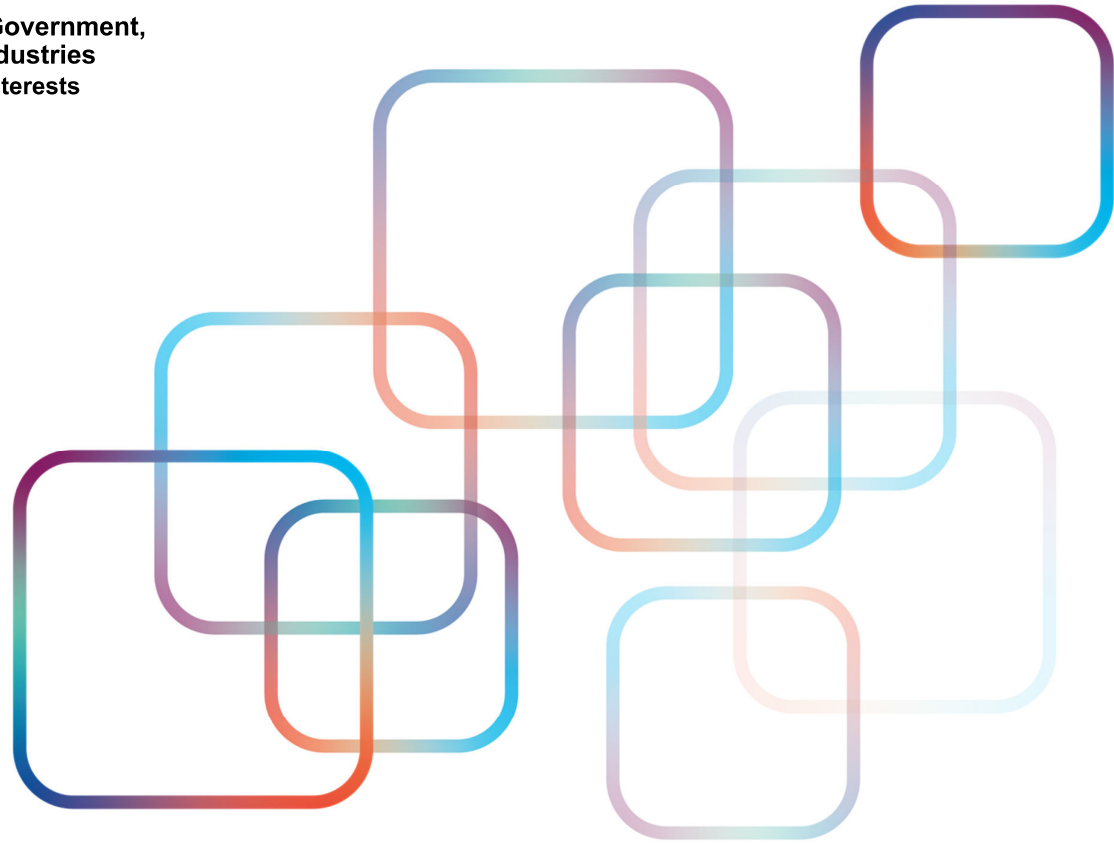




Department of **Local Government,  
Sport and Cultural Industries**  
Office of **Multicultural Interests**



# **COMMUNITY GRANTS PROGRAM**

**Community Capacity Building (up to \$5,000)  
Funding Guidelines**

## Contents

What is the Community Grants Program? .....	2
Community Capacity Building (up to \$5,000) .....	2
Eligibility .....	3
Who is not eligible? .....	3
What applications cannot be supported? .....	4
Assessment criteria.....	4
What costs can be supported? .....	5
What costs cannot be supported? .....	5
What is the application process? .....	5
What is the approval process? .....	6
Preparing your application.....	6
Submitting your application.....	6

The Community Grants Program Community Capacity Building Funding Guidelines are available for viewing and download from the Office of Multicultural Interests website:

## **WWW.OMI.WA.GOV.AU**

For more information, or to request an accessible version of this document, please contact:

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## What is the Community Grants Program?

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

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 \$5,000)

This funding category supports initiatives that aim to strengthen the skills and abilities of CaLD communities to take leading roles in the development of their community, and that respond to specific needs and issues identified by the community.

Activities that may be supported by this funding 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.

### Definition of culturally and linguistically diverse (CaLD)

Culturally and linguistically diverse (CaLD) was introduced in 1996 to replace ‘non-English speaking background’ (NESB) and was intended to be a broader, more flexible and inclusive term. It is generally applied to groups and individuals who differ according to religion, language and ethnicity and whose ancestry is other than Aboriginal or Torres Strait Islander, Anglo Saxon or Anglo Celtic.

## Eligibility

Applicant organisations must be either a CaLD community association or a CaLD community service organisation.

