

Application Kit

Community Innovation Fund

July 2018

What is the Community Innovation Fund?

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

The CIF was created to:

- Enhance community solutions to support newcomers;
- Build upon community strengths and assets;
- Develop the capacity of community leaders, members, groups and organisations to support newcomers;
- Give the community a voice to shape its own priority areas;
- Make grants simple; and
- Support projects driven by the community.

SSI seeks to work collaboratively with local [NSW Settlement Partnership members](#) (Core Community Services, Melkite Catholic Welfare Association and Western Sydney Migrant Resource Centre, Fairfield and Liverpool City Councils as well as community leaders, groups.

What is a strengths based approach?

The Community Innovation Fund uses a strengths based approach. This approach asks the community to look at their strengths and assets rather than considering their needs and deficits.

We encourage projects that harness the connected strengths and assets of the community. Projects do not happen in a silo. How will you call upon your community to implement your project?

To help you develop your ideas ask yourself:

What are my hopes? For yourself and/or your community

What is working well in your community?

What are some of the strengths and skills that exist in the community?

What are the challenges faced in achieving your hopes?

If you could change just one thing in the community, what would it be?

What kind of community do you want to live in?

Eligibility

Projects or ideas proposed must benefit newly arrived refugee communities (that have arrived in the last three years) living in south-west Sydney (Fairfield/Liverpool areas).

1. Applicants can be groups, organisations or individuals who have a connection to Fairfield or Liverpool areas.
2. The primary focus of the proposed idea or project 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. All applications must be complete and received by the closing date.

Guiding principles

Collaboration: The Fund brings together community members, leaders, groups and un-funded associations for the common purpose of building a stronger, more vibrant and resilient community. Individuals and groups are encouraged to work together to develop projects

collectively to help drive an environment of community cooperation and collaboration, and avoid competition within and across target communities.

Strength-based: Members of the south-west Sydney target communities have been encouraged to focus on their community's strengths and assets in order to propose concepts, projects and collaborations that address an issue of concern to them and their community.

Leadership and Community Engagement: The Fund fosters a culture of community empowerment and independence and helps develop champions within communities. It will encourage people to fully participate in their communities and provides an opportunity for communities to decide the nature of support they receive according to the impact it will have on their issues of priority.

Innovation: The Fund will look for innovative ideas from the communities to support their aspirations.

Self-determination: SSI resources will be dedicated to fund and coach those activities as required, however all projects will be led and delivered by the community groups themselves, driven by their own vision.

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 for up to \$10,000. There is no minimum grant amount.

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;
- Projects that have already commenced or are completed.

Will there be support?

Support is available to develop ideas, prepare applications and budgets. This does not guarantee your application will be successful. However, we want to give every opportunity to those who have never applied for a grant before. Those who are funded receive tailored support and mentoring to implement their ideas.

Individuals and unincorporated organisations and groups must have an auspice to support their project (see below).

What is an Auspice?

An “auspice” means someone to lend support. For a CIF application, an auspice is an organisation that has agreed to support you to implement your project.

The support an auspice offers will be determined by the nature of your project and your strengths. You must agree with your auspice and negotiate what support will be provided.

Support may include but is not limited to:

- Receiving the grant money on your behalf;
- 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.

What is the assessment process?

Applications are reviewed by a panel. The panel will shortlist applications. Those shortlisted will be invited to pitch their ideas to the panel. Following this process a formal offer of funding will be made to successful applications.

What happens if I am successful?

Successful applicants will be asked to:

- Sign a grant agreement before you can start your project
- Attend three workshops
- Provide proof of public liability insurance (or your Auspice organisation's insurance)
- Simple reporting requirements (to be explained at Workshop 1)

How do I apply?

1. Complete the short application form below with an attached budget
2. Email the application form and budget to cif@ssi.org.au by COB 20 August

Who can I talk to about the application process?

If you have any questions contact:

Kat O'Neill
Community Engagement Coordinator
Email: cif@ssi.org.au
Phone: 02 8799 6700

Application Timeline	
Event / Activity	Date
Grants open	25 July
Grants close	20 August
Notify those shortlisted	27 August
Those shortlisted – Pitch your idea to a panel	31 August
Notify applicants of outcome	3 September
Send out paperwork	14 September
Transfer money	4 weeks after receiving signed grant agreement
Workshop 1: Introduction	21 September
Showcase Round 1 - Announce winners	Wednesday, 26 September
Workshop 2: topic tbc	Tbc
Workshop 3: How do I report back	30 November
Report back	2 weeks after finalising

COMMUNITY INNOVATION FUND – APPLICATION FORM

Applications close COB Monday, 20 August. To be completed and returned to cif@ssi.org.au.

This application is designed to be one page only so don't spend all your time writing!

Your name (project leader):		
Phone number:		Email:
Your organisation OR auspice (see guidelines):		
If you have an auspice what support will they provide?		
Name of your project:		
Project length:	Project start date:	Project end date:
What is your connection to Fairfield/Liverpool?		
How does your project align with the guiding principles?		
What selection criteria does your project address?		
Brief project description:		
What changes will result from your project?		
What information will you collect to know your project has achieved this change? (eg photos, videos, quotes, surveys)		
How much money will you need? (include a brief budget)		
How will the project be delivered? By who?		

Please provide an itemised budget with requested amounts for each item:

SSI Community Innovation Fund (CIF): Project Budget	
Income	
Total amount of SSI CIF grant funding sought	
Applicant’s contribution (financial or in-kind which are goods and services donated):	
Budget items	Amount (\$)
Incentives for Volunteers	
Travel costs	
Venue Hire	
Catering / Refreshments	
Stationary / Consumables	
Equipment	
Documentation	
Others	
Total	