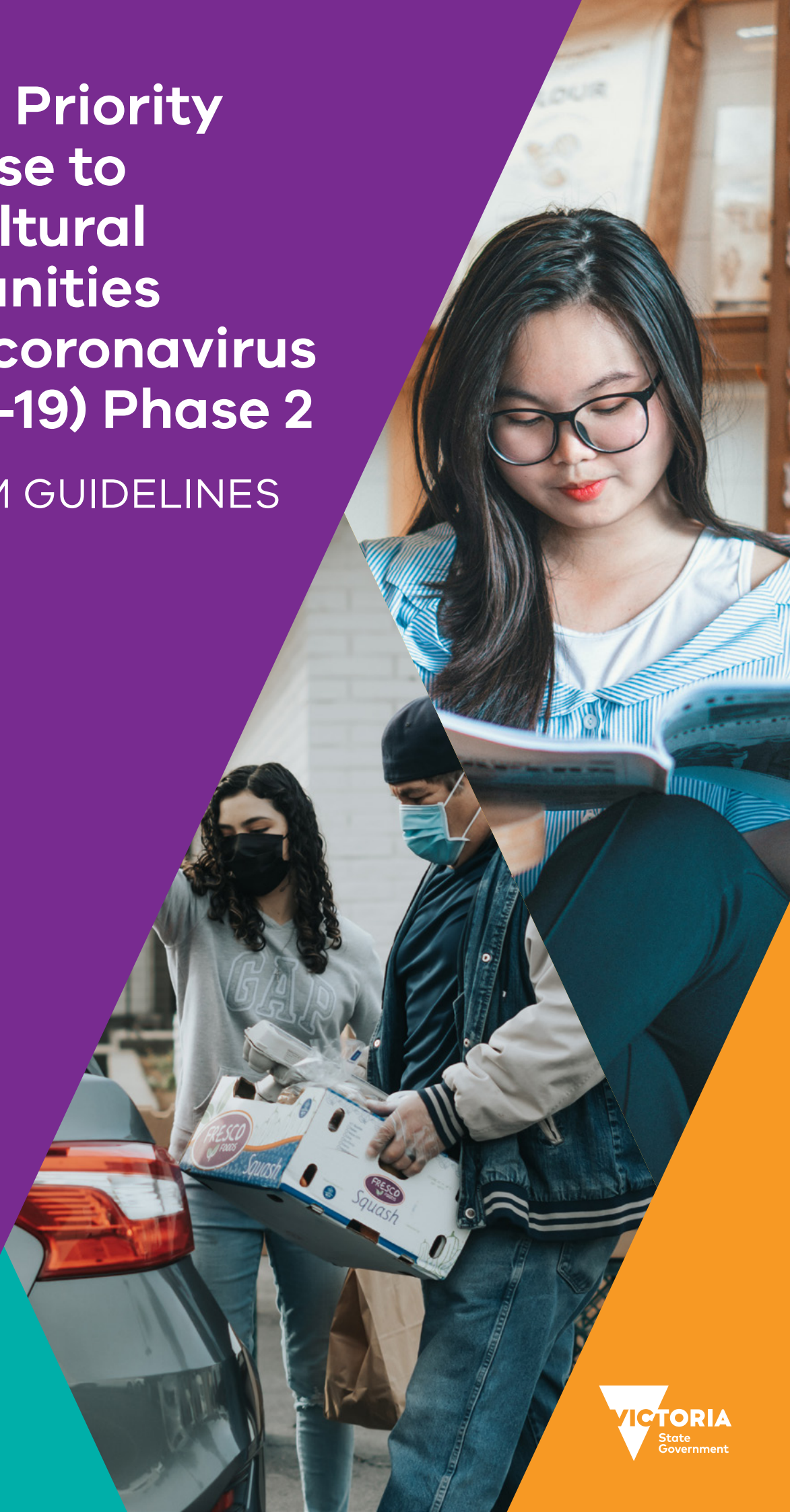


# 2020-21 Priority Response to Multicultural Communities during coronavirus (COVID-19) Phase 2

## PROGRAM GUIDELINES

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Applications open  
**24 February 2021**

Applications close  
**4pm Friday 28 May 2021**

Submit your application online at  
[www.vic.gov.au/priority-response-multicultural-communities-during-coronavirus-covid-19](http://www.vic.gov.au/priority-response-multicultural-communities-during-coronavirus-covid-19)

Applications will be assessed on a fortnightly basis. Organisations are encouraged to apply for funding as soon as possible.

