



COMMUNITY HARMONY PROGRAM

Building respect, understanding and harmony

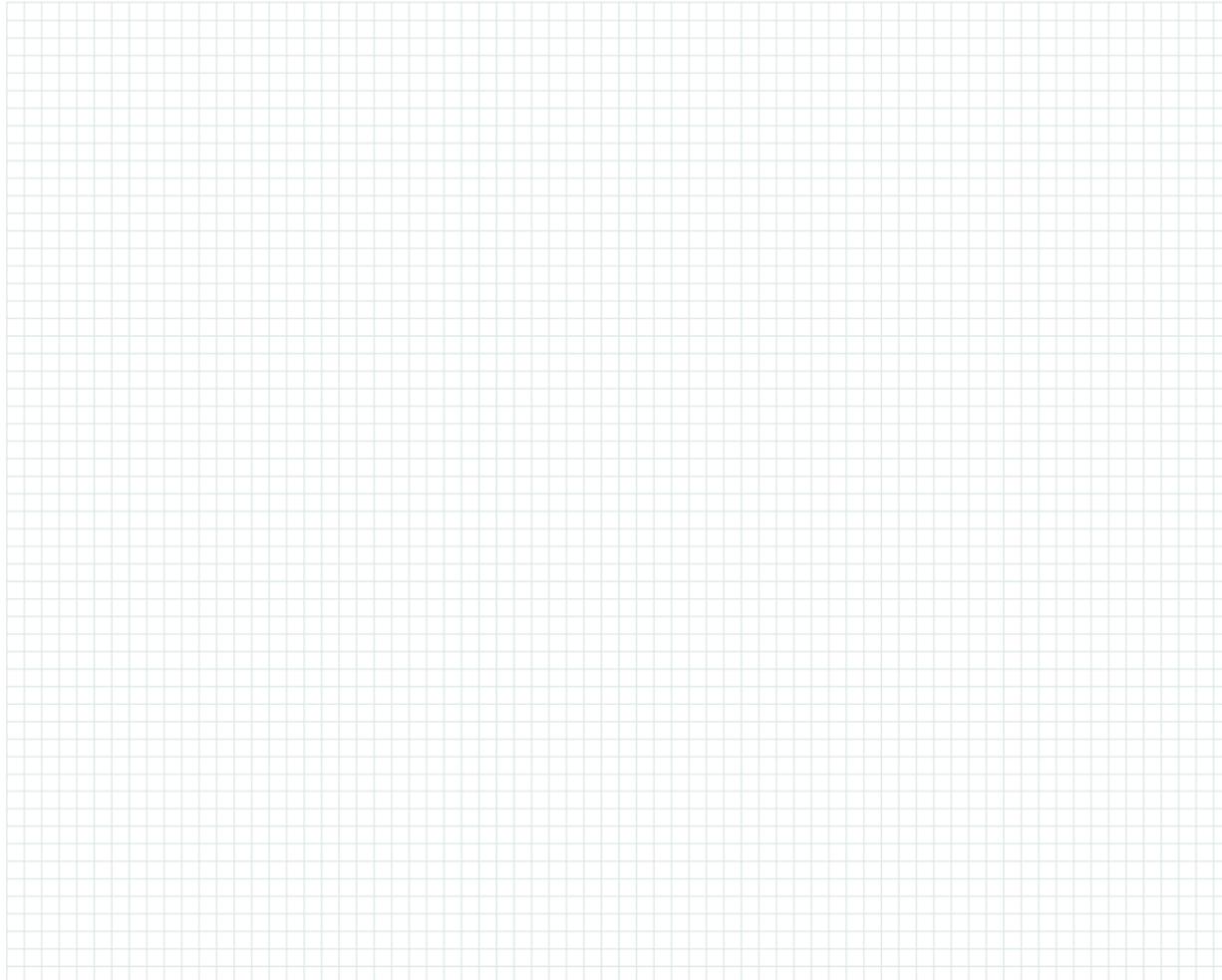
Guidelines

For activities, events and organisational support from 1 July 2016

Grant queries: 1300 366 356
Applications / Expressions of Interest can be submitted online at www.multicultural.vic.gov.au

VICTORIAN
multicultural
commission
strengthening our community

VICTORIA
State
Government



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MESSAGE FROM THE MINISTER



The Victorian Government understands the importance of social cohesion to a thriving multicultural Victoria. The Community Harmony Program aims to strengthen community harmony by supporting projects that build intercultural and interfaith understanding, respect and dialogue in the community.

