



## **CALD COVID-19 Health Small Grants Fund**

Building communication infrastructures in communities  
to support COVID-19 Vaccination Program

## **GRANT APPLICATION GUIDELINES**

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## 1. BACKGROUND

The Australian Government is coordinating an evidence-based response to the Novel Coronavirus (COVID-19) pandemic. Experience from the pandemic has shown that to obtain strong reach within CALD communities, a targeted approach with dedicated communications is required.

FECCA is being supported by the Federal Department of Health to develop and implement the **CALD COVID-19 Health Small Grants Fund (Fund)**. In collaboration with other peak multicultural organisations, FECCA will administer a community grants project to support multicultural community groups lead and undertake targeted grass roots communication activities within their communities.

FECCA believes that culture-centred and community-driven participatory approaches have well-established impacts on understanding problems, for prioritizing solutions, for developing solutions, and for implementing them. They help create communication infrastructures that are meaningful to culturally, ethnically, and linguistically diverse communities thereby building their capability as 'sites of active health promotion'.

## 2. OBJECTIVES

To ensure that everyone in Australia have confidence in the COVID-19 Vaccination Program, it is important that multicultural communities have access to accurate, timely and culturally appropriate information regarding COVID-19 and the COVID-19 Vaccination Program.

The Project will aim to build trust in the collective good of a COVID-19 vaccine by allowing communities to be at the core of communicating this urgent public health intervention. Community ownership is fundamental to vaccine uptake and sustainability.

Priority is placed on communication and engagement proposals that aim to achieve the following objectives:

- Target communities that experience barriers to accessing information on the COVID-19 Vaccination Program
- Target communities that have hesitancy on the COVID-19 Vaccination Program
- Provide the opportunity for the community to identify and respond to these issues and concerns
- Foster community involvement and participation
- Encourage partnerships among community organisations
- Provide a measurable, cost-effective means to deliver outcomes

### 3. GRANT FUNDING PRINCIPLES

As administrator of the Project, FECCA will operate based on these principles:

#### **Community Engagement**

FECCA will support projects, groups and organisations that will work with diverse organisations and are adept in the intersecting issues affecting people from culturally, ethnically, and linguistically diverse communities.

#### **Evidence-based**

FECCA will support projects, groups and organisations that will provide an evidence-based approach and with new and evolving ways that can build community knowledge and capability.

#### **Builds on community assets**

FECCA will support projects, groups and organisations that recognises communities as having intrinsic capabilities and as sources of valuable social assets that are critical in building trust on the COVID-19 vaccine program.

#### **Partnership and collaboration**

FECCA will support projects, groups and organisations that are committed to partnering and collaborating with other community stakeholders to help widen the communication infrastructure and amplify key messages. FECCA will also support those willing to share their learnings on the project with other communities.

#### **Transparency and accountability**

FECCA will support projects, groups and organisations that will demonstrate commitment to governance processes and ethical standards that protect the vulnerable in the community.

### 4. GRANT ALLOCATIONS

Organisations may apply for funding for short-term, one-off, communication and outreach projects that address the Small Grant Fund objectives and can be completed within 3 to 4 months of receiving funding.

FECCA accepts proposals for projects with following budgets:

<b>Grant Amount</b>
\$2,500.00
\$3,500.00
\$5,000.00

Applications that do not meet eligibility requirements will not be funded, and some eligible applications may only receive partial funding.

## 5. ASSESSMENT CRITERIA

All eligible applicants should seek to address the following weighted assessment criteria in their applications:

No.	Criteria	Weight (%)
1	Clearly identified community need (problem & reach)	20
2	Relevance to the objectives	20
3	Creative and strategic approach	20
4	Planning, partnerships, and capacity to deliver	20
5	Potential to apply the program to other areas	20
	TOTAL	100

## 6. ELIGIBILITY – WHO CAN APPLY

### General Criteria

To be eligible, applications must:

1. Align with the above Assessment Criteria.
2. In addition to the Assessment Criteria, **Groups or Organisations** must meet the following general eligibility criteria:
  - a. Organisations must be a not-for-profit constituted body, such as an incorporated association, or
  - b. Groups must be auspiced by a not-for-profit organisation that is incorporated and be able to accept legal and financial responsibility for the project. *(Note: the administrative costs of the auspicing organisation should be factored into the grant amount. Please contact FECCA for more details and support about auspicing)*
3. Group or Organisation member(s) preparing the application are encouraged to attend the relevant briefing session.
4. Groups or Organisations must be located within, or deliver a project within, the target community and must have evidence of direct benefit to people in the target community.

