

CORONAVIRUS SUPPORT FOR MULTICULTURAL SENIORS (CSMS) 2020-21

PROGRAM GUIDELINES

To support multicultural seniors' groups during the coronavirus (COVID-19) pandemic.

Funding from December 2020 to 30 June 2021

Applications close 19 November 2020

Submit your application online at: <https://www.vic.gov.au/coronavirus-support-for-multicultural-seniors-2020-21>



Accessibility

If you would like to receive this publication in an alternative format, please telephone the Department of Premier and Cabinet on 1300 112 755.

www.vic.gov.au

The Department can assist you with your application, but please note you are required to apply in English. Language and interpreter services are available, please mention the language support.

便民服务

如果你需要这份刊物的其它可读格式，请拨打州长及内阁部的电话1300 112 755。 www.vic.gov.au

州长及内阁部能协助你申请，但请注意你需要用英语申请。请说明是否需要语言帮助，我们可以安排语言和翻译服务。

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Bộ có thể trợ giúp quý vị với đơn xin của quý vị nhưng xin lưu ý rằng quý vị phải nộp đơn bằng tiếng Anh. Hiện có dịch vụ ngôn ngữ và thông dịch viên, xin quý vị đề cập dịch vụ trợ giúp về ngôn ngữ.

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MESSAGE FROM THE MINISTER FOR MULTICULTURAL AFFAIRS



Victoria's vibrant communities are the cornerstone of our state's identity. As Australia's most multicultural state, we are fortunate to be home to more than 900 multicultural seniors' groups who are dedicated to supporting their members and communities.

On behalf of the Victorian Government, I am proud to announce a new funding round to support our state's multicultural seniors' groups. The Coronavirus Support for Multicultural Seniors (CSMS) 2020-21 grants program will provide funding to multicultural seniors' groups to deliver immediate assistance and practical support to their members.

While coronavirus (COVID-19) continues to be an ongoing challenge, the need to maintain social connections with our cultural identity and heritage remains. The Victorian Government recognises the immense contribution of our older generations in ensuring that Victoria has become such a multicultural success story.

Members of our older generation are to be respected and revered for their wealth of experience. Their contributions and wisdom will be needed to help our communities to adapt and recover from the coronavirus (COVID-19) pandemic.

Our Government believes that Victoria's diversity is one of our state's greatest strengths and will continue to work with our proud multicultural communities to make Victoria safer and fairer.

I encourage multicultural seniors' groups to continue supporting senior Victorians from all cultural backgrounds to build stronger connections with their communities during the coronavirus (COVID-19) pandemic.

A stylized, handwritten signature in black ink.

The Hon. Ros Spence MP
Minister for Multicultural Affairs

WHAT IS THE CORONAVIRUS SUPPORT FOR MULTICULTURAL SENIORS (CSMS) PROGRAM?

OVERVIEW

Multicultural seniors' groups will play a key role in providing up to date information, enabling ongoing engagement and providing vital support to multicultural senior citizens in Victoria during the coronavirus (COVID-19) pandemic.

The Coronavirus Support for Multicultural Seniors (CSMS) 2020-21 grants program will provide funding to multicultural seniors' groups for immediate assistance to support their members and build stronger connections with their communities during coronavirus (COVID-19).

To qualify for this grant applicants must be a multicultural seniors' group with a focus on supporting seniors from culturally, linguistically and religiously diverse backgrounds, have at least 20 members with at least 50 per cent of their membership over the age of 60.

PROGRAM OBJECTIVES

The CSMS 2020-21 grants program will support Victorian multicultural seniors' groups during COVID-19 to:

- provide multicultural senior citizens with information, skills, and assistance to support their health and wellbeing
- communicate accurate coronavirus (COVID-19) information provided by the Department of Health and Human Services (DHHS) to their members
- reduce social isolation, foster social connections among multicultural senior citizens and build stronger connections with community
- remain operational during coronavirus (COVID-19) and ensure seniors are empowered and included in the solutions to the challenges facing their communities.

First Round – Direct Funding Offers

Direct Funding Offers under the CSMS 2020-21 grants program will be sent to most multicultural seniors' groups in Victoria who have been recent recipients of DPC funding (e.g. the Multicultural Senior Citizens Organisational Support 2016-19 grant program).

These groups have demonstrated eligibility under DPC grant programs and do not need to apply.

All Direct Funding Offers are subject to the group returning all documents within 30 days, including details to confirm they still meets the eligibility criteria under the CSMS 2020-21 grants program. A Direct Offer of Funding will be withdrawn by DPC if the group is no longer eligible.

Second Round – Online Applications for new applicants

A second round of funding will be made available to ensure multicultural seniors' groups that do not receive a direct funding offer are able to apply for support under CSMS 2020-21.

