

Living in Harmony Programme

**Guidelines for Emerging Priorities Programme**

*2007*

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## **1. LIVING IN HARMONY PROGRAMME**

### **1.1 INTRODUCTION**

The Living in Harmony programme seeks to promote Australian values, especially mutual respect and mutual obligation, to engage the whole community and address issues of intolerance in Australia.

The central strategy of the Living in Harmony programme is the funding of community projects designed to engage the whole community in addressing local issues. The Australian Government believes that communities are in the best position to recognise local problems and find locally relevant solutions. Projects funded under the Emerging Priorities Programme respond to issues as they emerge and are part of the broader Living in Harmony programme.

### **1.2 OBJECTIVES OF THE PROGRAMME**

The aims of the Living in Harmony programme are to promote:

- the importance of all Australians respecting one another
- understanding and commitment to other Australian values - such as commitment to democracy and the rule of law, egalitarianism, equality, freedom of speech and religion, a sense of fairness and a fair go, and English as the national language
- integration and social cohesion
- mutual obligation
- participation and a sense of belonging for everyone, and
- celebration of our successes as Australians, particularly in integrating migrants into our community.

The Living in Harmony programme involves the whole Australian community. The outcome sought is a stronger, more resilient and unified society, where individuals respect one another, where everyone is loyal to Australia and committed to a shared future characterised by peace, stability and opportunity.

### **1.3 ELEMENTS OF THE PROGRAMME**

The Living in Harmony programme is implemented through several complementary elements:

- Funding of community projects that respond to issues in local communities
- Collaborative partnerships to address strategic national or regional issues
- A product development and information strategy which includes Harmony Day
- Emerging Priorities Programme to support responses to emerging issues.

#### **1.4 EMERGING PRIORITIES PROGRAMME**

The 2006 Federal Budget provided \$400,000 per year for four years for the Emerging Priorities Programme component of the Living in Harmony programme.

Funding provided under the programme will be used for projects to respond to significant emerging issues occurring outside the annual community project funding round. The programme will provide greater flexibility to tackle specific incidents of intolerance and community disharmony in times of crisis year-round.

On the emergence of an issue, project based responses will be developed in consultation with relevant government and community organisations. All funding proposals will have to meet established criteria. Funds will be approved at the discretion of the Minister or Assistant Minister for Immigration and Citizenship following assessment against the criteria. In most cases proposals will be put to the Minister or Assistant Minister for decision within six weeks.

Generally, funds will be administered in accordance with funding agreements managed by the Department of Immigration and Citizenship (the department).

These guidelines set out the criteria for the ad hoc discretionary grants and processes for the development of projects.

<b>CRITERIA FOR EMERGING PRIORITIES PROGRAMME FUNDING</b>
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The following criteria are used in developing and assessing Living in Harmony Emerging Priorities Programme proposals.

<b>ASSESSMENT CRITERIA</b>
<p><b>1. ELIGIBLE ORGANISATION</b> Funded organisations would usually be local government authorities or incorporated, not-for-profit organisations.</p>
<p><b>2. ELIGIBLE PROJECT</b> The project must address a significant emerging community relations or intolerance issue consistent with the objectives of the Living in Harmony programme. It should also seek to promote Australian values, mutual obligation and engage the whole community. The proposals must clearly identify the specific local issue that is to be addressed.</p>
<p><b>3. PROJECT STRATEGY</b> The project must identify appropriate strategies to address the issue to which it is responding.</p>
<p><b>4. COMMUNITY AND STAKEHOLDER SUPPORT</b> The organisation needs to have key community and stakeholder involvement and support for the proposed project.</p>
<p><b>5. PROJECT WORK PLAN</b> The work plan must be comprehensive, measurable and achievable. Projects will be of up to 12 months duration.</p>
<p><b>6. FUNDING AMOUNT AND BUDGET</b> The project must be costed with a realistic, itemised budget that represents value for money.</p>
<p><b>7. PROJECT MANAGEMENT CAPACITY</b> The organisation needs to demonstrate capacity to manage projects of a community relations nature.</p>
<p><b>8. FINANCIAL MANAGEMENT CAPACITY</b> The organisation needs to demonstrate capacity to administer funds in accordance with the Australian Government's accountability requirements.</p>

**These criteria are outlined in more detail below.**

### **1.3 ELIGIBLE ORGANISATION - WHO CAN BE FUNDED?**

#### **Eligible organisations**

Emerging Priorities funds will usually only be provided to incorporated, not-for-profit organisations or local government authorities. For the purposes of this programme, a not-for-profit organisation is an organisation which is not operated for profit or for the individual gain of its members or promoters. Incorporated organisations must be incorporated under the relevant Commonwealth, state or territory legislation.

