

# Multicultural Grants Program 2020

Guidelines



# Multicultural Grants Program 2020

Through the Multicultural Grants Program, the Tasmanian Government aims to:

- build the capacity of ethnic community organisations to deliver positive outcomes for community members, including civic and community participation;
- assist migrants to feel welcome and part of the community; and
- support projects that foster cross-cultural understanding and engagement.

The Tasmanian Government has allocated \$100,000 for the 2020 Grants Program.

Communities, Sport and Recreation (CSR) in the Department of Communities Tasmania (Communities Tasmania) coordinates the Multicultural Grants Program.

## Purpose

The purpose of the Grants Program is to:

- build the capacity of ethnic community organisations to deliver 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
- 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.

## Funding limits

Grants of up to \$20,000 are available to support projects in Category A.

Grants of up to \$10,000 are available to support projects in Category B.

Grants of up to \$5,000 are available to support projects in Category C.

Further detail on each category is set out below under 'Eligible Projects'.

Organisations may submit more than one application; if so, organisations should rank submissions in order of priority.

## Eligible Projects

### Category A

- activities that increase capacity within ethnic communities and multicultural networks to self-manage their own programs and engage in community life;
- projects that facilitate access and use of community facilities and increase participation of new migrants in sport, recreation and social clubs within the community;
- projects that support migrants to access employment or improve employability skills;



- projects that deliver cross-cultural awareness training, and encourage businesses to hire migrants and refugees, so as to benefit from a diverse workforce;
- projects that provide work experience opportunities for refugees and migrants;
- projects that assist migrants to start or grow their own small businesses;
- projects that support the establishment or growth of migrant focused social enterprises; and
- projects that promote participation of new migrants in communities and build ongoing inter-cultural and inter-faith relations and supports.

### Category B

- projects that showcase the vibrancy of multiculturalism through festivals and/or events and multicultural sporting events that encourage the participation of the whole community.

### Category C

- community language schools run by not-for profit organisations. A community language is defined as one used on a day-to-day basis by members of cultural-linguistic groups resident in Tasmania to communicate with family members and within their own community. Classes should be open to all students, irrespective of their linguistic and cultural backgrounds.

## Eligible applicants

To be eligible, applicants must be an incorporated, not-for-profit organization; Local Government; or sponsored by an incorporated, not-for-profit organisation.

Applicants must have appropriate levels of Public Liability Insurance. A copy of the applicant's current Public Liability Insurance cover must be attached to the application, unless the application includes a request for funding for Public Liability Insurance for their festival or event.

The following entities are not eligible to apply:

- for-profit organisations and businesses;
- individuals;
- political parties;
- schools; and
- State and Australian Government agencies.

## Assessment criteria

Applications must address the following four assessment criteria:

1. How will the project address one of the purposes of the Grants Program listed above.
2. The benefit of the project (either A or B below)



#### 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 for 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 and major milestones;
- required resources and skills;
- the capacity of the organisation to deliver the milestones;
- details of 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, including funding, partnerships or in-kind support that reduces the cost of the grant request, are strongly encouraged.

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 partnerships, other grants programs and other in-kind support.

## Funding conditions

The following conditions of funding will apply:

- Applicants must meet the eligibility criteria noted above.
- Organisations that currently have a grant from Communities Tasmania with overdue reporting and acquittal obligations may not be considered by the assessment panel until the reporting and acquittal obligations for the previous grant are completed.
- All funding is subject to the terms and conditions which will be outlined in the grant agreement to successful applicants. Major funding terms and conditions include:
  - the support of the Tasmanian Government must be recognised through the use of the Tasmanian Government logo;
  - funding must be used for the purposes outlined in the application and the subsequent grant agreement. Any changes to the purposes of funding must be requested in writing to Communities Tasmania;

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- organisations seeking retrospective funding for projects that have already started or have been completed will not receive funding; and
  - a financial acquittal of the grant must be provided to Communities Tasmania.
  - Projects that require ongoing or additional funding that is not secured will not be considered.
  - Funding may be approved in-part.
  - Applicants must demonstrate that their project or activities will be undertaken by appropriately qualified and experienced people who have appropriate insurance cover, where needed.

## Guide to applicants

Applicants must complete an application form, available for download at [www.communities.tas.gov.au](http://www.communities.tas.gov.au)

Electronic submission of applications is preferred via email [csrgrants.applications@communities.tas.gov.au](mailto:csrgrants.applications@communities.tas.gov.au)

Hard copies can be mailed to:

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

If you are having difficulty accessing the application form, or have any questions regarding the application process, please call CSR on 1800 204 224 or email [csrgrants@communities.tas.gov.au](mailto:csrgrants@communities.tas.gov.au).

Your organisation will be contacted to acknowledge receipt of your application within five working days. If you do not receive confirmation of your application within this time, please contact CSR on 1800 204 224.

## Goods and Services Tax (GST)

Organisations must indicate whether they are registered for GST in their grant application.

Need help? Please contact the Australian Tax Office (ATO) on 13 28 66 or [www.ato.gov.au](http://www.ato.gov.au) if you require any clarification on GST.

## Assessment

An assessment panel – which will include Communities Tasmania representatives and at least one community member – will assess each application against the assessment criteria and make recommendations to the appropriate delegate for approval. The outcomes of the assessment process are final.

## Timeframes

Applications to the Multicultural Grants Program 2020 must be received by **5.00 pm on 8 November 2019**.



Successful applicants will receive a grant agreement outlining the funding terms and conditions. The details of all successful applicants, including the amount of funding they receive, will be made publicly available at [www.communities.tas.gov.au/csr](http://www.communities.tas.gov.au/csr).

Unsuccessful applicants will receive a letter advising they have been unsuccessful, with details of how to request feedback on their application.

Unsuccessful applications will not automatically be considered in future rounds; however, unsuccessful applicants may refine and resubmit their application to future round of this Grants Program.

## Reporting and evaluation

Organisations that receive funding through the Multicultural Grants Program are required to complete a Final Report using a template that will be provided by Communities Tasmania.

Information gathered from all reports will be used to evaluate the Multicultural Grants Program and satisfy Communities Tasmania's reporting requirements.

The Final Report must include an explanation of how the grant funds were used, including a reconciliation statement. Organisations may be required to complete a Statement of Compliance declaring that the grant has been spent in accordance with the grant application and agreed purpose of funding.

## Personal information

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. You can request access to your personal information from Communities Tasmania.

## Right to information

Information provided to Communities Tasmania is subject to the provisions of the *Right to Information Act 2009*. You can view the Act in full on the Tasmanian Legislation website [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au).



**Department of 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)**