

COMMUNITY Builders

Program guidelines

2009



NSW Department of
Community Services

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Community Builders is administered by the Communities & Early Years Division of Community Services.

Minister's Foreword

The Government of New South Wales is committed to making NSW a better place to live by creating stronger communities and improving the capacity of the community.

I am delighted to present this new funding program, Community Builders, developed as a direct response to the hopes and goals of the people of NSW as expressed in the NSW State Plan.

Community Builders builds on the Government's previous and current commitments to build strong, resourceful, and resilient communities and contributes to the following key aspects of community strength where communities are more:

- connected
- resourceful
- participatory
- respectful
- trusting.

Community Builders is an initiative that has been developed in response to a growing body of evidence that suggests that community strengthening is an effective way of reducing inequality and disadvantage. Community strengthening is about building the capacity and opportunities for people to actively engage in a wide variety of social, economic, cultural, recreational, learning and civic activities.

The NSW Government is committed to programs that use collaboration and partnerships to deliver projects to a community. It is recognised that community organisations play a vital role in enhancing community capacity and community resilience. It is with this in mind that Community Builders will deliver projects that no other government department, state or federal is currently delivering. It is hoped this funding program will provide much needed resources and projects for communities across the Community Builders regions.

I commend the work done by all those involved in bringing Community Builders to life. I encourage your organisation to apply for this funding to further build and strengthen your community.



A handwritten signature in black ink that reads "Linda Burney". The signature is stylized and ends with a long horizontal flourish.

The Hon. Linda Burney
Minister for Community Services

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1 Purpose of these guidelines

The purpose of these guidelines is to provide information about Community Builders, its role and purpose, to a wide ranging audience.

These guidelines are for potential applicants for Community Builders funding, organisations funded under Community Builders and for people who are interested in building capacity and resilience in communities, such as social planners and government agencies.

2 Introduction

2.1 NSW Government statewide priorities

The Government of NSW is committed to improving the services it delivers to the community. The NSW State Plan, released in 2006, is the blueprint for how the Government intends to achieve these improvements.

The plan reflects the hopes of people across NSW and the priorities for the public sector. It sets the goals the community wants the NSW Government to work towards and identifies priorities for Government action that will help achieve each of these goals over the next 10 years.

2.2 Community Services

Community Services is the leading NSW Government agency responsible for community services. The Department assists children, young people and families across a continuum of care.

Community Services provides services across four key focus areas – prevention and early intervention, child protection, out-of-home care and disaster recovery. Community Builders fits within the prevention and early intervention work of the Department.

Community Services funds and works with a wide range of community partners to provide these services to the NSW community. These partners include local communities, volunteers, community organisations and other levels of government.

2.3 Communities and Early Years Division

In 2004 the Communities and Early Years Division was established within Community Services by bringing together a range of functions and programs formerly located in different Government agencies with the aim of providing strategic coordination and leadership on whole-of-government strategies to support families, children and young people, to reduce violence against women, and to build community capacity. The integration of these functions within Community Services under its prevention and early intervention focus area means that the Department has a broad mandate for working with communities.

These functions were combined to ensure improved planning, provide greater integration of similar programs and achieve a more effective and comprehensive approach to working with communities.

The Division coordinates a diverse range of programs and strategies in the areas of community capacity building, strengthening families, engaging young people and reducing violence against women.

The Community Builders program and communitybuilders.nsw.gov.au website are important complementary resources for community development and social inclusion in NSW. Both are administered by the Communities and Early Years Division of Community Services. The revamped communitybuilders website provides great practical resources and a forum for practitioners to share their ideas and experiences. The Community Builders Funding Program provides the financial resources for organisations to implement community capacity building projects. The program and website are part of the Government's commitment to strengthening communities evident in the current review of the NSW State Plan.

2.4 Aspects of community strength

Research has identified the following characteristics of a strong community.

2.5 Definition of a strong community

A strong community is one where people are:

- connected – have a sense of belonging with others in the community and with the community as a whole
- respectful – encourage a diversity of ideas and opinions, where alternative views are respected
- participatory – have opportunities to be, and are, involved in areas of community life and decision-making
- resourceful – have access to and use a variety of resources, where these resources are used to respond to or adapt to change
- trusting – of each other and the institutions in their community.

Research on community strengthening initiatives indicates that less intervention is required in communities that are strong (Gauntlett et al, 2000)¹. From a NSW Government perspective this translates to there being less reliance on intensive, expensive, high end service provision when communities are more self reliant and resourceful.

2.6 Community Builders

Community Builders is a regional funding program. Community Builders aims to strengthen communities across certain local government areas (LGAs) in the six Community Builders regions (Metro West, Metro South West, Illawarra, Central Coast, Hunter and North Coast) in NSW and the disadvantaged groups within them.

The program has been developed in response to a growing body of evidence that suggests that community strengthening is an effective way of reducing inequality and disadvantage. Community strengthening is about building the capacity of and opportunities for people to actively engage in a wide variety of social, economic, cultural, recreational, learning and civic activities. It also includes supporting the relationships and networks that result from these activities.

The main objective of Community Builders is to enhance community social infrastructure in order to contribute to building stronger, more resilient communities. It does this by funding projects that are strategic and locally initiated that deliver community strengthening outcomes and address identified local, regional and State Government priorities.

Where physical infrastructure is required to support the development of social infrastructure, it may be eligible for funding where the funds required are less than fifty per cent of the total budget. This is subject to the condition that physical infrastructure can only be built on public land.² Motorised vehicles can not be funded under this program.

Activities that strengthen communities aim to develop cohesiveness and trust, increase participation in social and civic activities, and foster access to resources. These activities contribute to people developing their capacity and resilience to maintain and build on their own resources and to manage future challenges.

1 Gauntlett, E., Hugman, R., Kenyon, P. and Logan P. (2000) A meta-analysis of the impact of community-based prevention and early intervention action, policy research Paper No. 11, Department of Family and Community Services, Canberra, Australia.

2 For Community Builders, public land is land that is owned by the Crown (State and Federal land), local government, or by Trustees where eligible. The land must also be open to the public and available for public use. Trustee owners of land will be eligible where any member of the public can be appointed as a trustee, no person appointed as a trustee benefits from being trustee and the terms of the Trust prevent any distribution (whether winding up or otherwise) of the assets of the Trust to a trustee, member or beneficiary of the Trust.

3 Who does Community Builders assist?

3.1 Target population

The target population for Community Builders is communities in certain LGAs from the following six regions across NSW: Metro West, Metro South West, Illawarra, Hunter, Central Coast and North Coast. The communities may include groups of people who live in the same place or area or people who share an identity. These are defined as:

- **communities of location** – these may be, for example, people who live in the same LGA, suburb or street.
- **communities of identity** – these would be people who identify as part of a specific group within the larger community

For example:

- people of the same religion
- people who share a language
- people who share an ethnic affiliation
- people of Aboriginal or Torres Strait Islander background
- people who share a common interest e.g. a cultural activity
- people who are at a similar life stage e.g. youth, young parents.

Projects are required to define the broader community as one that crosses communities of location and identity e.g.

<<community of identity>> living in <<community of location>> .

Could be defined as:

<<Women >> living in <<Newpark LGA>> .

3.2 Priority groups

All applicants will be asked to identify the priority groups within their nominated broader communities who will be the specific focus of the project and why they are considered a priority. Applicants will need to provide the evidence that shows their priority group is experiencing disadvantage.

Priority groups are disadvantaged members of the community who lack access to fundamental material and social resources and/or are socially excluded. Fundamental material and social resources include things like adequate housing, health care, employment, education, support or financial resources. Individuals are socially excluded if they do not participate to a reasonable degree in certain activities of the community due to reasons beyond their control. For example:

- **young** sole parents within the broader population of sole parents, or
- **newly emerging communities** within the broader culturally and linguistically diverse (CALD) population of a community.

The entire community of location and identity that you have nominated including disadvantaged members of that community should be the focus of projects funded under Community Builders.

3.3 Consultation

All applicants will be required to provide evidence of having consulted with the community in order to demonstrate that their proposed project is both needed within and a priority for the community.

4 Applying for Community Builders funding

When funds become available for new Community Builders projects, an advertisement will be placed in the Government tender section of the Sydney Morning Herald, ethnic press and local newspapers as well as the Community Builders website. Interested applicants will be directed to www.communitybuilders.nsw.gov.au, where they will find a guide to applicants for Community Builders funding as well as the application form. See Appendix 2 for the guide to applicants and Appendix 3 for a sample application form.

Applicants may apply for one, two or three year projects and funding rounds will occur annually. Community Builders will fund projects from \$10,000 pa to \$100,000 pa for a maximum of three years.

4.1 Who may apply?

Only not-for-profit legal entities and local government authorities that have an Australian business number (ABN) may apply for Community Builders funds. In certain cases, applicants who identify a community need and require a sponsor for their project may approach another NSW Government agency where they are the only possible choice of sponsor for that community. Special conditions apply to other NSW Government agencies who receive Community Builders funds. Other NSW Government agencies will be required to transfer skills and knowledge to the community in which the project is delivered to enable it to build its capacity.

4.2 Eligibility criteria for Community Builders projects

Community Builders has specific eligibility criteria that determine whether a proposed project is able to be considered to receive funding, as set out in the table below:

Eligibility criteria for Community Builders
<p>1. Applicants have a valid ABN and are:</p> <ul style="list-style-type: none"> • an incorporated not-for-profit, non-government organisation, or • a local government organisation, or • another government agency (only where there is no other alternative).
<p>2. Project applications are received on time.</p>
<p>3. Project applications are complete and submitted in the correct format online.</p>
<p>4. Projects address:</p> <ul style="list-style-type: none"> • one or more aspects of community strength as defined in these guidelines. • one or more Community Builders service activity descriptions
<p>5. The proposed project is not:</p> <ul style="list-style-type: none"> • a direct service of another federal, state or local government agency, or • eligible for funding under another state or federal grants program, or • duplicating projects already in operation in the relevant community, or • previously funded for the same purpose in the same community, or • an extension or continuation of an existing service, or • a direct therapeutic, case management/case work or counselling service to individuals or groups or any other function associated with such a service.
<p>6. The proposal has a clear plan for how the project will be ended and does not have recurrent financial or service delivery implications.</p>

4.3 How to apply

All applications for Community Builders must be lodged online using the Community Builders website.³ In preparing applications, drafts can be saved and worked on later. Final versions of the online applications must be submitted by midnight on the advertised due date.

4.4 Assessment of eligible applications

Community Services may send applications to other NSW Government departments for further information to assist in determining the eligibility of projects.

Once applications are received and found to be eligible they will be assessed by a regional assessment panel who will be guided by Community Builders Regional Assessment Panel Guidelines and the NSW Government Procurement Guidelines.

4.5 Regional assessment panels

Panels made of up to seven community and government representatives will be convened by the Community Services Manager Regional Strategy in each region to assess each application that has met the eligibility criteria. The panel will use a set of assessment criteria based on the eligibility criteria in order to recommend to the Minister of Community Services which projects should receive funding. Projects may also be found ineligible during this panel meeting.

³ www.communitybuilders.nsw.gov.au

5 Contracts

The contract for approved projects will comprise the Community Services standard service agreement, the Community Builders service specification for the approved project with these program guidelines attached (excluding appendices), and the original application form.

5.1 The Community Services service agreement

The standard service agreement for the Department can be downloaded at: www.community.nsw.gov.au/docswr/_assets/main/documents/serv_agreement.doc

5.2 The Community Builders service specification

The service specification is a schedule to the Community Services service agreement. The service specification describes the funded project, the service activity description the project fits within, additional activities, intended results, the funded amount and any additional requirements attached to the funding. These program guidelines (excluding appendices) will be provided as an attachment to the service specifications with the contract documents.

5.2.1 Service activity descriptions

Service activity descriptions describe what can be done and what is to be achieved within a particular project, and every applicant must indicate which service activity description the proposed project falls under. Service activity descriptions provide information about the results, objectives, target population, features of an approach to community strengthening and its performance measures. There are four types of service activity descriptions that projects may be funded under. These are:

- community capacity building
- community skills development
- community sector development
- community research and development.