Groups such as schools, vocational and tertiary institutions, non-profit foundations, churches, service clubs, sporting bodies, Indigenous groups, ethnic communities, youth organisations and other sections of the general community may be considered eligible for funding.

Where more than one organisation is working jointly on a project, the department will usually contract one organisation as the lead organisation for the project.

#### **Ineligible organisations**

Emerging Priorities funding will not be provided to:

- individuals
- political organisations
- unincorporated organisations (with the exception of government schools)

Emerging Priorities funding will not usually be made to Australian Government, state or territory government agencies. However, in some circumstances this may be considered, particularly if no other relevant body is available to respond quickly to an issue.

### **2.2 ELIGIBLE PROJECT - WHAT WILL BE FUNDED?**

**A.** All projects must respond to a significant emerging issue of intolerance. There must be an issue involving discrimination, intolerance and threat to community cohesion that has emerged suddenly and/or warrants a response outside the annual funding round.

**B.** All projects must directly address the Living in Harmony programme objectives and seek to:

- promote understanding and commitment to Australian values, especially mutual respect and mutual obligation; and
- promote better relations between people and groups of different cultural, racial or religious backgrounds.

**C.** Projects must only involve activities taking place entirely within Australia and usually be for up to 12 months duration.

**D.** Project proposals should include clear ways to develop and sustain links between people of different backgrounds, and ways to sustain project outcomes beyond the period of project funding.

**E.** Emerging Priorities funding may reflect the priority areas for the annual funded community programme rounds. Equally, they may respond to other issues consistent with the objectives of the programme.

It is important that the proposals clearly identify the problem or issue that the project will address and clearly state what will be done to address it and why this will be effective.

### **Ineligible projects**

Generally, funding will not be available for:

- continuation of existing activities or current functions of an organisation;
- retrospective or deficit funding for projects already under way or completed;
- subsidy of general ongoing administrative costs of an organisation, for example electricity or rent;
- capital expenditure, for example on buildings, motor vehicles, computers, constructing gardens;
- projects which are essentially about employment, health, welfare or settlement-service provision;
- festivals or cultural activities of a single ethnic, religious or racial group;
- curriculum development, academic research or teacher development projects;
- translation or reprinting of existing materials or publication of manuscripts;
- travel to conferences or short training programmes.

### **2.3 PROJECT STRATEGY – WHAT WILL BE DONE?**

Each proposal must identify appropriate strategies to address the issue(s) to which it is responding. These strategies will vary depending on the nature of the issue and the circumstances in the local area.

All projects must focus on active participation and involvement of the people they plan to reach. They must have:

- a capacity to form and reinforce appropriate and lasting attitudes and behaviour in individuals, communities or organisations;
- a capacity to promote Australian values, especially mutual respect and mutual obligation, and to promote participation and facilitate integration and social cohesion;
- explicit provision for extending the effects and messages of the programme to people who do not participate in the project; and
- well defined, achievable objectives and an appropriate evaluation plan.

Projects should promote participation and mutual understanding. Preference will be given to projects with the potential for forming positive, long-term outcomes. Projects should involve the broader community and get Australians together to explore issues over a sustained period of time.

Funding for cultural events and festival-type activities will not be ruled out but must be strongly supported by a strategy to ensure that their effect would be long lasting rather than temporary.

Consideration will be given to the anticipated reach of the project both directly to participants and indirectly through the project outreach. Participation includes the number of people directly involved in a project, including coordinators, administrators and participants in activities. Outreach includes all other people who may be exposed to the project including audiences at events, radio listeners, and print media readers.

#### **2.4 COMMUNITY AND STAKEHOLDER SUPPORT – WHO WILL ENSURE OUTCOMES?**

Proposed projects need to have the support and involvement of the organisations and people that will help the project to succeed. The nature of stakeholders can vary from project to project, but could include individuals and other organisations critical to the project's success. Stakeholder support will be assessed through meetings and teleconferences with stakeholders in developing project proposals, and generally without the need for formal letters of support to be provided.

