

# CAPACITY BUILDING AND PARTICIPATION PROGRAM 2018-19

**Building Multicultural Community and Organisational Capacity Guidelines** 

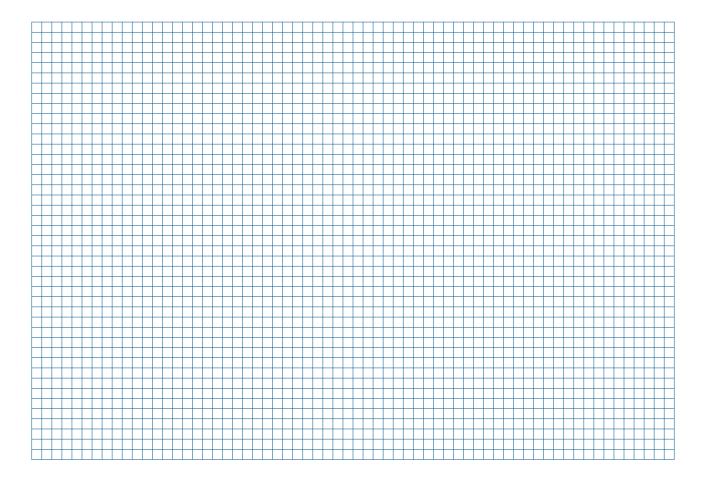
For programs delivered and organisational support provided after 1 July 2018

Applications open 23 April 2018 Grant queries: 1300 366 356 Applications can be submitted online at www.multicultural.vic.gov.au





#### Guidelines



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## MESSAGE FROM THE MINISTER



The Victorian Government encourages all Victorians to embrace cultural diversity. The Capacity Building and Participation (CBP) Program aims to support multicultural communities – both new and established – to participate in all aspects of Victorian life.

The Victorian Government strongly believes that building the skills and knowledge of our diverse communities – from all ages and backgrounds – is an important part of social inclusion. Members of all Victoria's diverse cultural and linguistic communities, including newly arrived refugee and asylum seeker communities and Victoria's multicultural seniors' groups, play an important role in bringing a wealth of experience, skills and knowledge to our State.

The Victorian Government's Multicultural Policy Statement and its centrepiece, the Victorian Values Statement, underline the rights and responsibilities that all Victorians share, regardless of background, and our commitment to ensuring everyone has the opportunity to contribute to the life of our state.

The program will build the capacity of multicultural and faith-based communities to fully participate in Victorian society in a variety of ways: by creating opportunities through grassroots activities for communities, young people, women, seniors, refugees and asylum seekers to get involved and to connect; and by providing much needed support to enable small ethnospecific organisations, seniors clubs and community language schools to thrive.

This grants program also represents an opportunity for multicultural and faith-based communities, organisations and specialist services working in family violence prevention to come together through new and existing partnerships and develop family violence prevention initiatives that are unique and tailored to multicultural Victoria.

The Victorian Government is committed to supporting communities by providing effective, accessible grants programs that meet a range of cultural, social, economic and educational needs.

I encourage community groups and organisations to apply for a grant under the CBP Program. By working together we can ensure that multicultural communities across Victoria continue to thrive.

ROBIN SCOTT MP

Minister for Multicultural Affairs

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# 1 VICTORIA'S MULTICULTURAL POLICY STATEMENT

Victorian. And proud of it. is Victoria's Multicultural Policy Statement. It sets out the Victorian Government's way forward with a range of policies, programs and services that encourage every one of us to participate in a stronger, safer and more harmonious community.

The Multicultural Policy Statement is underpinned by the Victorian Values Statement, a set of shared values that form the foundation of our cohesive, multicultural society

#### **Victorian Values Statement**

The five core values are:

#### One law for all

Everyone is equal under the law. All Victorians have the same legal rights, responsibilities and protections.

As Victorians, we all have rights under the law and responsibilities towards each other. By respecting our mutual rights and responsibilities, we can ensure a safe and cohesive society.

#### Freedom to be yourself

Everyone is free to be themselves and to feel safe in being true to themselves. The Government wants every Victorian to be able to celebrate their culture with pride, and practise their traditions in peace.

The freedom to be yourself includes freedom of speech, expressions of gender, sexuality and religion, and peaceful assembly; it does not allow people to break the law or to impinge on the safety or freedom of others.

#### Discrimination is never acceptable

Everyone has a responsibility to promote inclusion and participation and to reject exclusion, racism and all forms of violence. A society free of discrimination is better able to tackle problems like economic and social disengagement and improve health and wellbeing for all.

