



Department of **Local Government,
Sport and Cultural Industries**
Office of **Multicultural Interests**



COMMUNITY GRANTS PROGRAM

Assessment Panel Member Expression of Interest Information Sheet

Applications close 4.00pm Thursday 18 January 2024

Community Assessment Panel EOI

The Office of Multicultural Interests (OMI) is seeking to establish a pool of representatives from culturally and linguistically diverse (CaLD) communities to participate in grants assessment panels for its Community Grants Program. This is an opportunity for community leaders to participate in Government funding processes that ensure investments are made directly to Western Australian CaLD communities.

What is the Community Grants Program?

The Community Grants Program (CGP) is administered by the Office of Multicultural Interests (OMI), within the Department of Local Government, Sport and Cultural Industries (DLGSC). The program provides funding to empower culturally and linguistically diverse (CaLD) communities in Western Australia to design, deliver and partner on projects that address their needs. Funding is awarded through a competitive grant application process in the following categories:

- Community Capacity Building (funding requests up to \$5000)
- Strategic Projects (funding requests up to \$50,000)
- Festivals (funding requests up to \$5,000)
- Harmony Week activities (funding requests of \$2,000)
- Celebrations (funding requests up to \$20,000).

All grant applications to the CGP, with the exception of the Celebrations and Community Capacity Building grant category, are assessed by a panel of community representatives and public sector officers who make recommendations for funding to the Minister for Citizenship and Multicultural Interests for approval.

Assessment panel member recruitment process

EOI applicants are reviewed by DLGSC staff based on their demonstrated skills and expertise, and taking into account diversity principles.

Applicants are assessed against the following selection criteria:

- must be from a CaLD background and currently reside in Western Australia
- must have experience working actively with CaLD communities and/or the multicultural sector
- must have an understanding of issues affecting Western Australians from a CaLD background.

Demonstrating experience in program development, planning, budgeting, delivery and evaluation is desirable.

Following review, applicants are presented to the Minister for Citizenship and Multicultural Interests to be approved for appointment to the pool.

Responsibilities of assessment panel members

The role of the assessment panels are to review and assess grant applications and provide objective and independent funding recommendations to the Minister.

As panel members are selected for an assessment process, they are expected to:

- Undertake assessments using the approved assessment criteria.
- Adhere to confidentiality and conflicts of interest requirements, and maintain an up-to-date standing notice of their interests.
- attend panel induction workshops, briefing sessions and meetings.
- Complete assessments within the designated timeframes, including reading applications over a two to three-week period.
- Attend grant assessment panel consensus meetings at 140 William Street, Perth (or similar location) or online during business hours (between 9.00am and 5.00pm). The duration of these meetings may be up to six hours.

It is preferred that panel members have access to a computer and email to receive assessment materials electronically or conduct online assessments where required.

Applicants from Regional Western Australia are welcome and encouraged to apply.

Assessment panel members participate in a voluntary capacity

Appointment to the pool of community representatives is voluntary and assessment panel members do not get paid. OMI will reimburse costs related to travel to and from consensus meetings (such as parking).

How long is the appointment for assessment panel members?

Community representatives who are selected as assessment panel members are appointed to a pool of panel members for a one-year term from March 2024 – February 2025.

This term may be extended for a further period subject to agreement by both parties.

Over this one-year appointment period, OMI will run at least four assessment process which will require a panel to be convened.

Submitting your application

Applicants must email a completed Expression of Interest Form along with a copy of their current CV to grants@omi.wa.gov.au by 4.00pm, Thursday 18 January 2024. The Expression of Interest Form can be downloaded from www.omi.wa.gov.au

Applicants will be sent a formal confirmation of receipt within one week of the application deadline.

All applicants will be advised of the outcome of their EOI in March 2024.