



Government of South Australia
Department of Human Services



Community Connections Program



Multicultural Coordinating Partner Grants 2022

Funding Guidelines

ABOUT THE COMMUNITY CONNECTIONS PROGRAM:

The Community Connections program is an innovative program empowering people to make connections with communities, social networks and services. It is designed to support South Australians to enhance their independence and quality of life.

It is available to people who live in South Australia and:

- are aged 18 to 64 (18 to 49 for Aboriginal and Torres Strait Islander peoples)
- require episodic (not permanent) services to improve independence and quality of life
- require support to re-establish, develop or maintain connections with supportive networks (e.g. carers, family, friends, peers and communities)
- are not eligible to receive support from Commonwealth funded programs such as NDIS and My Aged Care.

Community Connections provides short-term support for up to 12 weeks and helps connect people with longer-term support where required. Support through the Community Connections Program may include helping people to get involved in local community activities, find new support groups, or get some extra support at home.

ABOUT MCCSA AND ITS ROLE AS THE MULTICULTURAL COORDINATING PARTNER (MCP):

The Multicultural Communities Council of South Australia (MCCSA) is pleased to be supporting the Government of South Australia as the Multicultural Coordinating Partner (MCP) for the Community Connections Program.

MCCSA's role is to provide coordination and support across the program, and administer MCP funding to South Australian new and emerging multicultural community (NEC) organisations, or to established multicultural community organisations supporting NECs.

Multicultural Coordinating Partner funding will be allocated to projects that respond to emerging issues and unmet needs, and for projects that build the capacity of NECs. There are two streams of funding available:

- Flexible Funding
- Once-off grants.

Flexible funding is to be allocated to proposals that address unmet needs and/or barriers for NECs.

Once-Off Grants are to be allocated to:

- Applications from NEC groups for small capacity building activities

The **priority groups** for flexible funding and once-off grants are:

- NECs
- NEC and/or culturally and linguistically diverse (CALD) groups who are financially disadvantaged
- NEC and/or CALD groups residing in communities identified as places where persistent and/or relative location-based disadvantage exists.

Flexible funding may be used to:

- Support participants to overcome difficulties in connecting with community and accessing services, such as in regional areas with less options for specific services.
- Support participants to access other non CCP funded supports (e.g. community groups, activities and services).
- Seed projects that will improve and/or build community social infrastructure (e.g. long-term hire of a community space with access for all partners in the region or a one-off event that meets the outcomes of the CCP).
- Upskill community groups in the region.

Once-off grants may be used for:

- Upskilling opportunities for staff or volunteers of a community organization
- Buying equipment for community organisations
- Recruiting volunteers to a community organization
- Other small capacity building projects

What the flexible funds cannot be used for:

This funding **cannot** be used for:

- Projects that are already fully funded by another government agency, State, Federal or Local.
- Projects aimed at participants aged under 18 or over 64.
- Projects commencing prior to the grant notification date.
- Normal operating costs
- Paying for items, services or resources already bought before these funds became available.
- Physical infrastructure.

Principles for Flexible Funding and Once-Off Grants



- Alignment with the Community Connections Program and its objectives for people to be supported to increase their independence and to strengthen connections with communities, social networks and services.
- Funded projects or activities **must be a priority for NECs**.
- Preferably evidence-based.
- Maximisation of the impact of funding:
 - Funding that benefits a larger proportion of the region (e.g. greater impact) will be prioritised over funding that supports an individual.
 - Proposals that can demonstrate potential for sustainability after the funding period are highly recommended.

To apply you must:

- read these guidelines and the application requirements document carefully
 - register and complete the application form. This link is available via [INSERT LINK]
 - be an authorised signatory for the organisation (i.e. Chief Executive, President, Chairperson, Treasurer, Secretary)
 - provide all information requested, including quotes or evidence of costs for all budget items
 - address all eligibility criteria

Before starting your application, please read the following pages about application requirements for this funding. Key information, explaining important aspects of the application process and how they assist with funding assessment is outlined in this document.