Projects that have an Indigenous focus or component should have the explicit agreement and support for the project from the appropriate local elders and Indigenous organisations.

Organisations will be expected to manage their funded projects through a steering committee comprising members drawn from other community organisations and representing relevant stakeholders in the project.

#### **2.5 PROJECT WORK PLAN - HOW WILL IT WORK?**

Potential funding recipients will develop a detailed project work plan in consultation with the department. It is important that a comprehensive and practical work plan is developed that includes clear and achievable timelines, milestones and outcomes. The milestones should be relevant, achievable and clearly measurable, as the funding will usually be paid in instalments and payments will depend on achieving the agreed milestones.

Projects should be capable of being completed within 12 months from approval by the Minister or Assistant Minister.

## **2.6 FUNDING AMOUNT AND BUDGET – IS IT VALUE FOR MONEY?**

### **Funding amount**

The 2006-07 Budget provided \$400,000 each year for four years for the Emerging Priorities Programme. The number of projects funded each year will depend on the number of issues identified during each financial year and the quantity of funding provided to each project.

Each project will be developed and considered on a case-by-case basis. The value of each project will vary, and will generally range between \$40,000 and \$100,000. Project amounts outside this range will be considered.

Funding will usually be subject to funding agreements between the Australian Government and the funding recipient, setting out agreed project activities, milestones and a payment and reporting schedule.

[In some circumstances, lump sum funding may be considered under an exchange of letters rather than a funding agreement. This will be considered after an appropriate cost benefit and risk analysis.]

### **Budget**

Organisations in consultation with the department will develop an itemised budget of proposed costs and income, including all sources of revenue for the project and all expenditure (excluding GST). Budgets must be reasonable and appropriate to the project strategy and objectives. The principle “value for money” will guide consideration of project budgets and will be assessed with reference to the costs and benefits such as likely numbers of participants and likely tangible outcomes.

Charging for goods or services should not be used as a means of supplementing the project budget. For example, an organisation undertaking a project that involves events should not usually charge admission fees for these events. Similarly, any materials produced by the project should be distributed free of charge.

### **Funding from other sources**

If the organisation applies for, or receives, funding from another source for the proposed project, the department must be notified immediately so that this can be taken into account in the funding, assessment and management of the project.

Organisations may identify any of their own ‘in-kind’ or non financial support for their project.

## **2.7 PROJECT MANAGEMENT CAPACITY - CAN THE ORGANISATION MANAGE THE WORK?**

The capacity of the organisation to successfully manage community relations projects will be assessed. Organisations may be asked to demonstrate their capabilities in this area, including the details of previous projects and management arrangements in the organisation.

Organisations can partner with other more established and experienced organisations to assist in the management and delivery of projects. In these circumstances, the capacity of partner organisations will be assessed.

## **2.8 FINANCIAL MANAGEMENT CAPACITY – CAN THE ORGANISATION MANAGE THE FUNDS?**

Organisations must demonstrate the capacity to manage funds in accordance with the funding agreement and Commonwealth accountability requirements. Organisations may be asked to demonstrate a sound administrative and financial base. Organisations will be required to comply with all reporting and financial accountability requirements as set out in the funding agreement, in a timely manner, to a high standard and to the satisfaction of the department.

Organisations may be asked to provide evidence of past receipt and management of government funding. If an organisation has not previously received funding, capacity to manage project funding may be assessed by reference to their general financial management.

## **2. PROCESSES FOR DEVELOPMENT OF EMERGING PRIORITIES PROGRAMME PROPOSALS**

### **3.1 Administration of the programme**

The department's national office will be responsible for the administration of Emerging Priorities projects. This will allow for maximum flexibility in allocation of funds, consistency in project development and streamlined accountability for the funds.

### **3.2 Development of proposals**

Project proposals will be either:

- initiated by the department approaching an organisation or group of organisations;
- received directly by the Minister or Assistant Minister or department from the organisation; or
- developed by the department in response to a proposal received in another part of the Living in Harmony programme (for example, in response to a community project funding application).

Where the department initiates a proposal, the department's national, state and territory offices may identify an issue through a range of means including community contacts and press reports. National office will ask the relevant state or territory offices to assist in identifying, contacting and, where required, bringing together the organisations appropriate to the issue and any response.

National office staff will discuss the issue with the community organisations and ask them to develop an appropriate proposal. It is important that organisation(s) approached have the capacity and willingness to take on an appropriate response.

