

# Social Cohesion Small Grant Program 2024

Guidelines



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# Social Cohesion Small Grant Program 2024

## Purpose

The Tasmanian Government is committed to supporting innovative projects that address racism and foster social cohesion across communities.

The Tasmanian Government has allocated \$200,000 to deliver the Social Cohesion Small Grants Program (the Grants Program), providing funding for grants of up to \$25,000.

## Background

In response to heightened safety concerns amongst Tasmania's culturally and linguistically diverse communities, the program aims to support a range of community-led projects, programs and initiatives, that promote community cohesion.

Research highlights the significant role played by local government and grassroots community initiatives to promote and strengthen social cohesion.

The intent the Grants Program is to encourage localised initiatives that are tailored to social cohesion opportunities and challenges in and across Tasmanian communities.

The focus on collaborative approaches between community organisations and local government is intended to foster a partnership and place-based approach to respond to social cohesion challenges and initiatives that exist in Tasmanian communities.

The Grants Program is being administered by the Department of Premier and Cabinet (DPAC).

## Aims and Objectives

Projects funded through the Grants Program must focus on addressing racism and fostering social cohesion through practical and tangible activities with the aim of:

- Responding to and addressing anti-social behaviour, such as racially motivated abuse harassment and violence towards Tasmanians from culturally and linguistically diverse communities.
- Increasing the perception and real experiences of safety for culturally and linguistically diverse Tasmanians.
- Tracking and measuring the impacts of addressing racism and fostering social cohesion within a local area.
- Fostering intercultural understanding and integration across communities within social, recreational, education, employment and other relevant settings.

Eligible projects must respond to one or more of the aims listed above and be undertaken in Tasmania.

Further details on the specific requirements for applying for the grants are listed in **Funding Arrangements** on Page 5, below.

Partnership projects that demonstrate strong collaborative relationships and engagement across neighbourhoods, local councils and communities are encouraged.

Applicants are encouraged to review Tasmania's Multicultural Policy [Our Multicultural Island – Tasmania's Multicultural Policy \(dpac.tas.gov.au\)](#), including the Multicultural Island Values Statement (page 13) to ensure the project aligns with the direction of Government.

(Please note that a new Multicultural Action Plan is due for release in 2025)

## Eligibility Criteria

### *Eligible Applicants*

If you are unsure about your ability to meet all aspects of the eligibility criteria, please see **Administration and Contact Details** on page 8, below.

Not-for-profit organisations must be incorporated or may consider partnering with a Tasmanian local government authority or an incorporated charity or not-for-profit.

Organisations may be asked to supply documentation to support eligibility claims as part of the application process, or as part of an audit process to confirm claims were true and correct.

Applicants who can apply must be either:

- An incorporated organisation that delivers community support, services and/or programs to Tasmanians; and, either:
  - A local government authority (councils);
  - A not-for-profit organisation; or
  - A not-for-profit company registered under company law.

Note: Eligible organisations who are successfully awarded a grant are required to hold and maintain appropriate public liability insurance.

Applicants will be required to provide a copy of their public liability insurance as part of the application process.

## *Ineligible Projects*

Other projects that will **not** be funded include:

- Core/operational funding or funding for ongoing programs/ activities are ineligible
- Projects that are the same as other projects or programs that are already available to the target community or groups in the same locality.
- Projects that have already commenced or have been completed.
- Top-up or replacement payments for existing services.
- Retrospective payments or deficit funding.
- Repayment of loans or debts.
- Donations, gifts, fundraising and/or prizes.
- Projects involving privately-owned places or places on private property or that produce a private benefit to a business or person.

## **Funding Arrangements**

A total funding pool of \$200,000 is available for allocation under the Grants Program.

Grants of up to \$25,000 will be awarded for projects that address at least one (1) of the above **Aims and Objectives** of the grant program.

Applications must clearly demonstrate the aims and outcomes of the project, with a plan, timeline and budget for successfully delivering the project.

### *Application details*

Funding is subject to the terms and conditions outlined in the Grant Deed with the successful applicant.

Please note that applicants:

- Can only submit one application.
- Must expend all grant money within 12 months.
- Are encouraged, where possible to use local Tasmanian suppliers.
- Cannot apply for operational expenses for core costs to an organisation;
  - Local Government approvals and/or permits;
  - Energy, water and sewerage;
  - Rates, taxes or insurance.

# Application

Applications must be submitted through DPAC's online grant management portal, SmartyGrants, available at <https://communitiestas.smartygrants.com.au/SOCO24>.

The application form requires applicants to address at least one (1) of the **Aims and Objectives** of the Grants Program.

The applicant will then be required to answer specific questions and provide the following project details:

- How does the proposed project address the Grants Program aims and respond to a demonstrated need within the community?
- How will the project build connectedness and foster social cohesion?
- How does the project demonstrate value for money?
- Does the organisation have appropriate skills and expertise to deliver the project?

Please include prior experience delivering similar project activities and outcomes, and also provide evidence of demonstrated partnership(s) such as Letter of Support from councils or community organisations.

## Project Details

Applicants will be required to submit a detailed project plan that outlines:

- Activities, tasks and the project timeline;
- Milestones associated with implementing the initiative;
- Details of how the project will be assessed or evaluated; and
- A detailed budget for delivery of the project, with proof of formal quotes for items and/or services included in the project.

# Assessment

Please note that meeting all eligibility criteria does not automatically mean that an application will be successful through the Grants Program.

Applications will be reviewed by an assessment panel convened and led by DPAC.