Enquiries and feedback:

If you have any questions about applying for a grant through Multicultural Coordinating Partner Grants 2022-2023 or wish to obtain support feedback on an application, please contact the MCCSA Community Connections Program team:

MCCSA CCP Team:

Phone: 8213 4614

Email: somi.lindsay@mccsa.org.au

IMPORTANT NOTES

APPLICATION REQUIREMENTS:

ELIGIBILITY :

- To be eligible to apply for Flexible Funding or Once-off grants, organisations must be an incorporated association or similar legal not for profit entity*.

All **legal entities** must:

- be incorporated under the Associations Incorporation Act 1985, or the Aboriginal Councils and Associations Act 1976, or have evidence of a comparable legal status, such as Australian Public Company limited by guarantee.

OR

- be a council under the Local Government Act 1999, to act as a sponsor or engage a registered training organisation to deliver training for volunteers working in community organisations.

AND

- be currently registered with a valid Australian Business Number (ABN)
- have an Australian bank account in the name of the legal entity
- agree to the terms and conditions of the grant agreement
- if sponsoring an organisation,
 - ensure the sponsored entity has not-for-profit objectives, and
 - agree to accept legal and financial responsibility for the grant.

**The entity with legal responsibility for a grant, which must be capable by law of entering into an agreement.*

Sponsored organisations:

Organisations that are not incorporated and/or do not have an ABN, can apply if they meet all other eligibility criteria and are able to secure an eligible organisation to act as their sponsor (auspice) for the project. The sponsoring organisation is then responsible for submitting the application online, the legal and financial accountability of the project, and will be required to enter into the grant agreement. Sponsoring organisations will receive the funding and be responsible for acquitting the funding.

WHO CANNOT APPLY FOR A GRANT?

Your application cannot be considered for assessment if you do not satisfy the eligibility criteria.

Your application will not proceed to assessment if the Organisation applying has any outstanding contractual or financial obligations (e.g. reports, acquittals, unpaid invoices) for any funded Department of Human Services projects or programs.

Applications will not be accepted from organisations or sponsored organisations that have licensed gaming machines in their facilities or hold a gaming machine license.

Staff or board members of MCCSA cannot be the contact person for a grant application. If a staff member or board member of MCCSA has a connection with an application, this must be declared on the application form, including the nature of the connection.

Why is this important?

MCP Grants can only award funds to community based, not-for-profit organisations which are either incorporated or can show evidence of a comparable legal status. This is to ensure funding is provided to organisations who are the intended recipients of the Charitable and Social Welfare Fund. This also provide MCCSA and the Department of Human Services (DHS) with the security and understanding that the applicant organisation has the knowledge, capacity, and financial viability to carry out the activities outlined within the proposal.

PROJECT BUDGET:

Please carefully consider the budget before submitting your application. The budget must clearly demonstrate the items the MCP Grants funds will support if the application is successful.

The budget must also include other sources of income for the project including other grants, government or organisational support, earned income (such as ticket sales), or support in-kind. Please note that the grant should not duplicate any other government program or service.

Budget must be realistic and include quotes for requested items.

Why is this important?

This information supports the assessment of your proposal by assisting the assessor to understand the size of the project and how the funds applied for will assist in achieving benefit to the NEC/CALD community outlined in the proposal. Please check that the items funding is being requested for are eligible within the MCP Grants guidelines.

CLEAR PROJECT INFORMATION:

A clear project description contains key information to assist assessors to evaluate the application against the key assessment criteria of:

Immediate need of NEC/CALD community:

- **Why** are you seeking this funding?
- **Why** is this proposal important?
- **How** has the community demonstrated the need for this project?

Impact or benefit to NEC/CALD community:

- **Who** will benefit from this funding?
- **What** will the impact of these funds be for the community?
- **How** will this impact be measured?

Value for money:

- **How** will the funds be spent?
- **How** will the impact of the project be recorded, evaluated, and shared?
- How are the quotes included realistic for the activity proposed?

Why is this important?

These questions assist assessors to establish the need and merit of the proposal against other applicants who have also applied for funding. Funding is competitive. These questions determine the detail of the proposal and also establish if the community has the leadership capability, skills, and resources to deliver the desired outcomes.

There is usually not enough funds to support all applications submitted.

