

COMMUNITY GRANTS PROGRAM

Assessment Panel Member Expression of Interest Information Sheet

The Office of Multicultural Interests (OMI) is seeking to establish a pool of representatives from culturally and linguistically diverse (CaLD) communities to participate in grants assessment panels for its Community Grants Program. This is an opportunity for community leaders to participate in Government funding processes that ensure investments are made directly to Western Australian CaLD communities.

Please read the following information before you commence the Expression of Interest (EOI) process.

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.

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. Funding is awarded through a competitive grant application process in the following categories:

- Community Capacity Building (funding requests up to \$5000)
- Strategic Projects (funding requests up to \$50,000)
- Festivals (funding requests up to \$5000)
- Harmony Week activities (funding requests of \$2000)
- Celebrations (funding requests up to \$20,000).

All grant applications to the CGP, with the exception of the Celebrations grant category, are assessed by a panel of community representatives and public sector officers who make recommendations for funding to the Minister for Citizenship and Multicultural Interests for approval.

What are the responsibilities of assessment panel members?

The role of the assessment panels are to review and assess grant applications and provide objective and independent funding recommendations to the Minister.

Panel members should ensure that funding guidelines and assessment criteria have been applied consistently and equitably to all applications in an assessment process.

As panel members are selected for an assessment process, they are expected to:

- Undertake assessments using the approved assessment criteria.
- Adhere to confidentiality and conflicts of interest requirements, and maintain an up-to-date standing notice of their interests.
- attend panel induction workshops, briefing sessions and meetings.
- Complete assessments within the designated timeframes, including reading applications over a two to three-week period.
- Attend grant assessment panel consensus meetings at 140 William Street, Perth (or similar location) during business hours (between 9.00am and 5.00pm). The duration of these meetings may be up to six hours.

Assessment panels may sometimes be conducted online, where panel members submit their assessment to OMI via email and no consensus meeting takes place.

It is preferred that panel members have access to a computer and the internet and email to receive assessment materials electronically or conduct online assessments where required.

Applicants from Regional Western Australia are welcome to apply.

How are assessment panel members selected?

Interested community representatives self-nominate to be an assessment panel member through the Expression of Interest (EOI) process.

Applicants must email a completed Expression of Interest Form along with a copy of their current CV to grants@omi.wa.gov.au by **4.00pm, Monday 5 July 2021**. The Expression of Interest Form can be downloaded from **www.omi.wa.gov.au**

EOI applicants are reviewed by DLGSC staff based on their demonstrated skills and expertise, and taking into account diversity principles.

Applicants are assessed against the following selection criteria:

- must be from a CaLD background and currently reside in Western Australia
- must have experience working actively with CaLD communities and/or the multicultural sector
- must have an understanding of issues affecting Western Australians from a CaLD background.

Demonstrating experience in program development, planning, budgeting, delivery and evaluation is desirable.

The review process may also include a short phone interview (15 minutes) with a member of the OMI funding team.

Following review, applicants are presented to the Minister for Citizenship and Multicultural Interests to be approved for appointment to the pool.

All applicants will be advised of the outcome of their EOI in August 2021.

Do assessment panel members get paid?

Appointment to the pool of community representatives is voluntary and assessment panel members do not get paid.

OMI will reimburse costs related to travel to and from consensus meetings (such as parking).

What support is provided to assessment panel members?

Once appointed to the pool, panel members will be invited by OMI to an introductory briefing about the CGP and the grant categories, their role as panel members and the process of recommendation to the Minister.

As panel members are selected for an assessment process, they receive direct advice, support and background on applications from a member of OMI's funding team.

Panel members are provided with the necessary information and materials for assessment.

Preliminary application assessment is done using an electronic scoring matrix. Advice and support is given to panel members on how to use the matrix.

All consensus meetings are minuted by the OMI funding team to ensure accountability and that rationale for recommendations are clearly noted.

How long is the appointment for assessment panel members?

Community representatives who are selected as assessment panel members are appointed to a pool of panel members for a one-year term from August 2021 to July 2022.

This term may be extended for a further period subject to agreement by both parties.

Over this one-year appointment period, OMI will run at least five assessment process which will require a panel to be convened.

During the term, panel members may be called upon either once or on multiple occasions to participate in an assessment process. Panel members may choose to participate or not, based on their availability, conflict of interest and circumstances at that time.

The Minister will approve more panel members for the recruitment pool than are required. This is done to ensure that there is an adequate number of panel members to cover the term of the pool.

OMI will endeavour to provide the opportunity for panel members to participate in an assessment panel at least once during the duration of their appointment. However, it may be that not all panel members can participate in an assessment panel. This may be due to panel member availability, the number of panels scheduled, the requirements of each individual assessment and the type of expertise required, the diversity of members required and potential conflict of interest.