



Australian Government
**Department of Immigration
and Citizenship**

**Diverse Australia Program
(incorporating the National Action Plan to Build on
Social Cohesion, Harmony and Security)**

Guidelines for Community Grants

2009

**Addressing
Cultural, Racial and Religious Intolerance**

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1 COMMUNITY GRANTS FUNDING

1.1 Introduction

The Australian Government believes that communities are in the best position to recognise and address issues of cultural, racial and religious intolerance. The Diverse Australia Program (DAP) and the National Action Plan to Build on Social Cohesion, Harmony and Security (NAP) are designed to provide the additional resources often needed by not for profit community organisations to develop their own projects and find their own ways of helping all Australians to build stronger community relations.

The NAP, developed in 2005-06, responds to the particular pressures Australian communities are facing as a result of increased intolerance and the promotion of violence arising from events around the world and in Australia since 2001.

The Government believes that strong social cohesion is best developed by projects that bring all Australians together and in particular create connections across the community.

This year, for the first time, the funding processes for DAP and NAP community grants have been merged. This is in response to stakeholder feedback seeking simplification in relation to both programs.

In 2009 \$2 million is available for community grants which includes \$1.5 million from the former Living in Harmony Program (now called the Diverse Australia Program) and \$500 000 from the National Action Plan to build on Social Cohesion, Harmony and Security community projects.

Of the funds available, some monies have been set aside to assist small organisations that may not be ready to manage major projects. Amounts of up to \$5000 will be available for less complex projects and activities. See *Diverse Australia Program (incorporating the National Action Plan to Build on Social Cohesion, Harmony and Security) Guidelines for Small Grants 2009* for information about these small grants (at www.harmony.gov.au).

These guidelines set out the requirements for 'major' projects of between \$5000 and \$50 000 available under the DAP and NAP.

1.2 Funding Objectives

The objectives of the Australian Government's DAP and NAP include the promotion of:

- the importance of all Australians respecting one another regardless of cultural, racial or religious difference;
- the fair treatment of all Australians, encouraging people to recognise that our interactions should be accepting of and responsive to people's backgrounds, circumstances, needs and preferences;
- opportunities for people to participate equitably in Australian society and to understand the rights and responsibilities that we share as part of that society;
- a sense of belonging for everyone by helping communities work towards a spirit of inclusiveness and a shared identity as Australians; and
- the benefits of living in a culturally diverse society.

and seek to:

- increase community understanding and acceptance of diversity;
- support people who have recently settled in Australia understand the democratic values, social behaviour and aspects of Australian life that are important to the established community;
- increase the broader communities understanding of Australia's changing demographics.

The NAP seeks to do this in particular for Muslim communities.

2 APPLYING FOR GRANT FUNDING IN 2009

2.1 How to apply

The Community Grants funding round will employ a two-stage application process:

- Stage One: Expression of Interest; and
- Stage Two: Supplementary Application (by invitation).

These guidelines provide advice on how to complete both the Expression of Interest and the Supplementary Application.

3 ASSESSMENT CRITERIA

3.1 Eligible Organisation - Who can apply?

Eligible organisations

Funds will be provided to incorporated, not-for-profit organisations.

Groups such as school communities, non-profit foundations, service clubs, sporting bodies, ethnic organisations, youth organisations, local government authorities, universities and colleges of education are invited to submit proposals (government school applicants need not be incorporated).

Ineligible organisations

Applicants should not be:

- individuals;
- political organisations;
- un-incorporated organisations (with the exception of government schools); or
- Australian or State/Territory agencies.

3.2 Eligible Project and Priority Areas - What we fund?

Eligible projects

Project submissions must:

- directly address the program objectives;
- only involve activities taking place entirely within Australia;
- seek funds of between \$5000 and \$50 000; and
- be completed by the end of December 2010.

Funding applicants should demonstrate why the project is important in the particular community and how it could specifically address the identified issue.

Priorities.

Note: Applications seeking NAP funding should have a significant Muslim component.