FECCA, as the Grant Administrator, reserves the right to reject any application that does not meet the relevant assessment criteria.

## 7. WHAT WILL NOT BE FUNDED

FECCA, as Grant Administrator, will **not** consider applications that will fund—

1. Activities, projects, or initiatives that are inconsistent with the objectives
2. Individuals, private and profit-making organisations
3. Activities, projects, or initiatives that have already commenced or where the organisation has committed expenditure prior to the notification date
4. Professional fees (e.g., labour, salary, wages) and administration costs (e.g., phone calls, correspondence, stationery)
5. Interstate or overseas travel
6. Competitions, prizes, sponsorships, donations, or gifts
7. Organisation social outings and gatherings that do not meet the objectives (e.g., excursions/trips or celebrations/parties)
8. Fixed assets and equipment, building maintenance or capital improvements

## 8. GRANT PROCESS

Below is an outline of the various stages of the grant process. It has a list of key actions for both the Grant Applicant / Grantee and Grant Administrator (FECCA).

### Stage 1: Grant Application

APPLICANT	ADMINISTRATOR (FECCA)
1. Receives announcement on grant opportunity	1. Announces grant to potential applicants
2. Participates in briefing on CALD COVID-19 Health Small Grants Project	2. Organises briefings on CALD COVID-19 Health Small Grants Project
3. If needed, seeks advice on grant proposal writing	3. If needed, provides advice on grant proposal writing
4. Submits grant proposal	4. Validates completeness of grant proposal documents
5. If needed, provides additional information	5. Validates applicant identity & referees
	6. Submits complete & validated grant proposal to Assessment Panel
	Timeline: Validation process will be completed within three days or less depending on the completeness of documents.

## Stage 2: Grant Proposal Assessment

APPLICANT	ADMINISTRATOR (FECCA)
	1. Assessment Panel reviews and scores grant proposal
	2. Assessment Panel endorses grant applicant
1. Applicant receives outcome of grant application	3. Informs status of grant application
	Timeline: The Assessment Panel will convene every fortnight to review proposals. Applicants will be informed of the status of their application a week following the review.

## Stage 3: Grant Award

APPLICANT	ADMINISTRATOR (FECCA)
1. Executes grant contract	1. Assembles and executes grant contract
2. Receives funding	2. Releases funding
	Timeline: Grantee will receive funding within 5 working from the submission of an executed contract.

## Stage 4: Grant Implementation

GRANTEE	ADMINISTRATOR (FECCA)
1. Executes grant activities	1. Monitors implementation
2. If appropriate, engages FECCA / DoH in grant activities	2. If appropriate, participates in grant activities
3. Provides materials / outputs to be included in FECCA's various communication platforms	3. Amplifies grant activities / outputs in various communication platforms
	Timeline:

	Social media materials shared with FECCA will be featured within 2 working days.
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### Stage 5: Grant close

GRANTEE	ADMINISTRATOR (FECCA)
1. Submits Small Grants Project completion report and financial acquittal	1. Reviews Small Grants Project completion report and financial acquittal
2. Receives notice of accepted completion report and financial acquittal	2. Notifies grant recipient of accepted completion report and financial acquittal
3. Participates in insight discussions	3. Conducts insight discussions with grant recipient/s
4. CALD COVID-19 Health Small Grants Project is closed	4. CALD COVID-19 Health Small Grants Project is closed
	<p>Timeline: Grantee will receive a notice of successful project completion within a week of report submission.</p> <p>Insight discussions may be scheduled separately to ensure availability of FECCA and Grantee.</p>

## 9. REPORTING REQUIREMENTS

### Project reporting

Grantees will be required to deliver a final report with:

- a summary of communication engagement activities and outcomes, i.e. example of where content has been created and shared;
- learnings and recommendations; and
- budget acquittal.

