

HOMEWORK CLUB PARTNERSHIP FUND

A PARTNERSHIP BETWEEN



STANWILLISTRUST

This pack contains:
Granting Guidelines
Internal governance and assessment process

October 2020

HOMEWORK CLUB PARTNERSHIP FUND

GRANTING GUIDELINES FOR INVITED APPLICANTS

These guidelines will be made available to organisations which have been invited to apply for a grant from the Australian Communities Foundation (ACF) Homework Club Partnership Fund (HCPF).

1. ABOUT ACF

ACF is an independent, public, charitable foundation whose mission is to generate & distribute philanthropic resources in partnership with donors to respond to social issues and community needs. ACF was established in 1997 and currently has over 350 sub-funds and in excess of \$110 million under management.

In partnership with others, ACF has been working for several years on improving outcomes in the homework club sector, including the quality of grants made to Homework Clubs by philanthropic organisations. As part of this work, in 2015 ACF established the Homework Club Partnership Fund together with the Stan Willis Trust (SWT) and the Centre for Multicultural Youth (CMY).

2. HOMEWORK CLUB PARTNERSHIP FUND FOCUS AND PRIORITIES

The Homework Club Partnership Fund is focussed on supporting the development and sustainability of Homework Clubs for disadvantaged children and young people, including those from migrant and refugee background.

Homework Clubs, also known as Out of School Hours Learning Support Programs or OSHLSP, provide high quality tuition and learning support to children and young people. Many Homework Clubs focus on refugee and migrant background students whilst others focus on Aboriginal students or students from vulnerable backgrounds. Homework Clubs can also assist families to better support their children's learning at home.

The major objective of the Homework Club Partnership Fund is to help communities, schools and organisations establish or develop Homework Clubs that can address needs in a community for additional educational support. The focus of the Homework Club Partnership Fund is areas of high need and limited capacity to meet that need with available resources.

To achieve this, the Homework Club Partnership Fund seeks out projects based in target areas or with target communities that are able to demonstrate or work towards good practice in the delivery of a Homework Club. This could include new or existing programs that are seeking to improve their practice or develop a plan for sustainability.

In 2021, applications should demonstrate consideration of the ongoing impact of COVID-19 on educational outcomes for the target communities.

High priority areas for funding in 2021 include:

- Rural and regional Victoria;
- Areas and/or cohorts in Metropolitan Melbourne with high unmet learning support needs

- Online programming that breaks down geographical barriers or provides specialised/targeted support

Target communities include:

- Migrant and refugee students
- Students from socio-economic disadvantaged backgrounds

Successful applicants will need to demonstrate that they are meeting, or working towards, a number of recognised standards of good practice for Homework Clubs. These are listed in the application form.

In addition to supporting projects which align to the Homework Club Partnership Fund priorities, ACF may also support homework clubs which are developing or trialling innovative ways of working with the target communities to deliver positive educational outcomes, particularly in response to COVID-19. This could include introducing or expanding online programming or building on existing face-to-face programming to support students who have fallen behind or become disengaged.

3. ELIGIBILITY

It is desirable that applicants have both Deductible Gift Recipient 1 (DGR1) and Tax Concession Charity (TCC) status. Applicants which do not have DGR1 or TCC will be required to partner with an organisation which does have this status and can accept funding on their behalf. Examples of an auspice organisation include large registered charities working on similar issues in the same locality; some community centres or neighbourhood houses; Schools Plus* (for public schools with an ICSEA value less than 1000); Foundation for Rural and Regional Renewal (for regional clubs).

Please note: Schools with a DGR1 Building Fund or Scholarship Fund are not able to accept funding for homework clubs into these accounts and must find an auspice partner.

If you do not have a current auspice arrangement, please contact ACF prior to submitting an application.

