

## 1. Introduction

These guidelines contain information for the ASRC Refugees Capability Building Grants Program.

## 2. About the Program

The ASRC recognises and values its influential platform, capability and capacity. With it comes a responsibility to share that power and platform. We want to leverage this to leave an enduring legacy by building generational refugees leaders for the future. We have 20 years of expertise to share; processes, learnings and systems of excellence that we can transfer to the community to elevate their impact. In turn, amplifying the voices and agency of people that inform sector (including ASRC) transformation and practice improvement.

We are determined more than ever before to collaborate and support a movement-building for change with refugees through equitable partnership and capacity building, while acknowledging the inherent power imbalance that otherwise can exist in the movement. **The best and most effective way for us to achieve this is through sustained and systematic investment in the movement we are a part of.**

## 3. Objective of the Grants Program

The Refugee Capability Building Grant Program aims to build the capability and capacity of existing refugee-led organisations to respond to the changing needs of their community, and grow their capacity to be leaders of the refugee movement through a strategic investment in small to medium value grants.

The future of our work is refugee-led and advised at its core and this fund will ensure the ASRC plays an important ally role, amplifying and building the capacity of the wider refugee sector. This will only happen if we are intentional. This capacity building grant program is a part of our commitment to share and transfer power and opportunities to make an impact and influence.

## 4. Structure of the Grants Program

The Refugee Capacity Building Grant Program has two defined grant streams:

1. **Enablement Grants**, which aims to support new and small Refugee-Led Organisations to enable efficient operations and governance.
2. **Social Change-Impact Grants**, this high impact grant aims to support established Refugee-Led Organisations to deliver new innovative solutions and/or scale the impact of existing models for the greater benefit of the refugee community.

The below sections outline the scope of both the Enablement Grants Stream and the Social Change-Impact Grants Stream.

ASRC Grant Scheme			
Enablement Grants		Social Change-Impact Grants	
Small RLOs	Up to \$20,000 funding	Established RLOs	Up to \$50,000 funding

## **4.1 Enablement Grants**

### **Stream objective:**

Provide small value grants to new and existing small refugee-led organisations to support them to build efficient systems, processes, leadership and governance.

### **Stream outcomes:**

- RLOs build new and further develop existing skills in key areas that will enable them to thrive and grow
- RLOs have access to the software and systems that will enable them to thrive and grow
- RLOs have access to leadership training and development that will enable them to thrive and grow
- RLOs can organise community events and festivals to engage more closely with their respective communities
- RLOs have access to contractors/consultants developing monitoring & evaluation (M&E) policy, organisational development, and governance framework.

**Total grant round value: \$250,000.00**

**Grant Funding amount: up to \$20,000.00**

**Grant period: 1 August 2022 - 30 June 2023**

### **Eligible Grant Expenditure:**

- Leadership training and/or courses
- Professional development training and/or courses
- Contractors/ Consultant to supporting the development of core business frameworks, policies, systems and processes (i.e. monitoring and evaluation, governance etc)
- IT software, systems and equipment
- Office equipment
- Incidentals that enabled operations i.e. Insurance, application fees, professional indemnity insurance
- Cultural and community events and festivals.

### **Ineligible Grant Expenditure:**

- Capital works
- Staff Salaries
- Vehicles purchase, lease or maintenance costs

### **Eligibility Criteria:**

- Be a **Refugee-Led Organisation (RLO)(DGR and non-DGR)**. A RLO for the purpose of this grant is considered to be:
  - any formal or informal initiative/organisation that is founded and run by people of forced displacement background; and/or
  - any formal or informal initiative/organisation where people of forced displacement are in major leadership positions and able to influence work for the organisation.
- Have an ABN and be an incorporated organisation or be auspiced by an incorporated organisation
- Be located within Australia
- Have a clear presence in your community, including having delivered services or programs in the past.

### **For this stream we expect the organisation or its leader(s) to:**

- Demonstrate consideration of financial guidelines or policies for managing money
- Demonstrate considerations of ethics when implementing programs and delivering services
- Show interest in participating in the refugee leadership movement and working to increase the inclusion of refugees at all levels of response
- Show interest in participating in the 'Leadership Capacity building initiative', including some understanding of where support would be beneficial.

### **Ineligible Organisations:**

- For-profit organisations
- Organisations with revenue greater than \$100,000.00 per annum
- Organisations operating outside of Australia
- Organisations that have been established for less than 12-months as of 1 July 2022.

## **4.2 Social Change-Impact Grants**

### **Stream objective:**

Provide grants of up to \$50,000.00 to established refugee-led organisations to enable them to plan and deliver new programs for 1-2 years while simultaneously building their capacity to manage larger activities and services.

This grant aims to build the skills and experience of RLOs to develop, pilot and test new and/or scale existing community activities/services that deliver a demonstrable outcome for people seeking asylum and refugees.

Organisations will be required to outline how their proposed activity/service will meet an existing community need and deliver an outcome for people seeking asylum and refugees.

### **Stream outcomes:**

- Organisations build their skills and experience in planning, establishing and delivering new and/or scaling existing activities/services.
- Organisations build their project management skills.
- People seeking asylum and Refugees have greater access to activities/services that meet their needs.

**Total grant round value: \$200,000.00**

**Grant Funding amount:** up to **\$50,000.00**

**Grant period:** 1 October 2022 - 30 September 2024

**Eligible Grant Expenditure:**

- Staff salaries specific to planning, establishing and delivering new activities/services
- Contractors/Consultant services for program design and development
- Expenses related to strategic expansion of new and existing activities/services
- Low-value equipment purchase up to \$5,000.

