Homework Club Grants Initiative

Victorian African Communities Action Plan

Guidelines 2023

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# PURPOSE OF THE GUIDELINES

These guidelines provide an overview and set out expectations for the Homework Clubs Grants Initiative, one of two key education initiatives funded as part of the 10-year Victorian African Communities Action Plan.

This document outlines the requirements for community organisations applying for a grant to deliver homework clubs. This includes the process for applying, timelines and funding conditions.

## About the homework club grants Initiative

**Background**

The Victorian African Communities Action Plan developed by the African Ministerial Working Group in consultation with the Victorian African community, aims to build welcoming communities, improve outcomes and create lasting opportunities for Victorians of African heritage. It captures the insights, knowledge and hard work of community members, and provides a way forward in the areas of business, employment, education and training, health and wellbeing, inclusion and empowerment, leadership, cohesion and connection.

The Victorian Government responded to the Victorian African Communities Action Plan, confirming its commitment to invest in three priority response areas – jobs, education and health. In relation to education and as a direct response to calls from the community, the Government agreed to:

*‘Support the education outcomes of young people and their communities through increased support for homework clubs and more school-community liaison officers. These initiatives will better engage students and their families with school and ensure those students who need extra help with their studies can get it.’*

**Introduction**

The Homework Club Grants Initiative provides funding to community organisations working in partnership with school communities to deliver homework clubs, afterschool activities and parent engagement activities targeting young people of African heritage enrolled in Victorian schools, their parents and carers.

The program seeks to offer the opportunity for new, innovative approaches where community members and school communities are working collaboratively to maximise the engagement of young people in education.

The program aims to support Victoria’s African communities to have a strong sense of belonging, connection and inclusion.

The Homework Club Grants Initiative is a competitive grant program administered by the Department of Education.

In line with the Department of Education’s priority areas, applicants will need to demonstrate an establish and formalised relationships with Victorian school/s.

## objectives

The objectives of the Homework Club Grants Initiative are to:

* ensure African young people and their families and carers are provided with a safe, inclusive and culturally appropriate environment to interact and engage.
* build and nurture positive relationships between community organisations, schools, parents, carers and African young people.
* assist with homework – literacy, numeracy and communication skills, and other relevant activities including parent engagement.

**Available funding**

Up to $100,000 per organisation.

# who is eligible to apply?

Community organisations that work with young people and families of African heritage. Evidence of relationships with school communities will be essential.

Community organisations in Victoria may submit applications, provided they are one of the following entity types:

1. incorporated associations (incorporated under state legislation, commonly have ‘Association’ or ‘Incorporated’ or ‘Inc.’ in their legal name);
2. incorporated cooperatives (also incorporated under state legislation, commonly have ‘Cooperative’ in their legal name); and
3. a not-for-profit entity registered under the Corporations Act 2001 (Cth) or the *Associations Incorporation Reform Act 2012* (Vic).
4. Non-government organisations funded to deliver services to children by Victorian government departments are required to be:

* incorporated separate legal entities that can be sued in child abuse proceedings
* appropriately insured against child abuse.

Compliance will need to be demonstrated prior to receipt of funding

1. Organisations must also have a current Australian Business Number (ABN).

# HOW TO APPLY?

Community organisations are required to work in partnership with school communities.

You must attach and submit all supporting documentation with your application including a detailed project plan, or your application will be considered ineligible and not assessed.

Submit your application by **5.00PM** **November 24th, 2023,** via email:[Youth.Participation@edumail.vic.gov.au](mailto:Youth.Participation@edumail.vic.gov.au)**.** Late or incomplete applications will not be considered.

For more information, contact Adria De Fazio, A/Project Leader, Youth Participation Unit, Schools and Regional Services, Department of Education, at [adria.defazio@education.vic.gov.au](mailto:adria.defazio@education.vic.gov.au)

# HOW WILL THE APPLICATION BE ASSESSED?

Eligible applications will be assessed against program objectives, eligibility requirements and assessment criteria.

Applications will be required to provide responses to the assessment criteria and submit a detailed project plan and budget.

Once a decision has been made, you will be notified if your application has been successful or not.

All applications will be assessed against the following criteria:

|  |  |
| --- | --- |
| Why is this project or activity needed? | The application clearly demonstrates the link between the proposed activity and a community need. |
| What will the project or activity achieve? | The application demonstrates:   * how the activity will support the program objectives * the expected outcomes of the activity |
| Who is involved? | The application demonstrates the extent to which the proposed activity:   * will reach the target audience/s * is led by African community organisations * builds and formalises relationships with schools |
| How will the project or activity be delivered? | The application demonstrates the extent to which the activity or project:   * will be designed by, and appropriate for, Victorian’s African communities * is ready to proceed and supported by a clear plan and realistic timeframes * is based on sound cost estimates and represents value for money. |
| How will you measure the success of this project? | The application demonstrates the extent to which information will be collected to measure whether the initiative or project has met its objectives and the intended change has taken place. |
| Documentation to attach to your application | * A Certificate of Currency for public liability insurance with a minimum cover of $10 million for any one occurrence. * Betrayal of Trust Insurance Cover * A letter of support from an auspice organisation, if your organisation is being auspices by another organisation. |

# FUNDING DETAILS

Grant funds will be paid in line with the approved project plan and milestones outlined in the Funding Agreement.