*<https://www.schoolsplus.org.au/>

Current or previous HCPF grant recipients:

- Projects that have received 3 or more HCPF grants are **not eligible** to reapply in the 2021 round*
- Projects that have received 1 – 2 HCPF grants remain eligible to reapply in the 2021 round

*New/pilot projects from the same organisation will be considered

4. TYPES OF FUNDING

The HCPF will consider funding a range of projects including new projects and existing projects that are seeking to build sustainability and capability.

ACF will not consider funding for:

- Individuals
- Retrospective activities (activities that have already occurred)
- Fundraising support for an organisation.

5. FUNDING PERIODS

Funding is typically provided as a one-off grant for a school year.

6. SIZE OF GRANTS

ACF will make grants based on funds available within the Homework Club Partnership Fund. Grants will typically be up to \$10,000, but larger grants up to \$20,000 will be considered on merit. Grants will be capped at \$10,000 for projects seeking a second or third year of funding.

7. REPORTING AND EVALUATION

Grant recipients must agree to apply or work towards minimum standards of good practice for Homework Clubs in the delivery of the project. Recipients must also engage in monitoring and evaluation processes supported by CMY. This requires providing a minimum of 2 project monitoring reports (template provided by CMY) and meeting with CMY twice by end of September 2020 if wanting to reapply for funding.

8. APPLICATION PROCESS AND CONDITIONS

ACF will invite applications to the Homework Club Partnership Fund once a year, funds permitting. Recommendations for funding or matched grants will be made by the Homework Club Partnership Fund Advisory committee to the ACF Trustees for decision.

Applicants should complete the HCPF application form on the ACF website. The link to the application is: <http://www.communityfoundation.org.au/homework-club-partnership-fund/>

The 2020 grant round will be open as follows:

- Opening Date: 5th October, 2020
- Closing Date: 9th November, 2020

Any questions regarding Homework Clubs, the application form or assistance with completing it should be directed to the Centre for Multicultural Youth on myeducation@cmymy.net.au or (03) 9340 3700. If you require assistance with your application please submit your application to Centre for Multicultural Youth at least three weeks before the application closing date.

Grants awarded shall be used for the purposes for which the grant has been given. ACF should be notified before making any significant change to the nature or timing of the project/activity on grants@communityfoundation.org.au or (03) 9412 0412.

The organisation will identify the grant separately in its books of account and keep records adequate to enable the use of grant funds to be readily checked.

When carrying out its activities, the organisation must comply with all relevant laws and, in particular, take all reasonable actions to ensure that no fraud occurs. Recipients must report any suspected or detected fraud that may have occurred or is occurring in any activity involving ACF. Fraud allegations or concerns can be reported by contacting any member of ACF staff by email, telephone or mail.

When carrying out its activities, the organisation will also work with the Centre for Multicultural Youth (CMY) and engage with the resources and support that they offer to the Homework Club sector. See here for further information on Centre for Multicultural Youth services: <http://www.cmy.net.au/my-education>

If the project/activity is not able to be completed and/or there are funds remaining at the end of the project, recipients must contact ACF to discuss a plan of work and expenditure for the remainder of the project and/or the grant.

9. GUIDING PRINCIPLES OF THE HOMEWORK CLUB PARTNERSHIP FUND

The Homework Club Partnership Fund's activities are driven by its *Guiding Principles* which also influence the project assessment criteria for the selection of grants.

Guiding Principles

- 1. Targeting areas or communities with high needs that are not being met through other means or resources**

ACF recognises that there are significant needs across the Homework Club sector for support. Some communities and areas have greater education support needs than others. Some areas and communities have greater access to resources and support. ACF seeks to make an impact by supporting projects in areas or communities where there is high demand and limited existing resources. ACF may provide guidance about the areas or communities that are a target for each grant round (also refer to priority areas listed in section 2).

- 2. Develop capacity for sustainability**

The Homework Club Partnership Fund seeks to support projects that will lead to the development of sustainable Homework Club programs. For example through the development of partnerships, building the relationship with the school, strengthening volunteer management, leveraging opportunities for collaboration and enhancing capacity within organisations.