#### A fair go for all

Everyone deserves a fair go in life. That means giving every Victorian – no matter where they live, their circumstances, or their background – the support they need to enjoy the Victorian way of life. This includes quality education and healthcare, accessible transport, equity in employment and a safe place to live.

# It is up to all of us to contribute to a Victoria we can be proud of

We all want similar things – the opportunity to thrive, for our successes to be recognised, and for our families and loved ones to be safe, secure and happy.

### 2 ABOUT THE PROGRAM

# What is the Capacity Building and Participation Program?

The Victorian Government is committed to promoting the social, cultural and economic benefits of cultural diversity to all Victorians. The Capacity Building and Participation (CBP) Program is designed to build the knowledge and skills of multicultural and faith-based communities across Victoria. This program supports everyone, regardless of background, to fully participate and contribute to everyday life in Victoria. The program seeks to strengthen the participation, inclusion and contribution of priority groups including regional communities; refugees and asylum seekers; young people; women; seniors; and other diverse cohorts.

The CBP Program emphasises a collaborative approach where communities and organisations work together on priority issues, including prevention of family violence, and additional contributions are leveraged through partnerships with government, NGOs and/or community agencies.

The CBP Program includes a separate funding stream that focuses on building the capacity of multicultural communities to address family violence and all forms of violence against women.

#### **Objectives**

The CBP Program funds new and existing initiatives that seek to achieve the following objectives:

- » build the capacity of Victoria's multicultural and faith-based communities to actively contribute to all aspects of life in Victoria;
- » build the capacity of Victoria's multicultural and faith-based communities to work towards creating a future free from family violence and all forms of violence against women;

- » strengthen participation, inclusion and service access by multicultural and faithbased communities across Victoria, including better connecting communities with the mainstream service system;
- » strengthen the capacity of multicultural community organisations to better engage and support the multicultural and faithbased communities and groups that they represent; and
- » foster collaborative and partnership approaches between community and organisations, in which communities are empowered to use their strengths, knowledge and resources, to improve social, cultural, educational and economic pathways and outcomes.

#### **Funding Streams**

The 2018-19 Capacity Building and Participation Program is divided into three funding streams:

#### **Small Grants**

Grants up to \$5,000 per year for one or two years to strengthen the organisational capacity of small multicultural organisations including multicultural seniors and small, new or emerging community language schools which are **NOT** accredited by the Department of Education and Training (DET) for funding purposes or; community language schools which are accredited by DET, but will not be receiving DET funding in 2018.

#### **Medium Grants**

#### **GENERAL STREAM**

Grants up to \$75,000 per year for one or two years for community capacity building projects benefitting multicultural and faith-based communities including priority groups such as:

- » regional communities;
- » refugees and asylum seekers;
- » young people;
- » women;
- » seniors; and
- » other diverse cohorts.

#### PREVENTION OF FAMILY VIOLENCE STREAM

This stream supports prevention initiatives that are specifically tailored for multicultural and faith-based communities. These initiatives will support the Victorian Government's prevention strategy Free from Violence: Victoria's strategy to prevent family violence and all forms of violence against women, and the broader family violence reforms.

» Grants of up to \$75,000 per year for two years are available for community capacity building projects supporting multicultural and faith-based communities to prevent family violence. Initiatives under this stream could include programs that support the prevention of family violence and all forms of violence against women (including gender equality initiatives).

Please note that organisations are eligible to apply for, and may receive, grants under the both Small and Medium Grants categories.

#### **Key Dates**

Applications open on Monday 23 April, and close on Monday 4 June 2018.

#### Who is eligible to apply?

Organisations must:

- » be a not-for-profit entity or a Local Government Authority (LGA) that partners with a not-for-profit entity (LGAs cannot apply independently);
- » if a not-for-profit entity, be registered under the Corporations Act 2001 (Cth) or the Associations Incorporation Reform Act 2012 (Vic);
- » have a current Australian Business Number (ABN); and
- » have current Public Liability Insurance
- » (Multicultural senior citizens organisation applying for a small grant are also eligible to apply for complimentary Public Liability Insurance).

Specific eligibility criteria apply for some of the grant categories under the CBP Program (see Section 3 below).

If your organisation does not meet the above criteria you must nominate an eligible auspice to apply for a grant. Auspice organisations must meet the above criteria, and can include LGAs.