This includes first time applicants (e.g. newly formed multicultural seniors' groups) or groups that have not received DPC funding recently.

The CSMS 2020-21 grants program will provide funding to multicultural seniors' groups to support their members between: **November/ December 2020 to 30 June 2021.**

Grants will provide \$2,000 for this period.

Round One: Direct Funding Offers to existing seniors' groups

Round Two: New applicants apply online.

Applications close midnight 19 November 2020. Late applications will not be accepted.

Submit your application at: <https://www.vic.gov.au/coronavirus-support-for-multicultural-seniors-2020-21>



WHO CAN APPLY?

Applications are strongly encouraged from multicultural seniors' groups that:

- are first time applicants
- represent or support seniors from priority groups such as new arrivals, refugees and asylum seekers, women, LGBTIQ communities or socially isolated and disadvantaged communities
- support regional and rural Victorians.

ELIGIBILITY CRITERIA

The qualify for support in both funding rounds a group must meet the eligibility criteria.

To be eligible, a group must:

- be a Victorian multicultural seniors' group or provide support to seniors from multicultural backgrounds
- be a not-for-profit organisation
- have a current Australian Business Number (ABN)
- be an incorporated legal entity, such as an Incorporated Association under the Associations Incorporation Reform Act 2012 (Vic), a Company Limited by Guarantee under the Corporations Act 2001 (Cth) or similar type of organisation
- have at least 20 members, with at least 50 per cent over 60 years old

- provide at least two email contacts for communication throughout the duration of the grant period
- have met the terms and condition of any previous grants and not have any outstanding reports from DPC.

Applicants that are not incorporated or do not have an ABN may still apply if they are supported by an eligible auspice organisation that has agreed to manage the grant for them.

To check your Australian Business Register (ABN) go to: abr.business.gov.au/

To check your incorporation type and/or not-for-profit status, visit:

- **Consumer Affairs Victoria (CAV)** – for Incorporated associations, co-operatives or organisations incorporated through other means (<https://www.consumer.vic.gov.au/>)
- **Australian Securities and Investments Commission (ASIC)** – for companies (<https://asic.gov.au/>)
- **Australian Charities and Not-for-profits Commission (ACNC)** – for registered charities (<https://www.acnc.gov.au/>)
- **Office of the Registrar of Indigenous Corporations (ORIC)** – for Aboriginal corporations (<https://www.oric.gov.au/>).





WHO CANNOT APPLY?

The following groups are not eligible to apply for CSMS 2020-21 funding:

- State and Federal government departments and agencies
- Local Government Authorities (LGAs) are themselves ineligible but can act as an auspice for a seniors' group with no ABN
- senior citizens 'activity groups' that receive service funding from State or Federal Government (e.g. Planned Activity Groups)
- individuals and sole traders
- commercial enterprises, for-profit entities and fixed trusts
- political parties and organisations.

OUTSTANDING REPORTS

Applicants who have overdue reports from previous DPC grants are not eligible if outstanding reports are not returned prior to applications closing.

Grant recipients need to show funds received from DPC were spent as agreed and in alignment with the program objectives.

To check if you are up to date with accountability reports, please contact DPC by email at: Multicultural.Seniors@dpc.vic.gov.au.

WHAT ARE THE RESPONSIBILITIES OF AN AUSPICE ORGANISATION?

If your organisation is not incorporated or does not have an ABN number, you may still apply to the CSMS 2020-21 grant program if you are supported by an eligible auspice organisation that has agreed to manage the grant for you.

An auspice arrangement is when a larger organisation assists a smaller organisation to fund a grant activity or event. The larger organisation is known as the auspice organisation. The smaller group or organisation is known as the grant recipient.

If your grant application is successful, your auspice organisation will be responsible for:

- signing the grant agreement
- communication with DPC regarding grant management
- all legal and financial responsibility for the grant on your group's behalf
- receiving and distributing grant funds under the grant agreement
- ensuring all grant activities or events are completed
- submitting final and evaluation reports and financial acquittals on your organisation's behalf.

Local Government Authorities (LGAs) and mainstream health providers can auspice (one or more) smaller groups on an application but cannot themselves apply. Organisations that support multiple multicultural seniors' groups (e.g. a peak body) should contact DPC to discuss whether a single application can be made.



FUNDING AVAILABLE

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.

INSURANCE COVER

Public Liability Insurance (PLI) covers group members and the general public and Group Personal Accident (GPA) insurance covers volunteers (e.g. committee members) for risks such as injury and property damage.

Insurance cover under the CSMS 2020-21 grant program is effective from 1 January to 31 December 2021.

