



OFFICE OF MULTICULTURAL INTERESTS

COMMUNITY GRANTS PROGRAM GUIDELINES AND APPLICATION FORM 2009-2010

INTRODUCTION

The role of the Office of Multicultural Interests (OMI) is to promote achievement of full participation for all members of Western Australia's diverse community.

The Community Grants Program (CGP) aims to assist and encourage the involvement of all Western Australians in projects and events that promote the inclusion of Western Australians from diverse linguistic, religious and ethnic backgrounds in the Western Australian community.

A total of \$250,000 per annum is available through the Community Grants Program. These funds are only available for projects taking place in Western Australia.

Generally, grants will not be provided on a continuing or consecutive yearly basis for the same project/event beyond a three year maximum.

Eligible organisations can submit no more than one application, per round, to the OMI Community Grants Program. For auspiced Grants - Eligible organisations may apply as above and may also auspice one unincorporated community group per round.

The objectives of the program are set out below.

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| CGP OBJECTIVES | <ul style="list-style-type: none">• Increase representation of members of culturally and linguistically diverse (CaLD) communities in all aspects of social, economic and political life.• Encourage mutual respect between individuals and communities and facilitate positive interaction among people of different linguistic, religious and ethnic backgrounds.• Strengthen the capacity of CaLD communities to develop and sustain programs that respond to the needs of individual and community needs.• Promote the benefits of cultural diversity and the contribution of individuals and communities from CaLD backgrounds to the Western Australian community. |
|---------------------------|---|

FUNDING CATEGORIES

The OMI Grants Program has two funding categories:

1. Cultural Events and Celebrations
2. Multicultural Projects

Applications for grants above the limit set for each of the funding categories will not be considered.

WHO CAN APPLY

Not-for-profit, incorporated community based organisations and groups based in Western Australia are eligible to apply.

Partnerships between community organisations are encouraged. In such cases, one organisation must take responsibility for project accountability and report requirements and so be the “Lead Organisation”.

If an organisation or group that is not incorporated wishes to apply for a grant, the application must be made by another incorporated organisation on their behalf. This organisation will be required to enter into a grant agreement with OMI and act on the Applicant’s behalf in any financial or reporting arrangements with OMI.

Individuals, commercial enterprises and associations, government bodies and statutory authorities, are ineligible to apply. However, local government authorities in remote regional communities may submit a grant application and act on behalf of unincorporated organisation/groups in any financial or reporting arrangements with OMI.

Applications for projects in which a profit may be realised (i.e. excess of income over expenditure) will not be considered.

Applications will not be accepted from previous grant recipients with outstanding Grant Acquittals. The Grant Acquittal is the certified financial statement and project evaluation report required by OMI within sixty days after the completion of the project.

SELECTION PROCESS

Application Form

All sections of the Application Form must be completed. Please submit **one unbound copy** of each Application and associated documents. Not all CGP objectives must be met. However, applications will be assessed according to the degree to which they meet one or more of the objectives of the CGP and all of the selection criteria. **All** selection criteria must be addressed.

Selection Criteria

Applications will be assessed by an OMI Community Grants Assessment Committee according to the extent that they:

- a. meet one or more of the objectives of the CGP;
- b. provide evidence of involvement and support from other community groups and organisations in the proposed project, including financial and/or in-kind contributions from the applicant, funding bodies and/or other funding sources;
- c. produce outcomes of benefit to the target audience and to the wider Western Australian community;
- d. provide a clear project plan and project budget, including a breakdown of how funding sought through the CGP will be spent; and

- e. provide evidence that the organisation(s) has the capacity to manage and administer the project.

Assessment Committee Meetings

Community Grants Assessment Committee meetings are held quarterly on the second Friday of the month (i.e. March, June, September, December). Applications must be received by OMI no later than 5.00pm on the closing date. Projects must commence at least three months after the closing date of that funding round.

In 2008-2009 the closing dates and Assessment Committee meeting dates will be:

| Applications Close | Assessment Committee Meeting |
|---------------------------|-------------------------------------|
| Thursday 27 August 2009 | Friday 11 September 2009 |
| Thursday 19 November 2009 | Friday 4 December 2009 |
| Thursday 25 February 2010 | Friday 12 March 2010 |
| Thursday 27 May 2010 | Friday 11 June 2010 |

Applications may be posted to The Office of Multicultural Interests 10 Floor, Dumas House 2 Havelock Street, West Perth or hand delivered to Dumas House, Ground Floor Reception. Applications received or postmarked after the closing date for each funding round will not be considered.