In 2009, the department is particularly interested in projects that address any of the following priority areas:

Children and families

Activities could include:

- projects in schools, tackling issues of intolerant behaviour;
- life skills and leadership development for young people;
- projects and partnerships involving state/territory legal authorities such as the police and Police Citizen Youth Clubs; and
- projects which engage young people in civic participation with the broader community.

Youth

Activities could include:

- projects designed to encourage participation in the broad community through volunteering, clubs and community service groups;
- projects that bring youth from diverse backgrounds together through music, the arts, sport or multimedia;
- mentoring activities that prepare participants for the workforce and involvement in society.

New and emerging communities

Activities could include:

- community based activities that increase understanding and acceptance by the broader community of changing demographics locally;
- mentoring or encounters involving men or women in which they share experiences, explore cultural misunderstandings and discuss their role in Australian society; and

- established and older migrant organisations helping emerging communities set up representative incorporated bodies and training for promising leaders.

Muslim Australians

Activities could include:

- encouraging more active participation by members of Muslim communities in mainstream sporting, social, arts-based and other activities to lessen feelings of isolation and marginalisation in some communities;
- promoting the positive contributions of Muslim Australians to Australia;
- encouraging current and emerging Muslim community leaders, particularly women and young people, to participate more widely in community activities, including holding positions of responsibility within organisations and representing their community at various fora;
- providing mentoring and volunteering opportunities to young people, in order to build their leadership and representational skills; and
- outreach projects and activities that encourage interaction among Muslim and non-Muslim community groups.

Indigenous Australians

Activities could include:

- projects promoting increased understanding and acceptance by bringing Indigenous and non-Indigenous people together;
- bringing both Indigenous youth and youth from diverse backgrounds together through music, the arts, multimedia and sport;

Integration and community based activities

Activities could include:

- projects that bring people together to cooperate on promoting common community interests such as bush fire control, the provision of emergency services and other volunteer agencies;
- sport, art, music, multimedia or other activities geared toward youth encounters and exploration of diversity issues;
- interfaith education and community/cultural bridge-building activities that draw in people of all ages from a range of cultural and religious backgrounds; and
- projects that build the capacity of migrants, refugees and humanitarian entrants to participate in education and employment.

Other Issues:

Projects that address other issues consistent with the objectives of the program or adopt other approaches will be given full consideration, including:

- inter-generational and cross cultural ‘skill exchange’, for example encounters where senior citizens share their knowledge of Australia’s history, culture and language with migrant youth who, in turn, share knowledge with or assist senior citizens;
- projects that promote diversity and address issues of intolerance in the workplace;

- projects developed by ‘established’ or ‘mainstream’ organisations that seek to actively promote a culture of inclusiveness; and
- projects that combine several of the priority areas such as activities that bring together the broader community with young people and new and emerging communities.

It is important that project proposals include clear ways to develop and sustain links between people of all backgrounds, and ways to sustain project outcomes beyond the period of the project. For example ‘established’ or ‘mainstream’ organisations that seek to develop and implement projects that are proactively inclusive will be considered for funding. **NAP project proposals will need to focus on Muslim Australians, but with a view of promoting community integration, resilience and harmony.**

Ineligible projects

Funding will generally **not** be available for:

- continuation of existing activities or current core functions of an organisation;
- retrospective or deficit funding for projects already under way or completed;
- subsidy of general ongoing administrative costs (eg electricity, rent) of an organisation (but a worker may be employed specifically for the project);
- cultural activities, in isolation, of a single ethnic, religious or racial group (eg funds for concert performance, instruments, costumes, dance performances);
- major capital expenditure such as on buildings, motor vehicles, computers, sound systems etc (although equipment can be hired for project work);
- projects which are only about employment, health, welfare or settlement-service provision (casework and assistance to access mainstream services);
- projects focused solely on accessing services (raising cross-cultural awareness amongst service providers can be part of a project but must not be the only activity/objective);
- projects which are focussed in the main on curriculum development, academic research or teacher development (but educational institutions may apply for funds for innovative projects to raise awareness of and involvement in relevant issues);
- translations/reprinting of existing materials or publication of existing manuscripts;
- travel to conferences and short training programs.