Where proposals are received directly from a community organisation, no formal application will be required. All project proposals received are expected to be further developed with the involvement of the department's national office, the relevant state or territory office and relevant community organisations.

Emerging Priorities projects may be developed from community project applications received in the annual funding round or other proposals received by the department.

In all cases, sufficient information will be needed to assess the proposal against the criteria for the Emerging Priorities Programme. Where necessary, the department and the project organisation may work together to compile these details.

### **3.3 Assessment and approval**

All projects will be developed and assessed against the criteria in these guidelines. National Office will assess the proposal against the funding guidelines and brief the Minister and/or Assistant Minister regarding the proposal with a recommendation regarding funding.

All funding decisions will be at the discretion of the Minister or Assistant Minister for Immigration and Citizenship.

It is important that any significant emerging issue be dealt with quickly. In most cases there will be a **maximum of six weeks** from 1) the time an issue is brought to the attention of the department's national office to 2) the submission of a brief with recommendation(s) to the Minister and/or Assistant Minister.

### **3.4 Management of projects**

Where an organisation is awarded funding for a project, the department's national office will negotiate a funding agreement (contract) with the funded organisation based upon the project proposal and the amount of funding awarded. The department will also be responsible for acquiring all relevant approvals (for example Reg 10 approval for projects running over more than one financial year). The organisation will be responsible for the implementation of the project. The funding agreement will set out in detail the conditions associated with the funding, which is covered in general terms in this guideline.

The department's state and territory offices may be involved in the management of stakeholder relations in the project location, including through involvement in the steering group and providing feedback on community perception of projects.

### **3.5 Payment, reporting and audit**

The department's national office will be responsible for processing payments to the funded organisation, including receiving progress reports and financial statements.

Funding for projects will usually be paid in three instalments (usually 50%, 40% and 10%). However the payment schedule may vary according to the project work, with potential for a larger proportion to be made available at the outset (for example 70%, 30%). The first payment will be made once a funding agreement has been negotiated and signed by the department and the funding recipient.

The request for the second payment will follow completion of agreed project milestones and will usually be accompanied by a certified financial statement.

In some instances, frequent progress reporting may be required, for example a funded organisation may be required to provide a short monthly report on activity and progress.

At the completion of the project, organisations will be required to submit a final report and an audited Financial Statement. This can be prepared by the organisation and audited (signed with a declaration) by a qualified accountant. The items reported have to be in the same categories as the agreed budget.

The funding recipient must have sufficient resources to finalise the project before the final payment (usually 10%) is made. The request for the final payment must be presented as soon as possible after the completion of the project and be accompanied by the final report, the self-evaluation report and an income and expenditure statement or audited financial statement for the completed project.

The amount approved by the Minister or Assistant Minister for Immigration and Citizenship will be allocated towards the project. However, the organisation is not automatically entitled to the full amount approved if savings are made and other funds secured to supplement the expenses during the life of the project. Therefore, if the total expenditure is less than the allocated funding, after receiving the final report and the income and expenditure statement or audited financial statement, the department may reduce the final payment, not make a final payment or may seek a refund of any unexpended funds already provided to the organisation, as appropriate.

Funding recipients will report in terms of the project-specific performance indicators identified in their application work plans and milestones. Where funding is provided under a funding agreement, as part of the funding acquittal requirements, the funding recipient will be required to evaluate and report on the overall outcomes of the project in terms of meeting the Living in Harmony programme objectives, its impact on the community and to provide evidence that the project was carried out as agreed.

National Office will be responsible for acquittal of projects and reporting to the Minister and/or Assistant Minister on outcomes.

### **3.6 Publicity and public communication**

Projects will be publicised widely by the Minister, Assistant Minister and the department.

The contractual arrangement will require full and proper acknowledgment of the Australian Government's support in all material associated with the project. This will include use of the Australian Government logos and standard text of acknowledgment, which the department will provide to funded organisations when the funding agreement is signed.

The funding arrangement will also require communication activities as an integral part of the project. This will include a requirement that the Minister or Assistant Minister will be invited, with at least four weeks notice, to speak at any major events in the project, such as launches or openings.

All material that is created during, and for, the project must be cleared by the department prior to being used or made public. Intellectual property rights in material produced by funded organisations vests with them, however the department will have a free, permanent licence to use, reproduce, adapt and exploit the material.