### Definition of a CaLD community association

To be classified as a culturally and linguistically diverse (CaLD) community association, the association must demonstrate and provide evidence that they meet the following criteria:

- The association is incorporated under the *Western Australia Associations Incorporation Act 2015*.
- The objectives of the association (in the association's Constitution or Rules) clearly state that it is specifically established to represent and promote the interests of a CaLD community with a shared country/ continent of ancestry, ethnicity, culture, language or religion.
- The Management Committee or Board of the association predominately reflects the intended CaLD community and is elected by members of that community to represent the community.
- The association's membership comprises individuals or other groups representative of that CaLD community.

### Definition of a CaLD community service organisation

To be classified as a culturally and linguistically diverse (CaLD) community service organisation, the organisation must demonstrate and provide evidence that they meet the following criteria:

- The association is incorporated under the *Western Australia Associations Incorporation Act 2015*, or is a not-for-profit organisation based in Western Australia.
- The objectives of the organisation (in the organisation's Constitution or Rules) clearly state that it is specifically established for and its core business and focus is to either: provide support and deliver services and programs to CaLD communities; or
- represent and advocate for the interests of CaLD communities.
- The organisation has ongoing operational resourcing and employs paid staff.
- The Management Committee or Board and staffing profile of the organisation reflects CaLD communities, and it has a commitment to workforce training in cultural competency.
- The organisation has internal policies and procedures that demonstrate a commitment to multiculturalism and cultural diversity.

An organisation that engages with CaLD communities as an incidental service is not eligible.

Unincorporated CaLD 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](http://www.omi.wa.gov.au)

## 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 agencies or appropriate regional organisations where there is no other suitable organisation to apply.

### **Child safeguarding**

Every child has the right to feel safe when participating in arts, cultural, sporting, recreation and community activities.

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. Protecting children and young people from harm, harassment, discrimination and abuse is in part a legal requirement, an ethical obligation and a future requirement.

Organisations that receive this funding may be required to complete the Child Safeguarding Self-Assessment provided by the Department of Local Government, Sport and Cultural Industries.

For further information please go to [dlgsc.wa.gov.au/department/child-safeguarding](http://dlgsc.wa.gov.au/department/child-safeguarding)

## **What applications cannot be supported?**

Funding cannot be considered for projects 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
- are solely a seated concert or performance format
- celebrate national days, independence days or commemorative events.

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

## **Assessment criteria**

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

### **Community need**

**50%**

- The application demonstrates that the CaLD community has identified a specific need or issue.
- The application demonstrates that the activity is led and supported by the CaLD community.

### **Purpose**

**40%**

- The application demonstrates that the activity will address the need or issue identified by the community.
- The application identifies who will participate in and benefit from the activity.

### **Organisational capacity**

**10%**

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

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 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 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.
- Overseas travel (inbound or outbound, including airfares and accommodation).
- The cost of prizes or gifts.

## What is the application process?

Community Capacity Building funding is available through regular competitive grant cycles throughout the year. Timeframes for the grant application need to be considered by the organisation when planning the activity. Organisations should plan to submit the grant application at least three months before their activity is due to start. The application process may take longer if the application requires further development or if there is outstanding information.

Before commencing an application, organisations should contact the OMI Grants Officer to confirm their eligibility and receive advice about the application requirements and timeframes for submission. OMI team members can work with community groups and organisations to assist with activity planning and development. They can also provide guidance on the application and make sure it contains all the required information in readiness for submission.

All applications will be required to identify any risks relevant to the activity as a result of COVID-19 (such as health restrictions) and the strategies for mitigation. For further information please go to [wa.gov.au/government/covid-19-coronavirus](https://www.wa.gov.au/government/covid-19-coronavirus)

While the OMI Grants Officer will provide specific advice about when Community Capacity Building applications should be submitted, these are some indicative timeframes of the grant cycles to assist organisations with their planning:

- Submit application by February, for activities occurring from April onwards.
- Submit application by April, for activities occurring from June onwards.
- Submit application by July, for activities occurring from September onwards.
- Submit application by September, for activities occurring from November onwards.

## What is the approval process?

Applications are subject to a competitive assessment by a panel against the assessment criteria and the general criteria of the program, taking into consideration the funding principles (see page 4). 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.

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.

## Preparing your application

Applicants should contact the OMI Grants Officer to seek advice on timeframes for application submission and for assistance in the development of the application.

Phone: (08) 6552 1603

Email: [grants@omi.wa.gov.au](mailto:grants@omi.wa.gov.au)

Applications must be presented on the Community Capacity Building application form which can be downloaded from the 'Community Grants Program' page at [www.omi.wa.gov.au](http://www.omi.wa.gov.au)

Supporting material 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 'Project planning resources' page at [www.omi.wa.gov.au](http://www.omi.wa.gov.au)

## Submitting your application

Applications and supporting material can be submitted by email to [grants@omi.wa.gov.au](mailto:grants@omi.wa.gov.au)

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.