



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



Program Guidelines

COMMUNITY SUPPORT FUND 2023-25

**The Community Support Fund – Program Guidelines
are available for viewing and download from the
Office of Multicultural Interests website:**

OMI.WA.GOV.AU

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

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

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PO Box 8349, Perth Business Centre WA 6849

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Free call: 1800 620 511 (Regional only)

Email: CSF@omi.wa.gov.au

Website: www.omi.wa.gov.au

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

COMMUNITY SUPPORT FUND

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

The CSF is a three-year funding program to support not-for-profit culturally and linguistically diverse (CaLD) community umbrella associations to deliver coordination, advocacy and support services to their member associations and community members.

Funding can support the extension of existing activities or programs delivered by the association tailored to support community members that otherwise are not able to be supported by current activities or programs.

Funding will not support the duplication of existing programs or support available to CaLD communities delivered by other service providers or organisations, unless it can be demonstrated that the current programs or support is insufficient for demand, not culturally appropriate or not accessed by CaLD communities for other reasons.

Eligible associations can apply for up to \$200,000 over the three years from 2023 to 2025.

Activities must commence after 1 January 2023 and before 1 July 2023.

SUBMITTING THE APPLICATION

Applications and supporting material must be submitted by **4.00pm, Monday 7 November 2022** by email to CSF@omi.wa.gov.au

Late applications cannot be accepted. Applicants will be sent a formal confirmation of receipt by email within one week of the deadline.

Who can apply

Applications will be accepted from eligible CaLD community umbrella associations based in Western Australia.

To be classified as a culturally and linguistically diverse (CaLD) community umbrella association, the association must 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 or language
- the Management Committee or Board of the association predominantly reflects the intended CaLD community and is elected by members of that community to represent the community
- the association's membership comprises other member associations or groups representative of that CaLD community, and it consults with and coordinates activities of member associations and groups
- the association formally represents and advocates on behalf of its membership to government and other decision makers.

Definition of Culturally and linguistically diverse (CaLD) — 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.







Who cannot apply

- Local, State and Federal government agencies
- Unincorporated not-for-profit organisations
- Commercial or for-profit organisations
- Educational institutions or agencies, including schools, universities and TAFE colleges
- Individuals
- Political organisations
- Mainstream or multicultural not-for-profit community service organisations*

** OMI may accept applications from appropriate not-for-profit organisations based in regional Western Australia where there is no other CaLD community umbrella association to apply.*

Applications that cannot be supported

Funding cannot be considered for organisations that:

- can be more appropriately supported through an alternative funding source
- are primarily established for religious purposes or to represent religious community associations.

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

Auspice arrangements are not accepted for applications to the Community Support Fund.

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 and undertake child related work will be required to complete the Child Safeguarding Self-Assessment provided by the Department of Local Government, Sport and Cultural Industries (DLGSC).

For further information please go to **dlgsc.wa.gov.au/department/child-safeguarding**



Funding is allocated in line with the principles of:

equity: *providing fair and equitable distribution of funding across CaLD communities, types of services, and regions of Western Australia.*

quality and value for money: *achieving the best use of resources to maximise funding value.*



Assessment criteria

Each eligible application will be assessed to the degree it addresses the following criteria:

1. Community need and response

- Clearly define the target CaLD community group and community need that has been identified.
- Provide evidence to demonstrate how the activity addresses a gap or unmet need for the target CaLD community group.
- Outline how the activity will benefit and impact the target CaLD community group.

2. Activity framework

- Provide evidence of planning including an outline of the proposed activities and implementation plan (e.g. stakeholder and community engagement strategies, annual programs, etc).
- Clearly define the expected community outcomes and associated indicators.
- Outline how the activity will provide ongoing benefits for the community that do not require continued funding.

3. Organisational capacity and planning

- Demonstrate organisational capacity to manage the activities and deliver community outcomes.
- Provide a budget that is realistic and demonstrates value for money for the number of participants, activities delivered, and expected community outcomes.

CaLD community umbrella associations must deliver the activities to their member associations and their community.

While not essential, applications that demonstrate the ability to deliver activities across metropolitan and regional areas will be considered favourably.

What costs can be supported?

Funding may be used to support a range of items associated with implementing activities or directly related to activity delivery, such as:

- salaries, wages and staffing on-costs specific to the delivery of the activity
- advertising, publicity, promotion, marketing, printing and publishing
- venue and equipment hire
- development of resource materials
- administration costs such as postage, phone, internet
- purchase of minor capital equipment (e.g. printer, computer, office furniture)
- provision of interpreting and translating services
- transport
- food and non-alcoholic beverages.

What costs cannot be supported?

- Existing, ongoing or recurrent operational costs not specific to the delivery of the activity (e.g. lease or rental payments, insurance, utilities and fees)
- Major capital works (e.g. purchase of land or buildings, repairs, extensions, renovations or maintenance)
- Research related items
- Interstate and overseas travel (inbound or outbound, including airfares and accommodation)
- Emergency financial or material relief.