- 3. Provide high quality programs**

ACF supports minimum standards for good practice in the delivery of Homework Club programs across the Homework Club sector and uses CMY resources and training as a guide. The Homework Club Partnership Fund supports organisations to develop capability to provide good practice and high quality programs across all of elements of the design and delivery of a Homework Club program. This includes standards for good practice in engagement with program participants and tutors, child safety, venue and timing for sessions, school and community partnerships and family and community engagement.

10. PROJECT ASSESSMENT CRITERIA

The principles for funding above help to form a set of assessment criteria that ACF will use to make decisions about grants provided by the Homework Club Partnership Fund. This information will be based on information supplied in the application form and in discussions between ACF and applicants about how best they meet the funding principles and funding objectives. Principles and project requirements we look for include:

1. Community issues, need and importance

ACF will support projects that respond to an identified need for additional educational support for refugee or migrant background children or young people in a particular community. The community can be defined by geographic location, cultural diversity or other characteristic. Applications must explain the aims of the program and how the need was identified. Applications must also demonstrate how the project will respond to the identified need. Projects may seek to develop new Homework Club programs or partnerships or trial new and innovative approaches within an existing Homework Club program.

2. Capacity and Sustainability development

Applicants should outline how the project will contribute to, or provide for, the sustainability of the Homework Club program. Projects should demonstrate how they are building on research, experiences and practice to develop a sustainable program that can operate beyond the project grant.

3. Partnerships and collaboration

Applicants need to demonstrate collaboration or a partnership approach. Applicants should outline how they have worked with communities and others to either design, develop or implement their project. Leveraged funding and citing collaborators will be considered as working in partnership.

4. Monitoring, evaluation and continuous improvement

Applicants should demonstrate an understanding of the importance of regularly monitoring and evaluating program delivery. Projects should also demonstrate an ability to engage with program stakeholders (e.g. participants, tutors, parents, community members) and use feedback to ensure continuous improvement of the program. Systems for data collection of quantitative information should be in place, alongside client feedback surveys and other qualitative approaches relevant to the program. CMY can support this process. Evaluations that include impact evaluation are desirable but not necessary. CMY will provide project monitoring templates and support clubs to appropriately report.

5. Recognised standards for good practice in homework clubs

Applicants will need to show that their homework club already meets, or is working towards meeting a set of good practice standards covering program design, co-ordination, operation and evaluation; program participants and tutors; school and community partnerships; family and community engagement. Grants from the Homework Club Partnership Fund can be used to assist homework clubs to meet these standards.

11. ASSESSMENT PROCESS

Applications to the Homework Club Partnership Fund will be reviewed by the ACF Grants Team and the HCPF advisory committee, who may contact you for additional information and clarification.

The HCPF advisory committee will make recommendations to the ACF Grants Committee for endorsement. The ACF Grants Committee reserves the right to seek assistance from external experts in examining and assessing applications.

Final assessment and consideration of applications is undertaken by the ACF Grants Committee, an ACF board committee. The decision of the ACF Board of Trustees is final and is not subject to any appeal process.

12. NOTIFICATION

Both successful and unsuccessful applicants will be advised of funding outcomes by December 2020.

13. SUCCESSFUL APPLICATIONS

Successful grants will be notified in writing via a letter of offer and grant agreement.

The letter will be emailed to the organisational contact provided on the application.

Grant payments will be paid via EFT directly into the organisation's nominated bank account, only upon receipt of a signed Grant Agreement.

ACF requires receipt of funds within 30 days of the EFT transfer.

Australian Communities Foundation and the name of the Homework Club Partnership Fund should be acknowledged at events and in publications / websites associated with the project/activity.

FOR FURTHER INFORMATION

Please contact:

Gabby Lam
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Australian Communities Foundation
grants@communityfoundation.org.au
www.communityfoundation.org.au
03 9412 0413