Email or Fax copies will not be considered.

Assessment Process

A Community Grants Assessment Committee, appointed by the Executive Director OMI, will assess the applications. The Committee will provide its recommendations for endorsement by the Executive Director of OMI.

The Executive Director OMI will forward the recommendations to the Minister for Multicultural Interests and Citizenship, either for approval, for approval subject to conditions, or for rejection at the Minister's discretion.

Applicants will be notified of the outcome, in writing, following consideration by the Minister.

FUNDING ELEMENTS

Applications for funding through the CGP may include:

- organising, co-ordinating or facilitating a project [including salaries and payments]
- publicity, promotion and marketing
- venue hire
- equipment cost and hire
- project administration [e.g., telephone and stationery expenses]
- document preparation and printing
- local travel within Western Australia

- provision of interpreting and translating services

The CCP will **not** fund the costs of:

- capital equipment [e.g., computers, photocopiers and vehicles]
- capital works [e.g., purchase of land or buildings, repairs, extensions, renovations or maintenance]
- ongoing or recurrent organisation costs [e.g., salaries, fees and lease or rental payments]
- retrospective costs for programs or events that have already taken place
- fundraising events
- travel costs for interstate or overseas travel
- activities for which alternative sources of grant funding may be more suitable

GRANT CONDITIONS

Upon approval of a grant, successful applicants enter a Grant Agreement with OMI, acting on behalf of the Western Australian Government, which sets out the purposes for which the grant is made and the conditions that apply. No grant is payable by OMI unless a Grant Agreement has been signed by representatives of both the Lead Organisation and OMI.

Grants not utilised within twelve (12) months from the nominated project start date will lapse and the funding will be withdrawn unless a request for an extension has been requested and approved by OMI.

GOODS AND SERVICES TAX (GST)

OMI requires that Applicants prepare their project budgets exclusive of GST. The Australian Taxation Office (ATO) requires OMI to add GST to successful grant recipients depending on whether they have an Australian Business Number (ABN) and are registered/not registered for GST. Here are some examples:

GST will be added by OMI to successful grant recipients if the Lead Organisation has an ABN (Australian Business Number) and is registered for GST with the ATO. *Recipient Created Tax Invoices* will be prepared by OMI on behalf of successful applicants and will include the GST as a separate amount.

No GST will be added by OMI to successful grant recipients if the Lead Organisation has an ABN and is not registered for GST with the ATO. *Tax Invoices* will be prepared by OMI on behalf of successful applicants and will exclude any GST.

If the Lead organisation does not have an ABN (and therefore cannot be registered for GST) then they will need to complete an ATO Statement of Supplier Form and include this with their application otherwise OMI will be required to withhold 48.5% of any grant amount and pay this to the ATO. *Tax Invoices* on behalf of Lead organisations with no ABN, and who have completed a Statement of Supplier Form, will be prepared by OMI on behalf of successful applicants and will exclude any GST.

GRANT ACQUITTAL

Grant recipients must provide OMI with a Grant Acquittal within 60 days of completion of the project. The Grant Acquittal will include:

1. A financial statement detailing all income received and items of expenditure in relation to the project (indicating how the Payment was spent) duly certified by the President, Executive Officer, General Manager, or equivalent office holder of the Grant Recipient.
2. A final report detailing project activities undertaken and outcomes achieved, for example, resources produced; publicity generated; participant numbers and feedback; and perceived benefits of the project.

OMI will provide example templates that can be used for each of these reports.

Where the grant is under \$15,000 the financial statement must be certified by the President or duly-authorized office bearer of the Applicant organisation or the organisation acting on the Applicant's behalf. Where the grant is \$15,000 or more, an audited financial statement must be provided.

CONTACT INFORMATION

The Guidelines and Application Form and other information about the CGP are also available (in Microsoft Word format) on OMI's website <http://www.omi.wa.gov.au> (Look under Key Programs/Community Grants Program)

If you need help with your application, please contact the Grants Officer at OMI on 9217 1600 or by email on harmony@omi.wa.gov.au. OMI looks forward to receiving your application and working with you to benefit the Western Australian community.

Level 10 Dumas House 2 Havelock St West Perth WA 6005 Phone (08) 9217 1600 Fax (08) 9321 5205

OMI COMMUNITY GRANTS APPLICATION FORM

Applicants for funding must read the Application Guidelines and then respond to all the questions on this Application Form.

