



Victorian
Responsible
Gambling
Foundation



FUNDING GUIDELINES

PREVENTION GRANTS FOR CULTURALLY AND LINGUISTICALLY DIVERSE COMMUNITIES

**CODE FOR
APPLICATION COVER:**
CALD18

ISSUE DATE:
24 October 2017

PLACE FOR LODGEMENT: Please lodge your application via email. Quote your project title and the reference number shown at left and send to: contact@responsiblegambling.vic.gov.au

These guidelines outline the intent and nature of the foundation's Prevention Grants for Culturally and Linguistically Diverse Communities which will be implemented by the Victorian Responsible Gambling Foundation during the period of 5 February – 31 December 2018.

More information is available on the foundation's website at: www.responsiblegambling.vic.gov.au/caldgrants

Prevention Grants for CALD Communities

The Victorian Responsible Gambling Foundation's Prevention Grants for Culturally and Linguistically Diverse (CALD) communities ("the program") aims to raise awareness within CALD communities about the risks associated with gambling, promote help-seeking and provide alternative recreational activities, as a means to prevent or reduce gambling harm.

Research shows that while CALD communities in developed countries tend to gamble less than the overall population, those who do gamble are more likely to experience harm¹:

- they experience higher degrees of social isolation and therefore vulnerability to gambling harm
- stigma and shame create considerable barriers to help seeking.

The foundation will provide small grants to fund local initiatives within Victoria's CALD communities, including both emerging and established communities. The grants may fund a range of activities, including but not limited to the following:

- Workshops with professionals who work with CALD communities, to build their ability to identify and support someone experiencing harm from gambling
- Education sessions with CALD community groups to discuss gambling harms and promote help seeking
- Alternative recreational activities that address social isolation

Applications for grants are welcome from not for profit organisations, social enterprise, local government and community or public health organisations. **However, priority will be given to organisations that are governed or led by the relevant CALD community/communities.**

What's on offer?

The foundation is offering grants of up to \$20,000 (ex GST). Although a maximum funding period of 11 months applies to all projects (February 2018 to December 2018), applicants are welcome to request shorter timeframes if it is appropriate for their project. The program has a total of \$200,000 (ex GST) funding available.

¹ Dickens, M & Thomas, A 2016, *Gambling in Culturally and Linguistically Diverse Communities in Australia* (AGRC Discussion Paper No. 7), Australian Gambling Research Centre, Australian Institute of Family Studies

Important dates

ACTIVITY	DATE
Applications open	24 October 2017
Applications close	5:00 PM AEDT 13 November 2017
Notifications to successful and unsuccessful applicants	late December 2017
Funding commences	5 February 2018
Final reports completed and projects completed	15 December 2018

Getting started

Please read the following items:

1. **Funding guidelines.** Please ensure you read and understand these guidelines, with particular focus on the terms and conditions and assessment criteria.
2. **Applicant response form.** This can be downloaded from www.responsiblegambling.vic.gov.au/caldgrants

How to apply

Applicants need to submit their response using the *Applicant response* form and email the completed form to the foundation by the closing date. Please quote your project title and the reference number found on the cover page of these guidelines, in the subject line of your email and send to contact@responsiblegambling.vic.gov.au by 5:00PM AEDT, 13 November 2017.

The foundation cannot accept late applications or provide extensions to the closing date.

Who can apply?

Applicants must be a single corporate entity such as a not for profit organisation, social enterprise, local government and community or public health organisation. Individuals or sole traders are not eligible to apply. In-language Gambler's Help services may apply for a grant, however organisations must be able to demonstrate that their proposed project increases the reach or extends the work beyond that which is currently funded by the foundation.

Please note that all funding must be used for the community benefit and cannot be used to generate a profit for individuals.

Eligibility for this program is restricted to entities with a presence in Victoria. This is consistent with the foundation's mission to provide prevention, education, information and research, treatment and support services to all Victorians. In determining whether an entity has a presence in Victoria, the foundation will consider this based on the State in which the entity is incorporated.

Only one application per organisation will be accepted. Partner organisations can, however, be involved in more than one application.

Assessment criteria

Applications will be assessed by a panel consisting of both foundation staff and a representative of the Victorian Multicultural Commission.

Applications will be assessed against the following assessment criteria, which are detailed further in *Applicant response* form.