The following criteria that will be used to assess applications, with specific weighting of criteria as detailed below. Assessments will be based on the level of detail and evidence provided by the applicant against each criteria.

## Assessment Criteria Weighting

Assessment Criteria	Weighting
Demonstrated Need	30%
Value for Money	20%
Benefit to the Community	30%
Applicant capability, capacity, and sustainability	20%

# Timeframes

Applications must be received by **2pm, Friday 30 August 2024**. Late applications will not be accepted.

Critical dates of the Grant Program are detailed below:

Description	Date
Program opens	22 July 2024
Program closes	30 August 2024 at 2pm
Outcome expected to be advised (estimated date)	14 October 2024

During the assessment process, DPAC may, at its discretion, require further information to support or clarify an application. This information must be provided within three (3) working days, unless otherwise advised.

Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application, by the estimated date above.

Successful applicants will receive a Grant Agreement or Grant Deed outlining the terms and conditions of the funding.

Unsuccessful applicants will receive a letter advising they have been unsuccessful.

## Reporting and Evaluation

Successful applicants will be required to incorporate monitoring and evaluation as part of reporting to DPAC.

Organisations that receive funding through the Grants Program are required to complete a Final Report using a template that will be provided by DPAC.

Information gathered from all reports will be used to evaluate the Grants Program and satisfy DPAC's reporting requirements.

The Final Report must include an explanation of how the grant funds were used, including a financial acquittal.

Organisations may be required to complete a Statement of Compliance declaring that the grant has been spent in accordance with the grant application and agreed purpose of funding.

## Successful Grant Applications

The details of all successful applicants, including the amount of the grant they receive, will be made publicly available on DPAC's website.

Successful organisations that currently have a grant with the Tasmanian Government with overdue reporting and/or acquittal obligations will not receive grant instalments from this Grants Program until those reporting and acquittal obligations are completed.

# Guide to Applicants

Applicants must complete the online application form, available through SmartyGrants: <https://communitiestas.smartygrants.com.au/SOCOTEST>.

Organisations experiencing difficulty accessing the application form, or who have any questions regarding the application process, should contact DPAC's Community Grants Team via email at [grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au) or by phone on 1800 204 224.

On submission of an application, organisations will receive a confirmation email with the application form in PDF format from SmartyGrants.

If you do not receive this confirmation email, please contact DPAC's Community Grants Team on 1800 204 224.

## Partial Funding

Applicants under this Grants Program may be offered partial funding. Please consider this when completing the application form and clearly identify how all funding being applied for will be used.

## Administration and Contact Details

The program will be administered by DPAC on behalf of the Crown in the Right of Tasmania. Contact with DPAC for any of the following reasons can be directed to: [multicultural@dpac.tas.gov.au](mailto:multicultural@dpac.tas.gov.au) or by phone to (03) 6185 5706.

- Further information or advice on the Grants Program
- Assistance in making an application
- Further feedback on the decision of the application
- Request a review of the decision

## Taxation and Financial Implications

Organisations must indicate GST registration status in the Grant Program application. Successful applicants will be advised if GST applies to the grant payment and asked to issue an invoice for grant payment(s).

If you do not have an Australian Business Number (ABN) you may be required to complete a 'Statement by a supplier'. Refer to the ATO website for more information: <https://www.ato.gov.au/Forms/Statement-by-a-supplier-not-quoting-an-ABN/>.

It is strongly recommended that applicants contact the Australian Taxation Office (ATO) on 13 28 66 or [www.ato.gov.au](http://www.ato.gov.au) for any advice or clarification on GST.

## Personal Information

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it related, on request to DPAC.



# Right to Information

Information provided to DPAC is subjected to the provisions of the *Right to Information Act 2009*. You can view the Act in full on the Tasmanian Legislation website at [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au).

## Provision of Grant Funding

Assessment and approval of a grant is based on the information supplied in the Grant Program application form.

The provision of grant funding is subject to the successful applicant meeting:

- The requirements and objectives of the Grants Program, being the intended purpose outlined in the grant application,
- Any further terms and conditions outlined in a grant funding agreement/deed, and
- Meeting the terms outlined in the Grant Program guidelines.

Failure to adhere to the requirements of the grant, or the provision of false or misleading information, will require the grant funding to be returned to DPAC.

All successful applicants will be required to adhere to the conditions of the grant and, at a minimum, will be required to submit a final acquittal at the completion of the grant term that demonstrates the funding provided was used for the approved purpose.

## Appealing a decision

DPAC may reconsider a decision if the applicant can demonstrate a proven conflict of interest, error in process or discrimination.

If applicants have reason to believe that the proper process was not followed in assessment of an application, a request for review may be submitted.

Grounds for appeal are:

- i. The persons making the decision had a direct or indirect financial interest in the outcome of the application.
- ii. The preparation of the application was affected adversely by incorrect advice provided by a staff member of the Department of Premier and Cabinet.
- iii. The persons making the recommendations discriminated against the applicant on irrelevant grounds, such as cultural, religious or linguistic background; race; gender; marital status; sexual orientation; or disability.

All requests must be in writing to the contact details shown in these guidelines or to the Manager, Community Grants by email to [grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au).

Your request must be received within 28 days from the date of DPAC notifying you of the decision about your application.



Tasmanian  
Government

**Department of Premier and Cabinet**  
Community Partnership and Priorities

**Phone:**  
1800 204 224

**Email:**  
[grants@dpac.tas.gov.au](mailto:grants@dpac.tas.gov.au)

**[www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)**