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| 1. Name of Lead Organisation or incorporated organisation acting on Applicants behalf (Name must be the same as it appears on the Certificate on of Incorporation) |
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| 2. Names of Partner Organisation/s or Group/s (If applicable) |
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| 3. Details of Lead Organisation |
| Postal Address: |
| Postcode: |
| Telephone: Mobile: |
| Fax: |
| Email: |

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| ABN: | <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> |
| GST Registration: | Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/> (please tick) |
| If you tick yes proof of your ATO GST registration must be provided (see checklist) | |

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| 4. Lead Organisation: Name of Office Holder (President, Chairperson, CEO, Managing Director or equivalent) of person signing this Form and accepting responsibility for the Project and the funding |
| Mr/ Ms/ Mrs/ Dr: |
| Position/Title: |
| Telephone: Mobile: |
| Fax: |
| Email: |
| Signature: Date: |

| 5. Details of Partner Organisation/Group (if applicable) | |
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| Postal Address: | |
| Postcode: | |
| Telephone: | Mobile: |
| Fax: | |
| Email: | |

| 6. Name and Position of Contact person for Project enquiries | |
|--|------------|
| Mr Ms Mrs: (Please type or print clearly) | |
| Position/Title: | |
| Postal Address: | |
| Telephone: B: | H: Mobile: |
| Fax: | |
| Email: | |

| 7. Funding Category | |
|--|--------------------------|
| Under which category are you applying for CGP funding (Please tick <u>one</u> box only.) | |
| Category 1. Cultural Events Celebrations and or Cross Cultural Festivals | |
| Community events for individual community groups (up to \$3,000) | <input type="checkbox"/> |
| Community-wide cross-cultural events (up to \$5,000) | <input type="checkbox"/> |
| Category 2. Multicultural Projects (up to \$10,000) | <input type="checkbox"/> |
| (Projects which require funding above \$10,000 can be considered but funding is limited. Applicants must discuss proposals with the Grants Officer before a CGP application is submitted.) | |

8. Project Summary

Project Title _____

One sentence description _____

Participating Communities _____

Number of Participants/Audience _____

Venue location and geographical reach _____

Project start date...../...../.....

(This date must be at least three months after the funding round closing date otherwise this application will not be considered).

Project completion date...../...../.....

9. Project Purpose

Briefly state the purpose of your project

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10. Project Outline

Briefly describe the project

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11. Project Activities

Please list in point form the activities that will take place:

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12. Selection Criteria

Funding will be allocated according to the assessed relative merit of the Applications. Applicants must address each of the following criteria. The response for each criterion **must not exceed one page**.

a. The project meets one or more of the objectives of the CGP.

Describe why and how the project will meet one or more of the CGP objectives.

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b. Evidence of involvement and support from other community groups and organisations in the proposed project.

Include relevant consultation undertaken with, and/or support gained from, representatives of the target group and/or recognised advocacy groups, community groups and other organisations

Include details of financial and/or in-kind support from the Applicant and other sources. Applicant and other sources are expected to provide a substantial 'in kind/or cash contribution (usually a minimum of 25% of the project budget.)

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c. The project will produce outcomes of benefit to the target audience and to the wider Western Australian community

What are the outcomes of the project? What need(s) will be addressed? How will the project achieve this? Describe who, and how many, will benefit from the project.

Who will participate in the project? List any other organisations that will be involved.

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d. The application provides a clear project plan and project budget, including a breakdown of how funding sought through the CGP will be spent.

Describe your proposed project plan, such as:

- *timelines to meet the outcomes of the project*
- *strategies that will be used to attract participants (if appropriate)*
- *links that will be made with relevant groups and agencies to achieve project outcomes*
- *publicity that will be provided during and after the project*

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e. Evidence that the organisation(s) has the capacity to manage and administer the project.

Who will be working on the project? (List the people on the project team and their roles/responsibilities). What support from other individuals or groups will be provided to the project?

Please provide details of previous experience of the project team/organisation in managing similar projects.

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13. Budget

Budget

Please provide a budget under the headings of project Income and project expenditure (example attached herewith).

The contribution of Applicant organisation(s) whether 'in kind' or cash must be costed. Please include on both the expenditure and income sides of the budget all the 'in kind'/non cash contributions from the applicant organisation(s) and any other organisations or people involved in the project.

