

# COMMUNITY GRANTS PROGRAM

Community Capacity Building (up to $5,000)

Application Form

Please read the funding guidelines carefully and speak to the Office of Multicultural Interests’ Grants Officer before completing an application. All applicants should seek advice from the Grants Officer on specific timeframes for application submission.

Contact (08) 6552 1603 or email **grants@omi.wa.gov.au** for further information and assistance.

*Additional planning templates are available for your use from the ‘Project planning resources’ page at* ***www.omi.wa.gov.au***

## Eligibility

|  |  |
| --- | --- |
| Is your organisation a culturally and linguistically diverse (CaLD) community association or a CaLD community service organisation, or an unincorporated not-for-profit CaLD association or CaLD community group being auspiced\* by a CaLD community association or CaLD community service organisation? *The Funding Guidelines provide a detailed definition of this eligibility criteria and outline how an organisation can demonstrate that they address this. You are required to attach a Certificate of Incorporation – or equivalent evidence of the organisation’s not-for-profit status – with your application, and you may be required to provide other documentation to address these criteria.* | **Yes**  **No** |
|  |  |
| Is your organisation or auspice body up to date with funding reporting with the Office of Multicultural Interests? Organisations with outstanding reporting are not eligible. | **Yes**  **No** |

If you have answered **‘No’** to any of these questions, please contact the Grants Officer on   
(08) 6552 1607 or email **grants@omi.wa.gov.au**

\* For auspiced grants, a separate Auspice Agreement form must be submitted with your grant application. The Auspice Guidelines and the Auspice Agreement form are available on the ‘Community Grants Program’ page at **www.omi.wa.gov.au**

## Applicant details

**Organisation details**

This is the group undertaking the project or activity.

|  |  |  |  |
| --- | --- | --- | --- |
| Legal name of organisation: | Click here to enter text. | | |
| Trading name (if applicable): | Click here to enter text. | | |
| Postal address: | Click here to enter text. | | |
| Suburb: | Click here to enter text. | Postcode: | Enter text. |
| Telephone: | Click here to enter text. | | |
| Organisation website: | Click here to enter text. | | |

**Organisation contact**

This is the person legally authorised to enter into contracts on behalf of the organisation. This is generally the chairperson, president or equivalent officer.

|  |  |  |
| --- | --- | --- |
| Name: | Click here to enter text. | |
| Position: | Click here to enter text. | |
| Telephone: | Click here to enter text. | |
| Mobile: | Click here to enter text. | |
| Email: | Click here to enter text. | |
| These contact details may be placed on the OMI database: | | **Yes**  **No** |

Note: Personal information collected by OMI is handled in accordance with the *Privacy Act 1988*

**Project contact**

This is the person responsible for the daily coordination of the project or activity.

|  |  |
| --- | --- |
| Name: | Click here to enter text. |
| Position: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Mobile: | Click here to enter text. |
| Email: | Click here to enter text. |

## Organisation overview

|  |  |  |
| --- | --- | --- |
| Does your organisation have paid staff? | | **No**  **Yes** |
| If yes, how many? | Click here to enter text. | |
|  | |  |
| Does your organisation have volunteers? | | **No**  **Yes** |
| If yes, how many? | Click here to enter text. | |
|  | |  |
| Does your organisation have members? | | **No**  **Yes** |
| If yes, how many? | Click here to enter text. | |

**In 50 words or less provide a summary of your organisation and community (if relevant), including its establishment in Western Australia and regular activities.**

Click here to enter text.

## 1. Project / activity details

**1.1) Project/activity name:** Click here to enter text.

**1.2) Estimated project delivery start date:** Click here to enter text.

**1.3) Estimated project delivery end date:** Click here to enter text.

**1.4) Provide a summary of your planned project/activity. Include *who* your target community is, *what* will be involved, and *when* and *where* your project/activity will be held.**   
*You can attach or refer to evidence of this, such as a ‘project plan’ or an ‘activity schedule’.*

Click here to enter text.

