


Priority response to multicultural communities during coronavirus (COVID-19): Phase 5 Program guidelines





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Multicultural Coronavirus Response Team**
<Multicultural.COVID.Taskforce@dffh.vic.gov.au>

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Message from the Minister for Multicultural Affairs



Multicultural and faith organisations have played a key role in supporting communities throughout the pandemic, providing critical services such as emergency food relief, community engagement, mental health and wellbeing support, health communication and education, and translation of key health messages.

I'm proud that the Victorian Government has partnered with these local and community organisations since the beginning of the pandemic, responding sensitively and swiftly to the disproportionate challenges faced by Victoria's multicultural communities. The first four phases of the Priority Response to Multicultural Communities during Coronavirus (PRMC) program provided more than \$26.4 million in funding, and I am so pleased to see this program continue.

Thanks to an additional investment of \$2.4 million, phase five of PRMC will help to build community organisations' capacity to support their communities and to effectively address the challenges of the COVID-19 pandemic.

A key benefit of the program is the continued strengthening of effective partnerships between the Victorian Government and multicultural and faith community organisations, including with grassroots, new and emerging, and regional and rural communities.

I look forward to continuing to partner with diverse community organisations to ensure all Victorians have the support they need as we continue on the road to recovery from the pandemic.

A handwritten signature in black ink, appearing to be 'Ros Spence'.

The Hon. Ros Spence MP
Minister for Multicultural Affairs

What is the priority response?

The priority response to multicultural communities during coronavirus (COVID-19): Phase 5 (PRMC 5.0 or 'the program') offers grants to multicultural and faith organisations in Victoria.

PRMC 5.0 ensures organisations can effectively respond to the coronavirus (COVID-19) pandemic and build organisational capacity to further support their communities.

PRMC 5.0 will complement the delivery of PRMC 1.0, 2.0, 3.0 and 4.0 to continue supporting culturally diverse communities that have been affected by COVID-19.

The key objectives of this program are to:

- build the capacity of organisations to effectively respond to the coronavirus (COVID-19) pandemic and increase capacity to further support multicultural communities
- build stronger partnerships across the Victorian multicultural sector

The program will prioritise grassroots organisations, new and emerging communities, and regional and rural communities.

We may receive more applications than it is possible to fund. Not all applicants will be successful in receiving funding under this program.

Grants of between \$5,000 – \$75,000 are available.

Key messages

- There is a limit of one grant application per organisation in the Priority Response to Multicultural Communities during coronavirus (COVID-19): Phase 5.
- Funding of between \$5,000 to \$75,000 is available.
- Organisation must not have any current PRMC grants that have overdue monthly or final report(s), including financial acquittals or have any other overdue reports from current or previous Fairer Victoria funded grants, including Multicultural Affairs.
- We will prioritise applications from grassroots organisations, new and emerging, and regional and rural communities.
- Read the PRMC 5.0 guidelines carefully to give your application the best chance of success.
- The program is administered by the Multicultural Affairs team in the Department of Families, Fairness and Housing (the department).



Who can apply?

Applicant eligibility

Organisations that meet the applicant eligibility criteria below may apply for funding under this program.

You must be either:

- a not-for-profit entity:
 - registered with the Australian Charities and Not-for-profits Commission,
 - registered with Consumer Affairs Victoria as an incorporated association,
 - registered under the *Corporations Act 2001* (Cth) or the *Associations Incorporation Reform Act 2012* (Vic)
 - or through your organisation's constitution or governance documents.
- a social enterprise with a stated purpose or mission related to supporting multiculturalism, meaning that your organisation:
 - has an economic, social, cultural, or environmental mission that is consistent with a public or community benefit
 - receives a large part of its income from trade
 - reinvests the majority of its profit/surplus in the fulfilment of its mission

All organisations applying under this program must have a current Australian Business Number (ABN), and have held that ABN at 30 June 2019.¹

To be eligible to receiving funding, your organisation must not have any current PRMC grants² that have overdue monthly or final report(s), including financial acquittals or have any other overdue report(s) from current or previous Fairer Victoria funded grants, including Multicultural Affairs.

All overdue reports must be submitted as per executed funding agreements for previous grant programs.

If you are unsure whether your organisation has any overdue grant program reports, please email the Multicultural COVID Taskforce <Multicultural.COVID.Taskforce@dffh.vic.gov.au>.

What type of organisation are you?

To check if you are:

- an incorporated association,
- log into your myCAV account <www.consumer.vic.gov.au/mycav/sign-in>
- a company limited by guarantee, go to the Australian Securities and Investments Commission (ASIC) Connect website <<https://asicconnect.asic.gov.au/>>.

To check the Australian Business Register, go to <<https://abr.business.gov.au/>>.