Applicants who have overdue accountability reports for previous grants funded through the Victorian Multicultural Commission and the Multicultural Affairs and Social Cohesion Division of the Department of Premier and Cabinet are not eligible to receive funding. To check if you are up to date with accountability reports, please email community.grants@dpc.vic.gov.au.

# 3 WHAT TYPES OF PROJECTS MIGHT BE FUNDED?

#### **Funding Categories**

#### Small Grants – up to \$5,000 per annum

Funding is targeted at supporting small multicultural and faith-based organisations, including multicultural seniors organisations/ clubs and community language schools, to strengthen their organisational capacity to better serve the communities they represent.

Small multicultural organisations are defined as not-for-profit and non-political organisations that strengthen the capacity of culturally, linguistically and religiously diverse communities and promote and celebrate culture and language in a way that is inclusive of the whole community. Small multicultural organisations can demonstrate that they support a significant membership base.

Funding can be used to support:

- » day to day organisational running costs including rent, lighting, heating, catering, utilities, telephone, stationery and postage;
- » purchase/hire of minor office equipment, kitchen equipment and other equipment for community capacity building activities;
- » provision of community information sessions/seminars; activities or outings, including for seniors clubs; or
- » community transportation costs.

Community language schools are defined as not-for-profit community organisations providing out-of-school-hours language programs.

For community language schools, funding of up to \$5,000 per annum **for up to 2 years** can be sought to support:

- » operational costs
- » teacher professional development; and/or
- » resource development/purchase of language curriculum resources.

Only the following organisations are eligible to apply:

- » Organisations which are not currently accredited under the Department of Education and Training (DET)'s Community Language Schools Funding Program
- » Organisations which are currently accredited under the DET's Community Language Schools Funding Program but have not applied for funding in 2018.

#### Medium Grants – up to \$75,000 per annum

#### **GENERAL STREAM**

Funding is targeted at creating strong engagement, participation and inclusion outcomes for multicultural communities by funding medium projects (\$5,000 to \$75,000 per year for up to 2 years) which:

- » build the capacity of multicultural and faith-based communities to design and implement sustainable solutions to strengthen participation in community life, create opportunities for social inclusion or strengthen education, employment or volunteering pathways and outcomes;
- » enhance community understanding and access to local or regional services, and/or the responsiveness of these services;
- » draw upon community strengths and co-design to respond to challenges or opportunities impacting a local multicultural community or priority multicultural group. Some examples of projects or themes that would be considered are:
  - » youth disengagement;
  - » positive engagement between young people and parents/elders; and
  - » sustainable social, educational and economic pathways for newly arrived refugees or asylum seekers.

Funding can be used to build the capacity of:

- » a specified multicultural or faith-based community (for example: the Karen community in Melbourne or the South Pacific Islander community in Victoria); or
- » multiple multicultural communities working together on a common priority (for example: partnership project with multicultural youth to develop social media tools which address family violence prevention and gender equality); or
- » a defined priority needs group (for example: women, seniors, young people, or asylum seekers/refugees.

#### Prevention of Family Violence Stream

» Funding will support partnerships aimed at building the capacity of multicultural and faith-based communities and the organisations working with them, to prevent family violence. Funding is for medium projects (\$5,000 to \$75,000 per year for up to 2 years).

The lead organisation **must**:

- » represent a cultural, faith or linguistic community in Victoria; or
- » be an organisation with extensive experience in supporting multicultural communities.

The lead organisation must partner with an organisation with expertise in the prevention of family violence and all forms of violence against women unless they can demonstrate their own expertise in family violence prevention. Prevention experts are found in a range of settings including local government, health prevention, family violence and women's or community health. Each region has an existing prevention planning infrastructure and networks. For some of the key organisations with prevention expertise please see Attachment A.

#### Partners will:

- » design a shared action plan to prevent family violence or violence against women;
- » deliver coordinated, tailored prevention projects to implement this plan; and
- » demonstrate links with family violence response services to ensure safe referral pathways are available when needed in project delivery.

Examples of programs that would be considered under this stream include:

- » Leadership program a multicultural organisation with experience in the prevention of family violence collaborates with a family violence specialist service and community sports club to run a leadership program for women from newly arrived communities;
- » Playgroups project a joint family violence prevention project between an organisation representing a culturally diverse community and a community health service working with mothers in an informal playgroup setting focussing on safe, positive and respectful relationships;
- » Respectful relationships a faith based organisation partnering with a family violence specialist organisation to work with both men and women from migrant and refugee backgrounds to discuss gender equality in relationships and the drivers of family violence;
- » Men's engagement a women's health service with experience in family violence prevention works with a multicultural organisation to provide programs for engaging men in family violence prevention;

» Community prevention project – a joint project between an organisation representing a culturally diverse community, a community legal service and an organisation with family violence prevention expertise to develop a strategy for broadening understandings of forced marriage and dowry-related violence and developing effective prevention initiatives.