Victoria's population is increasingly diverse. New communities are establishing themselves, and several faith communities are experiencing major and ongoing growth. Amidst this diversity, Victoria leads the way, nationally and internationally, in terms of the success of cohesion.

It is however important to recognise that to not only maintain the success of our unique brand of multiculturalism but to garner greater benefits for all, we cannot rest on our laurels. It is incumbent upon all of us to ensure that a sense of belonging and acceptance is ingrained within each individual and community. It is all of our responsibility to ensure that there is equality of opportunity for all, where no one is disadvantaged because of their race, colour, ethnicity, gender or sexuality.

It is through programs like the Community Harmony Program that we can achieve long-term community cohesion and harmony. The Community Harmony Program will support activities that foster understanding, appreciation and respect for cultural diversity and equality and that provide opportunities to share one's culture, beliefs and experiences with others. In doing so, we will develop a greater sense of shared purpose and belonging amongst all Victorians and minimise social divisions, misunderstandings and isolation.

The Victorian Government is committed to supporting communities by providing effective, accessible grants programs that meet a range of cultural, social, economic and educational needs.

I encourage community groups and organisations to apply for a grant under the Community Harmony Program. By working together we can ensure that we promote a harmonious, inclusive and respectful Victoria.

Robin Scott MP
Minister for Multicultural Affairs
Minister for Finance

CONTENTS

1 _ About the Program	5
2 _ What funding is available?	9
3 _ How to apply	10
4 _ Funding Conditions	14

1 _ ABOUT THE PROGRAM

What is the Community Harmony Program?

The Victorian Government's Community Harmony (CH) Program is designed to enable Victorians to build social cohesion and community harmony through preventative initiatives that address the root causes of social disharmony and racial, ethnic and religious intolerance.

The program aims to support all Victorians to have a strong sense of belonging, whatever their religion, ethnicity, skin colour, or cultural identity, through creating opportunities for Victorians to build relationships with one another leading to increased understanding and respect for our common values and interests.

The Program is administered by the Department of Premier and Cabinet's Office of Multicultural Affairs and Citizenship (OMAC). The design of the program, assessment process and grant recommendations have been developed collaboratively between OMAC and the Victorian Multicultural Commission (VMC).

The Program consolidates OMAC's Strategic Partnerships and Local Area Social Cohesion programs and the VMC's Multifaith Initiatives and Interfaith Networks grant program.

The Program is divided into two funding streams:

- » smaller grants (up to \$30,000 per annum) for one-off events or smaller initiatives that build understanding and acceptance of Victoria's cultural and faith diversity; and develop community harmony; and
- » larger grants (up to \$110,000 per annum) that support communities to undertake significant intercultural outreach and activities that build community harmony and enhance social cohesion.

Multi-year funding is available for suitable applicants.



Objectives

The Community Harmony Program objectives are to:

- » Increase intercultural, inter-community and interreligious interaction, engagement and understanding.
- » Support diverse groups, such as different cultural, religious and social groups, to develop relationships with one another and deliver initiatives that promote social cohesion and harmony.
- » Support and work with communities to build their capacity and leadership to respond to emerging challenges to social cohesion.
- » build the recognition that shared values and the foundations of common humanity transcend cultural and religious difference.

The program will support and work with communities to:

- » Broker inter-community and intercultural dialogue, experiences and connections.
- » Identify and respond to local challenges to community harmony and social cohesion.
- » Build the capacity of community leaders and organisations to promote harmony, foster dialogue and broker resolutions between groups of people from different backgrounds.
- » Develop and maintain strong collaborative relationships, and develop new partnerships, with other cultural and faith communities and broader Victorian communities.
- » Improve information sharing and coordination around intercultural and interfaith issues, initiatives and events across Victoria.
- » Engage diverse members of culturally diverse communities in intercultural and interfaith activities, including women, youth and Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) community members.

