



Department of
**Local Government, Sport
and Cultural Industries**



**OFFICE OF
MULTICULTURAL INTERESTS**

COMMUNITY CAPITAL WORKS FUND

up to \$500,000

Funding Guidelines

Applications close 4.00pm
Monday 23 September 2024



Contents

What is the Community Capital Works Fund?.....	2
Eligibility	3
Who is not eligible?	4
What applications cannot be supported?	4
Assessment criteria.....	5
What costs can be supported?.....	6
What costs cannot be supported?.....	6
Australian Standards and National Construction Codes	6
What is the application process?.....	7
What is the application and approval process?	7
Preparing your application	8
Submitting your application	8

The Community Capital Works Fund Guidelines are available for viewing and download from the Office of Multicultural Interests website:

WWW.OMI.WA.GOV.AU

For more information please contact:

Office of Multicultural Interests
Department of Local Government, Sport and Cultural Industries
PO Box 8349
Perth Business Centre WA 6849

Telephone: (08) 6552 1603
Regional freecall: 1800 620 511

Email: grants@omi.wa.gov.au

Translating and Interpreting Service (TIS)
Telephone: 13 14 50

What is the Community Capital Works Fund?

The Community Capital Works Fund (CCWF) is administered by the Office of Multicultural Interests (OMI), within the Department of Local Government, Sport and Cultural Industries (DLGSC).

The funding will support culturally and linguistically diverse (CaLD) community associations to upgrade, maintain and diversify community infrastructure. This will ensure that CaLD community associations continue to foster social connections, meet cultural requirements and enhance services to the community.

The CCWF is a competitive funding opportunity with a total value of \$3 million for 2024-25.

One-off grants of up to \$500,000 can be used to support individual projects that involve capital works for maintenance, refurbishment, upgrades, or extensions of existing facilities and/or establishment of new buildings.

Only one application per facility/building can be submitted.

Capital work projects must commence prior to 30 June 2025

Eligibility

Applicant organisations must be:

- either a CaLD community association or a community service organisation specifically established to provide services or advocacy for CaLD communities
- a not-for-profit organisation or community association incorporated under the *Associations Incorporation Act 2015* and be based in Western Australia.

For renovations/refurbishments the applicant organisation must:

- own the existing facility or building to be renovated and the land on which it is located, or
- hold a long-term lease on the land and building (for the purposes of this program, a long-term lease is considered at least 21 years, to be evidenced through a copy of the lease agreement and/or documentation detailing the terms and duration of the lease or demonstrating the intent to renew the lease if the existing lease is nearing the end of its term).

For new buildings the applicant organisation must own the land where the new facility will be built.

All facilities/buildings must be used for community purposes such as cultural events, or linguistic, social or welfare activities.

Auspice arrangements are not accepted for applications to the CCWF. For further information about the eligibility criteria please go to the Community Capital Works Fund page at

www.omi.wa.gov.au

Definition of a CaLD community association

To be classified as a culturally and linguistically diverse (CaLD) community association, the association must demonstrate and provide evidence that they meet the following criteria:

- The association is incorporated under the Western Australia Associations Incorporation Act 2015.
- The objectives of the association (in the association's Constitution or Rules) clearly state that it is specifically established to represent and promote the interests of a CaLD community with a shared country/ continent of ancestry, ethnicity, culture, language or religion.
- The Management Committee or Board of the association predominately reflects the intended CaLD community and is elected by members of that community to represent the community.
- The association's membership comprises individuals or other groups representative of that CaLD community.

Definition of a CaLD community service organisation

To be classified as a culturally and linguistically diverse (CaLD) community service organisation, the organisation must demonstrate and provide evidence that they meet the following criteria:

- The association is incorporated under the *Western Australia Associations Incorporation Act 2015*, or is a not-for-profit organisation based in Western Australia.
- The objectives of the organisation (in the organisation's Constitution or Rules) clearly state that it is specifically established for, and its core business and focus is to either: provide support and deliver services and programs to CaLD communities; or
- represent and advocate for the interests of CaLD communities.
- The organisation has ongoing operational resourcing and employs paid staff.
- The Management Committee or Board and staffing profile of the organisation reflects CaLD communities, and it has a commitment to workforce training in cultural competency.
- The organisation has internal policies and procedures that demonstrate a commitment to multiculturalism and cultural diversity.