¹ Except organisations that enter into an acceptable auspicing arrangement via an auspice organisation. The auspice organisation must have a valid ABN and have held that ABN at 30 June 2019.

² Organisations who have requested and received an extension of time to deliver projects under PRMC and therefore have not acquitted the project, may be considered eligible if the activities being funded under this program do not duplicate the currently contracted activities. And the organisations are able to demonstrate capacity to deliver projects concurrently.

What are the responsibilities of an auspice organisation?

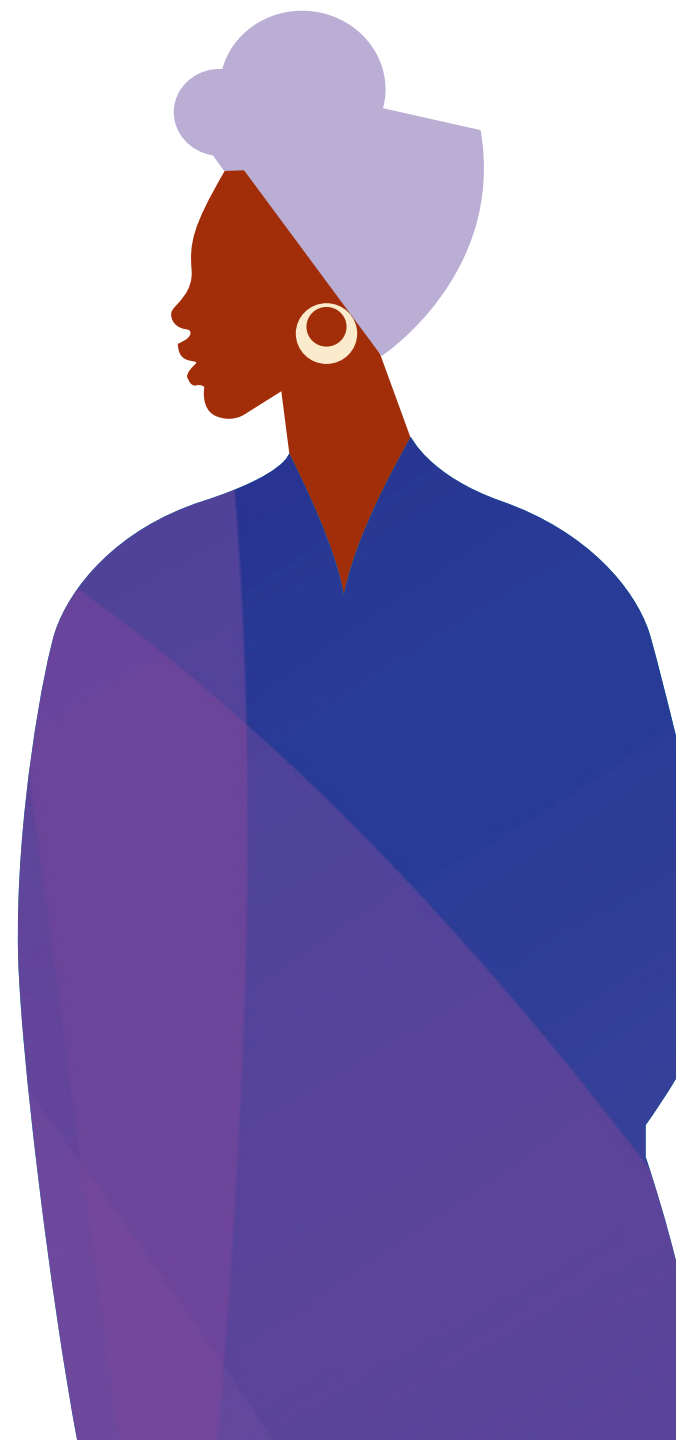
An auspice organisation can manage grant funding for smaller organisations. It will receive the funds on the smaller organisation's behalf and make sure the project is delivered on time.

If your organisation is not incorporated or does not have an ABN, or your ABN has not been active since 30 June 2019, you may still apply if an eligible auspice organisation has agreed to support you and manage the grant for you.

An organisation may auspice more than one application if they are for different projects run by separate organisations.

If your grant application is successful, your auspice organisation will be responsible for:

- signing the grant agreement
- all legal and financial responsibility of the grant on your organisation's behalf
- receiving and distributing grant funds under the grant agreement
- ensuring all project activities are completed
- submitting final reports and financial acquittals on behalf of your organisation.



Who cannot apply?

Those who cannot apply for these grants include:

- state and federal government departments and agencies
- individuals and sole traders
- commercial enterprises
- local councils
- education organisations such as universities and schools

Eligibility criteria

Your organisation cannot apply for funding if it does not meet all the eligibility criteria below.