Application process

Organisations must first contact the OMI Grants Officer to confirm their eligibility and receive advice about the application requirements and process:

Phone: (08) 6552 1603

Email: CSF@omi.wa.gov.au

Organisations will be required to provide documentational evidence that they address the applicant eligibility criteria – such as the organisation's certificate of incorporation and association rules – prior to starting the application process. OMI will conduct a review to confirm the eligibility of the organisation.

Applications must be presented on the Community Support Fund application form which will be provided by the OMI Grants Officer to eligible applicants.

OMI team members can continue to assist eligible applicants in the development of the application and make sure it contains the required information in readiness for submission.

Supporting material such as planning documents, samples of promotional material or letters of support may be submitted as attachments to the application form.

All applications will be required to identify any risks relevant to the delivery of 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)**

Before submission, applicants should complete the checklist at the end of the application form to ensure that all criteria have been met and all relevant information and attachments have been included.

After the application deadline, OMI conducts a final application eligibility check against the program guidelines to ensure the application can be submitted for assessment.

Assessment process

Eligible applications are subject to a competitive assessment by an independent panel against the assessment criteria and the general criteria of the program, taking into consideration the funding principles (see page 8).

Recommendations from the independent panel are submitted to the Director General of DLGSC for endorsement and then 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.

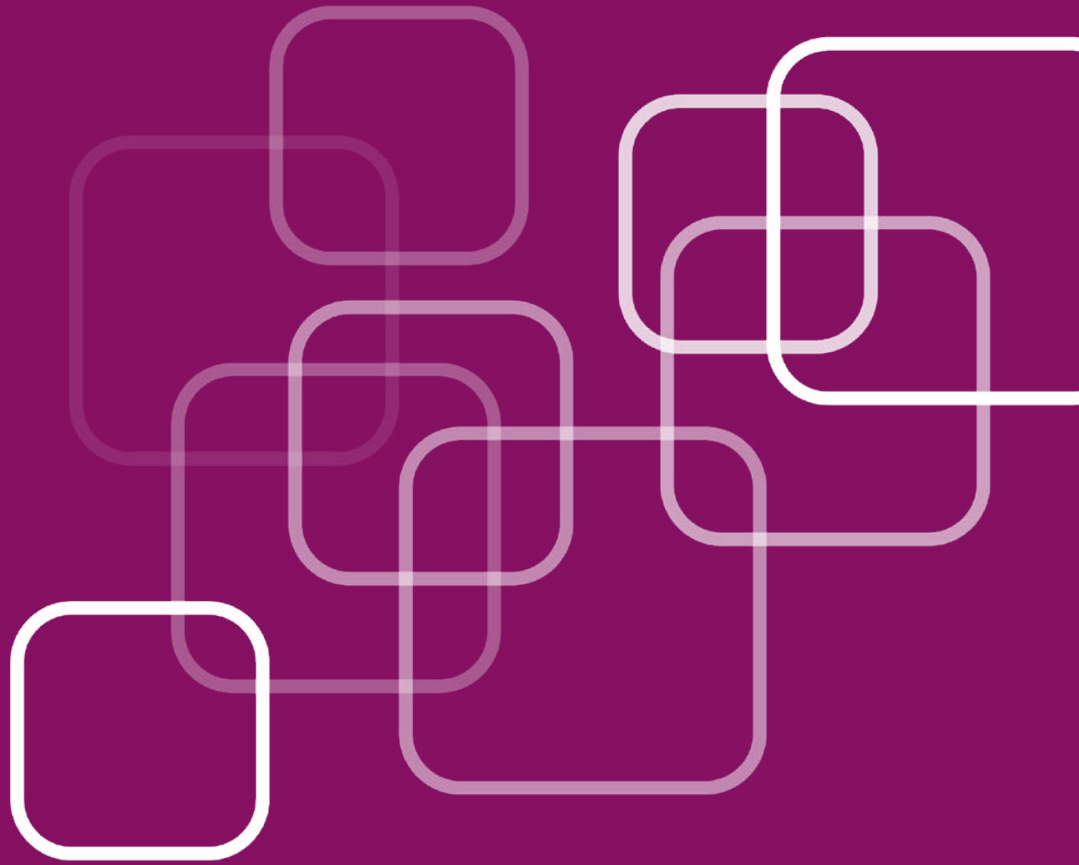
Funding is highly competitive and limited. Should your organisation be offered funding, the amount of funding approved may be less than the amount requested in your application. In this case funding recipients will be asked to revise their budget and community outcomes in line with the funding offered,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

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 the end of December 2022.

Reporting

Successful applicants will be required to report annually on the activities undertaken, participants and partners, progress towards achieving the community outcomes, lessons learned and provide at least one narrative case study.

At the conclusion of the activity, a final report must be submitted in line with the requirements specified in the funding agreement, including a statement of income and expenditure certified by an independent auditor.



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For further information about the Community
Support Fund, or assistance completing the
application form, please contact the
OMI Grants Officer:

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