Definition of culturally and linguistically diverse (CaLD)

The term Culturally and linguistically diverse (CaLD) was introduced in 1996 to replace 'non-English speaking background' (NESB) and was intended to be a broader, more flexible and inclusive term. It is generally applied to groups and individuals who differ according to religion, language and ethnicity and whose ancestry is other than Aboriginal or Torres Strait Islander, Anglo Saxon or Anglo Celtic.

Who is not eligible?

- Local, State and Commonwealth Government agencies
- Unincorporated not-for-profit organisations
- Commercial or for-profit organisations
- Educational institutions/agencies including schools, universities and TAFE colleges
- Individuals
- Political organisations.

What applications cannot be supported?

Funding cannot be considered for projects that:

- have already taken place
- are planned to commence after 30 June 2025
- would be more appropriately supported through an alternative funding source
- are solely for a commercial or non-community benefit
- are taking place outside of Western Australia
- are at facilities/ buildings primarily used as a place of worship or for religious activities
- do not meet Australian Design Standards.

Applications from organisations with outstanding funding reporting with DLGSC may not be considered for assessment.

Applicants should note that for funding requests over \$50,000, an audited financial statement is required to acquit the project when completed. Auditing costs are an eligible cost within the project budget.

Assessment criteria

Applications will be assessed against the criteria and weightings outlined below:

Project purpose **40%**

The application demonstrates that the project:

- creates opportunities for Western Australian businesses and workforce from the building and construction sector
- is clearly connected with the purpose of the venue
- increases the capacity and effectiveness to deliver community activities and encourages increased use from patrons through:
 - the construction of new facilities/buildings or
 - improvement of existing facilities/building

Management and planning **40%**

The application demonstrates that the organisation can complete the project through evidence of:

- adequate research and planning. For new builds, the planning and design stage must already be completed with relevant documentation such as a site plan, floor plans, detailed design drawings, specification of functional areas or a pre-tender estimate by a Quantity Surveyor to be submitted.
- having obtained, or in the process of obtaining, appropriate planning approvals
- sound project planning, risk management and realistic budgeting.

For new builds, the design development for the proposed building/facility must have been completed by a qualified/registered design practitioner such as an architect. The application demonstrates that all works will be carried out by qualified and licenced professionals.

Access and sustainability **20%**

The application demonstrates that the project:

- provides physical accessibility to the building and its amenities (e.g. for people with disability)
- develops building safety and security
- ensures the facility/ building is multi-purpose
- incorporates sustainability initiatives (e.g. water saving, energy saving).

The application demonstrates that the project has a suitable plan for ongoing maintenance of the capital works.

Funding is allocated in line with the principles of:

- equity: providing fair and equitable distribution of funding across CaLD communities, types of projects, and regions of Western Australia.
- quality and value for money: achieving the best use of resources to maximise funding value.

Priority for funding will be given to:

- Capital works projects at facilities/ buildings situated on land owned by CaLD community associations.
- Applicants that have not been previously funded through the Community Capital Works Fund.

What costs can be supported?

- New builds (the planning and design stage must already be completed and relevant documentation to be submitted as evidence, in addition to evidence of land purchase/ownership or a long-term lease).
- Repairs and/or upgrades to existing facilities (e.g. roof repairs, kitchen renovation, lighting upgrades, installation of a portico covering main entry, air conditioner system, resurfacing existing carpark surface).
- Improvements and/or accessibility enhancements to existing facilities (e.g. accessible bathrooms, entry/exit ramps, handrailing, accessible parking).
- Building extensions to existing facilities (e.g. storage expansion).
- Safety and security improvements that requires installation by a local business/tradesperson (e.g. fixed security cameras, installation of a fire exit door).
- Purchase or refurbishment of fixed equipment that requires installation by a local business/tradesperson (e.g. kitchen hardware)

What costs cannot be supported?

- Planning and design costs for new builds.
- Feasibility plans.
- Expenses that have already occurred prior to funding approval.
- Purchase of land and/or buildings.
- Existing, ongoing, or recurrent organisational costs (e.g. salaries, fees, loan repayments, and lease or rental payments).
- Recurring maintenance or operational costs (e.g. refuse collection, emergency service levy (ESL), rates, utilities and building insurance or other insurance).
- Purchase of non-fixed or portable equipment (e.g. furniture, whitegoods, electronic goods, and vehicles).
- Interstate or overseas travel (inbound or outbound, including airfares) and related accommodation costs.
- The cost of prizes or gifts.

Australian Standards and National Construction Code

All projects must comply with the Australian Standards and National Construction Codes relevant to their project. Universal access is mandatory. Applicants must ensure they consult with their local government authority for relevant requirements.

