Advance Together Grants
2019-20
Funding Guidelines
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Foreword

The Government of South Australia is committed to ensuring our diverse multicultural communities are well supported through quality services and programs, along with being encouraged to organise and host activities and events that showcase their rich diverse cultures and customs with the wider South Australian community.

The South Australian Government recently completed a review of multicultural grants initiatives to ensure funding better reflects the needs and aspirations of our growing multicultural communities. Based on the findings, Multicultural Affairs (Department of the Premier and Cabinet) has designed an equitable funding structure that aims to meet the needs across the sector and ensure more integrated and better services can be offered to our multicultural communities.

We are pleased to announce the opening of the Multicultural Grants Program 2019-20, featuring four streams of funding to support our multicultural communities:

- **Advance Together**
- **Celebrate Together**
- **Expand Together**
- **Stronger Together**

We take this opportunity to outline our **Advance Together Grants**. The Advance Together Grants program is a 12-month pilot program to offer support to eligible multicultural organisations to help them improve their governance and strengthen their capacity building skills.

We encourage multicultural organisations to consider applying for funds through the Advance Together Grants to support their projects in 2019-20.

Hon Steven Marshall MP
Premier of South Australia

Hon Jing Lee MLC
Assistant Minister to the Premier
About Advance Together Grants

The **Advance Together Grants** are administered by Multicultural Affairs within the Department of the Premier and Cabinet (DPC).

The grants provide one-off funding to eligible multicultural organisations to develop projects that improve their governance and strengthen their capacity building skills.

Grants are available for projects or initiatives that are aimed at building capacity, knowledge and skills within the community, but do not create an ongoing need for funding.

Grants will be awarded through one funding round in 2019-20. Grants of up to $5,000 (Five thousand dollars only) are available for projects to be delivered over 12 months, commencing in August 2019.

Multicultural Affairs (DPC) will only accept one application for the **Advance Together Grants** per organisation.

### Applications open on 2 May 2019 and close on 14 June 2019 at 5pm

### Outcomes

The **Advance Together Grants** invests in multicultural organisations to achieve one or more of the following outcomes:

- build the capacity of multicultural organisations and communities to actively participate in all aspects of South Australian society and economy
- strengthen the governance of multicultural organisations to lead, develop, support and advocate for their communities
- build partnerships between multicultural organisations and service providers to combine their strengths and abilities to better respond to the needs of culturally and linguistically diverse communities
- strengthen organisational capacity of multicultural organisations to attract funding support, as well as recruit, retain and improve the skills and knowledge of volunteers and members
- develop and improve best practices and procedures, such as strategic planning, risk management, Work Health and Safety, and financial management.
- strengthen communication between members of the organisation, government agencies and other stakeholders.
Eligibility

Who is eligible?
To be eligible for funding, multicultural organisations must:

- be non-government, not-for-profit and
  - incorporated under the Associations Incorporation Act 1985, or
  - an Australian Public Company Limited by Guarantee under the Corporations Act 2001, or
  - a Statutory Authority established through an Act, or
  - registered with the Australian Charities and Not-for-Profit Commission
- have a registered Australian Business Number (ABN)
- provide satisfactory evidence that their core purpose is to deliver initiatives, services or support for culturally and linguistically diverse communities in South Australia
- be South Australian based.

Not for profit multicultural organisations that are not incorporated or do not have an ABN may apply under the auspices of an eligible multicultural organisation. Auspice organisations must also meet the above eligibility criteria. There is no limit to the number of times an eligible organisation may auspice other organisations.

Can organisations apply as a partnership or consortium?
Applications from a consortium – a partnership of two or more organisations working together to develop and deliver a project – are eligible for funding, if the lead organisation is a multicultural organisation, who meets the above eligibility criteria and is solely accountable to the South Australian Government for the delivery of the project.

For example, a multicultural organisation might partner with one or more organisations (multicultural or non-multicultural) to combine their knowledge, skills and experience when developing and delivering a project.

The lead organisation is then responsible for submitting the application online. If successful in their application, the lead organisation will have legal and financial accountability of the project, be required to enter into the grant agreement, receive the funding and be responsible for acquitting funding.

Evidence of the consortium must be provided by the lead organisation, as part of their application (e.g. a letter from each of the partner organisations, confirming their collaboration on the project).
Who is not eligible?

The following are ineligible for funding:

- non-multicultural organisations
- organisations that have outstanding obligations for previously awarded grants
- educational institutions or related representative bodies, e.g. schools and/or their parents’ associations, universities and for-profit childcare centres
- individuals or organisations applying on behalf of an individual
- for-profit organisations or private companies
- Commonwealth, state or local government department and agencies.

What can be funded?

Funding can be used for eligible expenses that directly relate to the coordination, management and delivery of the project within South Australia.

Examples of eligible projects are:

- leadership and governance training for board committee members
- temporary project staff salaries or consultant costs to assist in developing a plan or strategy (e.g. strategic plan, communication/social media strategy)
- training and skills development (e.g. grant writing skills, volunteer management training, financial management)
- develop a website or app to make services more accessible to the community.

What applications will not be supported?

