



Whittlesea CALD Women's Groups Grants 2019 – Grant Guidelines

Background

Participating in groups helps women to feel connected and increases confidence to access information about rights and support services. This is especially true for women from migrant and refugee backgrounds (CALD¹ women) who often face higher risks of social isolation.

These grants are made possible through the Sunshine and Crocodiles Pty Ltd philanthropic fund in order to encourage migrant and refugee women in the City of Whittlesea to either:

- a. join existing women's groups
- b. form new ones

What does this Grant Provide

A small grants program offering up to \$4,000 per group is available for groups in the City of Whittlesea. This money can be used to either support an existing group to engage and involve more CALD women, or help start a new group for CALD women. New or existing groups must have a regular and consistent attendance over the grant period.

Groups who received this funding (up to \$4,000) previously are eligible to apply for a reduced amount (up to \$1000) to further expand their groups.

In addition to grant funding, groups can access additional training and assistance in the areas of grant writing, volunteer recruitment and good governance.

Through these grants we want to invest in supporting groups to promote and advance the engagement of women from CALD backgrounds living in the City of Whittlesea.

Aim

The Whittlesea CALD Women's Support Group Grant Program aims to provide funding to support women's groups to:

- Increase connections with CALD women who for reasons of language, culture, visa status or recent resettlement may face isolation in our community.
- Empower CALD women through increased knowledge about their rights.

¹ Culturally and Linguistically Diverse (CALD)

- Build capacity of CALD women to support other CALD women to reduce the impacts of family violence.

Grant objectives

Provide financial support for women's groups to:

Objective 1. Develop opportunities to expand the participation rates of women from CALD backgrounds in their activities, helping to build opportunities for social connection and inclusion.

Objective 2. Develop opportunities to extend their knowledge and understanding of family violence, women's legal rights and the services available to support them.

Objective 3. Develop trust and co-operation between CALD women, the broader community and the service sector.

Previous grant recipients who wish to reapply, should use grant money to:

1. Build on the successes of their previous grant by increasing or expanding the involvement of CALD women in their group.
2. Provide more opportunities for CALD women to connect, participate and extend their knowledge and understanding of their rights and the services available to them.

What will these grants fund?

Funding is available for

- (a) existing women's groups or
- (b) the establishment of new women's groups that seek to include CALD women.

- Previous grant recipients may reapply for a reduced amount (up to \$1,000).
- Applicants for funding must demonstrate that funds will be used for the benefit of City of Whittlesea residents from migrant and refugee backgrounds. This can include those who are from established as well as newly arrived communities.
- Applications must demonstrate how the grant will increase engagement and build social connections for CALD women.
- Applicants must be incorporated, have an ABN or have their application supported by a suitable auspice (support) organisation that will be responsible for administering and acquitting the project funds.

What these grants can be used for

Funding **can** be used for:

- Venue costs
- Fees for trainers, speakers, artists or facilitators
- Child-care provision
- Group transport
- Promotional material to tell people about the group
- Materials used for activities such as ingredients for cooking, items for craft.
- Lessons e.g. swimming or sewing lessons.
- Auspice fees and/or administration costs combined must make up no more than 10% of the total budget.
- Other reasonable costs by agreement (for example Public Liability Insurance if group does not meet the Council's grant conditions for this).

What these grants will not fund:

Funding **cannot** be provided:

- to individuals
- for the promotion of religious or political beliefs or activities
- for activities that promote gambling or are held in venues that have pokies machines or other gambling.
- for activities already completed
- for one-off events or 'drop-in' services. (Women's 'Groups' refers to ongoing programs with a consistent, committed membership)
- for supported playgroups
- for projects that are traditionally funded through other sources or are part of usual service provided by an agency or organisation.

Examples of how the grant has been used by women's groups in previous years

Persian Women's group

The grant helped provide childcare for one term of the Persian Women's Group which enabled the women to attend the group and actively participate in each of the sessions while their children were looked after close by. This also provided the children with the opportunity to play and socialise, learn English and develop friendships of their own.

Recipe for Success - Whittlesea Community Neighbourhood house

The grant helped enable a women's cooking program with shared lunch every two weeks. Through these gatherings women also learnt about other supports and services in the local community. The funding was used for cooking ingredients, promotion of the group to attract more women and to document the recipes into a cookbook

African Sisterhood Women's group

The African Sisterhood women's group have used their grant money to learn how to sew as a group. The grant helped pay for sewing classes for the group members, catering food for their gatherings and provide childcare for the children whilst the women were attending the classes. These classes have enabled the women to learn new skills, build community through shared activities and have even enabled the women to start a small business selling the clothes that they make.