1. Each application will be assessed against the following assessment criteria:
2. Project Plan - weighting 30%
3. Project Delivery - weighting 30%
4. Engagement with target population group - weighting 40%
5. Applicants will also be assessed overall on value for money.

Participation and reporting requirements

Successful applicants will be required to complete the following:

- A final report, including overall project impacts and reach, lessons learnt and final expenditure (due upon completion of the project– exact date to be determined during contracting).

Successful applicants will be strongly encouraged to participate in a CALD reference group that will provide insights and advice into the development of the foundation's future CALD resources and campaigns.

What we will fund

- Project proposals that align with the funding requirements (as outlined in these guidelines)
- Costs associated with day to day monitoring of projects, including data collection and reporting, of up to ten per cent of the total submitted budget
- Reasonable reimbursement of staffing costs for existing employees that are delivering agreed activities, or costs to engage a contractor
- Design, publication or production costs for materials and collateral where clear foundation branding is included
- Reasonable advertising or media costs for activity promotions
- Reasonable costs of facilitation for approved events related to the project, such as catering, facility hire and administrative costs

What we will not fund

- Applications from non-incorporated entities
- Capital works
- Commercial activities that have no community benefit
- Evaluation of existing policies or programs
- Deficit funding of organisations
- Activities that are otherwise the funding responsibility of a local, state or the federal government
- Service delivery not related to the project (e.g. the provision of services that is not required for the purposes of the project)
- Activities in isolation from the core project (e.g. videos, films, publications, conference or travel)
- International travel

Terms and conditions

By submitting an application for funds under the Prevention Grants for Culturally and Linguistically Diverse (CALD) communities, you agree to be bound by the terms and conditions set out below. The Prevention Grants for CALD communities is being administered by the Victorian Responsible Gambling Foundation (the foundation). In the event of any inconsistency between promotional and/or marketing materials and these terms and conditions, these terms and conditions take precedence.

Allocation of funding

1. The foundation will only fund projects that meet the requirements of the funding application and these guidelines, and maintains discretion to withhold available grant funds if there are not sufficient applications or project quality to justify disbursement of the total available amount.
2. All funding granted must be used for the community benefit and cannot be used to generate a profit for individuals.
3. Successful applicants will be required to:
 - Deliver Victorian-based activities primarily focused on outcomes that will benefit the Victorian community.
 - Ensure they are not subject to any current or impending legal action that could impact the financial viability of your organisation.
 - Confirm ABN and bank account details for electronic funds transfer.
 - Enter into a contractual agreement (the Funding Agreement) with the foundation.

Conflict of interest

1. All personnel listed in an application are required to declare any actual, perceived, or potential conflict of interest. Applicants must include signed conflict of interest statements from all proposed personnel as attachments to the Application.
2. Project personnel are required to stipulate that they possess no property, are not engaged in any business, trade or calling that creates a conflict of interest in the work they would conduct as grant recipients for the foundation.
3. If a conflict of interest (actual, perceived, or potential) is declared or one is considered by the foundation to exist, the foundation may seek independent advice as to how this may or may not affect an application.

Insurance

1. Grant recipients must maintain adequate levels of professional indemnity insurance, public liability insurance and workers' compensation insurance. Applicants being considered for funding will be required to provide evidence of their insurance.

Collaboration and co-funding

1. Where multiple organisations are to be involved in delivering a prevention project, these organisations will need to nominate a project lead (the Applicant). The nature of the agreement and arrangements between those involved is a matter for those entities. In all instances, the funding agreement will be between the foundation and the Applicant, and the Applicant is legally responsible for delivering the project.
2. Applicants are permitted to source additional funding (co-funding) from other bodies to deliver a prevention project. The nature and extent of any co-funding arrangement, needs to be detailed in the financial section of Applicant response form, including the full name and ABN (if relevant) of the funder and supporting evidence of the availability of the funding.

Publications and media comment

1. The foundation will issue a media release about the successful applications, in consultation with those agencies. Any other media releases or publications in relation to a successful application must be reviewed by the foundation before they are issued. The foundation must also be consulted in relation to any media comment a grant recipient intends to make as a result of the prevention project.
2. The foundation intends to publish information about the CALD prevention projects. The foundation will work with successful applicants to ensure the accuracy of any published information regarding the projects, case studies and/or examples of best practice highlights.
3. Successful applicants will be required to comply with all of the foundation's media, branding and web guidelines, including acknowledgement of the foundation's Prevention Grants for CALD communities in all communications.