The following will not be supported:

- retrospective funding for projects that have commenced or have been completed before August 2019
- to supplement the recurrent or ongoing costs of an existing organisation
- activities primarily aimed at meeting religious or political outcomes (except for interfaith initiatives)
- funds to distribute to other bodies or individuals
- funding for interstate or overseas artists, facilitators or speakers
- artist performance fees
- prizes, competitions, donations or sponsorships
- volunteer honorariums, petrol expenses or other reimbursements
- funding for individuals to attend courses offered by educational institutions (e.g. universities, TAFE SA)
- to purchase or lease buildings or land
- emergency relief such as food vouchers, food, payment of bills, clothing, money
- travel expenses outside of South Australia
- projects that are already funded or are the core responsibility of other state or Commonwealth government departments.
How to apply?

• Carefully read these guidelines before you apply.
• Check that your organisation is eligible to apply. If you are unsure, please contact the Multicultural Grants Team on 1300 239 468.
• Complete and submit your application at www.multicultural.sa.gov.au by 5pm, 14 June 2019. Late applications will not be accepted.

Supporting documentation required:

• copy of your organisation’s Constitution, signed by two authorised members of your organisation’s committee
• signed minutes from the most recent Annual General Meeting
• most recent end of year financial report
• quotes for items $500 or over
• information about grant funding received by your organisation from other entities (most recent financial year)
• support letters from partner organisations, if applying as a consortium.

How are applications assessed?

Stage one – application screening

Once the round has closed, the applications are screened to check that:

• the applicant organisation and project are eligible
• the application has been completed in full and all supporting documentation has been provided
• the applicant does not have any outstanding obligations for previously awarded grants.

Applications that do not meet stage one requirements will not progress to stage two.

Stage two – assessment against criteria

Applications that progress to stage two will be assessed by a panel.

The panel will assess all applications on merit using the following criteria.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project purpose and outcomes</td>
<td>Does the application demonstrate the extent to which the organisation’s project will improve their governance and strengthen their capacity building skills?</td>
</tr>
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</table>
### Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community need</td>
<td>Does the application clearly identify the community need? Does it describe clearly how the need will be addressed through delivery of the project? Does it describe clearly how the project will complement (rather than duplicate) existing services?</td>
</tr>
<tr>
<td>Value for money</td>
<td>Is there evidence that the project has been costed realistically and provides value for money? Is there evidence the project will be sustainable after its completion and will not create an ongoing need for funding?</td>
</tr>
<tr>
<td>Organisational capacity</td>
<td>Does the organisation have capacity to carry out the proposed project? Consortia or partnerships will be considered favourably. Engagement with a quality improvement program will be considered favourably.</td>
</tr>
</tbody>
</table>

### Notification

All applicants will be notified in writing of the outcome of their applications.

Unsuccessful applicants are encouraged to contact the Multicultural Grants Team on 1300 239 468 to receive feedback on their application.

### Funding agreement

Successful applicants will receive an agreement detailing the terms and conditions of the funding provided.

All applicants will be required to sign the agreement and comply with its conditions, which will include requirements to:

- report on how you have spent the money provided
- measure and report on the outcomes from the funded project
- have public liability insurance – a minimum of $1 million or as required in your agreement
- appropriately acknowledge Multicultural Affairs, Department of the Premier and Cabinet as a funding source for the project.

Payment will be made in accordance with the terms and conditions of the agreement.
Reporting requirements

The reporting requirements for successful applicants will be outlined in the funding agreement. All successful applicants will be required to submit a final report, including a financial acquittal and receipts for all purchases over $500.

Grant recipients are required to keep receipts for all purchased items.
# Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Multicultural organisation</td>
<td>For an organisation to be defined ‘multicultural’, the Department of the Premier and Cabinet must be satisfied that the organisation’s core purpose is to deliver initiatives, services or support for culturally and linguistically diverse communities in South Australia.</td>
</tr>
<tr>
<td>Culturally and linguistically diverse communities</td>
<td>People from migrant and refugee backgrounds, particularly those from non-English speaking countries.</td>
</tr>
<tr>
<td>Community capacity building</td>
<td>A way of working with and supporting communities that strengthens their ability to build their structures, systems, people and skills so they are better able to define and achieve their objectives, engage in consultation and planning, manage community projects and take part in partnerships and community enterprises.</td>
</tr>
</tbody>
</table>
| New and emerging communities              | People from new and emerging communities are sometimes identified as higher-need or at-risk due to the length of time they have spent in refugee camps and the additional resources and support they may need to address the settlement challenges they face. New and emerging communities are those:                                                                                                           
|                                           | • with a small population                                                                                                                                                                                                                                                                                                                 |
|                                           | • where most members are recent arrivals to Australia                                                                                                                                                                                                                                                                                     |
|                                           | • where most members entered through Australia’s humanitarian program                                                                                                                                                                                                                                                                     |
|                                           | • lacking established family networks, support systems, community structures and resources compared with established communities.                                                                                                                                                                                                           |
| Partnerships                              | Financial or non-financial collaborations between two or more organisations to deliver the project.                                                                                                                                                                                                                                           |
| South Australian based                    | A registered South Australian business address.                                                                                                                                                                                                                                                                                            |

**For more information:**

Multicultural Grants Team  
Multicultural Affairs, Department of the Premier and Cabinet  

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