#### **Timing**

Applications will be accepted for programs and activities scheduled to run after 1 July 2018.

Projects will need to commence within three months of the grant offer or funding may be withdrawn.

# What applications can be supported?

The following applications can be supported:

- » projects that address the program objectives and funding criteria for the relevant funding stream (see page 6);
- » applications submitted by eligible organisation/s (see page 7);
- » projects that are scheduled to commence implementation within three months after the offer of a grant has been made.

#### Prevention of Family Violence

In addition to the above criteria, applications under the Prevention of Family Violence Stream of the Medium Grants will need to:

- » have a prevention focus in the project design;
- » reflect and support the principles and approach of the following frameworks (see Attachment B for links):
  - » Change the story: A shared framework for the primary prevention of violence against women and their children in Australia; and

» Free from Violence: Victoria's strategy to prevent family violence and all forms of violence against women.

# What applications cannot be supported?

The following applications cannot be supported:

- » applications from individuals;
- » commercial or fundraising activities;
- » purchase or lease a building or land;
- » purchase of class equipment such as tablets or computers;
- » initiatives, activities or travel outside Victoria or funding for overseas people or organisations to visit Victoria;
- » initiatives or activities that promote or are held for political purposes;
- » initiatives that are primarily for religious purposes;
- » activity undertaken prior to the notification of the application outcome;
- » organisations that have failed to comply with the terms and conditions of previously provided grants; or
- » activities and/or organisations eligible for funding under another State, Federal or Local Government program, and where the project is clearly within the programmatic responsibility of another Government program; and
- » initiatives that focus on responding to family violence that has already occurred.

The CBP Program is extremely competitive due to the high volume of applications.

Applicants are strongly encouraged to seek additional funding sources and financial partners.

## 4. HOW TO APPLY

# Complete the application form online at www.multicultural.vic.gov.au.

Ensure you complete the contact and address details, respond to the eligibility criteria and attach all supporting documentation to your application.

Late or incomplete applications may not be considered.

DPC prefers that applications are submitted electronically, to reduce the impact on the environment. If you are unable to submit your application online, please contact us to request a hard copy application form.

For more information contact **community**. **grants@dpc.vic.gov.au** or call 1300 366 356.

### 5 ASSESSMENT PROCESS

#### How will applications be assessed?

Applications will be assessed against the program objectives, eligibility requirements and assessment criteria.

Applications will be assessed by a panel, which will forward recommendations for the Minister for Multicultural Affairs' consideration.

Given the high demand for grants under this program, the amount of funding approved may be less than the amount requested. In this case grant recipients will be asked to revise their budget and project in line with the funding offered.

#### What is the assessment criteria?

Applications will be assessed against the criteria outlined in the table below:

#### **SMALL GRANTS**

#### ASSESSMENT CRITERIA

#### **EXAMPLES OF SUPPORTING INFORMATION**

#### What will the activities achieve?

The application demonstrates the extent to which the proposed activities will build the capacity of small organisations to increase the participation of multicultural and faith-based communities in Victoria.

Identify demonstrated needs and areas for capacity building

#### For community language schools only

Professional Development: The application demonstrates the extent to which the proposed training will build the skills and capacity of the teachers, including in relation to the Victorian Curriculum – Languages.

Resource development/Purchase of language curriculum resources: The application demonstrates the extent to which the proposed resources supports the delivery of a language program aligned to the Victorian Curriculum – Languages.

Identify demonstrated need and areas for professional development, materials development, including number of students and classes

#### Who is involved?

The application demonstrates how the activity:

- » will reach and engage the targeted multicultural/faith-based communities (in specified locations);
- » can be delivered successfully by the applicant; and
- » will benefit others groups e.g. schools or other partners who are involved.

Identify target communities

Membership lists for community organisations including seniors citizens groups

Demonstrated partnerships, if any

#### **EXAMPLES OF SUPPORTING INFORMATION**

#### How will the activities be delivered?

The application demonstrates that the activities:

- » are ready to proceed and supported by a clear approach and realistic timeframes;
- » are based on sound cost estimates and represent value for money; and
- » will work to increase participation and inclusion.