Groups are required to provide accurate and up-to-date information regarding the number of members and volunteers requiring cover. Failure to provide accurate information could impact a group's ability to make a claim under the insurance policy. Updated information can be provided to DPC throughout the period of the grant if membership significantly changes.



ELIGIBLE APPLICATIONS AND ACTIVITIES



WHAT ACTIVITIES CAN BE FUNDED?

CSMS funding can be used for the following purposes:

- distribution of accurate information regarding coronavirus (COVID-19) restrictions, health advice and available supports for multicultural seniors, for example:
 - translation of resources outlining current advice
 - printing and postage for hard copy resources
- purchase of resources or equipment to benefit group and members:
 - Personal Protective Equipment (PPE) for members (e.g. masks, hand sanitiser, etc)
 - sewing machines to create reusable masks
 - taxi vouchers to attend medical appointments and pharmacies during coronavirus (COVID-19) pandemic for this vulnerable health group
 - minor office equipment (e.g. laptop, printers, mobile phones)
- organising volunteers to deliver practical support to multicultural seniors (either directly or working with partner organisations to deliver), for example:
 - home deliveries of essential items to members unable to leave home (e.g. care packages, medicines, PPE, etc)
 - social matching initiatives to decrease isolation (e.g. pairing of members to engage regularly via phone or online)

- culturally appropriate and regular 'check-ins' for those who are isolated
- advancing seniors' internet accessibility, digital literacy, and access to computers (including partnership with peak bodies to deliver this service)
- establishment of digital or remote support networks and online communities to keep members connected:
 - software to support group members connect (e.g. video conferencing platform membership to meet 'face-to-face' online)
 - necessary IT and digital support, technical skills and training sessions (e.g. how to use video conferencing and engage in online spaces)
 - IT literacy and safety on the internet
- running costs of the seniors group (e.g. utilities, administration costs, other costs incurred while supporting their members during coronavirus (COVID-19))

Equipment purchases must be for the benefit of the seniors' group or multicultural seniors' communities and cannot benefit a single individual. For example, a sewing machine or mobile phones purchased with grant funds may be used by individuals but must remain the property of the seniors' group.

All activities funded under CSMS must follow all current health directions and current advice from the Department of Health and Human Services (DHHS). It is the obligation of the group to ensure they stay up to date and compliant with health restrictions as they change.



WHAT ACTIVITIES CANNOT BE FUNDED?

CSMS funding cannot be used for:

- activities that contradict current advice from DHHS regarding coronavirus (COVID-19) restrictions or health directions
- senior citizens groups run by local councils (councils may act as auspice organisations)
- senior citizens activity groups that receive service funding through State or Federal Government
- staff wages
- set-up or running costs of a business
- activities involving gambling
- political or fundraising activities
- events or travel outside of Victoria or for individuals or groups from outside of Victoria to visit or attend activities within Victoria
- activities outside of the funded period.

HOW TO APPLY

First Round - Direct Funding Offers for seniors' groups with established eligibility

Multicultural seniors' groups who receive Direct Funding Offers under the CSMS 2020-21 grants program do not need to apply. These groups will be sent an Offer of Funding, Funding Agreement and documents to provide updated details to DPC.

Groups that do not receive an offer in the first round of funding must apply in the second round.

Second Round – Online Applications for new applicants

A second round of funding will be available to ensure multicultural seniors' groups are able to apply for support, including first time applicants (e.g. newly formed multicultural seniors' groups) or groups that have not received DPC funding recently.

Applications Open

Tuesday 21 October 2020

1

- Read the CSMS 2020-21 program guidelines carefully
- make sure you meet the eligibility criteria
- make sure your activities are eligible
- make sure you can meet and adjust to changing health directions in place as a result of coronavirus (COVID-19)

Submit an Application Online

All applications must be submitted online at <https://www.vic.gov.au/coronavirus-support-for-multicultural-seniors-2020-21>

2

Applicants that require additional support to submit an application online may wish to contact your local library or Council, neighbourhood house, volunteer resource service or migrant resource centre to seek assistance.

Applications Close

Thursday 19 November 2020, 11:59pm

3

- Late or incomplete applications will not be considered.
- Only one application per seniors' group will be accepted.
- There is no limit on the number of groups an auspice can support.



For more information or if you need further assistance contact DPC at email Multicultural.Seniors@dpc.vic.gov.au or call **1300 112 755** and ask to speak to the Seniors Grants Team in Multicultural Affairs.

HOW WILL APPLICATIONS BE ASSESSED?

The CSMS 2020-21 program is assessed by DPC based on the eligibility criteria of the applicant, eligibility of proposed activities and their alignment with program objectives.

Each multicultural seniors' group:

- can only submit one application online
- will only be funded once (those who receive Direct Funding Offers cannot also apply online)
- should note, previous funding does not guarantee future funding or guarantee the same amount of funding as previously received.

