Application Questions and Guidance

Coronavirus Support for Multicultural Seniors (CSMS) 2020-21

The Application Questions and Guidance document is intended to assist applicants to prepare information they will need to apply under the Coronavirus Support for Multicultural Seniors (CSMS) 2020-21 Program.

Outlined below all the questions you will be asked and details you will need to provide in the online application form and some tips for how to use the online Grants Portal.

Tips for how to use the Online Grants Portal
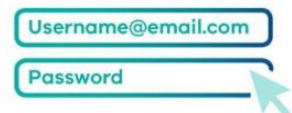
Starting an application

To start an application, go to the webpage for the Coronavirus Support for Multicultural Seniors program and click 'Apply Now':
https://www.vic.gov.au/coronavirus-support-for-multicultural-seniors-2020-21.

User Registration and Sign-in

To start an application you will need to register and sign-in to the Online Grants Portal. If you have applied through the Portal before, you can enter your username (your email) and password to log in when you start this application. If you have not applied before, you will be directed to register using your email and a password.

Complete your application

Once you've started an application, you can fill in the form. You won't be able to move to the next page until all 'mandatory questions' have been entered (all mandatory questions are marked with an asterisk *).

'Save as Draft' to finish later

Click 'Save as draft' before closing your browser to make sure you save your draft. Once you've saved your draft application, you'll receive a confirmation email with a link to your draft grant application and a unique Grant Application (GA) number.

To return to your draft you can click on the link in the email to or log back into your Portal account to see your Draft applications at:
https://dpc1.force.com/GrantsPortalLogin
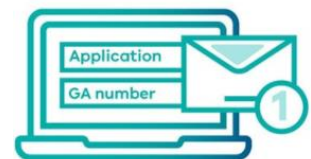
Submit your application

Make sure you have provided all the information and attachments required. To finish your application, click 'Submit' before the closing date and time of the application round.

Once you've saved and submitted your application, you'll receive a confirmation email. It's a good idea to keep this confirmation email and GA-number and to save a PDF copy of your application.

If you accidentally submit your application while it is incomplete or have any technical issues with the application, contact the Seniors Grants Team as soon as possible at Multicultural.Seniors@dpc.vic.gov.au or on 1300 112 755 and they will assist where possible.

Questions in the Online Application

Please note, all mandatory questions below are marked with an asterisk (*).

Key Dates

Applications open: 20 October 2020
Applications close: 19 November 2020 at 11:59pm

For support between 1 December 2020 – 30 June 2021

Introduction
This Application Form is used to make an application for funding under the Coronavirus Support for Multicultural Seniors (CSMS) 2020-21 grants program.

Applications to CSMS 2020-21 are for urgent funding to assist multicultural seniors' groups support their members during the coronavirus (COVID-19) pandemic.

Funding available will be up to $2,000 per seniors' group. Successful grant recipients will also receive Public Liability (PLI) and Group Personal Accident (GPA) insurance in addition to the grant funds.
Only groups that did not receive a Direct Funding Offer need to apply online.

Please ensure you have read the relevant Program Guidelines before completing this **Application Form.**
Please note that there is a limit of **one application** per organisation in the CSMS 2020-21 program.
Funded activities must be delivered between December 2020 and 30 June 2021.

The CSMS 2020-21 grants program is administered by the Department of Premier and Cabinet (DPC).

PART A: GROUP ELIGIBILITY

Part A covers your eligibility to apply. Only applicants who meet this eligibility criteria will be able to progress and submit an application.