**1.5) Provide a brief overview of the people and partners involved in planning and delivering your project/activity, including what and how they will contribute.**   
*You can attach or refer to evidence of this, such as letters of support from project/activity delivery partners or a ‘project reach’ overview.*

Click here to enter text.

**1.6) Provide a brief overview of the community or communities who will benefit from your planned project/activity, your organisation’s role in the community, and why you have chosen to deliver this project/activity for the community.**   
*You can attach or refer to evidence of this, such as letters of support from the community or relevant service providers, or copies of consultation reports or research that has been undertaken.*

Click here to enter text.

## 2. Project / activity participation

Use these tables to provide an estimation of how many people and groups will be involved in your project/activity. *A ‘project reach’ overview may be attached to support your application.*

**2.1) Estimated number of people involved in the project/activity as participants or audience/spectators.** If your project/activity is targeted to a particular age group, specify figures within the appropriate age range. Otherwise, only provide total estimated figures.

|  |  |  |
| --- | --- | --- |
| Age group | Participants | Audience/spectators |
| Children 11 years and under | Click here to enter text. | Click here to enter text. |
| Adolescents 12-17 years | Click here to enter text. | Click here to enter text. |
| Youth 18-25 years | Click here to enter text. | Click here to enter text. |
| Adults 26-64 years | Click here to enter text. | Click here to enter text. |
| Seniors 65 years and over | Click here to enter text. | Click here to enter text. |
| Total | Click here to enter text. | Click here to enter text. |

**2.2) Estimated number of personnel and partners involved in planning and delivering your project/activity.**

|  |  |  |
| --- | --- | --- |
| Who | Number | Role/s |
| Paid staff | Enter text. | Click here to enter text. |
| Volunteers | Enter text. | Click here to enter text. |
| Organisations | Enter text. | Click here to enter text. |

## 3. Promotional plan

**3.1) Provide an overview of how you plan to promote your project/activity to your target community or communities.**  
*For example, 1 x article in community newsletter, 20 x invitations sent to parents, 3 x posts made to Facebook page.*

Click here to enter text.

## 4. Risk management

**4.1) List the three top risks associated with delivering your project/activity, and how you plan to mitigate them.** *A ‘risk management plan’ may be attached to support your application.*

Click here to enter text.

## 5. Project / activity evaluation

**5.1) List at least three measures of success you aim to achieve through your project/activity.**

*Some examples are:*

* *Workshops are attended by 40 or more participants from the target communities.*
* *At least three culturally diverse community associations contributing to the delivery of the project.*
* *At least 80% of surveyed participants report increased understanding of the workshop content.*

Click here to enter text.

**5.2) Outline how you will measure and report on your success in achieving the measures identified above.** *This may include collecting attendance numbers, feedback surveys or participant interviews.*

Click here to enter text.

## 6. Project experience

**6.1) List any similar activities or projects that your organisation has successfully delivered. Include what, where and when the activity or project was held, how many attendees/participants were involved, and whether it received grant funding.**

Click here to enter text.

## 7. Project / activity budget

Use the table below to list the expenses your project/activity will incur, identify the cash or in-kind income that will cover the expenses, and detail where the income is coming from (or attach a detailed budget that provides this information).

The grant request can be **up to $5,000**.

Include your organisation’s cash and in-kind contributions.

**Do not include GST in your costings.**

|  |  |
| --- | --- |
| **Grant request amount:** | **$** Enter text. |
| **Total project amount:** | **$** Enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (1)  Budget Items  (i.e. what the money will be spent on.) | (2)  This Grant Request Amount  ($) (ex. GST) | (3)  Other Funding Amount  ($) (ex. GST) | (4)  In-Kind Support - Estimate the dollar value of the in-kind support ($) | (5)  Source & Status of Other Funding or  In-kind Support.  State if confirmed  or unconfirmed |
| *Example only:*  *Printing and Promotion* | *$1000* | *$2000* | *$500* | *ABC Council  Confirmed* |
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| Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
| Total: | Enter text. | Enter text. | Enter text. |  |