Grants of **up to $100,000** are available to African community organisations for a period of 12 months from January 2023 to December 2023 (end of term 4 2024).

Grant recipients will be required to enter into a Victorian Common Funding Agreement (VCFA) with the Department of Education.

Grant recipients will need to submit an invoice based on the deliverables in the VCFA prior to the program starting.

# Funding Conditions

The Homework Club Grants Initiative is a discretionary, merit-based grant program. All decisions by the Department of Education in relation to any aspect of the funding application and assessment process, including any decision to offer or award a grant under this program, or to withdraw the offer or cancel the grant funding agreement, are final.

**Taxation requirements**

Applicants are generally expected to provide an Australian Business Number. GST payments may be made to an organisation based on an assessment of approved activities. Grants to organisations not registered for GST may be made on a GST exclusive basis. All project budgets should be submitted exclusive of GST.

**Payment of grant funds**

Grant funds will be paid in line with the approved project plan and milestones outlined in the Victorian Common Funding Agreement.

**Funding acknowledgement**

Government contributions to the project must be acknowledged in any relevant publication, promotional material, or news releases. Successful organisations will be advised of these requirements.

**Your Legal Responsibilities**

If you apply for a grant you must ensure that the activity that is the focus of your application complies with relevant legislations, regulations, by-laws, mandatory codes and requirements of any Commonwealth, State, Territory or Local Authority. It is your responsibility to be aware of laws and protocols that regulate the way you must conduct your work.

**Insurance requirements**

Public liability insurance, and any other insurance category appropriate to the activities of the proposed project are the responsibility of the applicant.

Non-government organisations funded to deliver services to children by Victorian government departments are required to be:

• incorporated separate legal entities that can be sued in child abuse proceedings

• appropriately insured against child abuse.

Compliance will need to be demonstrated prior to receipt of funding.

## Our Funding Agreement

If successful, you must enter a Victorian Common Funding Agreement (VCFA) with the Department of Education.

This agreement will outline the terms and conditions for the grant and all reporting requirements.

Successful applicants have 10 business days (only) from the Offer of Funding to submit the VCFA.

You must begin your project within one month of the Letter of Offer – or else the funding may be withdrawn (unless an alternative arrangement is pre-negotiated and pre-approved).

# Timeline

|  |  |
| --- | --- |
| Grant Round Opens | **24 October** 202**3** |
| Grant Round Closes | 24 November 2023 |
| Grant Recipients Announced | 15 December 2023 |
| Commencement | 30 January 2024 |

# Application form

Homework Club Grants Initiative

The Department invites community organisations to apply for funding up to $100,000 to work in partnership with school communities to deliver homework clubs, afterschool activities and parent engagement activities targeting young people enrolled in education in Victoria.

Successful community organisations are expected to work collaboratively with school communities to support African young people remain connected to their educational institution and the broader school community and nurture them to reach their full potential.

The program aims to support Victoria’s African communities to have a strong sense of belonging, connection and inclusion.

Community organisations that work with young people and families of African heritage are highly encouraged to apply and will be required to attach supporting evidence of relationships with school communities. Community organisations will need to have a current Australian Business Number (ABN) and must fall under one of the entity types listed in the guidelines.

Eligible applicants are required to complete the Application Form as well as submit a detailed project plan and budget.

Submit your application by **5.00PM 24 November 2023** via email:[**Youth.Participation@edumail.vic.gov.au**](mailto:Youth.Participation@edumail.vic.gov.au)**.** Late or incomplete applications will not be considered.

|  |  |
| --- | --- |
| **Community Organisation Name** |  |
| **ABN** |  |
| **Partner School/s** |  |
| **Program objectives**  [Include how your program objectives align with the objectives outlined in the Homework Club Grant Initiative Guidelines] |  |
| **How will the program be delivered?**  [Describe the approach you will take to deliver this program, including partnership with school communities]  [Please attach a project plan] |  |
| **Activities**  [List the types of activities you will be providing young people and their families/carers] |  |
| **Funding**  [Outline key resourcing requirements, including staffing, external facilitators etc]  [Please attach a detailed budget overview] |  |
| **Evidence base/research to support the program** |  |
| **How will you measure the success of the program?**  [The application demonstrates the extent to which information will be collected to measure whether the initiative or project has met its objectives and the intended change has taken place] |  |
| **Key Contact and contact details** |  |
| **Date** |  |