Grant Terms and Conditions

Each group may only submit one application. All grant recipients are required to sign a deed of grant and:

- Nominate two group members, who must be City of Whittlesea residents, to attend two sessions.
 1. Project information session, including information on establishing and running a group
 2. Identifying and responding to family violence training
- Agree for their group to be provided with two information sessions on family violence and legal rights to be delivered during regular group meeting times
- Agree for their group to participate in one evaluation meeting to discuss the outcomes of the project.
- Submit a final report and financial acquittal at completion of the grant.
- The grant is to be used for the specified purpose approved by the Grant Committee. Any part of the grant funds that are not used in accordance with your approved budget must be repaid to Whittlesea Community Connections unless you obtain prior written approval.
- If you wish to change your group's approved budget, purpose of your grant application, or seek an extension of the funding period, you must first obtain written approval from the Grant Committee through the Project Support Worker.
- You must meet any payment conditions and/or reporting requirements, including providing evidence of expenditure (i.e. receipts, invoices).
- If you breach any of these terms and conditions, Whittlesea Community Connections (on behalf of the Grant Committee) can terminate the arrangement at any time.

Grant schedule

Event	Date	Details
Grant applications received by	31 December 2018 (5pm)	Submit via post or email
Applicants notified of results	31 January 2019	Notified via email/phone
Funding commences	Mid- February 2019	
Project information session and establishing a group session	March 2019	1 training session at Whittlesea Community Connections (two participants required)
Identifying and responding to family violence training	May 2019	1 training Session at Whittlesea Community Connections (two participants required))
Family violence information session x2	July – September 2019 (to be negotiated with each group)	sessions held during regular group meetings (whole group)
Evaluation meeting	October 2019	2 hour meeting at Whittlesea Community Connections (group leaders)
Final report/financial acquittal due	December 2019	Submit via post or email

How will decisions be made?

The grant committee will diligently weigh up the selected criteria. For the application to be considered it must address the following;

- The grant objectives as stated above
- Show how it will benefit the community. The project should provide positive and long-lasting benefits for residents in the City of Whittlesea
- The requested amount is reasonable given the aim of the project, division of funds, number of participants and expected outcomes.

How to apply:

1. Carefully read the guidelines
2. Contact Janelle Dunstan on 9401 6666 or email jdunstan@whittleseacc.org.au to discuss the project idea and confirm the application meets eligibility requirements.
3. Download the application form and complete all sections, from www.whittleseacommunityconnections.org.au or by calling Janelle Dunstan on 9401 6666. An application form must be completed and signed by an authorised person and (if applicable) by an authorised person of the auspicing agency.
4. Attach any supporting documents
5. Submit the application by:
 - a). Post:** WCFVP – Women’s Group Grants
C/o Whittlesea Community Connections
Shop 111 Epping Plaza
Epping, Vic 3076
 - b) Email:** jdunstan@whittleseacc.org.au
 - a. *Emailed applications should include a scanned PDF of the declaration page showing the signature of the authorised representative or, if this is not possible, the signed declaration*

For help or advice

If you need any help with application or advice, please contact Janelle Dunstan on 9401 6666, or email jdunstan@whittleseacc.org.au to discuss your application or idea.

Example budget

Example based on a singing group of ten members, meeting twice a month for 12 months. This is an example only and you must ensure your project budget reflects your group's needs.

The Applicant must provide a quote or a letter/email on group letterhead explaining the cost per item for any amount requested over \$500. Your group may be required to offer more information if needed.

Item and what is it for?	Cost per item	Total cost for the year	Total costs covered by this grant	Total in-kind contribution
Catering - shared lunch for group members	\$2 per head x 10 people = \$20.00 per session	\$20.00 x 24 sessions (twice a month for 12 months) = \$480.00		\$480.00 in kind (project partner)
Notebooks and pens to take notes	Notebook (pack 5) = \$17.46 x2 Total \$34.92 Pens (pack 10) = \$2.50	\$34.92 + \$2.50 = \$37.42		\$37.42 (group members brought their own)
Reading Cinema movie tickets – End of year celebration	Tickets \$10	\$10 x 10 people = \$100.00	\$100.00	

Facilitator hire fee - to facilitate the singing and song writing	\$45 per hour x 2 hours = \$90 per session	\$90.00 x 24 sessions = \$2,160	\$2160.00	
Volunteer time costs - Hours worked by two volunteers	15 hours worked valued at \$25.40 per hour	= \$381.00		\$381.00 total volunteer hours
Venue hire fee (2 hours plus 1 hour of social time)	3 hour venue hire and facilities (tea/coffee/ water/toilets) = \$62.50per session	\$62.50 per session x 24 session = \$1500.00		\$1,500.00 in kind (auspice agency)
Childcare fees - to care for children while women meet (3 children)	1 child care worker x 2hours = \$70 per session	\$70.00 x 24 sessions = \$1,680.00	\$1,680.00	
Transport hire fees - To help women who can't drive attend	Bus hire, 12 seater for \$55 per hour x 4hours = \$220.00 and bond of \$500 (refundable) = \$720.00	\$720.00		\$720.00 in kind (project partner)
TOTAL			\$3940.00	\$3,118.42

This is the amount you are requesting from this grant

This is what your group is contributing and other partner organisation