## Child safeguarding

Every child has the right to feel safe when participating in arts, cultural, sporting, recreation, and community activities. Organisations that undertake child-related work or activities have a duty of care to keep children and young people (those aged under 18 years) safe from harm. Protecting children and young people from harm, harassment, discrimination, and abuse is in part a legal requirement, an ethical obligation, and a future requirement.

|  |  |  |
| --- | --- | --- |
| Does this activity or funding require an employee, contractor and/or volunteer from your organisation to undertake child-related work/activity (as defined in section 6 of the *Working with Children (Criminal Record Checking) Act 2004)* in delivering the activity? |  | **Yes**  **No** |

If the answer to the above question is **Yes**, then if your activity receives funding through this program your organisation is required to complete the **DLGSC Child Safeguarding Self-Assessment**, then develop and implement a Child Safeguarding Improvement Plan to build capability in areas identified in the self-assessment.

The tool can be found at: <https://www.dlgsc.wa.gov.au/department/child-safeguarding>

The following resources are available to assist your organisation to respond to areas of improvement to protect children and young people:

**National Principles for Child Safe Organisations**   
[www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations](http://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations)

**Commissioner for Children and Young People (CCYP) website**  
<https://www.ccyp.wa.gov.au>

## Organisation taxation and banking details

These details should be for the applicant or the auspice body accepting the grant on behalf of the applicant.

**Taxation details**

|  |  |
| --- | --- |
| ABN: | Click here to enter text. |
| Is your organisation registered for GST? | **Yes**  **No** |

If the organisation does not have an ABN, please attach a completed ‘Statement by a Supplier form’. These forms can be accessed on the ‘Community Grants Program’ page under the ‘Funding’ tab at www.omi.wa.gov.au

**Bank account details**

|  |  |
| --- | --- |
| Bank name: | Click here to enter text. |
| Bank branch:  (suburb) | Click here to enter text. |
| Name of bank account: (e.g. Youth Group Inc.) | Click here to enter text. |
| BSB number: (must be 6 digits) | Click here to enter text. |
| Bank account number: (up to 9 digits) | Click here to enter text. |

## Grant conditions

If successful, this application becomes the legally binding funding agreement, and the funding is provided under the following terms and conditions:

1. The funding is to be used solely for the specified activities approved by the Office of Multicultural Interests during the funding period.
2. You must meet any funding conditions and/or progress and final reporting requirements as specified by the Office of Multicultural Interests.
3. If you wish to change the approved activities or seek an extension of the funding period you must obtain the Office of Multicultural Interests prior written approval.
4. Any part of the funds that are not used in accordance with Condition 1 must be repaid to the Office of Multicultural Interests unless you obtain prior written approval.
5. If you breach any of these terms and conditions, the Office of Multicultural Interests can terminate the arrangement at any time without giving you prior notice.
6. If you cease carrying out the activities for which the funding was made or if the Office of Multicultural Interests has terminated the arrangement on account of your breach or breaches of these conditions then:
   1. the balance of the unspent funding must be repaid to the Office of Multicultural Interests; and
   2. any property acquired with the funding must be transferred to another not-for-profit organisation with similar objects and purposes to you as approved by the Office of Multicultural Interests.
7. This funding does not entitle your organisation to any further funding.
8. The Office of Multicultural Interests will not be held responsible for the success of the activities for which the funding is provided or for any losses or additional costs incurred that are associated with the activities.
9. You must comply with all Laws and with all the lawful requirements of any Government Agency relating to the approved activities.
10. You must keep proper financial records in accordance with generally accepted accounting principles and practices.
11. You must provide the Office of Multicultural Interests with any information or documentation relating to the funding or the approved activities promptly and properly upon request.
12. You must allow the Auditor General for the State of Western Australia, or an authorised representative, to have access to and examine your records and information concerning this funding.
13. The Office of Multicultural Interests is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of this funding agreement.
14. If you are required to complete a DLGSC Child Safeguarding Self-Assessment, you must provide proof upon request from the Office of Multicultural Interests.
15. You must ensure that any employees or volunteers who are or may be exposed to children in undertaking the approved activities have a valid Working With Children Check (WWC check) and comply with the *Working with Children (Criminal Record Checking) Act 2004*, and you must provide proof of valid WWC Checks immediately upon request from the Office of Multicultural Interests.
16. You are required, as relevant to the approved activities, to maintain sufficient insurance cover authorised by the Australian Prudential Regulation Authority and to provide a certificate of currency of the insurance cover upon request from the Office of Multicultural Interests. This includes, but is not limited to, Public Liability, Volunteer Insurance and Professional Indemnity.
17. Your organisation must maintain a risk management plan in respect to the approved activities which has been prepared in a manner consistent with the Australian Standard on Risk Management AS/NZS ISO 31000:2018, and which addresses requirements of the relevant authorities.
18. The Office of Multicultural Interests will not, by virtue of this funding, obtain ownership of any intellectual property in or in relation to any material you develop in relation to the approved activities, however you must grant the Office of Multicultural Interests a perpetual, irrevocable, royalty-free, world-wide, non-exclusive license to use, reproduce, adapt and publicise the whole or any part or parts of all promotional materials and reports brought into existence by or for the approved activities.
19. Any individuals involved with the approved activities must not be exposed to significant promotions for alcohol or unhealthy foods and drinks during the funding period.
20. You must advise the Office of Multicultural Interests of the outcome of any unconfirmed funding sources included in the original application and, if required, submit a revised activity plan and budget.
21. An acknowledgement of funding assistance provided by the Office of Multicultural Interests must be made, where appropriate, by:
    1. (logo) including on all promotional material produced for the project/activity (including without limitation all flyers, programs, brochures, certificates, letterhead, tickets, posters, newsletters, media advertising and other printed materials) the ‘Supported by’ Office of Multicultural Interests badge which can be downloaded in the format required from: https://www.omi.wa.gov.au/resources-and-statistics/logos
    2. (acknowledgement) including on online and social media promotions of the project/activity, where appropriate, a prominent acknowledgment that reads: *This project has been supported by the Office of Multicultural Interests*;
    3. (invitations) providing the Minister for Citizenship and Multicultural Interests or the Minister’s representative, and an Office of Multicultural Interests representative an invitation to attend any official functions in relation to the project/activity;
    4. (verbal) in any announcements, speeches or official presentations in relation to the project/activity, include a verbal acknowledgement of the contribution and assistance of the Office of Multicultural Interests;
    5. (signage) allow the Office of Multicultural Interests to display signage at the site of the project/activity, which signage will be placed by the funding recipient in the most focal areas possible;
    6. (merchandise) it will display and distribute during the project/activity at the site of the project/activity, any promotional materials provided by the Office of Multicultural Interests for the purpose of distribution in the manner specified by the Office of Multicultural Interests;
    7. (contact details) it will allow the Office of Multicultural Interests to include details of the project/activity including contact information as provided in the application on its website;
    8. (promotion) it will provide the Office of Multicultural Interests copies of all project/activity promotional material a minimum of 21 days before the project/activity occurs (if requested). Examples of promotional materials include press releases, posters, postcards, programs and pamphlets. The Office of Multicultural Interests may use the promotional material submitted for non-commercial promotional purposes only.
22. For the purposes of conditions 23 – 26:
    1. “GST” means the goods and services tax applicable to any taxable supplies, as determined by the GST Act; and
    2. “GST Act” means New Tax System (Goods and Services Tax) Act 1999 (Cth) and includes all associated legislation and regulations;
    3. the terms “supply”, “tax invoice”, “taxable supply”, and “value” have the same meanings as in the GST Act.
23. Where applicable, the total funds provided by the Office of Multicultural Interests will include an amount to cover any liability for GST.
24. If the supply of anything under the funding agreement is a taxable supply under the GST Act, the funds shall be inclusive of GST.
25. The obligation of the Office of Multicultural Interests to pay the GST on any supply by you under this agreement is conditional upon your prior issue of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
26. If the parties agree that the Office of Multicultural Interests will issue your organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
    1. The Office of Multicultural Interests will issue an RCTI in respect of GST payable on the supply of the approved purpose and you will not issue a tax invoice in respect of that supply;
    2. You warrant that your organisation is registered for the purposes of GST and will notify the Office of Multicultural Interests in writing if it ceases to be registered for the purposes of GST during the funding period;
    3. The Office of Multicultural Interests warrants that it is registered for the purposes of GST and will notify you in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the funding period; and
    4. The Office of Multicultural Interests will indemnify and keep indemnified your organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which the department issues an RCTI under the funding agreement.