3.3 Project Strategy – What will you do?

Applications must clearly identify an issue and the proposed response.

Preference will be given to projects with the greatest potential for forming positive, long-term outcomes. Projects should involve the broader community, bringing people together to explore issues and develop meaningful community relationships over a sustained period of time (up to 12 months).

Activities that involve significant numbers from the local community will be favoured above projects involving small numbers of people (eg less than 20). Project activities that are likely to attract interest from local media, and therefore are able to promote respect, fairness, inclusion and a sense of belonging more broadly are also encouraged, as well as those that provide positive media coverage of relevant community groups.

Festivals, performances and cultural events tend not to achieve these aims due to their discrete one-off nature and will generally not be funded in isolation.

These events can however be a component of a more detailed and long term plan of activities, where opportunities exist, over time, for interaction amongst the community.

The DAP and NAP encourage innovation in the design and execution of project proposals. To that end, organisations are encouraged to ‘think outside the square’ in terms of developing proposals.

All projects must focus on active participation and involvement of the people they plan to reach. Projects can have a significant impact in a local community if they are well designed, supported and managed.

3.4 Community and Stakeholder Support – Who will work with you?

Applicants need to have the support of the organisations and people that will help the project to succeed.

In previous years the more successful projects have been those that have enjoyed continued community and stakeholder involvement and support for their activities. The nature of stakeholders can vary from project to project, but could include individuals such as key community leaders and organisations critical to the project’s success, including other community organisations, the relevant local school or council.

Local Indigenous support

Projects that have an Indigenous Australian focus or component must have the explicit agreement and support for the project from the appropriate local elders and Indigenous organisations. It should be noted that this support can take time to secure.

Project Steering Committee (or Reference Group)

Organisations will be expected to manage their funded projects through a steering committee comprising members of the funded organisation and members drawn from several other community organisations and representing relevant stakeholders in the project. Steering committee members should be contactable by the department if the need arises. Steering committees normally meet monthly, or more frequently as the need arises.

Letters of Support

When completing the Expression of Interest form organisations will be asked to indicate whether they have consulted with the relevant stakeholders in the project and identified representatives for the project steering committee. You will also be asked to indicate whether they support the project, or whether their support is still to be confirmed (eg community groups may be discussing the project proposal amongst themselves before providing a final commitment to support the project).

Short-listed organisations will be expected to substantiate their claims by providing evidence of stakeholder and steering committee support and participation. Letters of support are the usual way in which this evidence is provided. Community support should show commitment to and participation in the project proposed by the applicant.

Who will learn from the project?

Organisations will be asked to detail the anticipated reach of the project both directly and indirectly (i.e. the number of people directly influenced by the project and those exposed to the broader community relations message). Participation includes the number of people directly involved in a project, including coordinators, administrators and participants in training forums, workshops and the like, and others who directly participated in activities. Outreach includes all other people who may have received messages including audiences at events, radio listeners, and print media readers.

Projects will be favoured which can demonstrate substantial reach in terms of the outcomes of the project and the promotion of the DAP or NAP objectives, although the comparative situation of remote and rural communities will be taken into account.

3.5 Project Work Plan - How will you make it work?

In the Supplementary Application, short-listed applicants will be asked to provide a detailed project work plan. The work plan section of the Supplementary Application is where organisations will detail how their proposed strategies will link to the objectives of the project and the broader program objectives and how they will know if they have realised their objectives.

It is important that organisations develop a comprehensive and practical work plan that includes clear and achievable timelines, milestones and outcomes. The milestones should be relevant, achievable and clearly measurable. Funding recipients will report in terms of the project-specific performance indicators identified in their application work plans and milestones. Funding will be paid in instalments and payments will depend on achieving the agreed milestones.

As part of the acquittal requirements, funding recipients will be required to evaluate and report on the overall outcomes of the project in terms of meeting the program objectives, its impact on the community and to provide evidence that the project was carried out as agreed.