Priority will be given to applications that:

- » display strong collaborative links between partner organisations;
- » aim to involve a broad range of Victorians in activities, particularly with people who have not previously engaged with intercultural or interfaith activities; and/or
- » have a focus on women, young people, new and emerging communities, LGBTI groups, or regional Victoria.

Funding Streams

The Program is divided into two funding streams:

Small grants

Smaller grants (up to \$30,000 per annum for up to two years) for one-off events or smaller initiatives that build understanding and acceptance of Victoria's cultural and faith diversity and develop community harmony.

- * Partnerships between diverse groups are strongly encouraged for Small Grant applications.

Large grants

Larger grants (up to \$110,000 per annum for up to three years) to increase the capacity of community, cultural, faith based or multifaith organisations to promote social cohesion and respond to emerging challenges to social cohesion and support the organisation to undertake significant outreach, undertake consultations, develop partnerships and deliver a program of initiatives/activities that build community harmony.

A two stage application process will apply to Large Grant applications:

- » Expressions of Interest
- » Final Proposal.



Types of activities

The types of activities that can be considered under the program across the funding streams are:

- » **Local leadership and participation initiatives:** initiatives that bring diverse communities and broader community together to build the communities' capacity to work together to raise awareness about issues of community harmony, cohesion and inclusion, and develop long term responses.
- » **Organisational capacity/sustainability:** assist in the establishment of new interfaith networks or build the capacity and sustainability of existing interfaith networks or peak faith/multifaith organisations to increase intercultural and interfaith dialogue and understanding, increase inclusion and participation of vulnerable communities, and build community harmony and cohesion. Note: multicultural organisations can apply for organisational support through the Capacity Building and Participation Program 2016-17.
- » **Positive public narratives:** Initiatives which increase the visibility, coverage, portrayal of positive intercultural and interfaith relations and which explore ways of engaging the media proactively.
- » **Development and training:** the delivery of development courses, training or structured learning opportunities to increase the capacity of leaders and members of diverse cultural and faith communities to promote and broker dialogue, peace and harmony between people from different backgrounds. For example, leadership, intercultural mediation or conflict resolution training.
- » **Intercultural sports, arts and youth programs**
- » **Educational programs:** activities that facilitate intercultural and interfaith dialogue in schools/workplaces/organisations/youth groups to encourage

trust and understanding between participants; developing resources and educational programs.

- » **Intercultural and interfaith events/seminars/workshops:** which encourage intercultural/interfaith dialogue, awareness and understanding and open discussion about common values and cultural and religious similarities. Note: multicultural festivals and events are funded separately through the Multicultural Festivals and Events Program 2016-17.
- » **Visiting places of worship:** tours open to faith leaders, students and members of the Victorian community which visit various places of worship such as Temples, Mosques, Synagogues, Churches and other places of spiritual significance.
- * Organisations successful in their application for a large grant are not eligible to receive funding for a small grant.
- * Multi-year funding is available for both streams.
- * Funding is available to support employment of staff to coordinate activities.
- * If you are also applying for a Regional Area Partnership under OMAC's Capacity Building and Participation Program 2016-17 and wish to deliver community harmony initiatives please contact OMAC on 1300 366 356 for further discussion.

Who is eligible to apply?

To be funded under the CH Program organisations must:

- » be incorporated under the *Corporations Act 2001* (Cth) or the *Associations Incorporation Reform Act 2012* (Vic) and have a current Australian Business Number (ABN) that is not for a commercial entity or individual; or
- » be a Local Government Authority.

If your organisation does not meet the above criteria you must nominate an eligible auspice to apply for a grant. Auspice organisations must meet the above criteria.

Types of organisations that may apply include:

- » Community organisations;
- » Culturally diverse community groups;
- » Interfaith networks;
- » Peak faith bodies; and
- » Local Government Authorities (LGAs).