* Are you a Victorian multicultural seniors' group with a primary focus to support seniors from culturally, linguistically and religiously diverse backgrounds?	**Yes or No.** *Funding under CSMS 202-21 is only available for multicultural seniors' groups in Victoria.*
* Does your group have at least 20 members where at least 50% of members are over the age of 60?	**Yes or No.** *Funding under CSMS 202-21 is only available for multicultural seniors' groups which meet these criteria.*
* Is your group a not-for-profit entity?	**Yes or No.** You will be asked later to provide an incorporation number or similar (e.g. A0000000L). Your incorporation status can be checked here depending on your registration type: • Consumer Affairs Victoria (CAV) – *Incorporated associations, co-operatives or organisations incorporated through other means* • Australian Securities and Investments Commission (ASIC) - *companies* • Australian Charities and Not For Profits Commission (ACNC) – *registered charities* • Office of the Registrar of Indigenous Corporations (ORIC) – *Aboriginal corporations*

* Does your group have a current Australian Business Number (ABN)?	**Yes or No.** If you do not have an ABN, you will need to apply with an auspice organisation. ABN status can be checked here: https://abr.business.gov.au/
* Do you have an eligible auspice group who has agreed to manage the grant for you?	**Yes or No.** This question is only asked if you do not have an ABN or are not incorporated and need an auspice. Your auspice must also: • be a not-for-profit entity • have a current ABN number • have no outstanding accountability reports with DPC • provide a letter or evidence of auspice support for your application.
* Do you (or your auspice) **have any outstanding for existing funding you receive from DPC?**	*Applicants with overdue reports from previous DPC grants will not be eligible until they have returned these reports.* If they have not been returned prior to applications closing, you will not be eligible. To check if your group is up to date with accountability reports, please email Multicultural.Seniors@dpc.vic.gov.au.

PART B: GROUP DETAILS

This section is about your seniors' group, your details, contact people and basic information about your members.
If you have an auspice their details will be collected in another section.

* Name of Group:	Ensure this matches your legal name (e.g. name on ABN)
* What does your group do?	Provide a short description of your group purpose and/or services you provide to multicultural seniors in Victoria. *50 words or less*
Group website address	*(if available, not mandatory)*
* Australian Business Number (ABN)	If you do not have an ABN, this question will be asked under the auspice details section.
* Incorporation number: (or similar)	If you do not have an incorporation number, this question will be asked under the auspice details section.
* Is your group GST registered?	**Yes or No.**
* How many members does your seniors group have?	**Please provide us with accurate member and volunteer numbers.** Please note, all groups will only receive $2,000 - listing higher member numbers will not result in more funding.
* How many volunteers or active committee members of your does your seniors group have?	We use member number to arrange Public Liability Insurance (PLI) and Group Personal Accident (GPA) insurance cover for your group.

	Incorrect information could impact your ability to make a claim under the insurance policies.
What is the ethnic background most of your members identify with?	**Please select one option from the lists for Ethnicity and Faith** that best describes *most* of your members/seniors who will receive support.
What faith background do most of your members identify with?	(*lists provided by the Australian Bureau of Statistics*)

Location and postal details	
* Physical location	The head office address or location where the group would regularly meet.
* Postal details	The address where your group would normally receive mail. **Please note**, under current COVID-19 restrictions the Department is unable to send documents via hard copy mail.

Primary and Secondary Contacts	
* Required details • Name • Position in group or relationship to group • Phone contact details • Email contact details • Do you require an interpreter or other assistance when we contact you? • If yes, what language or access support is required?	**Primary Contact person** This person will receive all day-today correspondence and documents related to the grant funding (e.g. Funding Agreements, Report reminders). This can be a person at the seniors' group, or it can be the details of a trusted person that has nominated to assist with email communication with the Department (e.g. local council contact, family member). **Secondary Contact person** It is recommended this contact person be the President, CEO or Chair of the seniors' group. This person will be contacted if the Primary Contact is not available.

PART C: AUSPICE GROUP DETAILS

This section is about your Auspice organisation, their details and contact information.

The auspice group will be responsible for signing the funding agreement and managing the funds on your behalf. For more information about responsibilities of an auspice organisation, see the Program Guidelines.

Do you have an eligible auspice group who has agreed to manage the grant for you? The auspice organisation must: - be an incorporated not-for-profit entity - have a current ABN number - have no outstanding accountability reports with DPC	**Yes or No.** If you do not have an ABN or are not incorporated, you must apply with the support of an eligible auspice group and provide the details below. If you do not require an auspice will proceed to Part D.
* Name of Auspice Group *** Postal details** *** Auspice ABN** *** Incorporation number:** (or similar)	Make sure you have these details from your auspice before you apply. **Please note**, under current COVID-19 restrictions the Department is unable to send documents via hard copy mail.