**Ineligible Grant Expenditure:**

- Capital works
- Vehicle purchase, lease and maintenance costs
- Existing activities/services that do not demonstrate a strategic expansion

**Eligibility Criteria:**

- Be a **Refugee-led Organisation (RLO)(DGR and non DGR)**: A RLO for the purpose of this grant is considered to be, or:
  - any formal or informal initiative/organisation that is founded and run by people of forced displacement background; and/or
  - any formal or informal initiative/organisation where people of forced displacement are in major leadership positions and able to influence work for the organisation'
- Have an ABN and be an incorporated organisation or be auspiced by an incorporated organisation
- Be located within Australia
- Have a clear presence in your community, including having delivered services or programs in the past.

**For this stream, we expect the organisation or it's leader(s) to:**

- Have financial guidelines and, controls and systems in place
- Be able to demonstrate ethical practices in governance, workplace and program implementation. (e.g. a sample of financial and annual reports)
- Demonstrate interest in participating in the refugee leadership movement and working to increase the inclusion of refugees at all levels of response
- Demonstrate interest in participating in the 'Leadership Capacity building initiative', including some understanding of where support would be beneficial.

**Ineligible Organisations:**

- For-profit organisations
- Organisations with revenue greater than \$250,000.00 per annum
- Organisations with more than 10 paid staff
- Organisations operating outside of Australia
- Organisations that have been established for less than 12 months as of 1 July 2022.

## **5. The assessment criteria**

Applications will be assessed against the following criteria.

*Criterion 1 - Alignment with Program Objectives and Outcomes*

Describe how the proposed grant activity, will contribute to the objectives and outcomes of the Program

*Criterion 2 - Impact on communities (only applicable to Stream 2)*

Describe how the proposed grant activity, will deliver or enable important, on-the-ground change in the lives of people seeking asylum and refugee

*Criterion 3 - Demonstrated reach and relationship with community*

Describe how your organisation will work with your communities and your outreach strategies

*Criterion 4 - Readiness of your organisation and growth plans (only applicable to Stream 2)*

Describe organisation growth plans and how well prepared the organisation's leaders are to effectively manage a large organisation

*Criterion 5 - Efficient, Effective, Economical and Ethical use of Grants Funds*

Describe how you will ensure the efficient and economical use of the grant funds when delivering your project/activities. You will need to provide an indicative budget outlining how the funding will be spent.

## 6. How to apply

Before applying, you must read and understand these guidelines and the Application Form. Organisations can only submit one application per grant round.

These documents are on Smarty grants.

To apply you must:

- Complete the Application Form on SmartyGrants by nominated closing date and time
- Submit one application only
- Provide all the information requested
- Address all eligibility criteria and assessment criteria.

*Questions during the application process*

If you have questions relating to clarification of information on the available grant, technical issues or process during the application period, please contact **Need a name and contact details of the person - who do you think should be the contact person until we have a dedicated staff member to manage this?**

## 7. The grant selection process

### 7.1 Assessment of grant application

We first review your application against the eligibility criteria in Section 5.

Only eligible applications will move to the next stage. We consider eligible applications through an open competitive grant process.

We will rate your application using the Assessment Criteria Scoring Matrix below

Rating (for individual criterion)	Score
<b>Excellent</b> - response to this criterion, exceeds expectations	5

<b>Good</b> - response to this criterion address to higher than average standard	4
<b>Average</b> - response against this criterion meets to an average but acceptable level	3
<b>Poor</b> - Poor claims against the criterion, but may meet some sub-criteria	2
<b>Doesn't meet criterion at all</b> - response to this criterion does not meet expectations or insufficient or no information to assess that criterion	1

## 7.2 Who will assess applications?

The ASRC will establish a **grants assessment panel** to assess eligible and compliant applications. The assessment panel will be responsible for scoring applications based on the criterion and scoring outlined earlier in the guidelines. The panel will then rank applications based on score from highest to lowest.

The ASRC will then convene a **grants governance committee** that will include 3 representatives from the ASRC's Leadership Team and an advisory group of people with lived experience of seeking asylum/community leaders. The Governance Committee will be responsible for reviewing the applications and recommending applications for funding based on the merit of the application, the members strong knowledge of the community and the available funds.

## 7.3 Who will approve grants?

**The ASRC Board** is responsible for making the final decision on which grants to fund, taking into account the recommendations of the **grants governance committee** and the availability of the grant funds.

## 8. Notification of the application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant. We may also reach out to discuss your application if we need clarity or additional information.

## 9. Successful grant applications

### 9.1 The grant agreement

You must enter into a legally binding grant agreement with the ASRC.

### 9.2 How we pay the grant

The grant agreement will state the total grant amount to be paid. We will not exceed the maximum grant amount. If your organisation incurs extra expenses, these must be met by your organisation.

### 9.3 Grants Payments and GST

Payments will be GST Exclusive and paid directly to the organisation or nominated auspice account.

## **10. Announcement of grants**

If successful, your grants will be listed on the ASRC website and SmartyGrants website. All applicants will receive an email notifying them of the outcome of their application, either successful or unsuccessful.

## **11. How we monitor your grant activity**

### **11.1 Keeping us informed**

ASRC is open and prepared to support you where possible to optimise the grant. You should let us know if anything is likely to affect your grant activity or organisation.

### **11.2 Reporting Requirements**

You must submit reports as outlined in the grant agreement. We will provide sample templates for these reports as appendices to the grant agreement. We will remind you of your reporting obligations before a report is due.

### **11.3 Acquittal Report**

You will be required to provide an acquittal report at the conclusion of your grant which outlines how the grant funds were spent.