



Department of
**Local Government, Sport
and Cultural Industries**



Harmony Week activities (\$2000)

Funding guidelines

October 2019 round

Applications deadline 4.00pm Monday 21 October 2019





**The Harmony Week Activities – October 2019
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

GPO Box R1250, Perth WA 6844

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

Document version: August 2019.



What is Harmony Week?

Harmony Week takes place from 15 - 21 March.

Harmony Week originated in Western Australia as an opportunity for Western Australians to recognise, discuss and celebrate our cultural diversity.

It began as 'Harmony Day' in 1998 and was celebrated on 21 March - the United Nations' International Day for the Elimination of Racial Discrimination. The UN chose 21 March as it was the day of the 1960 Sharpeville Massacre when police fired on a peaceful demonstration against apartheid in South Africa.

In 2003, due to community concerns about holding public celebrations on the date of the massacre, the WA Government changed Harmony Day to Harmony Week. The WA Government wanted to celebrate this State's cultural diversity by organising events over a week. This means that we celebrate the benefits of our cultural diversity for six days and reserve 21 March for reflection and discussion.

Harmony Week activities (\$2000)

Funding of \$2000 is available for diversity and inclusion activities to celebrate Harmony Week 2020.

Activities focused on **culture and arts** and **sport and recreation** are encouraged in this funding round.

Culture and arts activities must involve a professional artist or arts practitioner working with the community to design and deliver the activity.

Sport and recreation activities must involve the participation of the community in physical activity or active recreation.

Only one application per organisation can be submitted.

Only one application can be supported for each activity or event program.



Eligibility

- Not-for-profit organisations based in Western Australia
- Associations operating under the *Associations Incorporation Act 2015* 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 or a local government authority* able to accept legal and financial responsibility for the applicant's project. Please see the Auspice Guidelines on the Community Grants Program page at www.omi.wa.gov.au

Organisations and associations working with children and young people must be committed to creating a safe environment. This includes complying with the *Working with Children Act 2004*.

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.

* Regional local government authorities can only be considered for funding where there is no appropriate organisation to either apply for or auspice the grant.



What applications cannot be supported?

Funding cannot be considered for activities that:

- have already taken place
- are being held outside of 13 - 22 March 2020
- 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 funding reporting with the Office of Multicultural Interests (OMI) or the Department of Local Government, Sport and Cultural Industries (DLGSC) may not be considered for assessment.

What costs can be supported?

- Short-term personnel 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.
- Contribution toward catering and food costs up to a maximum of 10% of the OMI grant.

What costs cannot be supported?

- Existing, ongoing or recurrent organisational costs (e.g. salaries, fees and lease or rental payments).
- Venue hire for the 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).
- Accommodation costs.
- Conference attendance costs.
- Research related items.
- Interstate or overseas travel (inbound or outbound, including airfares).
- The cost of prizes or gifts.



Assessment Criteria

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

Purpose: **30%**

- The application demonstrates that the activity promotes social cohesion and harmony.

Community participation: **30%**

- The application demonstrates that the activity is accessible to, and encourages participation of the broader community.

Culturally and Linguistically Diverse (CaLD) community involvement: **30%**

- The application demonstrates that the activity is coordinated with a CaLD community/communities.

Organisational capacity: **10%**

- The application demonstrates the organisation has the skills to deliver the activity through a sound budget and activity plan.

It is recommended that applicants submit supporting material relevant to their activity, as indicated in the application form.

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 and Funding team to discuss their activity before commencing the application.

OMI team members 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.

After the application deadline, OMI conducts an applicant eligibility check to ensure the application can be submitted for panel assessment.

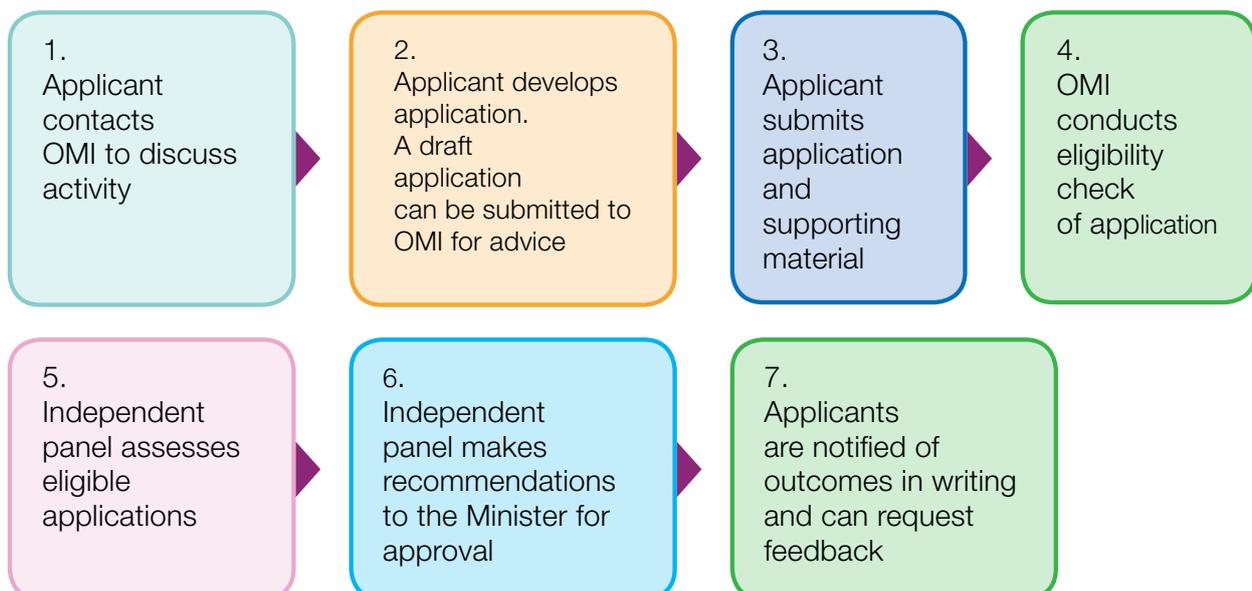
It takes up to three months from the deadline to assess, approve and communicate results to applicants. It is intended that applicants will be advised of outcomes by January 2020.

What is the approval process?

Funding is highly competitive and limited. There are usually more applications than funds available.

Applications are subject to assessment by an independent panel against the assessment criteria and the funding principles (see Page 5). Recommendations from the panel are submitted to the Minister for Citizenship and Multicultural Interests for approval.

Once the approval process is finalised and the outcomes released, applicants can seek feedback on their application.



Preparing your application

Applicants should speak to OMI for assistance in the development of the application.

Phone: **(08) 6552 1619**

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

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

A copy of the applicant organisation's certificate of incorporation must be submitted with the application. Supporting documentation such as 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 and supporting material must be submitted by **4:00pm Monday 21 October 2019** to the following:

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

or

Post: **Grants Administrator
Office of Multicultural Interests
Department of Local Government, Sport
and Cultural Industries
GPO Box R1250
PERTH WA 6844**

Late applications cannot be accepted. Applicants will be sent a formal confirmation of receipt within one week of the round closing date.