Project reporting can also be documented through a short video interview or questionnaire.

Some grantees will be invited to appear in videos for ongoing updates on the Small Grants Fund and contribute to case studies that will be highlighted in various FECCA publications.

### Financial Reporting

Organisations must indicate their GST status on the application form. Successful organisations with an ABN that are not registered for GST will receive their grant without GST. Successful organisations with an ABN that are registered for GST will receive a Recipient Created Tax Invoice, which will include their grant, plus 10% GST.



FECCA reserves the right to conduct a financial and performance audit for funding received from FECCA. Consequently, successful applicants are required to maintain full records of receipts of project expenditure and performance outputs/outcomes for the relevant period. These records need to be made available to FECCA upon request if a financial and performance audit is undertaken.

## 10. HOW TO APPLY

### Lodging Your Application

Applications can be lodged through the online application form on the FECCA website [fecca.org.au/grants](https://fecca.org.au/grants).

Applicants are required to complete all appropriate sections of the online application form and attach the following documents to [smallgrants@fecca.org.au](mailto:smallgrants@fecca.org.au) with your Project Title and Name of Organisation in the subject line of the email:

- Certificate of Incorporation or details of auspice organisation
- Quotes for budgeted expenses
- Letters or emails of support

### Preparing Your Application

Before applying for funding, applicants must ensure the following:

- The Group or Organisation is eligible
- The application is eligible
- The assessment / scoring criteria are considered and responded to
- The need is clearly identified with supporting evidence provided
- Objectives are clearly identified
- An accurate and realistic budget has been prepared, and that the proposal is able to demonstrate value for money
- Relevant stakeholders have been consulted and support can be demonstrated e.g. letters of support
- Thorough consideration about partnering with other organisations to improve the delivery and end result

## 11. CONTACTS AND ENQUIRIES

For enquiries on the **CALD COVID-19 Health Small Grants Project**:

Email: [smallgrants@fecca.org.au](mailto:smallgrants@fecca.org.au)

Phone: 02 6282 5755

## 12. GLOSSARY OF TERMS

### **Acquittal**

Report that ensures grant recipients have administered grant funds responsibly and in accordance with the terms and conditions of the Service Agreement. An acquittal report usually consists of a written report that summarises how the project fared against the initial objectives of the grant. It also provides a financial statement detailing how the funds were spent.

### **Auspice**

Is an agreement where one organisation (the 'principal organisation') agrees to apply for funding on behalf of a group that is not incorporated (the 'auspiced organisation'). If the funding application is successful, the principal organisation then receives, holds, and administers the funding to the auspiced group so that the auspiced group can complete the funded project or activities.

### **Commercial activities and organisations**

Includes retail groups that a) sell goods by retail, or by retail and wholesale; b) sell services; or c) hire goods.

### **Conflict of Interest (COI)**

A conflict of interest is a situation in which a person or organization is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another.

### **Evidence Based**

Provides the proof that a proposed initiative is a community need and may include letters of support, statistics, community consultation, needs analysis etc.

### **Grant**

A grant is a sum of money given to groups or organisations for a specified purpose directed at achieving objectives and outcomes consistent with specific policies.

### **Incorporated**

Being incorporated infers that an organisation has a legal identity of its own, recognised by State and Federal Governments and is separate and distinct from the individuals who formed or make up the group.

### **In-kind contribution**

Includes an estimated value for non-cash contributions such as services, equipment, time and materials

### **Objectives**

Objectives are the big picture aims or goals which a policy, plan, program, or project seeks to achieve e.g. targeted communication and outreach in the community.

**Outcome**

The desired result of goals and strategies have been achieved, e.g. people in the community are supporting the vaccination program.