Auspice Group Contact Person • Name • Position in group or relationship to group • Phone contact details • Email contact details • Do you require an interpreter or other assistance when we contact you? • If yes, what language or access support is required?	The auspice contact will receive the Funding Agreement and Report reminders, as the auspice organisation will sign the Funding Agreement and is responsible for the return of reports. DPC may communicate with the auspice group (instead of, or in addition to, the auspicee) about other all day-today correspondence related to the grant funding.
* Has the auspice group formally agreed to manage the grant on your behalf? (Attachment required)	**Auspice Agreement** A letter or email from the auspice organisation saying they agree to auspice the grant must be provided as an attachment. You will not be able to continue the application until this has been attached.

PART D: ACTIVITY DETAILS

This section is to give more information about your proposed activities. Short and simple answers are preferred.

The application is assessed based on the eligibility criteria of your seniors' group and if the proposed activities are eligible under the program. We understand English is an additional language for many groups (you are not marked for grammar or spelling).

* Activity start date/End date:	**Eligible period: 1 December 2020 – 30 June 2021** Please provide the dates of your activities. These dates must fit within the eligible period for this funding round.
* What issues are your community facing relating to coronavirus and the restrictions?	**100 words or less** Give a brief description of the issues you have noticed since COVID-19 and restrictions have started to help show why your activities are so essential. Dot points are encouraged.
* Provide a brief (1-2 sentence) summary of your activities	**40 words or less** Consider the 'broad themes' of what you will spend the money on and how your activities will support seniors to be safe during COVID-19. For example: *"Seniors Group Name" will support 200 Vietnamese seniors in Brimbank by sharing translated COVID-19 health information, organising deliveries of essentials to members unable to leave home and set up a phone-based or virtual 'visiting' program to reduce isolation.*

* Provide a dot point description of the activities you will undertake:	**100 words or less** This is more details of the activities you would do if funded. Look at the list of eligible activities in the Program Guidelines to help you. Dot points are encouraged. For example: *"Seniors Group Name" will support Vietnamese seniors in Brimbank by:* • *Printing and delivery of DHHS translated resources to ensure members and local seniors have up to date and accurate information* • *Purchase of essential supplies such as food, medications, masks and hand sanitiser* • *Volunteer delivered care packages of supplies to isolated seniors who are unable to leave home* • *Promotion and sign up for a socially distanced 'visiting' program, matching members and other vulnerable seniors to regularly check in, talk and stay connected.*
* Are you able to adapt and deliver your funded activities regardless of changing COVID-19 restrictions?	**Yes or No.** Please make sure your activities can still be delivered under changing COVID-19 advice or restrictions. Funding must be spent within the funding period.
* What good things will happen because of your activities?	**100 words or less** List a few of the good things that will happen for your members and/or other local multicultural seniors because of what you would do with the grant funding. Questions to consider: • How will your activities achieve the Program Objectives? • Who is benefitting? • How will life be different for your members? • What won't happen because of what you will do?
* How many multicultural seniors will your activities support?	**Provide a number** (e.g. 100) This could be your members to receive support or also include other multicultural seniors in your local community who will also benefit.
* What Local Government Authority (LGA) will your activities mostly take place in?	**Not sure of your LGA?** Use http://www.dtpli.vic.gov.au/local-government/find-your-local-council to look up local towns/cities to identify your LGA.
* Is your multicultural seniors group located in rural and/or regional Victoria?	**Yes or No.** To answer 'Yes' you must be located in one of the five Victorian rural and/or regional areas: Barwon-South West, Gippsland, Grampians, Hume and Loddon Mallee. To look up your region by your postcode visit the Regional Development Victoria website at http://www.rdv.vic.gov.au/victorian-regions.

PART E: ACTIVITY BUDGET

Here you will outline below your estimated expenditure for how you will use the grant funds.

Managing GST in your budget

It is your responsibility to include or exclude General Service Tax (GST) in your budget depending on your GST registration status.