3.6 Harmony Day

Applicants should note that Harmony Day is an integral part of the DAP. Harmony Day celebrates the cohesive and inclusive nature of our nation and promotes the benefits of cultural diversity. The key message of Harmony Day is Everyone Belongs. It's about community participation, inclusiveness, respect and a sense of belonging for everyone.

Funding recipients are generally expected to include a Harmony Day activity within their project, and should consider how they can use Harmony Day as a way of increasing exposure within the community of the issues addressed in their projects.

It should be noted that Harmony Day activities should cost no more than 5 per cent of the total project budget.

There are also other communication obligations successful applicants must comply with and which are set out in the funding agreement.

3.7 Budget and Funding - How much will it cost?

Organisations will be required to outline major budget items in their Expression of Interest, and to provide a detailed budget in their Supplementary Application. The budget must be reasonable and appropriate to the project strategy and objectives.

Note that the principle ‘value for money’ will guide consideration of project budgets.

Identified budget expenses must include:

- salary costs (plus on costs);
- public liability insurances for the life of the project, coverage at \$10 million minimum (if the proposed activities are not covered by the organisation’s existing public liability insurance) from an insurer authorised to conduct insurance business in Australia.

For most projects, salary costs should be less than 50 per cent of the total project budget.

Fundraising activities should not be used as a means of supplementing the project budget. For example, an organisation seeking funding for a project that involves events should not charge admission fees. Similarly, any materials produced by the project should be distributed free of charge.

Other funding

If the organisation applies for, or receives, other funding for the proposed project, the Department should be notified immediately so that this can be taken into account in the application assessment. Please note that if the project is contingent upon other funding sources being received, the other funding must be verified prior to the DAP funding being awarded.

In-kind support

Organisations may wish to identify any ‘in-kind’ or non financial support for their project if appropriate.

3.8 Project Management Capacity - Can you manage the work?

The capacity of the organisation to successfully manage community grants is a key criterion in assessing applications. Community relations or community development projects are those that enjoy strong community participation in their conception and delivery. They focus on outcomes that strengthen a sense of community harmony and address social issues.

Organisations are required to demonstrate their capabilities in this area by providing evidence of previous projects of this nature, successfully delivered on-time and within budget. Please note that the information supplied in applications may be shared, on a confidential basis, with other relevant agencies, particularly to assess your organisation’s project management capacity.

Management committee (note: different from steering committee)

The Supplementary Application seeks some details of the members of the management committee. An organisation's management committee will fulfil a critical role in supporting the project and in ensuring that the project and funds are well managed. We are therefore interested in gaining an understanding of the make-up and stability of the organisation's management committee.

3.9 Financial Management Capacity – Can you manage the funds?

In the Supplementary Application organisations must be able to demonstrate a sound administrative and financial base. They must be able to comply with all reporting and financial accountability requirements as set out in the funding agreement, in a timely manner and to a high standard and to the satisfaction of the Department. Evidence of the organisations past financial management will be required. This evidence will include copies of the organisations most recent annual report and annual audited financial statement.

Past receipt and management of government funding will be relevant. If an organisation has not had previous funding, it is possible for the organisation to demonstrate its capacity to manage project funding, using their previous financial management experience.

4 FREQUENTLY ASKED QUESTIONS

4.1 What makes a good project?

The DAP and NAP programs fund a range of projects across diverse target areas. Experience has shown that the better quality projects are those that understand, or seek to understand the issues they are trying to address and target those issues through a realistic project. Given the focus of the programs, community support is essential for projects to succeed.

We favour projects that involve people from different backgrounds in activities that create positive relationships which are likely to continue when the project is completed. For NAP funding purposes, projects should have a significant focus on Muslim Australians.

Examples of projects funded in previous years include:

Diverse Australia Program (formerly Living in Harmony):

The Albury City Council's program 'Firing Up Community Harmony' which introduced newly arrived residents from Bhutan, China, Sudan and other countries to the broader Albury community and encouraged them to enjoy the city's public spaces.

A range of "Firing Up" activities gave new arrivals a sense of belonging and showcased different aspects of life in the city of Albury.

The Albury Indigenous Australian community shared their traditions, stories and bush tucker delicacies with those from different backgrounds.