In relation to grant funding income or sponsorship from other Grant bodies or Organisations please indicate whether this funding has been confirmed or not confirmed.

Amount of Grant Funding requested (excluding GST)

| EXAMPLE PROJECT BUDGET | | | | |
|--|--|---|---|--------------------|
| *Expenditure Column A Total expenditure costs for the Project ie direct and indirect/in kind amounts should be entered here | | *Column B CGP Grant Amounts Requested from OMI | *Income Column C Total income including the in kind amounts from Column A should be entered here. | |
| Salary (For each person, include hourly rate, number of hours/week and the period of time to be worked) In Kind (\$20x\$40x2) Actual (\$20x\$40X 4) | \$1,600 \$3,200 | \$1,000 | Salary (For each person, include hourly rate, number of hours/week and the period of time to be worked) In Kind (\$20x\$40x2) | \$1,600 |
| Volunteers In Kind (100 hrs x \$20 per hr) | \$2,000 | | Volunteers In Kind (100 hrs x \$20 per hr) | \$2,000 |
| Other Organisations Contributions In Kind (100 hrs x \$30) | \$3,000 | | Other Organisations Contributions In Kind (100 hrs x \$30) Actual | \$3,000 \$1,000 |
| Applicant Organisation Contribution In Kind | \$1,500 | | Applicant Organisations Contribution In Kind Actual | \$1,500 \$1,000 |
| Venue Hire (includes bond) | \$1,500 | \$500 | Venue Hire (bond refund) | \$500 |
| Program Booklets Printing | \$2,000 | \$250 | Program Booklet Sales | \$400 |
| Local travel Costs (Include an estimate of the number of kms x payment rate) | \$800 | \$200 | Corporate Sponsorship(NC) | \$1,000 |
| Interpreting and translating services | \$300 | | Other Grant Funding Lotterywest (*NC) Healthway (*TBC) | \$2,000 \$2,000 |
| DVD/CD Production Costs Advertising/Publicity | \$1,250 \$1,800 | \$500 | Donations | \$200 |
| Equipment Hire • Sound system • Lighting • Stage • Power • Toilet Hire • Other (please specify) | \$500 \$300 \$400 \$100 \$200 \$100 | \$500 | Ticket Sales (180 @ \$10) | \$1,800 |
| Project Administration • Admin Fee in Kind • Telephone • Postage • Stationery expenses | \$1,000 \$150 \$100 \$50 | \$50 | Project Administration Admin Fee (in Kind) | \$1,000 |
| Document preparation and printing | \$150 | | | |
| TOTAL EXPENDITURE | \$22,000 | \$3000 | TOTAL INCOME | \$19,000 |

*Note Column A should represent the total costs of the Project. Column B and Column C added together should equal Column A

*NC: Not Confirmed *TBC: To be Confirmed

Items listed above are examples only and will not apply to all projects.

Note: Personal information collected by OMI will be handled in accordance with the Privacy Act 1988.

**OFFICE OF MULTICULTURAL INTERESTS
COMMUNITY GRANTS PROGRAM (CGP)**

CHECKLIST FOR APPLICANTS

Please complete the following checklist and ensure that the appropriate documents are attached before submitting your Application

- Organisation details are completed, including contact phone and fax numbers, and email address.
- All sections of the Application form are completed. ***The CGP Guidelines pages 1-6 have been detached from Application form and retained by the applicant.***
- Application Form is signed by President/Chairperson/Chief Executive Officer.
- If the Application is submitted by another incorporated organisation on behalf of the applicant organisation, details of this body have been provided and signed by President/Chairperson/Chief Executive Officer.
- ABN and proof of GST registration ***must*** be provided. If you ticked yes on page 7 (*If no ABN allocated, please attach exemption notice received from the Australian Taxation Office or an ATO Statement by a Supplier Form.*)
- Support documentation, such as, letters of support, are attached.
- Project start date is at least three (3) months after the closing date for applications for this funding round.
- The signed Application and attachments has been mailed (postmarked) or delivered to OMI by 5.00 pm on the closing date.
- Copy of Certificate of Incorporation is attached

Applicants who have not met these requirements will not be considered for funding.



Government of Western Australia
Office of Multicultural Interests

10th Floor, 2 Havelock Street West Perth WA 6005
Telephone 08 9217 1600 Facsimile 08 9321 5205
email: harmony@omi.wa.gov.au