Eligibility criteria	Notes
Is the organisation either a: <ul style="list-style-type: none"> • not-for-profit organisation that delivers services to community • regional or state-wide peak multicultural/interfaith organisation • faith-based or community-led organisation representing multicultural and faith communities 	A no answer to this question would result in an organisation being ineligible.
Does the organisation have an eligible ABN, and held that ABN at 30 June 2019, or does it have an acceptable auspicing arrangement?	A no answer to this question would result in an organisation being ineligible.
Is the organisation currently operating throughout the COVID-19 pandemic?	A no answer to this question would result in an organisation being ineligible.
Does the organisation have capacity to immediately deliver the proposed activities to multicultural and faith communities?	A no answer to this question would result in an organisation being ineligible.
Does the organisation accept that it will deliver all project activities in compliance with the health directions of the Victorian Chief Health Officer and the Victorian Government Department of Health?	A no answer to this question would result in an organisation being ineligible.
Does the organisation have any current PRMC grants that have overdue monthly reports, final reports or acquittals from previous Fairer Victoria funded grants, including Multicultural Affairs? To check your organisation is up to date with reporting please email the Multicultural COVID Taskforce < Multicultural.COVID.Taskforce@dffh.vic.gov.au >.	A yes answer to this question would result in an organisation being ineligible. All overdue reports from previous Fairer Victoria funded grants, including Multicultural Affairs, must be submitted as per executed agreements. Organisations who have requested and received an extension of time to deliver projects under PRMC and therefore have not acquitted the project, may be considered eligible if the activities being funded under this program do not duplicate the currently contracted activities. Organisations should demonstrate capacity to deliver projects concurrently.

What are we looking for?

- Applications that align with the PRMC 5.0 program objectives.
- Projects that deliver activities from contract commencement (expected to be in early October 2022) to 30 June 2023.
- Complete applications (incomplete will not be accepted).
- Projects that can start quickly and benefit Victoria's diverse multicultural and faith communities as the state responds to the COVID-19 pandemic.
- Projects that follow all current and future health directions of the Victorian Chief Health Officer and the Victorian Government.

What can be funded?

Organisations can use program funding for activities that benefit diverse multicultural and faith communities, including:

- staffing and oncosts including professional development initiatives
- job specific training for staff to ensure they are well equipped to continue supporting the community, and
- any other activities as identified by communities that are accepted by Multicultural Affairs to support multicultural and faith communities to build organisational capacity

What cannot be funded?

Organisations cannot use funding through PRMC 5.0 for:

- activities that contradict current and future health directions and advice from the Victorian Government (throughout the duration of the program)
- activities that do not meet the program objectives and do not benefit Victoria's multicultural and faith communities

- long-term projects that do not provide immediate and time-limited support or services to multicultural and faith communities
- equipment, including the purchase of mobile phones/tablets/computers/internet connections
- any illegal or regulated product or activity, such as (but not limited to) alcohol, tobacco products, gaming services and weapons
- assets, infrastructure or capital, unless agreed to with Multicultural Affairs
- retrospective activities or purchases (including expenses outside the funding period)
- buying land
- major events, conferences, fee for service and fundraising events
- activities already funded through another grant or funding service
- recurrent or ongoing maintenance and/or operational costs
- activities that are dependent on recurrent annual funding
- cash payments to community members
- prizes or gifts
- buying and fit-out of vehicles
- donations to other organisations
- rapid antigen tests
- purchase of medicines (over the counter and/or prescriptions)
- purchase of any vouchers including food vouchers
- one to one mental health and wellbeing sessions
- emergency relief essentials (including food)
- personal health and safety items such as masks and hand sanitizer
- transportation costs for vaccinations and/or medical appointments and pharmacies for multicultural seniors
- cost of community centre or other venue hire and associated costs to get together again for events, support groups or workshops to rebuild social connectedness

New and emerging communities

The Federation of Ethnic Communities' Councils of Australia (FECCA) identifies 'new and emerging communities' as migrants and refugees who have recently arrived in Australia and may need more support in the settlement process.

New and emerging communities may have:

- a lack of established family networks, support systems, community structures and resources
- challenges in accessing mainstream services and support systems
- challenges in attracting funds for community programs and infrastructure.

For more information on the definition of new and emerging communities visit: **New and Emerging Communities in Australia: Enhancing Capacity for Advocacy** <<https://ethniccouncilshepparton.com.au/wp-content/uploads/2019/05/New-Emerging-Communities-in-Australia-Enhancing-Capacity-for-Advocacy.pdf>>.