- **If you are registered for GST** you must not include GST in your income and expenditure figures below. If you are successful, you will be paid GST on top of the amount awarded*.
- **If you are not registered for GST** you **must** include the total income and expenditure costs to your organisation below – inclusive of GST. If successful, you will receive the amount of grant awarded – but GST will not be added on top.
- **If you are a Government Related Entity (GRE) and GST registered,** you must not include GST in your income and expenditure figures below.

Further information regarding GST between Government Related Entities can be found at:

www.ato.gov.au/Business/Government-entities/In-detail/GST-and-payments-between-government-related-entities---overview/

* Grant amount requested:	All grants are up to $2,000 only

Budget breakdown

* Grant amount requested	$ (*Same as above*)	Distribution of information regarding COVID-19 restrictions	$ (*Provide a rough estimate of how you will use funds*)
Other Grants	$	PPE for members (e.g. masks, hand sanitiser)	$
Funds from your organisation	$	Taxi Vouchers for members	$
Funds from other community organisations	$	Equipment (e.g. sewing machine, office equipment):	$
Contributions or sponsorships	$	Organising delivery of practical support to multicultural seniors (e.g. essential supplies, medicines, care packages	$
Grant (Commonwealth)	$	Establishment of digital or remote support networks and online communities	$
Grant (Local)	$	IT and software, digital literacy support	$
Other _____	$	Training and information sessions	$
Other _____	$	Running costs	$
		Administration	$
		Other _____	$
		Other _____	$
Total income	**$**	**Total expenditure**	**$**

Tip: The total income amount should be the same as the total expenditure amount.

PART G: SUPPORTING DOCUMENTATION

2x Additional attachments (optional)	Upload any additional supporting documents (*if required*).

PART H: PRIVACY STATEMENT

Use of your information:

Any personal information provided will be handled in accordance with the *Privacy and Data Protection Act 2014* (Vic) and applicable privacy laws. Enquiries about access to personal information held by DPC should be directed to the Office of the Victorian Information Commissioner, Privacy and Data Collection at PO Box 24274, Melbourne VIC 3001.

Information provided to DPC on this application form will be used to determine your group's eligibility for funding, to assess the application and to contact you about your application.

If your grant application is successful, your group name, event description, amount awarded and duration of grant will be published or described on the Multicultural Victoria website or other Victorian Government website or publication.

DPC mailing lists:

Contact information provided to DPC may be added to a mailing list which is used to send notices or updates on topics of interest such as other funding opportunities, information on community consultations, policy, programs, legislative announcements and multicultural information. If you wish to be removed from this mailing list, please contact DPC via email at Multicultural.Seniors@dpc.vic.gov.au, or you may unsubscribe directly from the link provided in the newsletter.

Sharing of your information:

Information provided to DPC may be shared with other government departments, ministerial offices and members of Parliament for the purposes of sending notices or updates on topics of interest such as other funding opportunities, information on community consultations, policy, programs, legislative announcements and multicultural information.

If you do not wish for your details to be shared with other Victorian government departments, ministerial offices and members of Parliament please email DPC at Multicultural.Seniors@dpc.vic.gov.au.

PART J: DECLARATION

- I declare that I am authorised by the applicant group to complete and submit this grant application on its behalf.
- I certify that the information in this application and attachments is true and correct to the best of my knowledge. I will notify the DPC of any changes to this information and any circumstances that may affect this application.
- I state that the applicant group has acquitted all previous grants from DPC and provided all required reports.
- I acknowledge that this application may be referred to external experts or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities.
- I understand that DPC is subject to the *Freedom of Information Act 1982* and that DPC may be required to provide information about your application to a third party.
- I accept that this is an application only and may not result in funding.
- **I understand that if successful, all funded Activities must align with the current COVID-19 restrictions, social distancing and health advice provided by Department of Health and Human Services (DHHS).**

* Name: *** Position:** *** Date:**	☐ I agree to the above declaration **To be completed by a person with delegated authority to apply – i.e. Chairperson, Secretary or Treasurer**