A 'Blokes Bake' - where local and newly arrived men swapped experiences of footy, fishing and cars and generally got to know each other – was held over a meal cooked in a wood fired oven. The innovative thinking behind this novel series of events came from the City's experience with new arrivals.

In another example, a project by Strathfield South High School in 2007-08, titled *We are all Australian*, responded to the alienation being experienced by young people of Middle Eastern backgrounds in schools in Western Sydney. The project brought together students from Strathfield High School and Windsor High School and produced a DVD about young Australian's of Lebanese and Asian backgrounds getting to know students of Anglo-Saxon backgrounds and the issues they explored together. Created by the students, the film examined stereotypes with particular emphasis on how Muslims, Lebanese and Asian groups are represented. The film also looked at how stereotypes are manipulated throughout history and in the media. The film was accompanied by a teaching resource kit for distribution into schools, containing a series of structured activity questions based on subjects in the film including racism, stereotyping, discrimination and religion.

In Tasmania, Glenorchy City Council was aware that racism and discrimination towards people from new communities, especially towards young people, was having an impact on their education and their confidence to use public transport. Racism and discrimination also affect health and well being, and restrict people from fully participating in society.

The Council received funding to run an innovative project called '*We Are Who We Are*'. Through activities such as presentations, interactive forums, visits to cultural clubs to experience cultural foods, music and cultural experiences, young people were given an opportunity through their school communities to break down the barriers of misunderstanding between cultures. The youth created posters which were displayed on public buses and in other areas of the broader community.

The Multicultural Youth South Australia's (MYSA) research into newly arrived refugee young people and public space showed that acceptance and understanding are issues for young people, the community, and service providers. MYSA and the Shopfront Youth Health Service received a grant to develop a project to work with young men at risk, particularly African young men, who were identified by schools, community groups, providers and police. The project delivered life skills development workshops and provided training and support to sector and service providers. This included the production of a training manual suitable for national distribution to help community and government service delivery organisations.

National Action Plan:

In Victoria, the Brunswick Neighbourhood House was funded for a project aiming to bring women from Muslim and non-Muslim backgrounds together through music and dance. The project aims to overcome the social isolation experienced by Muslim women by connecting them with the broader community. The project will run workshops, covering team building, communication skills, conflict resolution, and public speaking, which will equip participants with leadership and representational skills and increase their confidence to engage in the public arena.

A mentoring project in partnership with the ICRA Youth Centre and IBM Australia working with unemployed youth aged 18 and over, aimed to improve employability, encourage self development and foster an awareness of career options and life opportunities. Students at local high schools were encouraged to focus on future employment and careers and other relevant topics negotiated with the staff at the schools and IBM.

Examples of other projects can be found at <http://www.harmony.gov.au>

4.2 Where can you find help?

If you require assistance in developing an idea for a project, please contact:

- the application hotline, 1800 782 002 or
- e-mail: diverseaustraliagrants@immi.gov.au

4.3 When will I know if I am successful?

The timing of the funding round is as follows:

Early April 2009	Funding round announced.
Early May 2009	Closing date for on-line Expressions of Interest.
Mid July 2009	Short-listed and unsuccessful applicants advised.
Late September 2009	Successful applicants announced.
October 2009	Funding agreements negotiated.
November 2009	Projects commence.
December 2010	All projects are completed.

4.4 What if you are awarded funding?

If you are awarded funding for your project, the Department will negotiate a funding agreement (contract) based upon your successful project proposal and the amount of funding awarded.

The awarded funding will be paid in instalments. The first payment (normally 50%) will be made once a funding agreement has been signed.

The request for the second grant payment (normally 40%) must be accompanied by an activity report and certified financial statement and will follow completion of agreed project milestones.

The funded organisation 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.

4.5 What about other funding sources?

If your project does not meet these guidelines for funding, other funding sources might be identified by consulting:

- The Australian Government's Grantslink website, www.grantslink.gov.au;
- www.grantsearch.com.au; and
- www.ourcommunity.com.au.

Note: Feedback will be provided to unsuccessful applicants.