funding is allocated in line with the principles of:

- equity: providing fair and equitable distribution of funding across CaLD communities, types of projects, and regions of Western Australia
- quality and value for money: achieving the best use of resources to maximise funding value.

What is the application process?

As part of the planning process, the organisation should contact OMI's Community Engagement team to discuss their activity before commencing the application.

Community Engagement Officers work with community groups and organisations to assist with project planning and development. They can provide guidance on the application and make sure it contains all the required information in readiness for submission.

Timing

Timeframes for the application and approval process need to be considered by the organisation when planning the project. The process takes up to four months from submission to approval. It may take longer if the application requires further development or there is outstanding information. Applicants should seek advice from the Community Engagement Officer on timeframes for application submission based on the stage of development of the project.

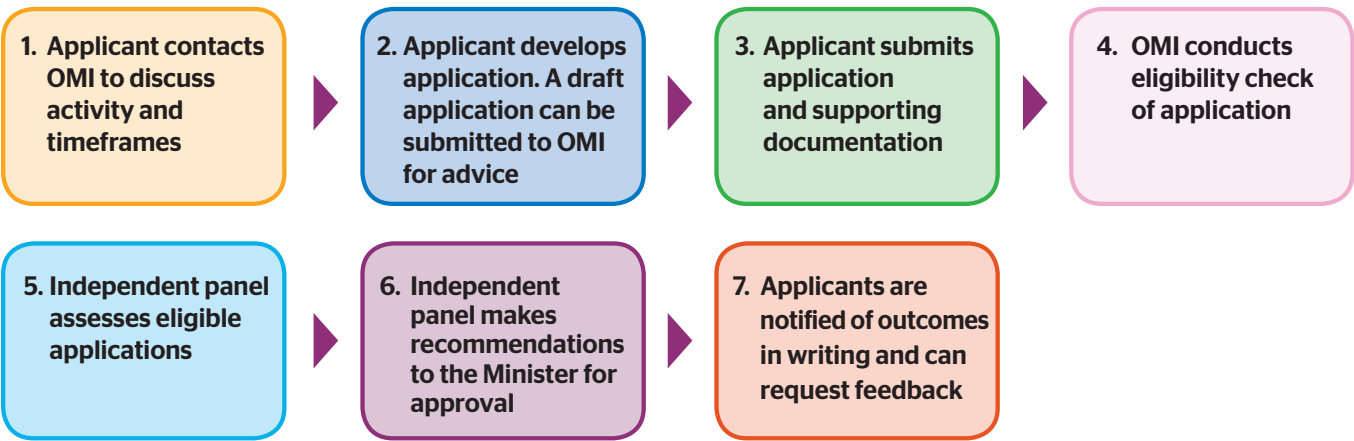
Prior to application assessment, OMI conducts an applicant eligibility check to ensure the application can be considered for funding.

What is the approval process?

Applications are subject to a competitive assessment by an independent panel against the assessment criteria and the general guidelines of the program, taking into consideration the funding principles (see Page 3). Recommendations from the panel are submitted to the Minister for Citizenship and Multicultural Interests for approval.

Once the outcomes of the assessment are released, applicants can seek feedback on their application.

Funding is highly competitive and limited. Should your organisation be offered a grant, the amount of funding approved may be less than the amount requested in your application. In this case grant recipients will be asked to revise their budget and project in line with the funding offered, or to secure funding from another source.

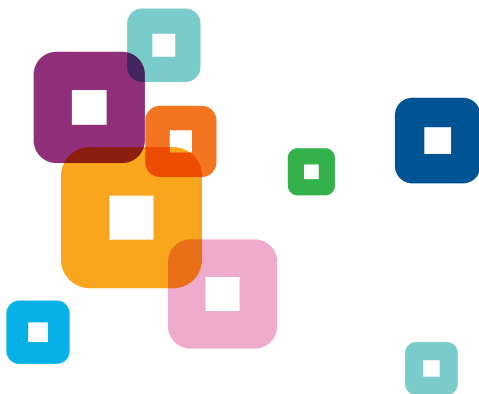


What costs can be supported?

- Short-term staffing costs.
- Advertising, publicity, promotion, marketing, printing and publishing.
- Venue hire, equipment hire and cleaning.
- Administration (e.g. telephone, postage and stationery expenses).
- Transport costs (e.g. bus hire or public transport costs for local travel within Western Australia).
- Document preparation or printing.
- Provision of interpreting and translating services.
- Catering and food costs.
- Crèche facilities.
- Training and accredited courses.

What costs cannot be supported?

- Existing, ongoing or recurrent organisational costs (e.g. salaries, fees and lease or rental payments).
- Venue hire for an applicant organisation's own venue.
- Purchase of capital equipment (e.g. computers, photocopiers and vehicles).
- Capital works (e.g. purchase of land or buildings, repairs, extensions, renovations or maintenance).
- Research-related items.
- Overseas travel (inbound or outbound, including accommodation and airfares)
- The cost of prizes or gifts.



Preparing your application

Applicants should speak to a member of the OMI Community Engagement team to seek advice on their activity, timeframes for application submission and for assistance in the development of the application.

Phone: **(08) 6552 1607**

Email: **engage@omi.wa.gov.au**

Applications must be presented on the application form which can be downloaded from the Community Grants Program page at **www.omi.wa.gov.au**

Supporting documentation such as a copy of the applicant organisation's certificate of incorporation, planning documents, samples of promotional material or letters of support may be submitted as attachments to the application form.

Templates to assist with the preparation of your application are available for download from the Resources page at **www.omi.wa.gov.au**.

Submitting your application

Applications can be submitted by:

Email: **grants@omi.wa.gov.au**

or

Post: **Grants Administrator**

**Office of Multicultural Interests
Department of Local Government,
Sport & Cultural Industries**

PO Box 8349

**Perth Business Centre
WA 6849**

Applicants will be sent a formal notification by email when their application is ready to progress to assessment and this will include an estimated timeframe for the outcome.