#### Accessibility

To get the document in another format please contact Multicultural Affairs in the Department of Families, Fairness and Housing (DFFH) on **1300 112 755**.

#### Privacy

Your personal information will be dealt with in accordance with the *Privacy and Data Protection Act 2014* and the *Public Records Act 1973* (Vic). DFFH is committed to protecting the privacy of personal information. At the time DFFH collects personal information about an individual from the individual, DFFH will advise you about how you can contact DFFH, the fact that you are able to gain access to the information, the purposes for which the information is collected and to whom DFFH usually discloses information of that kind. Enquiries about access to personal information held by DFFH should be directed to [Multicultural.COVID.Taskforce@dffh.vic.gov.au](mailto:Multicultural.COVID.Taskforce@dffh.vic.gov.au).

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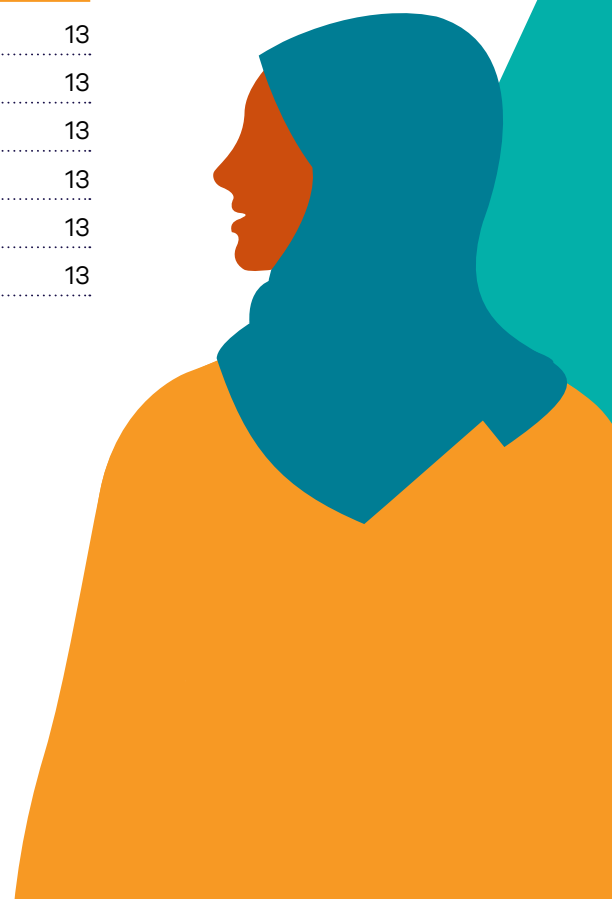
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# Message from the Minister for Multicultural Affairs



It is with great pride that I announce that the Priority Response for Multicultural Communities Program returns.

In 2020, local and community organisations around Victoria made an incredible impact providing tailored support to those most in need, and this year, we want to support as many as possible to continue and expand their great work.

With up to \$12.25 million available, this funding speaks directly to the Victorian Government's understanding of the critical importance of investing in communities.

This program aims to address the need for ongoing support for immediate relief in multicultural communities impacted by the coronavirus (COVID-19) pandemic, as well as long-term goals of collaborative and effective engagement which will help support potential outbreak occurrences and build strong and resilient communities.