Note that LGAs will need to illustrate close collaboration and/or partnerships with relevant communities and/or organisations.

Applicants who have overdue accountability reports for previous grants funded through the VMC and OMAC are not eligible to receive funding. To check if you are up to date with accountability reports, please email community.grants@dpc.vic.gov.au.

What applications can be supported?

The following applications can be supported:

- » applications for projects that address the program objectives and funding criteria;
- » applications submitted by an eligible organisation (see Who is eligible to apply?).

What applications cannot be supported?

The following applications cannot be supported:

- » from individuals;
- » for competitions, commercial or fundraising activities;
- » for infrastructure costs;
- » for set-up or running costs of a business or purchase of capital equipment (including hardware or software);
- » for events or travel outside Victoria or funding for people or organisations from overseas to visit Victoria;
- » for events that promote or are held for political purposes;
- » for retrospective funding for projects or programs that have already started or have been completed, including any activity undertaken prior to the notification of the application outcome; and
- » from organisations that have failed to comply with the terms and conditions of previously awarded grants.

2 _ WHAT FUNDING IS AVAILABLE?

The table below shows the funding available for the two funding streams under the program.

Type of Activity	Funding available
Small Grants (for one-off events or smaller initiatives)	from \$500 to \$30,000
Large Grants (for programs or initiatives)	from \$30,001 to \$110,000

Both streams are likely to be very competitive due to the high volume of applications. Applicants are strongly encouraged to seek other funding sources and financial partners for their projects.



3 _ HOW TO APPLY

Ensure you complete the contact and address details, respond to the eligibility criteria and attach all supporting documentation to your application.

Late or incomplete applications may not be considered.

DPC prefers that expressions of interest and applications are submitted electronically, to reduce the impact on the environment. If you are unable to submit your expression of interest or application online, please contact us to request a hard copy expression of interest or application form.

For more information contact:
community.grants@dpc.vic.gov.au or call 1300 366 356.

How will applications be assessed?

There is a different assessment process for small grants and large grants.

Small Grants

Small grant applications will be assessed against the program objectives, eligibility requirements and assessment criteria.

Applicants will be required to provide detailed responses addressing the funding criteria, submit a detailed budget and project plan.

Applications will be assessed by a panel that will consist of representatives from OMAC, VMC and external specialist representative/s. Panel recommendations will go to the VMC for ratification prior to consideration by the Minister for Multicultural Affairs.

Given the high demand for grants under this program, the amount of funding approved may be less than the amount requested. In this case grant recipients will be asked to revise their budget and project in-line with the funding offered.

Large grants

Large grant applications will be assessed in two stages. At the first stage, the applicant is required to submit an Expression of Interest online which will be assessed to ensure eligibility and alignment with the program's objectives and priorities.

Expressions of Interest that proceed to Stage Two will then be invited to submit a detailed project proposal (also online) for consideration.

Full applications, including the detailed project proposals, will be assessed by a panel that will consist of representatives from OMAC, VMC and an external specialist representative. Panel recommendations will go to the VMC for ratification prior to consideration by the Minister for Multicultural Affairs.

Given the high demand for grants under this program, the amount of funding approved may be less than the amount requested. In this case grant recipients will be asked to revise their budget and project in-line with the funding offered.

Applications for Small Grants and EOIs for Large Grants close midnight 17 April 2016.

Complete the application forms online at www.multicultural.vic.gov.au.

What are the assessment criteria?

Applications will be assessed against the criteria outlined in the table below:

