

# Multicultural Grants Program 2020

## Application Form

Please submit the completed application form by email to [csrgrants.applications@communities.tas.gov.au](mailto:csrgrants.applications@communities.tas.gov.au) or by post to:

Multicultural Grants Program 2020  
Communities, Sport and Recreation  
Department of Communities Tasmania  
GPO Box 65  
HOBART TAS 7001

Applications must be received by **5.00pm on 8 November 2019**. Late applications will not be accepted. Please call 1800 204 224 if you have any questions or require any assistance with the application process.

### Application Details

<b>Region</b>	North <input type="checkbox"/>	North-west <input type="checkbox"/>	South <input type="checkbox"/>	Statewide <input type="checkbox"/>
<b>Organisation</b> (or auspicing body if unincorporated)				
<b>ABN</b> (or auspicing body if unincorporated)				
<b>Name of Project</b>				
<b>Amount Requested</b> (rounded down to the nearest dollar)				
<b>Category (A, B or C)</b>				
<b>Project Start Date</b>				
<b>Project End Date</b>				
<b>Do you have public liability insurance for the purpose of this application?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>Would you be willing to accept partial funding towards your project?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>If you are submitting more than one application, what is the priority of this application?</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	

## Physical Address (this is required but will be used for internal CSR reporting only)

Street address	
City/Town and Postcode	

## Postal Address (all correspondence will be sent to this address)

Street address/PO Box	
City/Town and Postcode	

## Authorised officer

The authorised officer is the office bearer who has the organisation's authority to submit the application and to enter into funding arrangements on behalf of the organisation. This is the person who will receive all correspondence.

Preferred Title	
Name	
Position	
Phone	
Mobile	
Email	

## Contact officer

Only required if the authorised officer is unable to discuss the project with CSR staff during business hours, or where the project requires specialist knowledge that can be better provided by someone other than the authorised officer.

Title	
Name	
Position	
Phone	
Mobile	
Email	



## Criteria

**Please address the following four criterion, against which your application will be assessed**

### I. PURPOSE OF FUNDING

The project must be an eligible project under Category A, B or C and support one of the purposes of the Grants Program:

- build the capacity of ethnic community organisations to delivery positive outcomes for community members, including civic and community participation;
- assist migrants to feel welcome and part of the community;
- support projects that foster cross cultural understanding and engagement; and/or
- support the establishment or growth of migrants focused social enterprises, or assist migrants to start or grow their own small businesses, access employment or improve employability skills.

Please briefly describe the project and the purpose of funding.

### 2. SPECIFY THE BENEFIT OF THE PROJECT

**Please answer one of the following (either A or B)**

#### A. PROJECTS THAT BENEFIT NEW MIGRANTS AND ESTABLISHED COMMUNITIES

The application should identify the anticipated benefits of the project for migrants, and how:

- the project will assist them to feel welcome and part of the community; and/ or
- the project will build the capacity of ethnic community organisations to deliver positive outcomes for community members, including civic and community participation.



## B. PROJECTS THAT BENEFIT THE BROADER COMMUNITY

- The application should identify how the funding will contribute to facilitating greater cross-cultural awareness and appreciation in the broader community.

## 3. PROJECT MANAGEMENT

Proposals should be based on a sound and realistic project plan that **MUST** include:

- timelines, with major milestones;
- required resources and skills;
- the capacity of the organisation to deliver the milestones;
- details on who is responsible for ensuring the project is undertaken and acquitted; and
- any potential issues that could arise and how they intend to address these potential issues.



## 4. VALUE FOR MONEY

Partnerships between organisations to deliver project outcomes are strongly encouraged, including funding, partnerships or in-kind support that reduces the cost of the grant requests.

For social enterprise proposals, two written quotes for actual costs are required.

The application should include a realistic budget for any items or services that are to be purchased. All sources of funding for the project must be included in the application. This includes funds received from other grants programs (such as the Tasmanian Community Fund) and other in-kind support.

Please follow the below instructions when completing this Section of the application:

- If your organisation is **NOT registered for GST**, project costs should be calculated inclusive of GST; or
- If your organisation is **registered for GST**, project costs should be calculated exclusive of GST.

If you have a quote that includes GST, but does not itemise the GST amount on the quote, divide the total amount by 1.1 to work out the amount without GST.

Please list how you intend to spend the requested grant funding	Amount
	\$
	\$
	\$
TOTAL AMOUNT REQUESTED FROM THIS GRANT (A) (please round down to the nearest dollar)	\$

Please list other funding sources, including in-kind support, for your project	Secured Yes/No	Amount
		\$
		\$
		\$
TOTAL AMOUNT FROM ALTERNATIVE FUNDING (B)		\$
TOTAL PROJECT BUDGET (A) + (B)		\$

### GOODS AND SERVICES TAX (GST) INFORMATION:

Is your organisation (or your sponsoring organisation) registered for GST?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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## PLEASE COMPLETE THE CHECKLIST

Have you fully read the Multicultural Grants Program Guidelines?	Yes / No
Have you answered all the questions?	Yes / No
Does the application have a description for the purpose of the funding?	Yes / No
Have you double checked your budget?	Yes / No
Where possible have you included current quotations for each of the items listed in your budget?	Yes / No
Have you provided correct budget information for GST purposes?	Yes / No
Have you attached a copy of your organisations current Public Liability Insurance (if you are not applying for this as part of your application)?	Yes / No
Have you attached other information that may support your application such as photos, letters of support, etc?	Yes / No



**Communities Tasmania**  
Communities, Sport and Recreation

**Phone:** 1800 204 224

**Email:** [csrgrants@communities.tas.gov.au](mailto:csrgrants@communities.tas.gov.au)

**[www.communities.tas.gov.au](http://www.communities.tas.gov.au)**