Budget

Frequency of activities

Methodology

#### MEDIUM GRANTS (GENERAL STREAM)

#### **ASSESSMENT CRITERIA**

#### **EXAMPLES OF SUPPORTING INFORMATION**

#### What will the project achieve?

The application demonstrates how the project will:

- » harness existing community strengths, resources and knowledge;
- » build capacity of multicultural/faith-based communities to create opportunities and sustainable solutions to barriers to inclusion and participation;
- » improve understanding and access to services by multicultural/faith-based communities and
- » create positive engagement with targeted priority groups (such as regional communities, refugee and asylum seeker communities, young people, women, and seniors).

The application demonstrates how the proposed outcomes will be measured.

### Clear description of what activities and

approaches you will undertake

#### Why is the project needed?

The application demonstrates how the project addresses the needs of specified and/or priority groups to increase their engagement and participation in multicultural Victoria.

Identify demonstrated needs of priority groups (demographic data and/or other evidence indicating need e.g. local plans, consultation, evaluation)

#### **EXAMPLES OF SUPPORTING INFORMATION**

#### Who is involved?

The application demonstrates how the project:

- » will reach specified community group(s) in targeted locations;
- » is a collaborative approach between the applicant, specified groups and other service providers; and
- » will be effectively delivered by the applicant (including the roles and responsibilities of partners if any).

Identify partnerships, terms of reference, letters of support, memorandum of understanding, if any; and

Demonstrate promotional/engagement strategy to target communities

#### How will the project be delivered?

The application demonstrates that the project:

- » is designed in partnership with community;
- » is ready to proceed and supported by a clear approach and realistic timeframes;
- » is based on sound cost estimates and represents value for money; and
- » will engage practices that are suitable and effective to increase participation and inclusion.

Work plan

Budget

Methodology and approaches – have they been tested?

#### MEDIUM GRANTS (FAMILY VIOLENCE STREAM)

#### ASSESSMENT CRITERIA

#### **EXAMPLES OF SUPPORTING INFORMATION**

#### What will the project achieve?

The application demonstrates how the project will:

- » use existing community strengths, resources and knowledge;
- » build capacity of multicultural/faith-based communities to prevent family violence and violence against women;
- » improve understanding and access to services by multicultural/faith-based communities, and
- » create positive engagement with targeted priority groups (such as regional communities, refugee and asylum seeker communities, young people, women, and seniors).

The application demonstrates the link between the proposed activity and expected outcomes; and

The application demonstrates how it seeks to address gendered drivers of family violence – see 'Change the Story' (See Attachment B for link).

Clear description of what activities and approaches you will undertake

#### **EXAMPLES OF SUPPORTING INFORMATION**

#### Why is the project needed?

The application demonstrates how the project supports family violence prevention initiatives that are specifically tailored for multicultural and faith-based communities.

Identify targeted prevention initiatives with specific community group(s) which respond to the particular community's needs

#### Who is involved?

The application demonstrates the extent to which the applicant and partners have the necessary skills, knowledge and experience to deliver the activity. Applications will need to demonstrate:

- » that the lead organisation represents a cultural, faith or linguistic community in Victoria or is an organisation with extensive experience in supporting multicultural communities;
- » existing expertise in prevention of family violence and/or violence against women in all its forms or has significant partnerships in place with prevention experts. (See Attachment A for some of the key organisations with prevention expertise)
- » how the project will reach specified community group(s) in targeted locations; and
- » a collaborative approach between the lead organisation, partner organisation/s and specified groups and other service providers.

Identify partnerships, terms of reference, letters of support, memorandum of understanding, if any;

Demonstrate experience within the partnership in working towards gender equality, prevention of family violence and/or violence against women; and

Demonstrate engagement strategy to target communities

#### How will the project be delivered?

The application demonstrates that the project:

» is designed in partnership with community;

- » is ready to proceed and supported by a clear approach and realistic timeframes;
- » is based on sound cost estimates and represents value for money;
- » will engage a project model that supports best practice in the prevention of family violence and prevention of all forms of violence against women; and
- » will extend or progress understanding of what works to prevent family violence and/or violence against women in multicultural and faith-based communities.

Work plan

Budget

Methodology and approaches – have they been tested?