Funding Tiers	Assessment Criteria
Small Grants: (up to \$30,000 per annum) for one-off events or smaller initiatives that build understanding and acceptance of Victoria's faith diversity	<p>Why is the activity needed?</p> <p>The application clearly demonstrates the need in the community that the activity addresses.</p> <p>What will the activity achieve?</p> <p>The application demonstrates:</p> <ul style="list-style-type: none"> » how the activity will achieve the program objectives; and » the expected tangible outcomes of the activity. <p>Who is involved?</p> <p>The application demonstrates the extent to which the proposed activity:</p> <ul style="list-style-type: none"> » will reach the target audience and reach or involve the broader Victorian community; » engage any priority groups such as new and emerging communities, women, young people, LGBTI communities and regional communities; » is achieved through a collaborative approach with a range of partners, outlines the proposed contributions from partners, roles and responsibilities of these partners, and the commitment to sustaining the relationship beyond the life of the project or activity; <p>How will the activity be delivered?</p> <p>The application demonstrates the extent to which the activity or project:</p> <ul style="list-style-type: none"> » will engage practices that are suitable and effective in building understanding and acceptance of Victoria's cultural and faith diversity; » is ready to proceed and supported by a clear approach and realistic timeframes; and » is based on sound cost estimates and represents value for money. <p>How will the activities be measured against the program objectives?</p> <ul style="list-style-type: none"> » What methods will be used to collect data to measure whether the project has met the grant objectives and whether the intended change has taken place?

Funding Tiers	Assessment Criteria
<p>Large Grants: (up to \$110,000 per annum) that will increase the capacity of community, faith based or multifaith organisations to promote social cohesion and respond to emerging challenges to social cohesion and support the organisation to undertake significant outreach, undertake consultations, develop partnerships and deliver a program of initiatives/activities that build community harmony.</p>	<p>Why is the activity needed? The application demonstrates the context and need in the community that the program of activities addresses.</p> <p>What will the activity achieve? The application:</p> <ul style="list-style-type: none"> » demonstrates how the proposed activities will achieve the program objectives; and » identifies and explains the expected tangible outcomes of the activities. <p>Who is involved? The application:</p> <ul style="list-style-type: none"> » demonstrates community engagement and support at the community level; » outlines the target/priority group/s and ways to engage this group; » demonstrates the ability of the organisation/s to work with target/priority communities; » demonstrates how the activities will reach/involve the broader Victorian community; and » details whether the program involves a collaborative approach with a range of partners , and if so, outlines the proposed roles and responsibilities of these partners. <p>How will the activity be delivered? The application demonstrates the extent to which the activity:</p> <ul style="list-style-type: none"> » will engage practices that are suitable and effective in building understanding and acceptance of Victoria’s cultural and faith diversity; » is ready to proceed and supported by a clear approach and realistic timeframes; » is based on sound cost estimates and represents value for money; and » is supported through the required documentation, including a funding proposal (detailed below). <p>How will the activities be measured against the program objectives?</p> <ul style="list-style-type: none"> » What methods will be used to collect data to measure whether the project has met the grant objectives and whether the intended change has taken place? <p><i>Please note that a two stage application process applies for these grants.</i></p>

Note: While there is no mandatory minimum co-contribution for the program, proposals are expected to include other financial and/or in-kind support. This reflects the emphasis of the program on partnerships and sustainability approaches.

Large Grants: Stage Two Applications

Applicants invited to submit a Stage Two project application for Large Grants will be required to submit the following:

- » a detailed needs analysis
- » a detailed project plan
- » clearly defined outputs and outcomes
- » a detailed budget including co-contributions and in-kind contributions.

Applicants may be contacted by OMAC to further develop or clarify aspects of their application.

4 _ FUNDING CONDITIONS

The CH Program is a discretionary, merit-based grant program.

A decision in relation to any aspect of the funding application and assessment process, including any decision to award a grant under this Program, is final and no correspondence will be entered into.

Funding agreement

Successful applicants will be required to enter into a Victorian Government Common Funding Agreement (CFA) with the Department of Premier and Cabinet which consists of:

- » a 'Schedule' (detailing activity details, funding, activity deliverables and payments, budget, reporting requirements and other activity specific requirements); and
- » a set of standard terms and conditions which are fixed and non-negotiable.

It is recommended that applicants review the CFA before applying for a grant.

You can view the CFA standard terms and conditions at <http://www.dhs.vic.gov.au/for-business-and-community/not-for-profit-organisations/common-funding-agreement>. The CFA 'Schedule' template can be downloaded at www.multicultural.vic.gov.au.

You may also request a hard copy of these documents by contacting the Office of Multicultural Affairs and Citizenship on 1300 366 356.





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