

Application Kit
Community Innovation Fund

Fairfield and Liverpool

2020

What is the Community Innovation Fund?

The Community Innovation Fund (CIF) provides grants to community of up to \$10,000 for great ideas to support newly arrived refugee communities.

The CIF was created to:

- Support and resource community ideas;
- Develop community capacities;
- Give the community a voice to shape its own priority areas; and
- Make grants accessible to everyone.

The Fund takes a partnership approach with [NSW Settlement Partnership members](#), local governments, other services providers, community leaders and groups all working together to support newly arrived refugees.

The 2020 funding round supports Sydney's southwest suburbs of Fairfield and Liverpool areas.

Eligibility

Projects or ideas proposed must benefit newly arrived refugee communities (that have arrived in the last five years) living in Fairfield or Liverpool local government areas.

1. Applicants can be groups, organisations or individuals who have a demonstrated connection to Fairfield or Liverpool areas.
2. The primary focus of the proposed idea must address one or more of the selection criteria and be clearly aligned with the guiding principles.
3. Local service providers or other funded bodies are not eligible to apply.
4. Individuals, organisations and groups previously funded are not eligible.
5. Activities that have already commenced or are completed are not eligible.
6. All applications must be completed and received by the closing date.

Guiding principles

Collaboration: encouraging collaborative efforts between individuals and community organisations

Strength-based: creating projects which utilise community strengths rather than highlighting problems

Leadership and Community Engagement: creating leaders within the community and encouraging communication and collaboration between different communities

Innovation: creating innovative projects to support community aspirations

Self-determination: community members determining what is best for their community

Selection criteria

An intensive consultation process was undertaken with the south-west Sydney refugee community to inform the selection criteria, to understand the community's aspirations and challenges and to learn what kind of community newly arrived refugees want to live in.

Projects must address one or more of the selection criteria listed below:

1. Utilising the existing strengths in the community — family and community support as well as skills and qualifications that people have within the community.
2. English language support.
3. Volunteering, local work experience and activities leading to employment.
4. Understanding and help with career pathways and recognition of prior learning.
5. Helping each other retain existing community norms and values that support and enhance community cohesion.
6. Activities to engage different groups of people, such as the elderly, women, youth and children.
7. Engaging people in meaningful conversations, interaction with neighbours and involvement in the wider Australian society.
8. Cooperative involvement in events that cross boundaries of race, culture and religion, which build and enhance community connections.
9. Help with mental wellbeing: moving from a fear of the future to engaging in possibilities for the future.
10. Information and understanding of Australian values and societal norms, including day-to-day social etiquette.
11. Initiatives that help address living expenses.
12. Initiatives that enable people to travel independently.

How much can I apply for?

SSI invests \$50,000 towards each funding round.

Grants are available for up to \$10,000. There is no minimum grant amount. Ideas of all sizes are encouraged.

The grant agreements will fund activities for up to one year.

How can we spend the funding?

The Funding can be used to pay for the following directly related to the project:

- Incentives for volunteers
- Travel costs
- Venue hire
- Catering/refreshments
- Stationaries/consumables
- Materials or equipment
- Operating or administration costs (directly related to the project)
- Promotional/documentation costs
- Facilitator fees and
- Other expenses directly related to the project.

How can we not spend the funding?

The grant money cannot be used for activities such as:

- Construction works or capital expenditure
- General ongoing administration costs such as electricity, phone and rent
- To cover any costs incurred in the preparation of your funding application

- Setting up a business or
- Activities that have already commenced or are completed.

Will there be support?

Support is available to develop ideas, prepare applications and make the idea happen.

Individuals and unincorporated organisations and groups are encouraged to apply. They must have an auspice to support their project (see below). Support is available to help you find an auspice.

If you would like to discuss your idea, get support preparing the application or are unsure how to find an auspice email cif@ssi.org.au.

What is an Auspice?

An “auspice” is an organisation that can offer support. The type of support they offer depends on you and your idea.

Examples of support:

- Receiving the grant money on your behalf (funding will not be transferred into individual accounts);
- Providing public liability insurance;
- Having some responsibilities for ensuring the project gets completed as outlined in the grant agreement;
- Providing advice;
- Supply in-kind support as needed; and
- Anything else required.

If you would like support finding an auspice contact cif@ssi.org.au

How do we choose who to give grant to?

Applications are reviewed by an independent panel. You will be required to meet with two panel members to discuss your idea.

Things that will be considered:

- Are you connected to the Fairfield or Liverpool areas
- How does your idea support newly arrived refugees living in Fairfield and Liverpool areas to settle
- Does your idea address at least one selection criteria
- Does your idea align with the Fund’s guiding principle
- Is your idea innovative
- Does your idea involve collaboration within and across communities
- What changes do you expect to happen from your activities
- How much if any funding are you currently receiving (this Fund targets small groups, organisations and individuals)
- Is your budget feasible
- Have you considered sources of in-kind support
- How will you manage the project
- Who else will be involved in the project and what are their roles
- How will you know what you have done is a success
- Are you willing to learn, we don’t expect you to know it all

A panel member may bring up something you haven't considered that could strengthen your idea or ensure it is feasible. Sometimes these conditions will be placed on the funding or offered as suggestions.

For example, an idea proposing to use external trainers may be asked to consider a 'Train the Trainer' model in which the external person trains community members to run the training. This would aim to use community strength, build capacities and make the idea more sustainable.

If I am funded what will I be required to do?

Successful applicants will be required to do the following:

- Attend ALL three workshops
 - Workshop 1 on Saturday 9 May, 9.00am-5.00pm (Introduction to the Fund, What is a project, How to plan for manage a project)
 - Workshop 2 on Saturday 16 May, 9.00am-5.00pm (Finalising project plans, How do you report back and Grant Agreements)
 - Workshop 3 date tbc (Topic will be voted on by Fund recipients)
- Develop a project plan and budget following workshops 1 and 2
 - Sign a 12 month grant agreement (following submission of project plans and budgets)
- Develop a plan to monitor the project
- Attend regular check in meetings
- Report back
 - Evaluation exit interview will be conducted
 - Submit monitoring information and all required documents (as set out in Workshop2)
- Support SSI's efforts to promote the projects

Who can I talk to about my idea or the application process?

You can attend one of our information sessions.

When: Thursday, 19 March – 6.00-7.00pm

Where: SSI Liverpool offices 2/45-47 Scott St, Liverpool

To book visit: <https://www.ssi.org.au/services/community-engagement/community-innovation-fund>

Contact us directly:

Kat O'Neill – Community Engagement Coordinator

Email: cif@ssi.org.au

How do I apply?

Complete a short application form online at <https://www.ssi.org.au/services/community-engagement/community-innovation-fund> by midnight Wednesday, 1 April.

Community Innovation Fund - Key Dates	
Event / Activity	Date
Grants open	Monday, 24 February 9am
Information Sessions: SSI Liverpool offices 2/45-47 Scott St, Liverpool Bookings required	Thursday, 19 March 6.00-7.00pm
Grants close	Wednesday, 1 April midnight
Workshop 1 (attendance for recipients is required)	Saturday, 9 May 9am-5pm
Workshop 2 (attendance for recipients is required)	Saturday, 16 May 9am-5pm
Workshop 3 (attendance for recipients is required)	tbc