What is the application and approval process?

As part of the planning process, the organisation should contact an OMI Grants Officer to discuss their project before commencing the application.

Grants Officers can work with community groups and organisations to provide guidance on the application and ensure that it contains all the required information and supporting material in readiness for submission.

It takes up to three months from the application deadline to assess, approve and communicate results to applicants. It is intended that applicants will be advised of outcomes by the end of January 2025.

After the application deadline, an eligibility check is conducted to ensure the application can be progressed for assessment. Eligible applications are subject to a competitive assessment by an independent panel against the assessment criteria and the funding principles (see page 5).

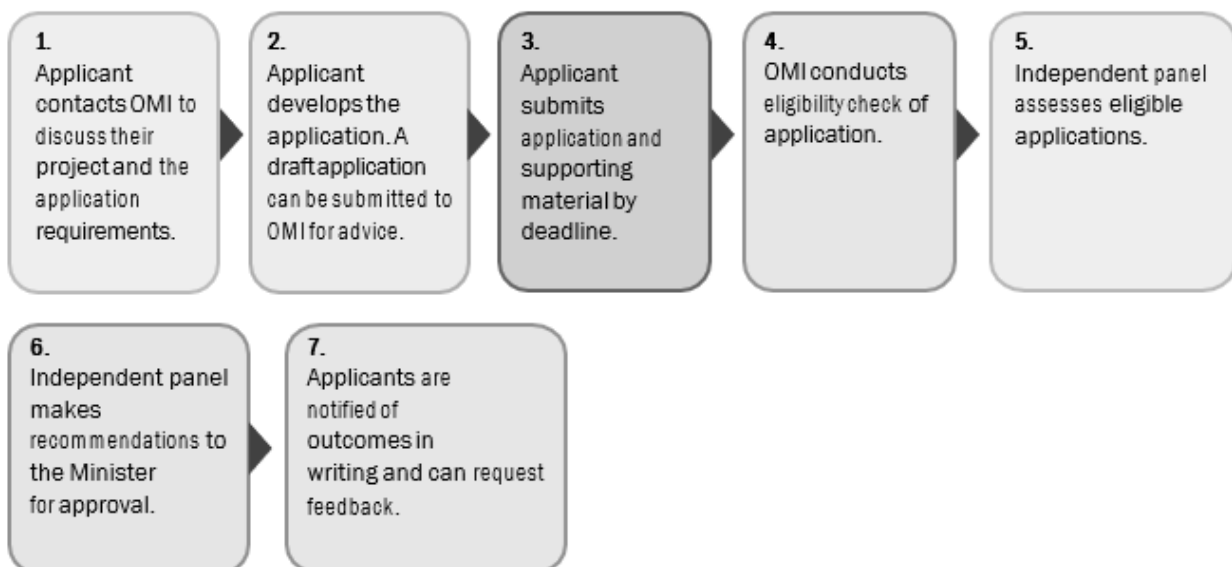
Recommendations from the panel are submitted to the Minister for Citizenship and Multicultural Interests for approval. Once the outcomes of the assessment are released, applicants can seek feedback on their application.

Funding is allocated in line with the principles of:

- Equity- providing fair and equitable distribution of funding across CaLD communities, types of projects, and regions of Western Australia.
- Quality and value for money- achieving the best use of resources to maximise funding value.

Priority for funding will be given to:

- Capital works projects at facilities/ buildings situated on land owned by CaLD community associations.
- Applicants that have not been previously funded through the Community Capital Works Fund.



Preparing your application

Applicants should contact an OMI Grants Officer to seek advice on timeframes for application submission and for assistance in the development of the application.

Phone: (08) 6552 1440

Email: grants@omi.wa.gov.au

Applications must be presented on the application form which can be downloaded from the Community Capital Works Fund page at www.omi.wa.gov.au

Supporting materials such as a copy of the applicant organisation's certificate of incorporation, planning and design documents, building estimates, quotes from suppliers or contractors, project approval documents or letters of support may be submitted as attachments to the application form.

Templates to assist with the preparation of your application are available for download from the Resources page at www.omi.wa.gov.au

Submitting your application

Applications and any supporting material must be submitted by **4.00pm Monday 23 September 2024** to the following:

Email: grants@omi.wa.gov.au

Post: Grants Administrator
Office of Multicultural Interests Department of Local Government, Sport and Cultural Industries
PO Box 8349
Perth Business Centre WA 6849

Late applications cannot be accepted.

Applicants will be emailed a formal confirmation of receipt within one week of the round closing date.