#### **EXAMPLES OF SUPPORTING INFORMATION**

## How will the project demonstrate that it has delivered its outcomes?

- » the application will identify short and long term measurable outcomes (6 months to 2 years) for the project.
- » the project will contribute to one or more of the following outcomes<sup>1</sup>:
  - » Victorians hold attitudes and beliefs that reject gender inequality and family violence;
  - » Victorians actively challenge attitudes and behaviours that enable violence;
  - » Victorians homes, organisations and communities are safe and inclusive;
  - » All Victorians live and practise confident and respectful relationships

<sup>1</sup> See <u>Outcomes Framework</u> in 'Free from Violence. Victoria's strategy to prevent family violence and all forms of violence against women.' (Victorian Government, 2017) https://www.vic.gov.au/system/user\_files/Documents/fv/Free%20from%20violence%20 -%20Victoria's%20prevention%20strategy.pdf at (pp.50-51)

### 6 FUNDING CONDITIONS

The Capacity Building and Participation Program is a discretionary, merit-based grant program. All decisions in relation to any aspect of the funding application and assessment process, including any decision to award a grant under this program, are final.

#### Funding agreement

Successful applicants will be required to enter into a Victorian Government Common Funding Agreement (CFA) with the Department of Premier and Cabinet, which consists of:

- » a 'Schedule' (detailing activity details, funding, activity deliverables and payments, budget, reporting requirements and other activity specific requirements)
- » a set of standard terms and conditions which are fixed and non-negotiable.

It is recommended that applicants review the CFA before applying for a grant.

You can view the CFA standard terms and conditions at: http://www.dhs.vic.gov.au/\_\_data/assets/pdf\_file/0007/769921/Victorian-Common-Funding-Agreement-Terms-and-Conditions-October-2015-Version-2.pdf.

The CFA 'Schedule' template can be downloaded at www.multicultural.vic.gov.au.

You may also request a hard copy of these documents by contacting MASC on 1300 366 356.

Applications open on Monday 23 April 2018 and close at 11.59pm on Monday 4 June 2018.

You may also request a hard copy of these documents by contacting the Multicultural Affairs and Social Cohesion Division on 1300 365 356.

# ATTACHMENT A

#### Some key Family Violence Primary Prevention Experts

ORGANISATION	CONTACT DETAILS	
Our Watch www.ourwatch.org.au		
VicHealth	www.vichealth.vic.gov.au	
ANROWS	www.anrows.org.au	
DVRCV	www.dvrcv.org.au	
Gender Equity Victoria	www.genvic.org.au	
Gippsland Women's Health	(03) 5143 1600	
	www.gwhealth.asn.au	
Women's Health Goulburn North East	Tel 03 5722 3009	
	www.whealth.com.au	
Women's Health Grampians	Phone: (03) 5322 4100	
	www.whg.org.au	
Women's Health Loddon Mallee	Phone: (03) 5443 0233	
	www.whlm.org.au	
Women's Health and Wellbeing Barwon South West	Phone: (03) 5500 5490	
	www.womenshealthbsw.org.au	
Women's Health Victoria	Phone: 9664 9300	
	www.whv.org.au	
Women's Health in the North	Phone: 9484 1666	
	www.whin.org.au	
Women's Health East	Phone: 9851 3700	
	www.whe.org.au	
Women's Health in the South East	Phone: 9794 8677	
	www.whise.org.au	
Women's Health West	Phone: 9689 9588	
	www.whwest.org.au	
Multicultural Centre for Women's Health	Phone: 03 9418 0999	
	www.mcwh.com.au	
Women with Disabilities Victoria	Phone: 9286 7800	
	www.wdv.org.au	

### ATTACHMENT B

#### List of relevant policy frameworks for projects under Family Violence Stream

- » Change the story: A shared framework for the primary prevention of violence against women and their children in Australia. By Our Watch, Australia's National Research Organisation for Women's Safety (ANROWS) and VicHealth (2015). Pub. Our Watch, Melbourne, Australia www.ourwatch. org.au/getmedia/0aa0109b-6b03-43f2-85fe-a9f5ec92ae4e/Change-the-story-framework-prevent-violence-women-children-AA-new.pdf.aspx
- » Safe and Strong: a Victorian gender equality strategy. (Victorian Government, 2016) www. vic.gov.au/system/user\_files/Documents/ women/161108\_Victorian\_Gender\_Equality\_ Strategy\_ONLINE.pdf
- » Free from Violence. Victoria's strategy to prevent family violence and all forms of violence against women. (Victorian Government, 2017) www.vic.gov.au/ system/user\_files/Documents/fv/Free%20 from%20violence%20-%20Victoria's%20 prevention%20strategy.pdf