Community research and development activities will be undertaken by the Department in order to build the evidence base for community strengthening strategies. (See Appendix 1 for a full description of each Service activity description).

5.2.2 Additional requirements

Additional requirements are those requirements applying to the project which are in addition to the general conditions of funding as set out in the Community Services standard service agreement. An additional requirement may be formulated which is specific to an individual project. All additional requirements should be listed in the service specification.

5.2.3 Performance measures

Performance measures must be developed with the assistance of Departmental staff within the first three months of the project as specified in the service specification. Once developed, the performance measures should be returned to the Department's regional office and incorporated into the contract documentation. These measures will then inform the project's final evaluation report (see Section 8).

6 Performance monitoring of Community Builders projects

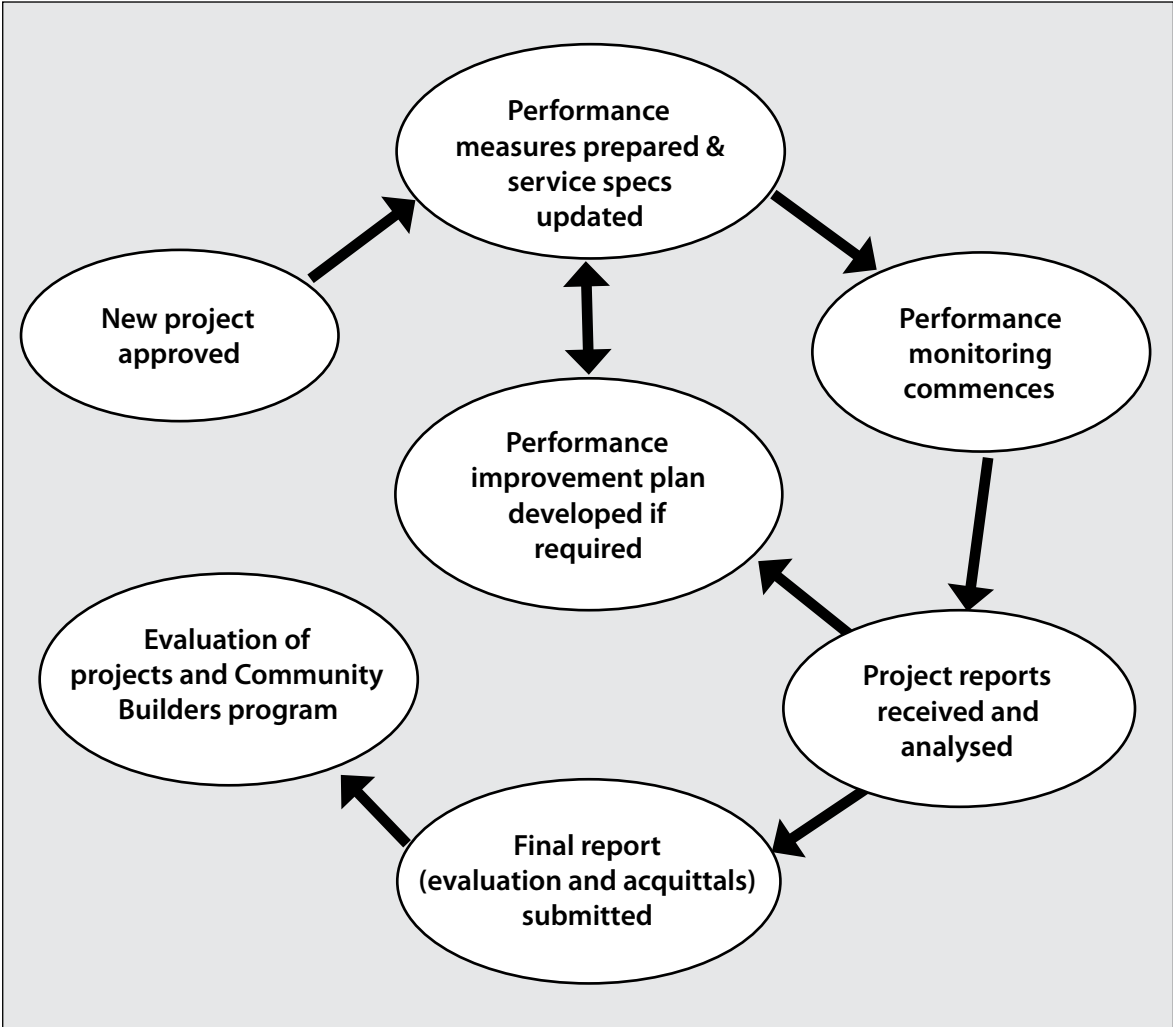
6.1 Performance monitoring framework

Community Services performance monitoring framework for funded services is the basis for designing the performance monitoring for all Community Builders projects.

All projects, including projects with funding terms of one (1) year or less, will be monitored for compliance with their contract under the performance monitoring framework for Community Builders. The contract comprises:

- service agreement
- service specification including additional requirements and/or special conditions and performance measures
- the original application form.

The major elements of the performance monitoring process for Community Builders projects are shown in the following diagram.



7 Project reporting

All organisations approved for funding will be expected to provide the following reports:

- an annual project report in the approved template
- annual audited statements accompanied by an auditor's letter (for projects with funding equal to or greater than \$25,000 per annum) within four months of the end of the service providers financial year
- financial statements (for projects with funding less than \$25,000 per annum)
- any other written reports that may be required by the Department as set out in additional requirements and/or special conditions
- a final report on the project's results and performance measures in the required format (see Section 8.1 for evaluation of projects).

All reports must be submitted on the specified template. If the form or the content of a report is not adequate, as determined by the Manager Regional Strategy, the Department may require the organisation to submit a revised version of the report within 30 days of written notice.

7.1 Project reports

Project reports must be submitted each year in December for the term of the project. Project reports must be submitted on the standard template issued by the Department. The template is available online at: www.communitybuilders.nsw.gov.au.

Reports will be submitted via email to the Senior Regional Strategies Officer in the regional Community Services office.

Project reports must be submitted via email and on time.

Where project reports are not submitted on time, payment may be suspended until a report is received.

7.2 Financial reports

Annual audited statements or financial statements must be submitted in accordance with the terms outlined in the service agreement.

Where the organisation is winding up at the end of the project, or for projects which will run for less than six months, then audited/financial statements may be required within two months of project completion. If this is the case, this requirement will be included in the special conditions applying to that project.

7.3 Other reports as required by the Department

The Department may from time to time request specific information to assist in reporting on Community Builders. The organisation will be expected to comply with all reasonable requests, directions, or monitoring requirements of the Department.

Requirements for additional ongoing reports will be included in any special conditions which apply to the project.

7.4 Good practice guidelines

The *Good Practice Guidelines for Community Services Funded Services* aim to guide and support organisations to promote quality results. The guidelines are not a mandatory requirement for Community Builders projects but may be a useful tool for community organisations as an aid to continuous improvement. They can be downloaded at: www.community.nsw.gov.au/DOCS/STANDARD/PC_100939.html.

8 Measuring results for Community Builders

8.1 Evaluating Community Builders projects

The NSW Government human services sector has endorsed the results based accountability (RBA) approach developed by Mark Friedman as the approach to accountability for all NSW funding programs. Therefore the RBA model is a useful basis for planning and evaluation practices. More information on RBA can be found at www.raguide.org.

Community Builders will use the RBA model as its evaluation framework at both a program and project level.

Community Builders projects will be evaluated on the results achieved. These results will be as set out in the service activity descriptions and service specification and will be measured as per the agreed performance measures in the service specification. It is important that organisations submitting proposals for funding have clearly thought through the results intended to be achieved by the project.

Upon completion of the project, organisations will report actual achievement of their results in the final report. This report will be sent to the Senior Regional Strategies Officer in the Department's regional office via email.

8.2 Evaluating Community Builders

Community Builders as a whole will be evaluated on the results achieved by all funded projects with respect to strengthening local communities and the contribution Community Builders projects have made to the NSW Government statewide priorities.

The evaluation of Community Builders will also include evaluating Community Builders business and administration processes, such as the application process and the assessment process.

All organisations which have received funding for projects under Community Builders will be required to participate in the evaluation of Community Builders through completion of a final evaluation report for each project funded.

9 Complaints

If an organisation believes the integrity of the EOJ process has been compromised, it may express concern in writing to:

CONFIDENTIAL

Manager Regional Strategy

(region)

Department of Community Services

(address)

Any formal complaint will be acknowledged in writing. Complaints will be investigated by officers of the Department who are independent of those involved in the actions leading to the complaint. The outcome of the investigation will be advised to the complainant in writing.

For relevant regional contact details please visit the communitybuilders website at www.communitybuilders.nsw.gov.au.

10 Glossary

Australian Business Number

See www.ato.gov.au/businesses/pathway.asp?pc=001/003/021&mfp=001&mnu=59#001_003_021

Community assets

The positive strength, qualities, merits, benefits and character embedded in a community.

C&EYD

The Communities and Early Years Division (C&EYD) provides policy advice, delivers programs, strategies and projects and negotiates with key human services and justice agencies to improve outcomes for children, young people, women experiencing violence, families and communities of NSW. This work is done from a whole-of-government perspective and focuses on improving outcomes at a population level by working with government, non-government, community sector and business sector organisations.

Community Builders

Community Builders is a regional funding program funded and managed by Community Services. Community Builders aims to strengthen communities across the Community Builders regions and the disadvantaged groups within them. The program has been developed in response to a growing body of evidence that suggests that community strengthening is an effective way of reducing inequality and disadvantage. Community strengthening is about building the capacity and opportunities for people to actively engage in a wide variety of social, economic, cultural, recreational, learning and civic activities. It also involves supporting the relationships and networks that result from these activities.

Community Builders funds projects that are conceived and driven by communities to support their goals, while meeting NSW State Government priorities.

Communities

Communities are comprised of a range of people with different interests and perspectives. The term can have a specific geographical meaning with a clearly defined spatial boundary (i.e. an area or neighbourhood). It can also refer to a group of people with a common identity (for example, ethnic origin, age, disability, sexual orientation or religion) or with a common interest or experience such as work, sport or entertainment.

Communities can be defined by more than one aspect.

Community capacity

When applied to the concept of community capacity building, it implies the power, knowledge, resources and skills within a community.

Community capacity building

The primary objective of community capacity building is to strengthen the ability of a community to respond to, or address, problems or challenges from within its own resources. It is focused on identifying and using the assets and strengths of a community and what communities value, as opposed to other approaches in which the emphasis is on the needs and deficits.

Community development

Community development is a term used to describe any activity which seeks to redress social inequalities by improving the physical, social and/or economic conditions under which live.

Community Services

Community Services is the leading NSW Government agency responsible for Community services. The Department helps children, young people and families across a continuum of care. Its core work focuses on child protection, starting with early intervention strategies to help build stronger families and communities. In particular, it helps those who are vulnerable and most in need.

Community Services Corporate Directions

www.community.nsw.gov.au/DOCS/STANDARD/PC_101104.html

Community Services Corporate Plan

www.community.nsw.gov.au/DOCS/STANDARD/PC_101103.html

Early intervention

Programs and practices that intervene with individuals, families or communities at an early stage in the occurrence of a problem or issue in such a way that there is a high probability that the intervention will resolve the problem or issue and stop it from becoming worse.

Evaluation

An evaluation is a systematic process of collecting and using information to assess the value of a project or program. Evaluations provide an analysis of how well a project/programs performed and whether it achieved its targeted results.

Evidence-based

Evidence-based is an approach to policy development and implementation which uses rigorous techniques to develop and maintain a robust evidence base from which to develop policy options. Evidence for policy has three components. First is hard data (facts, trends, survey information), the second component is the analytical reasoning that sets the hard data in context. Third, an evidence base comprises stakeholder opinion on an issue or set of issues.

Indicators

An indicator is a performance measure that quantifies the achievement of a result.

Inputs

The resources, both human and other, used to produce program outputs.