This pandemic has affected all Victorians, however we must all recognise that the social and economic effects have been felt more sharply by some groups. Within Victorian multicultural communities we know that: women are particularly impacted by loss of employment and increased care responsibilities; young people are faced with challenging and changing study situations as well as loss of current and future employment; and new and emerging communities without strong, existing support networks may have difficulty gaining access to vital information and resources. Projects which support multicultural women, youth and emerging communities will be given priority in this second phase of rolling grants which are designed to provide support to multicultural communities when they need it most.

The first phase of the Priority Response for Multicultural Communities Program provided grants to organisations to support over 70,000 individuals and 9,000 families/households, deliver 135,255 culturally appropriate meals and 42,148 food kits, conduct 25,220 outreach calls and facilitate 1,100 online activities with over 63,000 participants.

This second phase will build on our previous success in direct support and building strong and resilient communities.

There is also additional scope for organisations to apply for funding to create community-led health communications, building capacity of community leaders and providing support for multicultural seniors including in digital literacy through this second phase.

We look forward to working together to build stronger, safer communities now and in the future.

A stylized, handwritten signature in black ink, consisting of a large, looped 'R' followed by a horizontal line and a small flourish.

**The Hon. Ros Spence MP**  
Minister for Multicultural Affairs

# What is the Priority Response to Multicultural Communities during Coronavirus (COVID-19) Program: Phase 2?

The Priority Response to Multicultural Communities during coronavirus (COVID-19): Phase 2 (PRMC, or 'the program') offers grants to multicultural and faith organisations in Victoria.

The program ensures organisations can effectively respond to the coronavirus (COVID-19) pandemic and its impacts on multicultural and faith communities.

The program focuses on addressing the distinct and disproportionate challenges experienced by **women and young people** from culturally and linguistically diverse (CALD) backgrounds, as well as **new and emerging multicultural and faith communities** in response to coronavirus (COVID-19).

It also seeks to promote capacity building among local community network and organisations.

## The key objectives of the program are to:

- ▶ maintain low number and proportion of positive coronavirus (COVID-19) cases in Victorian multicultural and faith communities;
- ▶ increase the number and proportion of individuals testing for coronavirus (COVID-19), support vaccine preparedness, and support high number and proportions of individuals being vaccinated in Victoria's multicultural and faith communities;
- ▶ improve understanding and adherence to Victorian government health directions in Victoria's multicultural and faith communities;
- ▶ build stronger partnerships across the Victorian multicultural sector;
- ▶ build the capacity of local community networks, organisations and services to support prevention and improve preparedness against any future coronavirus (COVID-19) outbreaks;
- ▶ build digital literacy of seniors' groups to increase ability to safely engage and be socially connected online;
- ▶ build the capacity and delivery of community-led health communications; and
- ▶ increase understanding of barriers to health participation and engagement by multicultural and faith communities.



The program supports multicultural and faith communities by funding organisations to:

- ▶ directly support CALD young people and women, who may have been disproportionately impacted by the coronavirus (COVID-19) pandemic;
- ▶ operate in a COVIDSafe way;
- ▶ provide support and emergency relief to multicultural and faith communities so that individuals are to remain in isolation where required;
- ▶ deliver outreach supports so that individuals in multicultural and faith communities follow all government health directions to prevent the spread of the virus including presenting for testing if they are unwell or have been in close contact with a confirmed case;
- ▶ understand and engage with the government's coronavirus (COVID-19) vaccination messaging and present for a coronavirus (COVID-19) vaccination when the vaccination program is available in their community;
- ▶ work with community leaders and organisations to develop tailored approaches to communicating and engaging with communities and equip community leaders with the information that they can use to educate their community;
- ▶ address coronavirus (COVID-19) risk factors and vulnerabilities, particularly in communities who may have been directly impacted by Victoria's 'second wave' and/or are in a position where they may be vulnerable to a future coronavirus (COVID-19) outbreak;
- ▶ undertake research with multicultural and faith communities to better understand their communication consumption and preferences, or barriers to health participation and engagement;

- ▶ deliver training modules for multicultural and faith communities to develop a deeper understanding of areas such as content development, formats, distribution or evaluation;
- ▶ deliver train-the-trainer programs on content creation and communications campaigns where the goal is to train participants to be capable of teaching others within their community of what they have learnt for longer term benefit;
- ▶ organise and coordinate delivery of digital literacy training for multicultural seniors; and
- ▶ deliver crisis and/or emergency management training to community leaders to equip them with relevant knowledge and tools to respond to the COVID-19 pandemic.