Please confirm that all attachments are included at the time of submission including support letters. Due to the expected number of applications received, applications will be assessed on the documentation provided at the time of submission. MCCSA is unlikely to contact you regarding any missing or incomplete parts of your application.

ASSESSMENT OF GRANTS:

The application will be assessed against the eligibility criteria.

Applications are screened for eligibility to check that:

- the applicant organisation is eligible to apply and has no outstanding commitments to MCCSA and to the Department of Human Services (DHS).
- the application is completed in full and all required attachments are included including quotes for budget items

Assessment Criteria:

Applications will be assessed by a merit-based assessment process using the criteria outlined below:

Assessment Matrix		
New and Emerging Community need and Organisation capacity.	40%	Does the application clearly outline the NEC organisation need and how this funding will address that need? (Projects showing evidence of higher community need through servicing new and emerging communities or regions where new and emerging communities have settled will be considered as a priority.) Does the organisation have the capacity to deliver the project?
Potential for the project / activity to achieve stated outcomes, both for participants and for the amount of funds requested.	40%	Projects will be assessed on the extent of the positive impact or benefit on the target group community and the link to the Community Connections Program outcomes (creating social connections and links to service provision)
Value for Money	20%	Projects will be assessed on the extent of value for money given the number of people who will directly benefit.

Each application is assessed against the Assessment Criteria and the extent to which they address the needs of the target group,

and positive impact or benefit on the target group community, the link to the Community Connections Program outcomes and the value for money.

The information included in your application is confidential.

NOTIFICATION:

All applicants will be notified, by email, of the outcome of their application.

Successful applications:

If your application is successful, you will receive an agreement detailing the terms and conditions of the funding provided. All applicants will be required to sign this agreement and comply with all conditions, which include requirements to:

- submit a final report accounting for how you spent the funding (financial acquittal), including copies of receipts for all purchases.
- measure and report on the outcomes from the funded project (project evaluation)
- have public liability insurance – a minimum of \$1 million or as required in your agreement

Payment will be made in accordance with the terms and conditions of the funding agreement.

REPORTING REQUIREMENTS:

On completion of the project, you are required to submit a signed acquittal confirming the allocated funds were spent in accordance with terms of the agreement.

You are required to submit copies of all receipts of purchases funded through MCP Grants as part of the acquittal process.

Also provide a short summary about the difference the project made, including a description of what you learned from implementing the project. Case studies should also be provided, explaining what difference the program made to the participants' lives.

Reports are to be submitted to MCCSA.

MCCSA will gather the following information for their reporting purposes to DHS:.

Reporting Requirements:	
What is the outcome your project achieved?	How did the project outcome respond to emerging issues and unmet needs or build the capacity of new and emerging communities to meet system and participant outcomes? What difference did the project make to new and emerging communities?



What did you learn and what would you do differently?	Describe any learnings from the project or your organisation's experience during project.
Provide case studies	Describe the stories of people who participated in your project and what difference your project made to their lives.

Record keeping:

You are required to keep receipts for all purchased items and submit copies of receipts with your financial report for all purchases.

Keeping us informed:

You must let us know immediately if anything is likely to affect your organisation from spending the grant. This includes any changes to your organisation or its business activities, particularly if they affect its ability to complete the activities stated in the grant, carry on business, and pay bills. You must also inform us, via email to MCCSA of any changes to your:

- organisation name and nominated contact details of key contacts of proposal
- addresses including emails
- bank account details.

LINKS TO POLICY:

MCP Grants links to the objectives, principles and recommendations in South Australian Government strategies and policies:

Department of Human Services Strategic Plan 2019-2022

Community Connections Program

New and Emerging Communities in Australia

Project planning must consider current COVID-19 restrictions and your application must reflect them. To understand how the public health emergency could affect your project, and the COVID-safe requirements you may need to comply with (subject to your project proposal), please consider these resources from the SA Government COVID-19 website.

SA Government COVID-19 website <https://www.covid-19.sa.gov.au/>

Creating a COVID-safe plan <https://www.covid-19.sa.gov.au/business-and-events/create-a-covid-safe-plan>