LGA

Local government area

Manager, Regional Strategy (MRS)

The Manager, Regional Strategy leads the Department's role in the coordination, integration and delivery of regional plans, strategies and activities across a region.

Non-profit organisation

For the purpose of grants administration in NSW, a non-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A non-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people. (NSW Dept of Premier and Cabinet).

Non-government organisations (NGOs)

Refers to non-government bodies that may be either not-for-profit or for-profit organisations. Local councils are not NGOs.

NSW State Plan

The NSW Government is committed to improving the services it delivers to the community and the NSW State Plan is the blueprint for how the Government intends to achieve these improvements over the next 10 years.

Outcome

An outcome is another word for result.

Performance measure

A performance measure is a measure of how well a program, organisation or service system is working according to defined indicators.

Performance improvement plan (PIP)

A performance improvement plan (PIP) is an agreement between a funded organisation and the Department of Community Services, for the range of improvements that the organisation will make during the term of the service agreement.

Performance monitoring framework (PMF)

The PMF describes the approach used by Community Services that will be used for monitoring the performance of projects funded by Community Builders.

Priority groups

Priority groups are disadvantaged members of the community who lack access to fundamental material and social resources and/or are socially excluded. Fundamental material and social resources include things like adequate housing, health care, employment, education, support or financial resources. Individuals are socially excluded if they do not participate to a reasonable degree in certain activities of the community due to reasons beyond their control.

Probity

Probity is the evidence of ethical behaviour in a particular process. It contributes to sound procurement processes that accord equal opportunities for all participants.

Program guidelines

The program guidelines provide information about Community Builders, its role and purpose. These guidelines are for potential applicants for Community Builders funding, organisations which are responsible for projects funded under Community Builders and for people who are interested in building capacity and resilience in communities.

Regional assessment panel (RAP)

RAPs are convened by Community Services to assess the eligible expressions of interest received from organisations applying for funding for Community Builders projects.

Regional assessment report

The regional assessment report produced by a Manager, Regional Strategies at the end of the assessment process for each region, to be forwarded to the head office of Community Services

Regional priorities

Regional priorities will be developed in the first year of the Community Builders round in order to assist RAPs to assess eligible applications for funding for Community Builders projects.

Resilience

Resilience is the positive adaptation of an individual or community within the context of significant adversity.

Results

Results are the changes and improvements that you expect to happen as a consequence of the project. In the words of Mark Friedman, "A result is a condition of well being for children, adults, families and communities".

Results based accountability (RBA)

RBA is a structured approach to thinking and taking action that starts with defining the results we want to achieve and working backward to the means of getting there.

Results logic diagram

The results logic diagram helps clarify the aims of a program and shows the link between the activities to be conducted and the short, medium and long-term expected results.

Service activity description

Service activity descriptions provide information about the results, objectives, target population, features of a particular approach to community strengthening and its performance measures.

Senior Regional Strategies Officer (SRSO) – Funded Programs

These positions, funded in the Community Services regions, are responsible for the day-to-day administration of Community Builders in each region. This includes liaising with and assisting organisations that are either funded by, or seeking funding from, Community Builders.

Social inclusion

A socially inclusive society is one where all the people feel valued, their differences are respected and their basic needs are met so that they can live in dignity.

Two Ways Together

This is the NSW strategy for delivering effective services to Aboriginal and Torres Strait Islander communities.

www.daa.nsw.gov.au/daanews/2/TWTmomentum.html

Whole-of-government

This is a term that has generally come to mean any aspect of government agency activity, ranging from planning through to service delivery, in which a number of agencies participate to achieve a common result. The underlying rationale of the whole-of-government approach arises from the recognition that individual or community needs are complex and can seldom be fully addressed through the efforts of one agency alone. The core objective of whole-of-government approaches is therefore to improve the effectiveness and efficiency of government service provision through the coordinated provision of government resources.

All of the Department's programs and strategies are whole-of-government.

11 Appendices

11.1 Appendix 1: Service activity descriptions

Community Services uses the term service activity descriptions (formerly known as 'models') to broadly describe categories or groups of activities that may be funded under Community Builders. The service activity description includes information about the results and objectives to be achieved, the target population, activities to be undertaken and how performance will be measured. Community Builders applicants are required to choose one or more of the following service activity descriptions for their project.

1. Community capacity building

Community capacity building projects aim to build stronger communities by developing stronger links between community members and assisting members of disadvantaged communities to participate in community life and activities. Community capacity building activities aim to increase members use and knowledge of existing community resources. They may provide information, set up peer networks, organise community projects or activities such as cultural events, community festivals etc.

2. Community skills development

Community skills development projects are training and/or activity projects that provide information, training and hands on experience to members of the community so that their knowledge, skills and abilities are improved. The projects aim to increase skills so that people are more able to participate and be included in the community by providing activities such as; training in mentoring, leadership, managing community groups and other skills development through participation in activities which benefit the whole community.

3. Community sector development

Community sector development projects can only be undertaken between organisations to build partnerships and work collaboratively on issues affecting their community. These projects aim to enhance the capacity of local community networks. Some activities these projects may provide include; sharing information, sharing training/skills development, assisting organisations to participate in consultation or evaluation of programs, and building new networks.

Council community project officer positions fall within this service activity description as their role assists organisations and community networks to plan for, coordinate and support community capacity building in their local government area.

Each service activity description may include a physical infrastructure component if the infrastructure will support the activities of the service activity description and where the funds required are less than fifty percent of the total budget.

1. Community capacity building

Community Builders results	<ul style="list-style-type: none"> • communities maintain and build on their own resources • communities effectively plan for and manage change • communities identify, address and overcome disadvantage.
Objectives¹	<ul style="list-style-type: none"> • enhance communities' social infrastructure to support desired community results • enhance the evidence base about what makes communities stronger.
Key result area for this Community Builders service activity description	<ul style="list-style-type: none"> • increased connectedness, resourcefulness, trust, respectfulness or participation in the community.
Client group for this Community Builders service activity description	<ul style="list-style-type: none"> • communities of location (<i>specify</i>) • communities of interest (<i>specify</i>).
Sub-groups for this project (select only those which apply to this project)	<ul style="list-style-type: none"> • disadvantaged communities² • Aboriginal/Torres Strait Islander communities • culturally and linguistically diverse communities³.

Community capacity building activity overview

Community capacity building (CCB) projects aim to build stronger communities by developing stronger links between community members and assisting members of disadvantaged communities to participate in community life and activities. CCB projects aim to increase members' use and knowledge of existing community resources.

Community capacity building activities

Community activities	<ul style="list-style-type: none"> • undertake initiatives that build aspects of community strength such as participation and connectedness e.g. social or cultural events (either one-off or ongoing).
Using community infrastructure	<ul style="list-style-type: none"> • undertake activities that optimise the use of the community's existing social and physical infrastructure, including promotion of the community social and physical infrastructure to community members to increase their knowledge and use of that infrastructure.
Providing information	<ul style="list-style-type: none"> • undertake activities that enhance community resourcefulness e.g. provide information to individuals about community resources and services.
Linking people	<ul style="list-style-type: none"> • undertake initiatives that increase community connections, trust and respectfulness. e.g. set up peer support networks for members of a community around a shared issue.
Additional community capacity building activities⁴	
Physical infrastructure	<ul style="list-style-type: none"> • enhance community physical infrastructure to support these activities.

Performance measures
► How much?
<ul style="list-style-type: none"> • number of participants per activity/task • number of tasks by activity type (eg. community project, community event etc).
► How well?
<ul style="list-style-type: none"> • number of participants per activity/task from each of the nominated sub-populations • number of activities/tasks provided on time and as planned • number of participants reporting satisfaction with the service per task.
► Is anyone better off?
<ul style="list-style-type: none"> • number and percentage of participants reporting increased connections, resourcefulness, trust respectfulness or participation in their community • number and percentage of participants reporting increased knowledge and use of local services, community facilities, public amenities or open spaces.

(Footnotes)

- 1 Each service activity description objective contributes toward achieving the key objectives of Community Builders, as indicated.
- 2 Disadvantaged communities are those who lack access to fundamental material and social resources and/or are socially excluded.
- 3 Insert specific language/cultural group if necessary.
- 4 Additional activities should be deleted where not applicable.

2. Community skills development

Community Builders results	<ul style="list-style-type: none"> • communities maintain and build on their own resources • communities effectively plan for and manage change • communities identify, address and overcome disadvantage.
Objectives¹	<ul style="list-style-type: none"> • enhance communities' social infrastructure to support desired community results • enhance the evidence base about what makes communities stronger.
Key result area for this Community Builders service activity description	<ul style="list-style-type: none"> • increased connectedness, resourcefulness, trust, respectfulness or participation in the community.
Client group for this Community Builders service activity description	<ul style="list-style-type: none"> • communities of location (<i>specify</i>) • communities of interest (<i>specify</i>).
Sub-groups for this project (select only those which apply to this project)	<ul style="list-style-type: none"> • disadvantaged communities² • Aboriginal/Torres Strait Islander communities • culturally and linguistically diverse communities³.

Community skills development activity overview

Community skills development projects are training projects that provide information and training to members of the community so that their access to and knowledge of community resources is improved. The projects aim to increase participation and inclusion in the community.

Community skills development activities

Governance	<ul style="list-style-type: none"> • training in setting up and managing community groups and organisations (governance).
Mentoring & leadership	<ul style="list-style-type: none"> • training in mentoring and leadership.
Other community skills	<ul style="list-style-type: none"> • undertaking activities that build skills through participation in those activities. e.g. participation in a community program, participation in the organisation of and membership on a community committee.
Additional community skills development activities⁴	
Physical infrastructure	<ul style="list-style-type: none"> • enhance community physical infrastructure to support these activities.

Performance Measures
► How much?
<ul style="list-style-type: none"> • number of participants per activity/task • number of tasks by activity type (eg. governance training, mentoring and leadership, other skills etc).
► How well?
<ul style="list-style-type: none"> • number of participants per activity/task from each of the nominated sub-populations • number of activities/tasks provided on time and as planned • number of participants reporting satisfaction with the service per task.
► Is anyone better off?
<ul style="list-style-type: none"> • number and percentage of participants reporting increased skills as a result of the training provided • number and percentage of participants reporting increased capacity to participate in or establish community groups or networks • number and percentage of participants reporting increased connections, resourcefulness, trust respectfulness or participation in their community.

(Footnotes)

- 1 Each service activity description objective contributes toward achieving the key objectives of Community Builders, as indicated.
- 2 Disadvantaged communities are those who lack access to fundamental material and social resources and/or are socially excluded.
- 3 Insert specific language/cultural group if necessary.
- 4 Additional activities should be deleted where not applicable.

3. Community sector development

Community Builders results	<ul style="list-style-type: none"> • communities maintain and build on their own resources • communities effectively plan for and manage change • communities identify, address and overcome disadvantage.
Objectives¹	<ul style="list-style-type: none"> • enhance communities' social infrastructure to support desired community results • enhance the evidence base about what makes communities stronger.
Key result area for this Community Builders service activity description	<ul style="list-style-type: none"> • organisations increase participation in and engagement with their community.
Client group for this Community Builders service activity description	<ul style="list-style-type: none"> • organisations of location • organisations of interest.
Sub-groups for this project <i>(select only those which apply to this project)</i>	<ul style="list-style-type: none"> • disadvantaged communities² • Aboriginal and Torres Strait Islander communities • culturally and linguistically diverse communities³.

Community sector development activity overview

Community sector development projects can only be undertaken between organisations to build partnerships and work collaboratively on issues affecting their community. These projects aim to enhance the capacity of local community networks.

Community sector development activities

Development and training	<ul style="list-style-type: none"> • co-ordinate and deliver professional learning and skills development opportunities for service providers in building stronger communities e.g. sharing training days.
Information and planning	<ul style="list-style-type: none"> • undertake activities that assist community organisations to collaborate/participate in local/regional consultation processes that contribute to planning, delivery and evaluation of community strengthening programs in their community.
Additional community sector development activities⁴	
Physical infrastructure	<ul style="list-style-type: none"> • enhance community physical infrastructure to support these activities.