The Program is a merit-based grants program. We may receive more applications than is possible to fund. Successful applications may only receive part of the total funding amount requested.



- ▶ Please note that there is a limit of one grant per organisation to the 2020-21 Multicultural Coronavirus (COVID-19) Response and Recovery Program: Phase 2.
- ▶ Organisations funded through Phase 1 of the 2020-21 Multicultural Coronavirus (COVID-19) Response and Recovery Program are eligible to receive a grant in Phase 2.

- ▶ Please make sure you read the guidelines carefully to give your application the best possible chance of success.
- ▶ The Program is administered by Multicultural Coronavirus Response Team, Multicultural Affairs, Fairer Victoria, DFFH. For more information visit: [www.vic.gov.au/priority-response-multicultural-communities-during-coronavirus-covid-19](http://www.vic.gov.au/priority-response-multicultural-communities-during-coronavirus-covid-19)

# Who can apply?



## Eligibility criteria



## Notes

### Is the organisation a

- ▶ local council, or
- ▶ not-for-profit organisation that delivers services to community, or
- ▶ regional or state-wide peak multicultural/interfaith organisation, or
- ▶ faith-based or community-led organisation representing multicultural and faith communities?

A no answer to this question would result in an organisation being ineligible.

Does the organisation have an eligible ABN, and have held that ABN at 30 June 2019, or acceptable auspicing arrangement?

A no answer to this question would result in an organisation being ineligible.

Is the organisation currently operating throughout the coronavirus (COVID-19) pandemic and has capacity to immediately deliver support and services to multicultural and faith communities?

A no answer to this question would result in an organisation being ineligible.

Does the organisation accept it will deliver all project activities in compliance with the health directions of the Victorian Chief Health Officer and the Victorian Government Department of Health?

A no answer to this question would result in an organisation being ineligible.

Universities are eligible to apply.

Universities are eligible to apply for:

- ▶ Activities aligned with the objectives of the program, focused on multicultural student cohorts, for example international students.
- ▶ Research projects that support the objectives of the program.
- ▶ As a partner with a community organisation on a project aligned to the objectives of the program.

### You must meet all eligibility criteria to be eligible for funding.

Organisations that have outstanding accountability reports or final reports from any Fairer Victoria, DFFH (previously the Department of Premier and Cabinet) funded programs must complete and submit approved outstanding accountability reports or final reports prior to applying or have in place a treatment plan, as agreed with the Department.

Please email the Multicultural Coronavirus Response Team at [Multicultural.COVID.Taskforce@dffh.vic.gov.au](mailto:Multicultural.COVID.Taskforce@dffh.vic.gov.au) if you are unsure that your organisation has an outstanding accountability report.

## What type of organisation are you?

To check if you are:

- ▶ an Incorporated Association log into your myCAV account:  
[www.consumer.vic.gov.au/mycav/sign-in](http://www.consumer.vic.gov.au/mycav/sign-in)
- ▶ a Company Limited by Guarantee go to:  
<https://asicconnect.asic.gov.au/>

To check the Australian Business Register visit:  
[abr.business.gov.au](http://abr.business.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 if you are supported by an eligible auspice organisation that has agreed to manage the grant for you.