FIRST ROUND – DIRECT FUNDING OFFERS

The Minister for Multicultural Affairs will approve Direct Funding Offers to multicultural seniors' groups with recently demonstrated eligibility under DPC grant programs.

All Direct Funding Offers are subject to the group returning all documents within 30 days of the funding offer, including a complete updated details form.

DPC will use these details to determine the group is still eligible under the CSMS 2020-21 eligibility criteria (e.g. ABN and not-for-profit status).

Offers of funding will be withdrawn if the group no longer meets basic eligibility under the CSMS 2020-21 grant program.

SECOND ROUND – ONLINE APPLICATIONS

DPC will assess all applicants in the second round of funding and will recommend grant recipients to the Minister for Multicultural Affairs. The Minister will make all final decisions regarding funding under the CSMS 2020-21 grants program.

All decisions by DPC or the Minister for Multicultural Affairs are considered final. This includes decisions in relation to any aspect of the funding application and assessment process, any decision to offer or award a grant under this program, or to withdraw the offer or cancel the grant funding agreement.

It is anticipated that successful grant recipients will be contacted by DPC with an offer of funding for the second round in December 2020.



FUNDING CONDITIONS

VICTORIAN COMMON FUNDING AGREEMENT

Successful grant recipients will be required to enter into a Victorian Common Funding Agreement (VCFA) with DPC, which outlines the terms and conditions of the grant including the use of funds, term of the agreement and reporting requirements.

DPC will send successful grant recipients a letter of offer, VCFA and other **documents which must be returned within 30 days** to accept the funding. If you do not think you can return the VCFA in this time, immediately contact DPC to discuss. Groups who miss the deadline, risk the offer of funding being withdrawn.

Funding is only available in the financial year in which it is offered in the VCFA and will not be carried forward or made available by the Department in following financial years.

If you would like further details regarding the VCFA, please contact DPC at email Multicultural.Seniors@dpc.vic.gov.au or call **1300 112 755** and ask to speak to the Seniors Grants Team in Multicultural Affairs.

GRANT PAYMENTS AND REPORTING

Funding will be paid in one instalment upon signing of the VCFA.

At the end of the funding period you will be required to submit a final report outlining the use of CSMS funding activities achieved by your group.

DPC will provide all progress and final report templates to groups via email.

Please note, all payments are dependent on a group being up to date with reports for existing DPC grants.



HOW TO CONTACT DPC

If you have any questions about the CSMS 2020-21 grant program or the application process, you can contact DPC using one of the methods below.

Email: multicultural.seniors@dpc.vic.gov.au

Phone: 1300 112 755

Ask to speak with the Multicultural Affairs Seniors Grants Team

Fax: 03 8686 1112

Please write 'Attn: Multicultural Affairs Seniors Grants Team' (DPC) on first page

Interpreters

If you need an interpreter, call the Translating and Interpreting Service (TIS National) on 131 450 then ask for 1300 112 755.

Hearing impairments

If you are deaf, hearing-impaired, or speech-impaired please call the Department via the National Relay Service:

- Teletypewriter (TTY) users call 133 677 then ask for 1300 112 755
- Voice Relay – speak and listen users call 1300 555 727 then ask for 1300 112 755

Hard copy mail is currently unavailable

Due to significant delays to postal services during the coronavirus (COVID-19) pandemic, we are unable to offer hard copy mail communication.

When you apply or accept your Direct Funding Offer you must provide at least two current email addresses as all communication with successful grant recipients will be by email.

Successful groups should return all required documents via email or fax to ensure they are received within 30 days.

ADDITIONAL INFORMATION

We understand online applications may be challenging for some seniors' groups and additional support may be required. We encourage all groups to contact friends, family or local support services such as those below who can help you get ready to apply online.

Please refer to <https://www.vic.gov.au/coronavirus-support-for-multicultural-seniors-2020-21> for more information on:

- **Be Connected:** an Australian Government program created to help older Australians understand and use digital technology
- **Frequently Asked Questions (FAQs):** The FAQs will provide additional information and answers to common questions
- **Application Questions and Guidance:** This outlines all the details you will need to provide, the questions you will be asked and includes guidance to assist groups prepare their application.
- **How to access the Grants Portal:** Instructions on how to access the Department of Premier and Cabinet's Grants Portal when applying for a Multicultural Grant Program.
- **How to write a grant application:** Tips to help organisations and community groups write a good grant application.
- **Grant terminology explained:** Definitions of all multicultural grant program terminology.
- **Auspice arrangements:** Information organisations need to know when applying for a multicultural grant under an auspice or partnership arrangement.
- **Branding requirements for multicultural grant recipients:** How to acknowledge multicultural grant program funding received from the Victorian Government.