Performance measures
<p>► How much?</p> <ul style="list-style-type: none"> • number and type of organisations participating in activities/tasks • number of outputs/tasks (e.g. training delivered to organisations, seminars, number of organisations assisted in successful evaluation of programs etc).
<p>► How well?</p> <ul style="list-style-type: none"> • number of participating organisations representing nominated sub-population groups • number of organisations reporting improved collaborative practice resulting from project activities/tasks • number of organisations reporting satisfaction with the project (eg that it was well run and achieved its objectives.)
<p>► Is anyone better off?</p> <ul style="list-style-type: none"> • number and percentage of organisations reporting increased connections, resourcefulness, trust respectfulness or participation between community organisations • number and percentage of organisations reporting increased capacity to engage with other organisations in the community sector • number and percentage of organisations reporting ongoing collaboration with other community organisations in delivery of community strengthening programs.

(Footnotes)

- 1 Each service activity description objective contributes toward achieving the key objectives of Community Builders, as indicated.
- 2 Disadvantaged communities are those who lack access to fundamental material and social resources and/or are socially excluded.
- 3 Insert specific language/cultural group if necessary.
- 4 Additional activities should be deleted where not applicable.

11.2 Appendix 2: Guide to applicants

Guide to applicants:

Guide to the funding process under Community Builders

**This guide is for Community Builders applications
in 2009 only.**

**You should print out this guide and the Community Builders
program guidelines and read them both before completing
the online application form.**

What is Community Builders?

Community Builders is a regional funding program that aims to strengthen communities across NSW. Community Builders will assist communities to build on their skills, partnerships and assets, and provide opportunities for greater participation in community life.

What is this guide for?

This guide is to assist you in the process of making an application to the Community Builders funding program in 2009. It will give you information about how to make an application and the process of assessing your application.

This guide should be read with the Community Builders program guidelines before proceeding with your application. This document can be found at: www.communitybuilders.nsw.gov.au

Where does Community Builders operate?

Community Builders operates across five regions of NSW:

- Metro South West
- Metro West
- Illawarra
- Hunter
- Central Coast
- North Coast

A list of the local government areas in each Community Builders region is at: www.communitybuilders.nsw.gov.au/funding/2433.html.

Who can apply?

The following organisations can apply for Community Builders funding:

- incorporated not-for-profit, non-government organisations that have an ABN
- local government authorities
- other government agencies where they are the only reasonable option to deliver the project within an area
- for-profit organisations with a not for profit arm to their business.

Who can't apply?

The following organisations can't apply for Community Builders funding:

- sole traders
- for-profit organisations if they don't have a not for profit arm
- individuals.

An incorporated organisation that is not eligible to apply for funding in its own right because it is a for-profit organisation or is registered in another state, cannot apply for this funding through an eligible organisation.

What are the eligibility criteria for Community Builders funding?

All applications must comply with the Community Builders eligibility criteria prior to being referred for assessment.

The eligibility criteria for Community Builders are:

Eligibility criteria for Community Builders
1. Applicants have a valid ABN and are: <ul style="list-style-type: none">• an incorporated not-for profit, non-government organisation, or• a local government organisation, or• another government agency (only where there is no other alternative).
2. Project applications are received on time.
3. Project applications are complete and submitted in the correct format online.
4. Project results address: <ul style="list-style-type: none">• one or more of the Community Builders service activity descriptions, and• one or more aspects of community strength as defined in these guidelines.
5. The proposed project is not: <ul style="list-style-type: none">• a direct service of another federal, state or local government agency, or• eligible for funding under another state or federal grants program, or• duplicating projects already in operation in the relevant community, or• previously funded for the same purpose in the same area, or• an extension or continuation of an existing service, or• a direct therapeutic, casework/case management or counselling service to individuals or groups or any other function associated with such a service.
6. The proposal has a clear plan for how the project will be ended and does not have recurrent financial or service delivery implications.

Please note that eligibility alone does not guarantee the success of your proposal.

What types of projects may be funded?

Community Builders will fund projects that:

- address Community Builders service activity descriptions (these will tell you what types of activities can be funded under this program), and
- are conceived and driven by local communities to build their capacity and strengthen their community, and
- provide evidence that there is both community need and support for the project.

Preference will be given to projects that demonstrate that they will provide opportunities for participation by disadvantaged members of a community.

Some examples of projects are available in Appendix 4 of the Community Builders program guidelines.

How much can we apply for?

Funding of between \$10,000 and \$100,000 per year per project for a maximum of up to three years is available.

When can we apply?

Expressions of interest may be submitted between 2 November and 10 December 2009.

Expressions of interest must be submitted by **midnight on 10 December 2009**.

How do we apply?

Proposals can only be submitted on-line at www.communitybuilders.nsw.gov.au

No hard copy applications will be accepted.

A sample copy of the application form is at Appendix 3 in the Community Builders program guidelines.

Explanatory notes for each question in the application form are at the end of this guide.

You do not have to complete the online application form in one attempt. You may save your application and return to it later. A password will allow you to secure your application and allow only authorised access to your application.

Once you have completed the online application form you should print a copy for your own records prior to submitting the form and check that all details (particularly email addresses are spelt correctly and are in the correct format). Once you press the submit button you will receive an email confirming the submission of your application.

Please note that submitted application forms cannot be amended.

Who can we contact for more information?

1. Read the Frequently Asked Questions on the website www.communitybuilders.nsw.gov.au
2. Email an enquiry to the Community Programs Support Team at: askcommunitybuilders@community.nsw.gov.au
3. Contact the Senior Regional Strategies Officer for your area during business hours. Contact details can be found at www.communitybuilders.nsw.gov.au/ SRSO contact list.

Please note: Officers from the Communities and Early Years Division CANNOT provide advice on your project ideas or eligibility of your proposed project.

How are the projects assessed?

Once your application has met the eligibility criteria, it will be referred for assessment to the regional assessment panel (RAP) for the region in which your project will be delivered.

The RAP will be convened by the Manager Regional Strategy in each region, and will include a minimum of five (5) individuals (including at least two independents from the non-government sector) and a maximum of seven (7) individuals who have relevant program, project or tender assessment expertise and/or community knowledge to undertake the evaluation of Community Builders expressions of interest (EOIs).

Independent members cannot be employees of Community Services. An independent panel member may be:

- an individual who has knowledge of the community or communities who will benefit from the projects to be assessed, or
- a representative of a government agency – local, state or federal – which is not an applicant for funds.

Each project will be assessed against each assessment criterion and that score will be weighted according to the importance of that criterion. Weighted scores will be used to make recommendations to the Minister for Community Services or his/her delegate. A minimum score may be set where there are not enough applications of suitable merit.

The assessment criteria are in the table below:

Assessment criteria for Community Builders projects
1. Design of proposed project
2. Ability of project to meet one or more of the Community Builders service activity descriptions
3. Ability of the project to address identified aspects of community strength
4. Demonstrated experience and/or capacity to deliver the project
5. Ability to deliver results
6. Ability to show evidence of consultation in the community.
7. Ability to include priority group/s from the community in the project
8. Ability to build capacity in the community in the long term
9. Value for money
10. Ability to transfer skills and knowledge to community (for state government agencies only)

How are decisions made?

The final decisions on the funding of a project are made by the Minister for Community Services.

The process for making funding recommendations does take some time and includes the following steps:

Process
Applications open
Applications close
Applicants self assess their eligibility via application process
Applications may be sent to other Government departments for assessment of eligibility
Regional assessment panels convene and assess eligible applications – panel members may also find projects ineligible based on eligibility criteria
Regional assessment panels finalise recommendations to the Minister
Minister announces successful projects
Contract documentation sent to successful organisations
Signed service agreements returned
Letters sent to unsuccessful applicants
First payment made to funded organisations

Successful applicants and their projects will be listed on the Community Builders website:

www.communitybuilders.nsw.gov.au

What are the funding conditions?

The following conditions will apply to projects that receive funding:

- the organisation must enter into a contract with Community Services which sets out the funding conditions and reporting requirements. The contract comprises the standard service agreement, the Community Builders service specification, (with attached program guidelines) and the original application form. A copy of the service agreement is available at: www.community.nsw.gov.au/docswr/_assets/main/documents/serv_agreement.doc.
- funds must be spent on the project described in the application and outlined in the service specification.
- special conditions or additional reporting requirements may be applied. If so, they will be included in the service specification.
- The project must commence within three months of all parties signing the service agreement.
- The project must develop its performance measures with Community Services staff within three months of the project starting.
- Any variation to the approved project must be approved by the Manager Regional Strategy prior to implementation.
- Ongoing and final reports, acquittals of funding and other data must be submitted to the Manager Regional Strategy on time and in the relevant formats.
- Any unspent funds must be returned to Community Services when the project is finalised.

What can we do if our project is unsuccessful?

If your project is unsuccessful you can receive feedback about your application. Send a written request, either by email or by letter, to the Manager, Regional Strategy for your region. For contact details, please ring your regional office:

- Hunter/Central Coast – 02 4985 1424
- Illawarra – 02 4222 8442
- Metro South West – 02 9781 5565
- Metro West – 02 9354 1651
- North Coast – 02 6683 5696

Thank you for applying for Community Builders funding.

Please complete the evaluation form at the end of the application form to let us know your views on the application process for Community Builders and how to improve it.

Explanatory notes for the application form for Community Builders funding 2009/10

Shaded questions indicate an eligibility question that will be considered in the eligibility stage of the assessment process. If applicants can't or don't answer these questions they will be unable to complete or submit the application.

Application question	Explanation
Section 1 Applicant details	
1. ABN (Australian Business Number)	To be eligible for funding applicants are required to provide an ABN. The ABN is a single identifier for use in dealings with the Tax Office and other government agencies. Most incorporated organisations will have an Australian business number (ABN), which is an 11 digit number. You can apply for an ABN through the Australian Business Register at www.abr.gov/ABR_BC/ . If you cannot enter a number into the boxes provided on this form you will not be able to progress your application.
2. Organisation name	We need to identify the legal name of your organisation for our recording and reporting requirements. Only legally constituted organisations can apply for and manage the grant funds. This will be automatically entered on the form when you complete your ABN and click on the validate button. This organisation will sign a funding agreement with Community Services and will carry responsibility for the project within the terms of the agreement. This organisation will also receive all correspondence regarding the project.
2a) Trading as ... (free text field)	You will need to inform us if your organisation is commonly known by any other name and trades under this other name. The trading name should only be used in this application if it is also listed on the Australian Business Register site.
3. Type of organisation	Select one box only. Incorporated not-for-profit non-government organisations can include incorporated associations, Aboriginal land councils, churches, and cooperatives that in accordance with their constitution, do not distribute profits to their membership. Incorporation requires that the association complies with the legislative provision under which it is incorporated. Incorporated bodies include organisations that are registered with the NSW Office of Fair Trading, are a registered company or are formed by an Act of Parliament or are a Government body. If the "Other Government Agency" box is ticked, Section 3 Question 5 will become a mandatory field: This requests state government department applicants to demonstrate how they will support the development of community resources and skills to enhance the community's opportunities to apply for grants in the future.
3a) Incorporation number	Organisations incorporated after 1986 will have an individual number. Please provide this number for our recording and reporting requirements. If your organisation is not incorporated, you must arrange for a legally constituted organisation to apply for and manage the grant funds.
3b) Is your organisation registered for GST?	You can register for GST at www.ato.gov.au . Organisations registered for GST will have their funds 'grossed up' to cover the GST component.