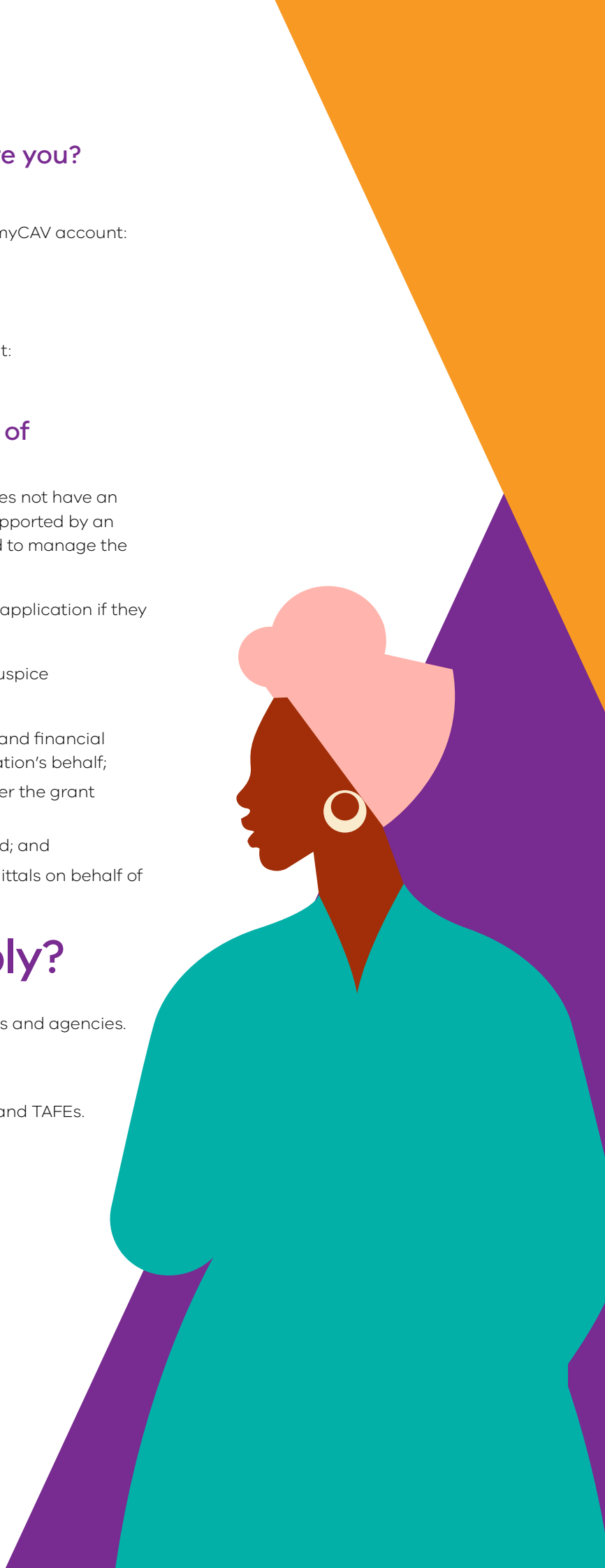
An organisation may auspice more than one application if they are projects run by separate organisations.

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

- ▶ signing the grant agreement, and all legal and financial responsibility of the grant on your organisation's behalf;
- ▶ receiving and distributing grant funds under the grant agreement;
- ▶ ensuring all project activities are completed; and
- ▶ submitting final reports and financial acquittals on behalf of your organisation.

## Who cannot apply?

- ▶ State and federal government departments and agencies.
- ▶ Individuals and sole traders.
- ▶ Commercial enterprises.
- ▶ Schools, registered training organisations and TAFEs.



# What we are looking for

Your application must align with the PRMC Phase 2 program objectives. All funded activities must be completed by 31 December 2021. Applications for projects due for completion after this date will not be eligible. Projects that can be completed by 30 June 2021 will be prioritised.

Incomplete applications will not be accepted.

Applications will be assessed based on the need of the multicultural and faith community at the time of assessment, based on available data and community intelligence.

## Priority applications:

- ▶ **New and emerging multicultural and faith communities.**
- ▶ Organisations delivering multicultural and faith **youth-led** and/or projects that mostly support multicultural youth.
- ▶ Organisations delivering multicultural and faith **women-led** and/or projects that mostly support multicultural women.