Regional and rural communities

If a community project is located outside the Melbourne metropolitan area, as defined by the **Regional Development Victoria list of Regional and Rural Councils** <www.rdv.vic.gov.au/victorias-regions#region-listing>, it is eligible to apply for a regional or rural community project.

Organisations located in Local Government Areas (LGAs) requiring critical support

Organisations that are located in LGAs that are able to demonstrate with data, the critical community need for this funding are encouraged to apply.



How can you apply?

Complete the **Priority response to multicultural communities during coronavirus (COVID-19): phase 5 application** <<https://www.vic.gov.au/priority-response-multicultural-communities-during-coronavirus-covid-19>>.

Information on opening and closing dates can be found at <<https://www.vic.gov.au/priority-response-multicultural-communities-during-coronavirus-covid-19>>.

Incomplete or late applications will not be considered. Closing date for applications is 5pm, Tuesday 16th August, 2022.

For more information, or to discuss your proposed project application, contact the Multicultural Coronavirus Response Team, Department of Families, Fairness and Housing:

Phone: 1300 112 755

Email: <Multicultural.COVID.Taskforce@dffh.vic.gov.au>

How we will assess your application

We will assess your application using the assessment criteria outlined below.

The assessment criteria include:

- that the organisation's proposed project aligns with the program objectives
- the organisation's capacity to immediately deliver the proposed project and complete the project by 30 June 2023
- being able to demonstrate strong value for public money, with accurate and reasonable costs that are outlined in the project budget section below.

Eligible organisations will then be presented to an expert panel for endorsement, subject to which funding recommendations will be made to the Minister for Multicultural Affairs.

Once a decision has been made, applicants will be advised of their application outcome.

All decisions made by the Minister for Multicultural Affairs in relation to any aspect of the funding application, assessment process and outcomes are final.

We will publish successful application outcomes on the **Victorian Government's Priority response to multicultural communities during coronavirus (COVID-19) webpage** <<https://www.vic.gov.au/priority-response-multicultural-communities-during-coronavirus-covid-19>>.

Project budget

Applicants must complete and submit the project budget template outlining the proposed expenditure with the application. The final list of approved budget items will be in line with eligible expenditure and subject to funding availability. Due to the finite nature of the available program budget, in some cases, not all expenditure items will be supported for funding.

The project budget will be assessed on:

- reasonability and accuracy of the proposed cost
- value for money
- amount and proportion of expenditure going towards administration, staffing and on-costs (noting that ongoing or recurrent operational and/or administrative costs will not be funded)
- scope and reach of proposed activities
- the organisation's ability to acquit funding.

Co-contributions, including cash and in-kind, are strongly encouraged.

Our funding agreement

Successful applicants must enter into a Victorian Common Funding Agreement (VCFA) with the department.

The VCFA outlines:

- the grant's terms and conditions, including use of funds
- key deliverables and due dates
- reporting requirements.

Successful applicants have three days from receiving the offer of funding to sign and return their VCFA.

If you do not think you can return the VCFA in this time, please contact the Multicultural Coronavirus Response Team. Organisations that miss the deadline risk losing the offer of funding.

Funding conditions

Funding is only available in the 2022–23 financial year as stated in the VCFA. Any funding will not be carried forward or be available for incomplete project activities.

Successful applicants must complete the refresher course on infection prevention control.

Taxation requirements

Applicants must provide an ABN.

You should submit your project budget, excluding the Goods and Services Tax (GST).

The department does not provide advice on the taxation implications of grants.

Please contact the **Australian Taxation Office (ATO)** <<https://www.ato.gov.au/>> for information on tax implications.

If your organisation is:

- registered for GST and if your grant application is successful, you will be paid GST on top of the amount awarded
- not registered for GST and if your grant application is successful, you will receive only the grant amount awarded. GST will not be paid.

Payment of grant funds

Once your application is successful and you have submitted your VCFA, payment of funds will be made via electronic funds transfer (EFT) into your nominated bank account.

Funding acknowledgement

You must acknowledge Victorian Government contributions to the project in any relevant publication, promotional material or news releases.

We will advise successful organisations of these requirements.

Legal responsibilities

If you apply for a grant, you must ensure that the project activity complies with relevant legislations, regulations, by-laws, mandatory codes and requirements of any Commonwealth, state, territory or local authority. It is your responsibility to be aware of laws and protocols that regulate the way you must conduct your work.

Insurance requirements

You are responsible for public liability insurance, and any other insurance that is appropriate to the activities of your proposed project. Evidence of public liability insurance, covering the project period will be required upon application.

The Victorian Government now requires non-government organisations that are funded to deliver services for children to be:

- incorporated separate legal entities that can be sued in child abuse proceedings
- appropriately insured against child abuse.

You can find more information on the **Department of Justice and Community Safety website** <<https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new>>.