<p>4. Authorised contact person title</p> <p>5. First name</p> <p>6. Last name</p>	<p>We need a person identified in the service provider's constitution, or holding a position that is identified as being authorised to sign documents on behalf of the organisation (eg Chair, President, General Manager). This is the person who would sign the service agreement if your application was successful.</p> <p>For applications from local government, the General Manager is the authorised signatory.</p>
<p>7. Position held</p>	<p>This is the position held/title by the authorised contact person (eg Chair, President, General Manager.)</p>
<p>8. Street address</p> <p>9. Town/suburb</p> <p>10. State</p> <p>11. Postcode</p>	<p>This is the physical location of your organisation. We need to identify your street address for our recording and reporting requirements and to enable us to get in contact with you.</p>
<p>12. Postal address</p> <p>13. Town/suburb</p> <p>14. State</p> <p>15. Postcode</p>	<p>If your postal address is the same as your street address you can use the "As above" button on the e-form. Please provide the full postal address of your organisation only if it is different from your street address.</p>
<p>16. Telephone</p> <p>17. Fax</p> <p>18. Mobile</p> <p>19. Email</p>	<p>We need the organisations official, telephone and fax number, mobile (if applicable) and email address for our recording and reporting requirements and to enable us to get in contact with you. If it is the same "As above" should be chosen at Question 12.</p>

Section 2 Project management details

<p>1. Will the project be delivered by a group that is different to the organisation making this application?</p>	<p>This question should only be answered if a completely separate group or service to your organisation is going to run the project.</p> <p>If you answer 'Yes' to this question you are formally agreeing to sponsor another group or service to deliver the project.</p> <p>Only the sponsor organisation enters into a funding agreement with Community Services and carries responsibility for the project within the terms of the agreement.</p> <p>If you answer 'No' to this question you will be directed to 2B.</p>
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2A

<p>1. What formal agreement has been developed between the organisation making this application and the service or group delivering the project?</p>	<p>The sponsor organisation and the group delivering the project must develop a formal agreement outlining how the relationship between the two parties will be managed. Examples of formal agreements include:</p> <ul style="list-style-type: none"> Memorandum of Understanding (MOU): This document defines the expectations, terms and conditions of the working relationship between the two (2) parties including the management fee structure if applicable. Letter of intent: A letter describing the understanding between the two (2) parties intending to work together for the life of the project. Other – please specify what other type of agreement you have undertaken.
<p>2. Name of service or group who will deliver the project</p>	<p>We need to identify the name of the service or project management group who will deliver the project.</p>
<p>3. Partner agency contact title</p> <p>4. First name</p> <p>5. Last name</p>	<p>We need to identify a contact person for the delivery of the project in the event we may need to contact this person.</p>
<p>6. Street address</p> <p>7. Town/suburb</p> <p>8. State</p> <p>9. Postcode</p>	<p>This is the physical location where the organisation that will deliver the project is based. We need to identify your street address for our recording and reporting requirements and to enable us to get in contact with the project contact person.</p>
<p>10. Postal address</p> <p>11. Town/suburb</p> <p>12. State</p> <p>13. Postcode</p>	<p>If the postal address is the same as the street address you can use the "As above" button on the e-form. Please provide the full postal address of your service only if it is different from your street address.</p>
<p>14. Telephone</p> <p>15. Fax</p> <p>16. Mobile</p> <p>17. Email</p>	<p>We need the project contact person's telephone and fax number, mobile (if applicable) and email address for our recording and reporting requirements and to enable us to get in contact with the project contact.</p>

2B	
Organisation details	<p>We need to identify a contact person for the delivery of the project. We may need to contact this person in regard to clarifying information about this application. If this application is successful we may also need to contact this person to discuss:</p> <ul style="list-style-type: none"> • the progress of the project • reporting requirements • other project information as required.
1. Street address 2. Town/suburb 3. State 4. Postcode	<p>This is the physical location where the project contact person is based. We need to identify the street address for our recording and reporting requirements and to enable us to get in contact with the project contact person.</p>
5. Postal address 6. Town/suburb 7. State 8. Postcode	<p>If the postal address is the same as the street address you can use the "As above" button on the e-form. Please provide the full postal address of your service only if it is different from your street address.</p>
9. Telephone 10. Fax 11. Mobile 12. Email	<p>We need the project contact person's telephone and fax number, mobile (if applicable) and email address for our recording and reporting requirements and to enable us to get in contact with the project contact.</p>

Section 3 Project overview	
1. Is your project any of the following -	<p>If you answer 'yes' to any of these eligibility questions then your project is not eligible to receive funding under Community Builders and you will not be able to proceed with your application.</p>
2. What LGA/LGAs will <u>most</u> people come from to participate in your project	<p>Choose your local government area (LGA) from the drop down list.</p>

3. What aspects of community strength will your project address?

To be considered eligible for funding your project must address **at least one** (1) of the following aspects of community strength (you can choose more than one but there is no requirement or advantage conferred by doing so):

- **A connected community** – is a community where members have a sense of belonging with others in the community and with the community as a whole. The notion of belonging and feeling connected relates to three domains. Firstly, an individual can feel connected with people of similar background and interests, normally friends and family. Secondly, an individual can feel connected with people socially distant or from different backgrounds. Thirdly, a person can feel connected with those in authority and positions of power/leadership within the community.
- **A respectful community** – is a community where diversity of ideas, opinions, peoples and alternatives are respected and encouraged. Respect relates to the acceptance of diversity, where discrimination against a person or a group on the basis of race, colour, national or ethnic origin, gender or marital status, disability, religion or political beliefs, sexual preference or some other central characteristic is not tolerated. In a respectful community individuals are valued and feel safe, people are treated as they wish to be treated and conflict is addressed in a considerate manner.
- **A participatory community** – is a community where individuals have opportunities to be, and are, involved in areas of community decision-making relevant to their life and needs. This can include activities carried out with family, friends, neighbours, colleagues or organised groups. It can also include involvement in activities reflecting interest and engagement with governance and democracy such as serving on committees of clubs and associations or attending community consultations.
- **A resourceful community** – is a community where a variety of resources (such as connections, support, information or skills etc) is accessible and can be drawn upon to achieve goals. It is important for people to not only have access to valuable information and knowledge, but to be able to feel comfortable in the community to put this information into practice. Both accessibility and usability need to exist for communities to be resourceful.
- **A trusting community** – is a community where members trust each other and the institutions of their community. This includes trusting family members, friends and neighbours, unfamiliar people and community institutions or services.

You will be asked later in this application form to *demonstrate* how your project will contribute to the aspects of community strength you have chosen to address.

If you do not choose at least one of these priorities you will not be able to proceed with your application as you will be deemed not eligible to apply.

<p>4. What service activity description does your project fall under?</p>	<p>Service activity descriptions provide information about features of a particular service model including the results, objectives, target population and its performance measures. Community Builders projects are required to fall under one or more of the following three types of service activity:</p> <p>1. Community capacity building</p> <p>Community capacity building projects aim to build stronger communities by developing stronger links between community members and assisting members of disadvantaged communities to participate in community life and activities.</p> <p>Community capacity building activities aim to increase members' use and knowledge of existing community resources. They may provide information, set up peer networks, organise community projects or activities such as cultural events, community festivals etc.</p> <p>2. Community skills development</p> <p>Community skills development projects are training and/or activity projects that provide information, training and hands on experience to members of the community so that their knowledge, skills and abilities are improved. The projects aim to increase skills so that people are more able to participate and be included in the community by providing activities such as; training in mentoring, leadership, managing community groups and other skills development through participation in activities which benefit the whole community.</p> <p>3. Community sector development</p> <p>Community sector development projects can only be undertaken between organisations to build partnerships and work collaboratively on issues affecting their community. These projects aim to enhance the capacity of local community networks. Some activities these projects may provide include; sharing information, sharing training/skills development, assisting organisations to participate in consultation or evaluation of programs, and building new networks.</p> <p>Note: You may tick more than one as your project may fall under more than one service activity description. If you do choose more than one you will be required to report against the activities, tasks and performance measures for each service activity description selected.</p>
<p>5. State Government department applicants. How will your project support the development of community capacity and skills so that the community is able to seek out and apply for funding in the future?</p>	<p>Only answer this question if you come from a NSW Government department. Where a State Government agency is the only possible organisation that can sponsor a project for a particular community, then that agency has the responsibility to transfer skills to the community. These skills will assist the community to apply for and manage future projects.</p> <p>Examples of this could include: training in how to identify the community's strengths and champions, training in working together as a group for a common goal, support in preparing and managing basic project budgets, best practice in community board governance.</p>

Section 4: Project assessment

Assessment criteria A

1. Describe the community that the project will focus on.

You must specify from the drop down lists which community your project focuses on. You need to choose your community of location and community of identity (NB. The community of identity may be the same as your priority group at Section 4 Q.2 but you will need to ensure the project is open to both the wider community of identity and location not just the specified priority group)

A community of location is defined by geographic boundaries. These boundaries may vary quite dramatically in scale, ranging from a suburb, to whole cities or regions.

Geographic communities include those where people identify with geographic areas – (e.g. large, small, urban, rural and remote, local, regional.)

Please choose a community of location and specify the location your project refers to.

You also need to specify the community of identity your project focuses on.

A community of identity may be a group of people who share a collective identity or sense of belonging, common history, culture, religion, experience (e.g. single parents, unemployed) or particular interest (eg. sporting group, hobby)

Community identity is formed by:

- what people feel about the communities they say they belong to
- what people do
- who people are.

Community identity can be defined by some other demographic category – Choose “Other” and specify the type of community if it is not in the drop down list.

<p>2. a) Who are the priority group/s in your community your project will be providing opportunities for (<i>max 3</i>)</p> <p>b) Why are they a priority? Please provide evidence (<i>limit 500 characters</i>).</p>	<p>It is a requirement that projects provide opportunities for priority groups who are disadvantaged in the community. We need you to describe who they are and why you consider them to be a priority. You may choose a maximum of three priority groups and should consider how complex your project is when choosing the number of priority groups. It is preferable that you choose a priority group that is not the same as the community of identity to ensure the participation of the broader community.</p> <p>Community Builders understands priority groups are disadvantaged groups of the community who lack access to fundamental material and social resources and/or are socially excluded. Essential material and social resources include things like adequate housing, health care, employment, education, support or financial resources. Individuals are socially excluded if they do not participate to a reasonable degree in certain activities of the community and are excluded from participation in community life due to suffering from multiple types of disadvantage.</p> <p>Some individuals, families and communities are particularly at risk of experiencing disadvantage. They include, but are not limited to, Aboriginal people, young people, older people, unemployed, and people on low incomes.</p> <p>We strongly recommend that you support your argument with as much evidence as possible for eg. Australian Bureau of Statistics data, council social plans or data, local press articles, results of community consultations, research etc. The type of evidence required to support a project should fit with the complexity, length and amount of funding you are applying for.</p> <p>For example: a project may involve older people who live on their own at home and have very limited contact with other people. They are a priority because they are disadvantaged by being socially isolated and do not participate in community life, this being detrimental to their mental and physical wellbeing.</p> <p>Please note that projects must include the wider community of location and identity not just the disadvantaged groups.</p>
<p>3. How will your project provide opportunities for the priority group/s of your community?</p>	<p>We need you to explain how the priority group/s of the community you have identified will be involved in your project and how this involvement will impact on their disadvantage.</p> <p>For example, you may design project tasks that are suitable for and accessible to older people who live at home on their own. By promoting the participation of older people in these tasks you hope to increase their sense of belonging to the community, increase their social networks and thus support their participation in both their community and in society.</p>
<p>4. What evidence do you have that there is broad community support for the project?</p>	<p>How do you know there is broad community support for this project? Have members of the community approached your organisation with the idea? Did you conduct consultations/workshops with the community prior to preparing the application? How many people were involved? Are disadvantaged community members supportive of the project? Detail the information (the evidence) of the community support for this project that you gained to initiate this project. The type of evidence required to support a project should fit with the complexity, length and amount of funding you are applying for.</p>