## We also support applications from:

- ▶ Culturally diverse regional or rural communities;
- ▶ Multicultural and faith communities who may be impacted by any future coronavirus (COVID-19) outbreaks, if they occur (by ethno-specific community or geographic community, based on DH coronavirus case data at the time of assessment).
- ▶ Applications servicing LGAs with proportionally high cultural and linguistically diverse resident populations.

## New and emerging communities

The Federation of Ethnic Communities' Councils of Australia (FECCA) identifies 'new and emerging communities' as migrants and refugees that have recently arrived in Australia and may need additional support in the settlement process. New and emerging communities may have:

- ▶ a lack of established family networks, support systems, community structures and resources;
- ▶ challenges in accessing mainstream services and support systems; and
- ▶ challenges in attracting funds for community programs and infrastructure.

For more information on the definition of new and emerging communities visit: <http://fecca.org.au/wp-content/uploads/2019/05/New-Emerging-Communities-in-AustraliaEnhancing-Capacity-for-Advocacy.pdf>

## Regional and rural communities

Eligibility as a regional or rural community project is based on the project being located outside Metropolitan Melbourne area as defined by the Regional Development Victoria list of Regional and Rural Councils at [www.rdv.vic.gov.au/victorias-regions#region-listing](http://www.rdv.vic.gov.au/victorias-regions#region-listing)



# What can be funded?

Program funding can be used for the following:

- ▶ **Purchase of items** including:
  - ▷ emergency relief essentials (including food);
  - ▷ personal health safety items such as masks and hand sanitizer;
  - ▷ communications equipment, technology, software and social media advertising; and
  - ▷ transportation costs for vaccinations and/or medical appointments and pharmacies for multicultural seniors.
- ▶ **Delivery of services** including:
  - ▷ community engagement;
  - ▷ health communication and education, and translation of health messages, consistent with all current health directions and advice from Department of Health;
  - ▷ outreach and community support, including translation services as part of this support;
  - ▷ research and community consultation; and
  - ▷ training and mentoring programs.
- ▶ **Any other activities** as identified by communities and their representatives and accepted by Multicultural Affairs, which supports multicultural and faith communities to:
  - ▷ protect themselves from becoming positive to coronavirus (COVID-19) and supports testing and individuals to follow health directions;
  - ▷ address social and economic coronavirus (COVID-19) risk factors and vulnerabilities;
  - ▷ supports the creation of community-led health communications;
  - ▷ contributes to a better understanding of multicultural and faith communities' communication consumption and preferences and barriers to health participation and engagement;
  - ▷ provides novel solutions for known communication and content development barriers and challenges for multicultural and faith communities; or
  - ▷ advances seniors' internet accessibility, digital literacy and access to computers and online engagement.

# What cannot be funded?

- ▶ Activities that contradict current and future health directions and advice from the Victorian Government (throughout the duration of the Project).
- ▶ Activities that do not meet the program objectives.
- ▶ Long term projects that do not provide immediate and time-limited support or services to CALD communities.
- ▶ Any illegal or regulated product or activity such as (but not limited to) Alcohol, Tobacco Products, Gaming Services, Weapons.
- ▶ Asset / Infrastructure / Capital; and Festival or Event related activities or purchases unless agreed in advance with Multicultural Affairs.
- ▶ Retrospective activities or purchases.
- ▶ Cash payments and vouchers to community members.
- ▶ Cash prizes or commercial gifts.
- ▶ Purchase of land.
- ▶ Major events, conferences, ticketed and fundraising events.
- ▶ Activities that are already receiving funds from other departments for the same application.
- ▶ Recurrent or ongoing maintenance and/or operational costs of an organisation.
- ▶ Activities that are dependent on recurrent annual funding.
- ▶ Purchase of vehicles.



# How we will assess your application

Following the establishment of organisational eligibility, an assessment based on the following considerations will take place:



## Assessment criteria

**Identified need for the proposed community or cohort, based on available data and community evidence**

**Organisation's proposed response aligns with the Program Objectives**

**Organisation's demonstrated track record in their work to flexibly support CALD communities and deliver outcomes consistent with funded activities**

**Organisations capacity to immediately deliver support/ services to CALD communities.**

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Applications will be assessed on a fortnightly basis and considered by the Victorian Government's CALD Communities Taskforce and subsequently approved by the Minister for Multicultural Affairs.

