

HOMEWORK CLUB PARTNERSHIP FUND

A PARTNERSHIP BETWEEN



STANWILLISTRUST

This pack contains:
Granting Guidelines
Internal governance and assessment process

September 2023

HOMEWORK CLUB PARTNERSHIP FUND

GRANTING GUIDELINES FOR 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

As Australia's only national community foundation and most progressive intermediary foundation, Australian Communities Foundation (ACF) are home to Australia's largest community of funders. ACF offers a philanthropic infrastructure to support the philanthropic objectives of many different individuals and businesses across the country. ACF was established in 1997 and currently has over 510 sub-funds and last year distributed over \$30M on behalf of our fundholders.

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.

High priority areas for funding in 2024 include:

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

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 below and in the Minimum Standards for Good Practice document found on the CMY website.

If the project will be delivered partially or fully in an online environment, your application must demonstrate consideration of, and specific planning in regards to child safety, staff training, and resources required for this mode of delivery.

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); Australian Neighbour House and Centre Associations (ANHCA); 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.

Applications will be open in two streams in 2023:

1. **12-month grant** – up to \$20,000 per project is available, this funding is for a 12-month period.
2. **24-month grant** – up to \$20,000 per year across a two-year period is available.

Organisations or projects that have previously received funding in the HCPF are welcome to apply again.

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

12-month grant: Funding is provided as a one-off grant for a 12 month period, in line with the school year.

24-month grant: Funding is provided annually over a two year period, in line with the school year.

6. SIZE OF GRANTS

ACF will provide grants based on funds available within the Homework Club Partnership Fund. Grants will typically be up to \$20,000 per project per year, with the option to apply for a 12-month or 24-month granting period.

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 throughout the granting period.

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 will be posted on the website here:

<https://communityfoundation.org.au/support/homework-club-partnership-fund>

An applicant from each club will need to login into the ACF application portal in order to complete the application. They will be able to preview to the form here and save and continue the application at another time. The form allows applicants to invite 'Collaborators' to work on the application at the same time.

The 2024 grant round will be open as follows:

- **Opening Date: Monday 16th October 2023**
- **Closing Date: Friday 17th November 2023**

Any questions regarding Homework Clubs, the application form or assistance with completing it should be directed to the Centre for Multicultural Youth on learningbeyondthebell@cmynet.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 0413.

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 & ASSESSMENT CRITERIA OF THE HOMEWORK CLUB PARTNERSHIP FUND

The Homework Club Partnership Fund's activities are driven by its *Guiding Principles* which also inform a set of assessment criteria that the selection committee will use to make decisions about grants provided by the Homework Club Partnership Fund. Applicants should consider the below guiding principles when completing each answer within the application form.

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 an identified high demand and limited existing resources. Applications should explain the needs the program is addressing and how the need was identified. Applications must also demonstrate how the project will respond to the identified need. 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. Capacity and sustainability development

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 capability within organisations. Applicants should outline how they have worked with communities and others to either design, develop or implement their project. 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. 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 elements of the design and delivery of a Homework Club program. This includes program design, co-ordination, operation, monitoring and evaluation processes; program participants and tutors; school and community partnerships; family and community engagement, and child safety.

10. ASSESSMENT PROCESS

Applications to the Homework Club Partnership Fund will be reviewed by 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.

11. NOTIFICATION

Both successful and unsuccessful applicants will be advised of funding outcomes by December 2023.

12. SUCCESSFUL APPLICATIONS

Successful grants will be notified in writing via an email of offer and grant agreement.

The letter will be emailed to the organisational contact provided on the application. The grant agreement will be assigned to the applicant on the online application portal.

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:

Claudia Lang
Senior Grants Coordinator
Australian Communities Foundation
grants@communityfoundation.org.au
www.communityfoundation.org.au
03 9412 0412