<p>5. What evidence do you have that this project is a priority for the community?</p>	<p>Detail the information (the evidence) that determined why this project is a priority for the community, for example, local newspaper articles, feedback from consultations or previous work conducted by your organisation, research and/or data, such as specific information contained in Council's social plan and/or Census data.</p> <p>Be specific with your response, we want to know what information you have, for example statistics from research or quotes from the social plan, not just the source of your data.</p> <p>The type of evidence required to support a project should fit with the complexity, length and amount of funding you are applying for.</p>
<p>6. What organisations or groups have you consulted in regard to this project?</p>	<p>Which organisations or community groups did you talk to about your project? You can tick more than one box.</p>
<p>7. If consultation did take place please describe how you went about consulting stakeholders and disadvantaged groups i.e. the methods you used, and who participated?</p>	<p>How did you get input from other people or organisations about the need for or design of this project?</p> <p>How did you consult with disadvantaged community members to determine the appropriateness of this project for them?</p> <p>Were any meetings held to discuss the need for this project? Who was invited? How were these meetings advertised? Were the people who attended the meetings or discussions representative of the community who will benefit from or participate in the project?</p> <p>Examples of ways to get input into your project and the need for it may include any of the following:</p> <ul style="list-style-type: none"> • open discussion at public meetings • questionnaires/survey • focus groups • phone in • discussion with existing community organisations and/or community members in your community • feedback from social planners. <p>The type of consultation required to support a project should fit with the complexity, length and amount of funding you are applying for.</p> <p>During consultation it is recommended that you involve the potential participants in the planning and design of the project idea.</p>

Assessment criteria B

<p>8. Name of project</p>	<p>We need to identify a name for your project for our recording and reporting requirements. Please write all acronyms in full. If relevant, you are encouraged to include the name of the geographic community in the title (e.g. "Kyogle Community Connection Project"). You will need to quote this name in all correspondence about the project (<i>Limit 50 characters</i>).</p>
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<p>9. Describe the intended results of your project (project results).</p>	<p>This question asks you to describe what changes and improvements you expect to happen for your community as a result of the project. The project results are the specific results this particular project will achieve for your community in the shorter term and will contribute to sustained change in the longer term.</p> <p>The Results Based Accountability model endorsed by NSW Government agencies defines results as conditions of well being for children, adults, families and communities.</p> <p>Please note that results are not the same as the activities provided to the community, but rather the benefits gained from them. Results should not refer to or describe the activities to be provided.</p> <p>The project result should be broad, stated in plain language and not refer to Community Builders strategies and objectives in the service activity descriptions. Keep your results limited to a single statement of not more than two sentences and begin your statement with <i>"The project will result in..."</i></p> <p>For example, the project will result in:</p> <ul style="list-style-type: none"> • older men and young people in Newpark feeling valued and safer in their community • young people in Newpark participating in community decision making and influencing local decisions • neighbours in Newpark feeling less isolated and safer.
<p>10. Please choose the types of activities relevant to your project.</p>	<p>The service activity description/s you choose at Section 3. Q 4. will be shown again at this question. You are now required to choose the activities from the service activity description/s you chose for your project. Some activities may not be relevant to your project for eg. physical infrastructure, therefore you may choose as many as necessary. You must choose at least one activity per service activity description/s depending on the nature of your project and duration. A full description of the activities can be found in the description of the service activity description/s attached to the program guidelines.</p>

11. Activities and tasks table	<p>The table requires you to specify the tasks your project will conduct to achieve the intended project results and meet the Community Builders strategies, objectives and results as specified in the service activity description. The activities you have chosen at Question 10 will be automatically displayed in the activities column. You can have five tasks maximum per activity. If a task relates to another activity you can cut and paste from the previous table. You do not need to repeat tasks such as employment of a project coordinator, as it is assumed they will be employed for the life of the project and so this task relates to all activities.</p> <p>You will need to complete a timeframe for completion of each task in the timeframe column. All timeframes should be based on the start date of the project. You will need to specify in months from the start of your project how long each task will take. Information in this table will be included in the service specification document if your project is approved, for project monitoring purposes.</p> <p>Tasks are the specific details of the activities that need to be undertaken to deliver the project results and achieve Community Builders results, objectives and strategies. For example:</p> <ul style="list-style-type: none"> • employment of a project coordinator • organisation of talks at seniors centres by young people/youth workers • organisation of trips for seniors to youth events • matching mentors, for example, older people with young people who may have similar interests such as computer technology, dancing, cooking, reading etc. • training of older people and young people in mentoring.
12. Executive summary	<p>We require a brief description/summary of your project based on the information you have already provided about what you will do and how you will do it. Please do not introduce any new information regarding your project at this stage. This information will be used to assist other government departments in confirming the eligibility of projects, it should read like an announcement or media release of your project. For example: <i>The XYZ project will assist members of the ZZZ community in ABC LGAs to use available community resources and networks more effectively and to build and strengthen their own resilience through the development of a community information website, delivery of classes in internet skills and regular access for members to free internet at the ZZZ community centre.</i></p>

Assessment criteria C

13. Demonstrate how the project results will contribute to one or more of the aspects of community strength that you chose earlier in this application.	<p>Community strengthening is a term used to describe any activity intended to build on the communities' areas of strength. Organisations must demonstrate how the project will contribute to the aspects of community strength you have chosen for your project:</p> <ul style="list-style-type: none"> • a connected community • a respectful community • a participatory community • a resourceful community • a trusting community. <p>See Section 3, Q. 3 for definitions</p>
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<p>14. How will this project build the community's capacity or develop community skills, or enhance/build community sector partnerships depending on the service activity description you chose earlier in this application?</p>	<p>Your answer to this question will depend on which service activity description your project falls under and should describe how your project will strengthen community sector organisations, community capacity and/or skills and development in the long term. This is where you should detail how your project will have lasting effects on the broader community.</p>
<p>15. How do you intend to bring this project to an end?</p>	<p>Community Builders provides time-limited funding. You must therefore have a well thought out and planned approach to concluding the project at the end of its funding term.</p> <p>If your project has recurrent financial or service delivery implications, then it is <i>not eligible</i> to receive funding under Community Builders as this program does not fund projects where there will be ongoing financial implications.</p>

Assessment criteria D	
<p>16. Describe the capacity of the organisation and the project deliverers to carry out this project?</p>	<p>In this question, you need to tell us about your organisation and the group that will deliver the project (if applicable) and the combined experience you have in managing projects or your capacity to manage this particular project. Such as:</p> <ul style="list-style-type: none"> • recruiting/appointing, supervising and training suitable staff • working with other organisations or services to deliver the project • managing budgets/project management • promoting the project to the local community • facilitating workshops.
<p>17. Describe how this project will be managed and who will be responsible for each part of it.</p>	<p>For example, if the project will be run by a different organisation from the one which has applied for the funds, then a copy of a formal agreement between the two organisations such as a memorandum of understanding or a letter of intent would be necessary to ensure that both parties to the arrangement understand their roles and responsibilities.</p> <p>You need to also define who would be the day-to-day manager of the project, who would report to whom on progress of the project, who would manage the budget and similar matters.</p> <p>In addition, please describe the composition and role of any advisory or management committee which will be associated with the project.</p>

Assessment criteria E	
Project budget	
18. What is the proposed duration of your project to be funded under Community Builders?	Community Builders projects are funded for up to three years only. After the approved term of Community Builders funding and on completion, no further funds will be provided by Community Builders for this project. Choose either one, two or three years.
19. What is the total amount of funding you are requesting from Community Builders over the life of the project?	This amount is the total amount requested from Community Builders. It does not include your in-kind or financial contributions and should equal the total amounts (i.e. each year added together) at Question 23 after you have completed the Budget on this page. If the total at Question 23 is not equal to the amount requested at Question 19 you will need to amend your budget before submitting your application.
20. Wages/salaries	Include the salaries/wages of all staff to be employed as part of this project. Include project, administrative support and contract staff. The level of pay and full-time equivalent hours of work should be based on the current Social and Community Services Employees Award, Local Government Award or other recognised award. Include the grade, and be sure to allow salary increments for years 2-3. Be sure to include on-costs cover for example, worker's compensation insurance, superannuation and leave loading.
21. Administration	General administration costs include advertising and recruitment, accounting fees, insurance (other than worker's compensation and superannuation), printing, telephone bills, postage and stationery. You must include an audit fee for all projects funded for \$25,000 or more per annum. If you do not enter an amount and leave this column at \$0.00 you will be required to explain the contribution to audit costs as in-kind contributions in Q. 23a Include a rental component if applicable.
22. Project costs	Include the following costs: <ul style="list-style-type: none"> • promotional printing and project marketing e.g. flyers • project coordination e.g. holding workshops • community consultation if this is a part of your project and occurs during the project • education and training of staff and volunteers associated with this project • travel • translators and interpreters if required and particularly if your project includes CALD groups • assistance with the evaluation of the project • any other costs associated with this project • infrastructure costs. <p>Please note that project costs for physical infrastructure cannot amount to more than 50 per cent of the total budget.</p>

23. What is the total amount of funding you are seeking from Community Builders per year?	The total amount of money should only be the amount of money you are applying for through Community Builders. It is the total sum of all costs from Q. 20 to Q. 23 divided into number of years the project will last. Please note you are not able to request less than \$10,000 or more than \$100,000 per year.
24. What other sources of funding have you secured for this project, what is the source and how much per year?	Please list all actual sources of funds that you have already secured in this section and who you have received the funds from. This question refers to funds from sources such as charities, fundraising, reserves and donations. If you have received funding from another government organisation you may not be eligible to apply for Community Builders funds.
25. What non-monetary contributions will your organisation be making to the project e.g. office space? 25 a) Audit costs	Please list the non-monetary contributions and specific amounts the organisation is making to this project such as voluntary management, office space, use of equipment, stationery, etc. for each year of this project. You will have to fill in an amount in this box if you have entered a \$0.00 amount in the audit box at Q.19 to show that audit costs have been budgeted for.

Section 5 Declaration

Declaration	The person completing this declaration must be authorised by the incorporated organisation to make this application. Please include your name, position and date of your declaration. Once the application is complete and you are ready to submit it, please print a copy for your own records and proceed to the evaluation form.
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Section 6 Evaluation

1. Community Services region	These regions are specific to the Community Builders program
2. How did you hear about the Community Builders program?	We need to know where you heard about the Community Builders program. We want to know if our promotion of the program was successful and determine where we need to focus our resources in the future to ensure more people are aware of the program. Please choose from the drop down list.
3. Did you attend a Community Builders briefing (information session) or not? 3 a) If you did NOT attend a Community Builders briefing, what was the main reason you did not attend?	If you answer 'no' to this question proceed to question 3a. Your answer will assist us in planning, locating and advertising any future briefings. If you answer 'yes' please go to question 4. Please select a response from the drop down list.
4. How useful was the Community Builders Briefing? 4 a) Please explain why the Community Builders briefing was not useful at all.	Please choose from the drop down menu or proceed to 4a if your response is 'not useful at all'. This will help us to improve our briefings in the future.
5. How clear was the information provided for the Community Builders briefing? 5 a) Please explain why the Community Builders briefing was 'not clear at all'.	Please choose from the drop down list – you may choose only one. If you choose 'not clear at all' please go to question 5 a This will help us to improve our briefings in the future.
6. Did you use online support when completing this application? 6 a) How would you rate the online support?	It is important to us that you receive the necessary support to complete the application well and on time. If you answered 'yes' please go to question 6a Choose one option only from the drop down list.
7. Did you use the Community Services telephone assistance when completing the Community Builders application? 7 a) How would you rate the telephone assistance?	If you answered 'yes' please go to Question 7a Choose one option only.
8. How clear were the instructions in the <i>Guide to applicants</i> and explanatory notes? 8 a). Please explain why the instructions in the <i>Guide to applicants</i> and explanatory notes were not clear at all?	If you answered 'not clear at all' please go to questions 8a Your response to this question will help us to improve future guidance.

9. How long did you take to fill in the online application?	For future planning and promotional purposes we need to know how long it takes to complete the application. If you completed the application in more than one sitting (i.e. you saved the application and worked on it at a later point in time) please calculate only the time it took to complete the application and choose the option closest to your calculation from the drop down list. Do not include the time taken in preparing and gathering background material for your application.
10. How can Community Services do better with the next Community Builders application round?	Please assist us in improving our application process. We value your responses and will use them in future program planning.