## Declaration

This declaration is made by the applicant or the auspice body on behalf of the applicant:

* I declare that I am currently authorised\* to sign legal documents on behalf of the organisation.
* If the application is being auspiced, the Auspice Guidelines have been read and understood by the authorised officer of both the auspice body and the group undertaking the project or activity, and a signed Auspice Agreement form has been attached.
* I declare that all the information provided is true and correct.
* I declare that the organisation is financially viable and is able to meet all accountability requirements.
* I give permission to the Office of Multicultural Interests, if applicable, to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies, as appropriate.
* I am aware the Grant Conditions as outlined above will apply to ensure projects are appropriately completed and accountability requirements are met.
* I agree to ensure that risk management strategies and appropriate insurances are in place (e.g. worker’s compensation, volunteers, professional indemnity, public liability, motor vehicle etc.)
* I agree to ensure that all required building regulations, approvals and other legal requirements are met.
* I agree to comply with the *Working with Children (Criminal Record Checking) Act 2004* and complete a Child Safeguarding Self-Assessment if required.
* I agree to run the project as stated and provide a final project report and statement of income and expenditure (signed by the authorised officer) to demonstrate how the grant funds were used to the Office of Multicultural Interests by the agreed date which will be outlined in the payment advice letter.

|  |  |
| --- | --- |
| Name of the organisation: | Click here to enter text. |
| Legally authorised officer name: | Click here to enter text. |
| Legally authorised officer position: | Click here to enter text. |
| Legally authorised officer email: | Click here to enter text. |
| Legally authorised officer telephone: | Click here to enter text. |
| Legally authorised officer signature: | Click here to enter text. |
| Witness name: | Click here to enter text. |
| Witness signature: | Click here to enter text. |
| Date: | Click here to enter text. |

**\*Important:** If successful, this application becomes the grant agreement and is legally binding. The declaration must be signed by the person legally authorised to enter into contracts on behalf of the applicant organisation. For incorporated associations this is generally the chairperson, president or equivalent officer. For not-for-profit organisations this is generally the chief executive officer. All formal correspondence will be directed to the legally authorised officer.

## Checklist

Before submitting your application for assessment, please ensure that the following steps have been completed. This checklist is included to ensure that you provide all the required information for assessment of your application.

Please tick off each step once complete and submit with your application:

The Funding Guidelines and Grant Conditions have been read and understood by the legally authorised officer.

You have discussed your application with the Office of Multicultural Interests’ Grants Officer.

All questions in this form have been completed.

A copy of the applicant organisation’s (or auspice body’s) Certificate of Incorporation – or equivalent evidence of the organisation’s (or auspice body’s) not-for-profit status – has been attached.

You have provided your ABN or, if you do not have an ABN, a ‘Statement by a Supplier form’ has been attached.

If your application is being auspiced, the Auspice Agreement form has been attached.

Letter/s of support from partnering organisations are attached to identify their support and contribution to the project, where applicable.

Any other documents to support your application have been attached (i.e. reports, samples of promotional material etc.), where applicable.

The Declaration of this form has been signed by the organisation’s or the auspice body’s legally authorised officer.

## Application submission

Applications and supporting material can be submitted by email to **grants@omi.wa.gov.au**

Applicants will be sent a formal notification by email when their application is ready to progress to assessment and this will include an estimated timeframe for the outcome.