

## PROJECT PROPOSAL SUBMISSION GUIDELINES

### The Community Innovation Fund

Settlement Services International (SSI) has established the Community Innovation Fund to enrich the capacity of community members, leaders and groups to build a stronger, more vibrant and resilient life together in south-west Sydney.

The Fund relies on the community to shape its own priority areas and determine what projects will be delivered. All initiatives supported by the Fund will be driven by the communities it serves to support.

The Fund is sponsored by SSI but seeks to work collaboratively with three members of the NSW Settlement Partnership (Core Community Services, Liverpool MRC, Melkite Catholic Welfare Association), as well as community leaders and groups.

### The Scope

**Resources:** SSI will invest \$50,000 each round towards funding community projects. SSI resources will also support applicants and provide planning and project management tools, coaching and access to SSI facilities as required or requested by the grant recipients. NSP members are encouraged to work together and contribute in-kind resources.

**Grant size:** Up to \$10,000 per project

**When:** Round 1 – September 2017

Round 2 – March 2018

**Communities:** For the initial round, the Fund will support recently arrived refugee communities of south-west Sydney (Fairfield, Liverpool and surrounds).

### Guiding Principles

**Collaboration:** The Fund will bring 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 are 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 will foster a culture of community empowerment and independence and help develop champions within communities. It will encourage people to fully participate in their communities and will provide 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

Community surveys, consultations and engagement have informed SSI's understanding of what the communities' hopes and challenges are, and of the kind of community people who are newly arrived want to live in.

Applications for funding should address one or more of the priorities 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.

## Eligibility Criteria

1. The activities proposed by the applicant must benefit residents in south-west Sydney (Fairfield, Liverpool and surrounds) who represent refugee communities that have arrived in the last three years.

2. Applicants can be groups, organisations or individuals who have a connection to south-west Sydney.
3. Local service providers or other funded bodies are not eligible to apply.
4. The primary focus of the proposed project must address one or more of the priorities identified above and be clearly aligned with the guiding principles.
5. All applications must be received within the identified deadline. Late or incomplete submissions will not be accepted.

## Assessment of Applications

Applications will be reviewed by an independent panel consisting of one representative from each of the three local members of the NSP (Core Community Services, Liverpool MRC, Melkite Catholic Welfare Association), the SSI Community Engagement and Capacity Manager, and the project consultant, Om Dhungel.

The independent panel will then invite all eligible applicants to discuss potential opportunities for collaboration, where appropriate. Following the outcome of the discussion, the independent panel will make the final decision on the approved projects for funding.

The decision of the independent panel will be final and cannot be appealed.

## What can the funding be used for?

You must use the funds to deliver an approved project that meets the funding guidelines and the funded activity as defined in your grant agreement.

You can use the grant to pay for:

- Incentives to volunteers and on-costs which can be directly attributed to the provision of the grant program in the identified service area or areas as per the grant agreement;
- Volunteer training or related capacity building activity that is relevant, appropriate and in line with the grant program;
- Operating and administration expenses directly related to the project as per the grant agreement, such as:
  - Stationery, printing and photocopying;
  - Project related local transportation costs;
  - Venue hire.

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;
- Projects that have already commenced or are completed.

If in doubt, please contact Trina Soulos, SSI Community Engagement and Capacity Manager on 8799 6700 or at [tsoulos@ssi.org.au](mailto:tsoulos@ssi.org.au)

## How the grant will be paid

A grant agreement, drawn up between Settlement Services International (SSI) and the grant recipient, will state the:

- activity requirements;
- total grant amount to be paid;
- the payment amount and milestones;
- evidence required for reporting.

To enable the applicants to focus on delivering the project, SSI will provide administrative support as required.

## Application Guidelines

Applicants should follow the following guidelines to submit the funding application.

### 1. Project description

Name of the project, objectives of the project, what it involves, how it will be implemented, delivered and promoted, budget, beneficiaries of the project and the intended outcomes. The template provided should be used to prepare and submit the budget along with the project proposal.

### 2. Presence in the local community

Demonstrate your organisation's or group's presence in the local community, including local knowledge, how you will involve key stakeholders within the target communities and how the project will link in with or complement existing services.

### 3. Operational capability

Demonstrate your organisation's or group's capability to successfully deliver the project, including key people involved and their relevant experience.

### 4. Letter(s) of support

You should include from at least one organisation or group a letter of support that clearly shows the supporting organisation's or group's contact details and states reasons for supporting the project. Letters of support can also be from organisations or groups that are collaborating, either formally or informally, to support and/or deliver the project. Applications that do not provide at least one letter of support will be deemed non-compliant and will not proceed to assessment.