Community Builders Senior Regional Strategy Officers CONTACT LIST 2009

<p>Metro West Communities and Early Years Division PO Box 135 Parramatta NSW 2124 Ph: 02 9354 1645 Mob: 0439 550 028 E: peter.prants@community.nsw.gov.au</p>	<p>Hunter/Central Coast Communities and Early Years Division PO Box 585 CHARLESTOWN NSW 2290 Ph: 02 4985 1442 Mob: 0413 085 176 E: silvana.riley@community.nsw.gov.au</p>
<p>Illawarra Communities and Early Years Division Locked Bag 8400 Wollongong NSW 2500 Ph: 02 4222 8444 Mob: 0407 910 813 E: michelle.park@community.nsw.gov.au</p>	<p>Metro South West Communities and Early Years Division Bankstown City Capital Centre, Level 4, 41-45 Rickard Road Bankstown 2200 Ph. 02 9781 5565 E: michelle.park@community.nsw.gov.au</p>
<p>North Coast Communities and Early Years Division PO Box 1300 BALLINA NSW 2478 Mob: 0427 102 636 E: ruth.bohill@community.nsw.gov.au</p>	

11.3 Appendix 3: Sample Community Builders application form 2009

Applications close 10 December 2009 at 12 midnight.

The applicant must confirm they have read and understood the eligibility criteria in the Community Builders program guidelines and guide to applicants.

Section 1: Service provider (organisation) details

1. ABN (Australian Business Number) -----		
2. Organisation name		
Trading as (if applicable)		
3. Type of organisation		
<input type="checkbox"/> Incorporated not-for-profit, non-government organisation <input type="checkbox"/> Local Government <input type="checkbox"/> Other State Government agency* <input type="checkbox"/> Other (specify-----)		
3 A) Incorporation number (If applicable)		
3 B) Is your organisation registered for GST? <input type="checkbox"/> Yes <input type="checkbox"/> No		
4. Authorised contact: Title	5. First name	6. Last name
7. Position held: title		
8. Street address		
9. Town/suburb	10. State: NSW	11. Postcode
12. Postal address <input type="checkbox"/> As above		
13. Postal address		
14. Town/suburb	15. State	16. Postcode
17. Telephone	18. Fax	19. Mobile
20. Email		

* Please note that Section 3 question 5 is mandatory if you indicated in Q. 3 that you are an other State Government agency.

Section 2: Project management details

1. Will the project be delivered by a group that is different to the organisation making this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Directed to 2B

2A

1. What formal agreement has been developed between the organisation making this application and the service or group delivering the project		
<input type="checkbox"/> Memorandum of understanding (MOU)	<input type="checkbox"/> Letter of intent	<input type="checkbox"/> Other (please specify)
2. Name of service or group who will deliver the project (i.e. partner agency)		
3. Partner agency contact: Title	4. First name	5. Last name
6. Street address		
7. Town/suburb	8. State: NSW	9. Postcode
10. Postal address <input type="checkbox"/> As above		
11. Postal address		
12. Town/suburb	13. State	14. Postcode
15. Telephone	16. Fax	17. Mobile
18. Email		

2B

1. Organisation details: Title			First name	Last name
2. Street address				
3. Town/suburb		4. State: NSW		5. Postcode
6. Postal address <input type="checkbox"/> As above				
7. Postal address				
8. Town/suburb		9. State: NSW		10. Postcode
11. Telephone		12. Fax		13. Mobile
14. Email				

Section 3: Project overview

<p>1. Is your project any of the following</p> <div style="border: 1px solid gray; border-radius: 15px; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Please tick yes or no for each part of the question.</p> </div>	<p>a) a direct service of another Federal, State or Local government agency? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b) eligible for funding under another State or Federal grants program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c) duplicating projects already in operation in the relevant community? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d) previously funded for the same purpose in the same community? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>e) an extension or continuation of an existing service? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>f) a project requiring ongoing funding <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>g) a direct therapeutic, casework/case management or counselling service to individuals or groups or any other function associated with such a service? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2. What LGA/LGAs will most people come from to participate in your project?</p>	<div style="border: 1px solid gray; border-radius: 15px; padding: 5px; width: fit-content; margin: 10px auto;"> <p>You can choose more than one but no cross-regional projects.</p> </div>
<p>3. What aspects of community strength will your project address? <i>(You may choose more than one)</i></p>	<p><input type="checkbox"/> a connected community <input type="checkbox"/> a respectful community</p> <p><input type="checkbox"/> a participatory community <input type="checkbox"/> a resourceful community</p> <p><input type="checkbox"/> a trusting community <input type="checkbox"/> none</p>
<p>4. What service activity description does your project fall under? <i>(You may choose more than one)</i></p>	<p><input type="checkbox"/> community capacity building</p> <p><input type="checkbox"/> community skills development</p> <p><input type="checkbox"/> community sector development</p>
<p>5. This question applies to State Government department applicants only. How will your project support the development of community skills and knowledge so that capacity is built within communities? <i>(Limit 1500 characters)</i></p>	

Section 4: Project assessment

Assessment criteria A

<p><i>The target population for Community Builders are communities in the six Community Builders regions. Communities include groups of people that live in the same place or area or people who share an identity.</i></p>	
<p>1. Describe the communities that the project will focus on.</p> <p>Choose from the drop down list the type of location your project is focussing on.</p> <p>Choose from the drop down list the community of identity your project focuses on.</p>	<p>Community of location</p> <div style="border: 1px solid gray; border-radius: 15px; padding: 5px; margin-left: 20px;"> <p>List of values (LOV): neighbourhood (local), suburban, urban, one LGA, two or more LGAs, regional, rural, remote etc.</p> </div> <p>Community of identity</p> <div style="border: 1px solid gray; border-radius: 15px; padding: 5px; margin-left: 20px;"> <p>LOV: CALD, Aboriginal, Torres Strait Islander, young people, older people, sole parents, unemployed, females, males, religious group, everyone in the location, volunteers, sexual minorities, homeless, sporting groups, hobby groups, newly arrived migrants. Other please specify.</p> </div>
<p>2. a) <u>Who</u> are the priority group/s in your community (as chosen above) that your project will be providing opportunities for</p> <div style="border: 1px solid gray; border-radius: 15px; padding: 5px; margin-left: 20px;"> <p>LOV: CALD, Aboriginal, Torres Strait Islander, young people (13-25), older people, sole parents, unemployed, females, males, drug dependent, alcohol dependent, socially isolated, physically isolated, sexual minorities, people with a disability, low income, refugees, newly arrived migrants, victims of violence plus Other (limit 50 characters). – May choose more than one but not more than three priority groups.</p> </div> <p>b) Why are they a priority? Please provide evidence to support this. <i>(limit 500 characters).</i></p>	
<p>3. <u>How</u> will your project provide opportunities for the priority group/s in your community? <i>(limit 500 characters).</i></p>	
<p>4. What evidence do you have that there is broad community support for the project? <i>(limit 500 characters).</i></p>	
<p>5. What evidence do you have that this project is a priority for the community? <i>(limit 500 characters).</i></p>	
<p>6. What organisations or groups have you consulted in regard to this project? <i>(you can tick more than 1).</i></p> <p> <input type="checkbox"/> other service providers <input type="checkbox"/> intended participants <input type="checkbox"/> community groups <input type="checkbox"/> no consultation <input type="checkbox"/> other groups. Please specify -----(50) </p>	
<p>7. If consultation did take place please describe how you went about consulting stakeholders and the priority groups i.e. the methods you used, and who participated? <i>(limit 500 characters).</i></p>	

Assessment criteria B

8. Name of project (*limit 100 characters*).

9. Describe the intended results of your project (project results i.e. what difference will it make to the community?) (*limit 250 characters*)

10. Please choose the types of activities relevant to your project (from the service activity description/s previously chosen at Section 3. Q.4.)

Choose from the drop down list for each service activity description, you may choose more than one activity per service activity description.

community capacity building

LOV with check boxes: using community infrastructure, providing information, linking people, community activities, physical infrastructure.

community skills development

LOV: governance, mentoring & leadership, other community skills, physical infrastructure.

community sector development

LOV: Linking organisations, consultation, development and training, physical infrastructure.

11. The table requires you to specify the **tasks** that will achieve the intended results of the project. Against each activity chosen you must specify the key tasks of the project, including timeframes (*max five activities available for all service activity descriptions and five tasks for each activity*).

Activities (auto populate from Q. 10)	Tasks (300 characters each)	Timeframe (month format)
1	1	
	2	
	3	
	4	
	5	
2	1	
	2	
	3	
	4	
	5	
3	1	
	2	
	3	
	4	
	5	

12. Executive summary – (*please provide a brief overview of your project i.e. what you will do and how you will do it 500 characters*).

Assessment criteria C

13. Demonstrate how the project results will contribute to one or more of the aspects of community strength that you chose at Section 3 Question 3 (*limit 500 characters*).

14. How will this project build the community's capacity or develop community skills or enhance/build community sector partnerships. This question depends on the broader communities you chose at Section 4 Q. 1 and the service activity description/s you chose earlier in this application? (*limit 750 characters*).

15. How do you intend to bring this project to an end? (*limit 500 characters*).

Assessment criteria D

16. Describe the capacity of the organisation and the project deliverers to carry out this project (*limit 750 characters*).

17. Describe how the project will be managed and who will be responsible for each part of it (*limit 500 characters*).

18. Has your organisation met all its contractual obligations over the last 3 financial years?

Yes

No – If 'no' please explain the reasons here (*200 characters*).

Assessment criteria E

Project budget

19. What is the proposed duration of your project to be funded under Community Builders?	<input type="checkbox"/> 1 Year	<input type="checkbox"/> 2 Years	<input type="checkbox"/> 3 Years
20. What is the total amount of funding you are requesting from Community Builders over the life of the project? \$.....	<div style="border: 1px solid gray; border-radius: 15px; padding: 5px; display: inline-block;"> Minimum amount possible is \$10,000 and maximum \$300,000. </div>		

Please complete the breakdown of your project budget below

21. Wages/salaries

Position	Award + Grade	Hours/week	\$ year 1	\$ year 2	\$ year 3
Sub total wages/salaries					
Salary on-costs					
Total wages/salaries and on-costs					

22. Administration

	\$ year 1	\$ year 2	\$ year 3
Audit (for projects \$25,000 and over)			
Rent (if applicable)			
General administration			
Other (please specify) <i>(limit 100 characters)</i>			
Sub total administration			

23. Project costs

	\$ year 1	\$ year 2	\$ year 3
Printing			
Advertising			
Community consultations			
Project coordination			
Education and training			
Travel			
Translations/interpreters			
Evaluation of project results			
Infrastructure			
Other (please specify) <i>(limit 100 characters)</i>			
Sub total project costs			

24. Total requested from Community Builders

	\$	\$	\$
<div style="border: 1px solid gray; border-radius: 15px; padding: 5px; display: inline-block; width: 80%;"> If totals for year 1, 2 and 3 do not add up to total in Question 20 warning will pop up to inform applicants to re-calculate budget totals – each year cannot be less than \$10,000 or more than \$100,000. </div>			

25. What other sources of funding have you secured for this project, what is the source and how much (per year)?

Source.....

Amount per year \$-----Year 1 \$-----Year 2 \$-----Year 3 None

26. What non-monetary contributions will your organisation be making to the project? e.g. office space, (limit 150 characters).

26. a) Audit costs

This question requires an answer only when \$0.00 is entered in audit (for projects \$25,000 and over, Section 21).

Section 5: Declaration

I declare that the information in this application is to the best of my knowledge true and presents fairly, in all material respects, the financial position of the organisation. I will notify Communities and Early Years Division of Community Services as soon as this organisation becomes aware of any changes to this information or any circumstances that may affect this application including but not limited to information relating to the financial viability of the organisation.

I acknowledge that Communities and Early Years Division may seek further advice regarding this application if required.

I understand that this is an application only and may not necessarily result in funding.

Name	
Position	Date
Contact telephone number during business hours	
Contact email address	

Section 6: Evaluation of the application process

The NSW Department of Communities Service, Communities and Early Years Division would appreciate if you could provide feedback on the application process. Your responses to these questions will come through separately to your application so there will be no link between the application and your feedback and your confidentiality is assured.