Applications supporting new and emerging multicultural and faith communities and CALD youth and women will be prioritised for funding.

## Project Budget

Applications must have a completed project budget outlining the proposed expenditure. The final list of approved budget items will be in line with eligible expenditure and subject to funding availability. Due to the finite nature of the available program budget, in some cases, not all expenditure items will be supported for funding.

The project budget will be assessed on the following criteria:

- ▶ Reasonability and accuracy of the proposed cost.
- ▶ Value for money.
- ▶ Amount and proportion of expenditure going towards administration, staffing and on-costs (noting that ongoing or recurrent operational and/or administrative costs will not be funded).
- ▶ Scope and reach of activities proposed.
- ▶ Organisation's ability to acquit funding.
- ▶ Co-contributions, including cash and in-kind, are strongly encouraged.

# How to apply?

Complete the application form at: <https://www.vic.gov.au/priority-response-multicultural-communities-during-coronavirus-covid-19>

All applications must be submitted by 4pm Friday 28 May 2021 or until funds are exhausted, whichever occurs first.

Late or incomplete applications will not be considered.

For more information, or help with your application, contact the Funding Team, Multicultural Coronavirus Response Team.

**Ph:** 1300 112 755

**Email:** [Multicultural.COVID.Taskforce@dffh.vic.gov.au](mailto:Multicultural.COVID.Taskforce@dffh.vic.gov.au)



# Our Funding Agreement

Successful applicants must enter into a Victorian Common Funding Agreement (VCFA) with the Department of Families, Fairness and Housing (DFFH). The VCFA outlines:

- ▶ the grant's terms and conditions, including use of funds;
- ▶ agreement terms; and
- ▶ all reporting requirements.

Successful applicants have 14 days from the Offer of Funding to sign and return their VCFA.

If you do not think you can return the VCFA in this time, immediately contact the Funding Team, Multicultural Coronavirus Response Team to discuss. Organisations who miss the deadline, risk losing the offer of funding.

## Funding Conditions

Funding is only available in the financial year as stated in the VCFA. Any funding will not be carried forward or be available for incomplete project activities in following financial years.

## Taxation requirements

Applicants **must** provide an Australian Business Number.

All project budgets should be submitted exclusive of GST.

The Department does not provide advice on the taxation implications of grants. Please contact the [Australian Taxation Office \(ATO\)](#) for information on tax implications.

Note on GST:

- ▶ If your organisation is registered for GST and if your grant application is successful, you will be paid GST on top of the amount awarded.
- ▶ If your organisation is not registered for GST and if your grant application is successful, you will receive only the grant amount awarded — GST will not be paid.

## Payment of grant funds

Successful applicants will be paid, based on completion of project milestones and deliverables. The final financial milestone will not be processed until all requirements outlined in the agreement, including the final report, are approved by program staff.

Payments are made via Electronic Funds Transfer (EFT). Milestone payments are made once deliverables are met, in line with the VCFA.

## Funding acknowledgement

Government contributions to the project must be acknowledged in any relevant publication, promotional material, or news releases.

Successful organisations will be advised of these requirements.

## Legal Responsibilities

If you apply for a grant you must ensure that the project activity complies with relevant legislations, regulations, by-laws, mandatory codes and requirements of any Commonwealth, State, Territory or Local Authority. It is your responsibility to be aware of laws and protocols that regulate the way you must conduct your work.

## Insurance requirements

Public liability insurance, and any other insurance category appropriate to the activities of the proposed project are the responsibility of the applicant.

The Victorian Government now requires non-government organisations funded to deliver services for children to be:

- ▶ incorporated separate legal entities that can be sued in child abuse proceedings; and
- ▶ appropriately insured against child abuse.

Further information can be found on the [Department of Justice and Community Safety website](#).