<p>Question 1: What is your DoCS region? <i>(Choose one only)</i></p>	<p>Drop down list</p> <ul style="list-style-type: none"> • Hunter/Central Coast • Illawarra • Metro West • North Coast • Metro South West
<p>Question 2: How did you hear about the Community Builders program <i>(Choose one only)</i></p>	<p>Drop down list</p> <ul style="list-style-type: none"> • newspaper • non-government agency staff • State Government agency staff • Local government staff (Community Project Officer) • grant guidelines were sent to my organisation • DoCS website • community builders website • other <i>(please specify)</i>.
<p>Question 3: Did you attend a Community Builders briefing or not?</p>	<p>Drop down list</p> <ul style="list-style-type: none"> • yes • no. <p>If Yes, go to Question 4 If No, go to Question 3a</p>
<p>Question 3a: If you did NOT attend a Community Builders briefing, what was the main reason you did not attend? <i>(Choose one only)</i></p>	<p>Drop down list</p> <ul style="list-style-type: none"> • distance too far to travel • not aware of the briefing • briefing was not relevant • lack of time to attend • I am experienced in completing grant applications • other <i>(please specify)</i>.
<p>Question 4: How useful was the Community Builders briefing? <i>(Choose one only)</i></p>	<p>Drop down list</p> <ul style="list-style-type: none"> • very useful • useful • somewhat useful • not useful at all. <p>If you answered <i>Not useful at all</i> please go to Question 4a</p>
<p>Question 4(a): Please explain why the Community Builders briefing was not useful at all.</p>	

<p>Question 5:</p> <p>How clear was the information provided at the Community Builders briefing?</p> <p><i>(Choose one only)</i></p>	<p>Drop down list</p> <ul style="list-style-type: none"> • very clear • clear • somewhat clear • not clear at all. <p>If you answered <i>not clear at all</i> please go to Question 5a</p>
<p>Question 5(a):</p> <p>Please explain why the Community Builders briefing was not clear at all.</p>	
<p>Question 6:</p> <p>Did you use <u>online support</u> when completing the Community Builders application?</p>	<ul style="list-style-type: none"> • yes • no. <p>If you answered <i>yes</i>, please go to Question 6(a)</p> <p>If <i>no</i>, go to Question 7</p>
<p>Question 6 (a):</p> <p>How would you rate the online support?</p> <p><i>(Choose one only)</i></p>	<p>Drop down list</p> <ul style="list-style-type: none"> • excellent • good • fair • poor.
<p>Question 7:</p> <p>Did you use the <u>DoCS telephone assistance</u> when completing the Community Builders Application?</p>	<ul style="list-style-type: none"> • yes • no. <p>If you answered <i>yes</i>, please go to Question 7(a)</p> <p>If <i>no</i>, go to Question 8</p>
<p>Question 7(a):</p> <p>How would you rate the telephone assistance?</p> <p><i>(Choose one only)</i></p>	<p>Drop down list</p> <ul style="list-style-type: none"> • excellent • good • fair • poor.
<p>Question 8:</p> <p>Did you receive assistance or advice for your project from your local council's Community Project Officer (CPO)?</p>	<ul style="list-style-type: none"> • yes • no. <p>If you answered <i>yes</i>, please go to Question 8(a)</p> <p>If <i>no</i>, go to Question 9</p>
<p>Question 8 (a):</p> <p>How would you rate the assistance you received from the CPO?</p>	<p>Drop down list</p> <ul style="list-style-type: none"> • excellent • good • fair • poor.

<p>Question 9:</p> <p>How clear were the instructions in the guide to applicants and explanatory notes?</p> <p><i>(Choose one only)</i></p>	<p>Drop down list</p> <ul style="list-style-type: none"> • very clear • clear • somewhat clear • not clear at all. <p>If you answered <i>not clear at all</i> please go to Question 8a</p>
<p>Question 9 (a):</p> <p>Please explain why the instructions in the guide to applicants and explanatory notes were not clear at all.</p>	
<p>Question 10:</p> <p>How long did you take to fill in the online application? <i>Note:</i> Do not include the time taken in preparing or gathering background material for your application – only estimate the time taken to fill in the form.</p> <p><i>(Choose one only)</i></p>	<p>Drop down list</p> <ul style="list-style-type: none"> • 0-30 minutes • 31-60 minutes • 61-90 minutes • 91-120 minutes • More than 120 minutes.
<p>Question 11.</p> <p>If you are an NGO or not for profit, give an estimate of your organisation's income.</p>	<p><input type="checkbox"/> NGO with no income</p> <p><input type="checkbox"/> NGO with income of less than \$500,000</p> <p><input type="checkbox"/> NGO with income of \$500,000 - \$5,000,000</p> <p><input type="checkbox"/> NGO with income of more than \$5 million.</p>
<p>Question 12:</p> <p>How can Community Services do better with the next Community Builders application round?</p>	

You have now finished the feedback questionnaire

Thank You

11.4 Appendix 4: Project examples by service activity description

Community Builders project examples

1. Project name: Newpark Seniors Get IT

Community Builders service activity description:

This project falls under the **community skills development (CSD)** service activity description as it will provide training and information to older people so that their knowledge skills and abilities are improved and they are able to participate more in community as a result.

Aspects of community strength:

- a connected community
- a participatory community
- a resourceful community.

The target community (i.e. community of location and identity):

- community of location – Newpark LGA
- community of Identity – older people.

Priority group (disadvantaged members of the community):

- older people
- older people are isolated by mobility, lack of transport and access to resources. They have limited social networks and are disadvantaged by lack of education in use of modern/internet technologies which are increasingly being used to access services and information.

Project results:

- The project will result in older people in Newpark being more skilled in the use of technology in order to be connected and able to participate in community life.

Activities & tasks:

Activities (from CSD)	Tasks
Mentoring and leadership	<ul style="list-style-type: none">• employ of a part time project coordinator• conduct training/seminars in seniors centre by expert senior.
Other community skills	<ul style="list-style-type: none">• organise and advertise computer classes on online shopping, paying bills, internet banking etc.• organise transport to events for seniors without access to transport.

Executive summary:

- The Newpark Seniors Get IT project will provide older residents in Newpark with useful IT training designed to suit their needs and learning levels. In addition to providing seniors with valuable skills that will help them use IT as a life resource, the training will bring older residents together and provide them with a positive learning experience.

2. Project name: Friendly Neighbourhoods

Community Builders service activity descriptions:

This project falls under the **community capacity building (CCB)** service activity description as it aims to develop stronger links between members of the community and helps disadvantaged members such as those in housing estates to participate in community life.

Aspects of community strength:

- a connected community
- a respectful community
- a trusting community.

The target community (i.e. community of location and identity):

- community of location – Newpark LGA
- community of Identity – all people in location.

Priority group (disadvantaged members of the community):

- other – housing estate residents
- this housing estate is known to have a high crime rate and high unemployment.

Project results:

- the project will result in more people who live in Newpark Housing Estate and community feeling more connected to each other and their community and more respectful and trusting of each other.

Activities & tasks:

Activities (from CCB)	Tasks
Using community infrastructure	<ul style="list-style-type: none"> • recruit volunteers to coordinate project • survey residents of Newpark Housing Estate on their views of what makes a good neighbour and how to meet new neighbours.
Linking people	<ul style="list-style-type: none"> • implement ideas on ways of meeting neighbours e.g. tea bags • organise neighbour networking table at the local corner store and coffee shop • establish neighbourhood network group for welcoming new neighbours e.g. letting them know when garbage is collected, offering a cup of tea during the moving in day.
Providing information	<ul style="list-style-type: none"> • liaise with local precinct committee to send out the fridge magnets once a year with their precinct committee leaflets • distribute 'What makes a good neighbour' on a fridge magnet for all residents of Newpark • promote the core values of neighbourliness as identified for the housing estate through a newsletter.
Community activities	<ul style="list-style-type: none"> • invite neighbours to participate in local activities e.g. street parties, walking trains etc. through newsletter.

Executive summary:

- The Friendly Neighbourhoods project will create a stronger, more connected community in Newpark with an emphasis on including local housing estate residents in the broader community. The project will establish precinct committees made up of local volunteers to implement ideas on ways to meet and welcome community members and increase participation in community events. The ideas about what makes a good community and how that will be achieved will be based on information from local residents.

3. Project Name: Newpark Workers Skill-Fest

Community Builders service activity description:

This project falls under the **community sector development (CSD)** service activity description as it involves community sector organisations coming together to work collaboratively on sharing training and skills.

Aspects of community strength:

- a connected community
- a participatory community.

The target community (i.e. community of location and identity):

- community of location – Newpark LGA
- community of identity – community development workers.

Priority group (disadvantaged members of the community)

- other – small NGO community development workers
- small non-government organisation community development workers have limited resources and evaluation practices and skills in data collection are often limited.

Project Results:

- The project will result in Newpark community workers collaborating on and participating in an annual two day free skills festival on the topic 'Evaluation in Community Projects', leading to enhanced sector skills in evaluating and contributing to the evidence base of what works in the community.

Activities & tasks:

Activities (from CSD)	Tasks
Development and training	<ul style="list-style-type: none"> • employ a part-time project coordinator • identify conference centre and prepare events • source experts and organise guest speakers in topics such as results based accountability, evaluation techniques, research methods and data collection.
Information and planning	<ul style="list-style-type: none"> • Compile and distribute materials.

Executive summary:

- The Newpark Workers Skill-Fest will be an annual two-day event that aims to enhance community development worker skills in areas that will enable them to more effectively contribute to local communities. The aim of the first year's topic, Evaluation in community projects, is to improve the community development evidence base. Skill-Fest will also target workers in small NGOs to increase their capacity and provide community development workers with an opportunity to learn from each other.

4. Project name: Newpark Women Cook up a Storm

NB: It is advisable that applicants choose the service activity description that is most relevant to their project so that they do not have to report against two service activity descriptions.

The following example shows that two service activity descriptions may be chosen where a small part of the project falls within a second and only requires one additional service activity description activity.

Community Builders service activity descriptions:

This project falls under the **community capacity building (CCB)** and **community skills development (CSD)** service activity descriptions as it aims to increase community members knowledge and use of existing community services and develop stronger community links between members. It will also provide training and skills development activities that will enable members to participate more fully in community life.

Aspects of community strength:

- a connected community
- a respectful community
- a participatory community
- a trusting community.

The target community (i.e. community of location and identity):

- community of location – Newpark LGA
- community of Identity – women.

Priority group (disadvantaged members of the community):

- other – young mothers
- young mothers can be disadvantaged because of their age. Young people do not generally have financial security, lack affordable housing and tend to be excluded from a range of activities and rights, creating barriers to their participation in community life. This project will help to reduce isolation by bringing together mothers of all ages to share their experiences.

Project results:

- The project will result in older women and young mothers of Newpark community being more resourceful, connected and participating in their community.

Activities & tasks:

1. Community capacity building (CCB)

Activities (from CCB & CSD)	Tasks
Using community infrastructure	<ul style="list-style-type: none">• employ a part-time project coordinator.
Providing information	<ul style="list-style-type: none">• assist women to access other community services at community centre Produce a recipe book as a community resource, with contributions from participants.
Linking people	<ul style="list-style-type: none">• research and contact area health services, ante-natal services, seniors centres, schools and identify and invite isolated women to participate in a group.
Community activities	<ul style="list-style-type: none">• organise meeting dates at community centre for older and younger women to discuss recipes and plan cooking menus for workshops.

2. Community skills development (CSD)

Mentoring and leadership	<ul style="list-style-type: none">• older women conduct cooking workshops with young mothers• train older women in leadership/mentoring skills.
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Executive summary:

- Newpark Women Cook up a Storm will connect women in a fun and engaging activity through which they will learn more about their community and each other. Young mothers will be engaged in the project to increase their participation in community life and learn some valuable skills at the same time. Through conducting the workshops and developing a recipe book the women leading the project will also take away more than a hot meal. The recipe book produced will be a lasting community resource.