



# Asylum Seeker and Refugee Assistance Program 2019-21

**2019-21 Program Guidelines**

**December 2018**





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# Introduction

The Queensland Multicultural Policy 'Our story, our future' commits that no matter how people came here or where they came from, the Queensland Government will support all of the people of Queensland to participate and feel like they belong.

The Asylum Seeker and Refugee Assistance (ASRA) program supports the principles of the [Multicultural Queensland Charter](#) including:

- Equal rights and responsibilities under the law and equitable access to the services provided or funded by the government for all people of Queensland helps build a fair community.
- The creation of opportunities that encourage the full participation of people from diverse backgrounds in the cultural, economic, political and social life of Queensland helps build a prosperous state.

The Queensland Government through the Department of Local Government, Racing and Multicultural Affairs (the Department) is administering the ASRA program.

The ASRA program has been established as a limited-term competitive grant program to support the needs of people seeking asylum and vulnerable refugees on temporary visas in Queensland.

## Program aim

The aim of the 2019-21 ASRA program is to provide funding to a lead organisation for a 24-month project to deliver financial and material aid, case management and coordination support to vulnerable people in the target client groups.

## Target client groups

The term 'legacy caseload' is used to refer to the approximately 30,000 maritime arrivals in Australia considered to have arrived illegally by boat, on or after 13 August 2012 and before 1 January 2014.

The target client groups within Queensland for the ASRA program are:

- medical transferees and people seeking asylum within the legacy caseload including individuals who are deemed to be 'finally determined'
- people from the legacy caseload granted a Temporary Protection Visa (TPV)
- people from the legacy caseload granted a Safe Haven Enterprise Visa (SHEV).

## Program objectives

The ASRA program seeks to:

- alleviate financial hardship and mental distress of those within the target client groups who require emergency relief
- provide case coordination to assist participants to access relevant assistance or achieve greater independence through employment
- increase capacity and wellbeing of vulnerable SHEV and TPV holders and their families residing in Queensland. This includes creating better opportunities to participate in the economy and the community or assistance to meet permanent pathway requirements.

In addition to providing support to the target client groups, the program seeks to consolidate partnerships and coordinate delivery of integrated support that could include vocational training, employment assistance, family and social support, mental health assistance and legal support.

It is expected that the successful applicant will prioritise support provided based on levels of vulnerability for each of the target client groups.



# Funding

Funding for the 2019-21 ASRA program is \$3.568 million (excluding GST) over two years.

The 2019-21 ASRA program funding period is from March 2019 to February 2021.

## Eligible applicants

Applicants must:

- be incorporated entities with an active Australian Business Number (ABN)
- be based in Queensland
- provide evidence of appropriate insurance as required under the Funding Deed of Agreement (public liability insurance for a sum of not less than \$10 million for any one incident in respect of accidental death or of accidental bodily injury to persons, or accidental damage to property, arising out of, or in the course of, undertaking the Funded Activity)
- have no overdue reports, or service delivery or performance issues for funding previously or currently provided by Multicultural Affairs Queensland.

## Funding criteria

Application's suitability to address the program aim and objectives will be assessed against the following funding criteria:

1. Organisation's capacity, knowledge base of the target client groups and relevant experience:
  - demonstrated experience working statewide in the delivery of support to vulnerable clients and ability to adapt a response dependent on need and resources
  - demonstrated excellence in financial management, quality assurance and governance and appropriate, established systems for service delivery which cater for the identified needs of each target client group
  - demonstrated skills and experience in brokering service partnerships across non-government and charitable sectors to maximise sustainable outcomes.
2. Approach to delivery of required support including:
  - demonstrated capability in the delivery of emergency relief and individual support to the target client groups
  - demonstrated capability in supporting vulnerable people into pathways to economic participation and supporting improved social participation
  - provision of a realistic program plan that clearly demonstrates:
    - how levels of client vulnerability will be determined to ensure equitable delivery of support across all target client groups
    - how delivery will meet identified needs relating to each target client group including how client and sector perspectives will be incorporated into the design of the initiative, and how duplication of support across other programs or agencies will be avoided
    - evidence of collaboration/partnerships across non-government and charitable sectors to maximise sustainable outcomes for clients
    - anticipated number of clients to receive a service in each target client group across the funding period (indicative only).
3. Value for money/cost effectiveness:
  - provision of a realistic and complete budget with a clear outline of funding administration considerations including estimated cost for interpreters
  - proposal maximises funding to meet the clients' needs.



To deliver the desired outcomes, it is expected that the successful applicant will coordinate and manage the initiative, however will broker solutions across a range of government and non-government services to meet identified need.

Please note that the successful applicant may also be required to work with existing service providers to ensure a smooth transition of service delivery and ensure that no client is disadvantaged.

## Ineligible funding elements

- Capital expenditure, for example:
  - the purchase, repair, extension or renovation of buildings
  - motor vehicles
  - stage/venue equipment
  - capital equipment of any kind.
- Purchase of equipment, for example:
  - office equipment such as computers, photocopiers
  - devices of any kind.
- Accommodation costs for fixed term or short-term/casual staff within Australia or overseas.
- Travel costs outside of Queensland.
- Any recurrent costs, for example:
  - ongoing staff costs
  - established positions within the organisation
  - core functions of the organisation.
- Costs that are not essential or not related to the proposed project.
- Retrospective funding for project activities already underway or completed.

## How to apply

**Carefully read these Program Guidelines to ensure the application meets the program requirements.**

Applications must be submitted using SmartyGrants by the application closing date of 8 February 2019, midnight.

Visit the website at [www.dlgrma.qld.gov.au/ASRA-program](http://www.dlgrma.qld.gov.au/ASRA-program) for access to SmartyGrants and a telephone number for any technical issues.

If you have successfully submitted your application, you will receive an acknowledgement email from SmartyGrants. If you do not receive an acknowledgement email, your application has not been submitted. Check your application for errors and resubmit. If your application does not submit, contact SmartyGrants Technical Support on (03) 9320 6888.

## Assessment of applications

Applications will be assessed by the Department and referred to a cross-agency panel for assessment and final recommendation to the Minister for Multicultural Affairs.

Application's suitability to address the program aim and objectives will be assessed against the funding criteria detailed above.

Applicants may be asked to submit further details or provide clarification during the assessment process.



# Successful applicant

## Funding Deed of Agreement

The successful applicant is required to enter into a Funding Deed of Agreement with the Queensland Government through the Department.

The successful applicant is required to adhere to all conditions contained in the signed Funding Deed of Agreement for Multicultural Affairs Queensland funding programs between the Department and itself.

## Co-design process

Multicultural Affairs Queensland will work with the successful applicant to further refine the proposed service delivery approach. Co-design will form a component of the funding agreement.

## Reporting

The successful applicant will report on program outcomes on a quarterly basis. The reporting template will be agreed with the successful applicant to appropriately reflect the delivery approach.

Multicultural Affairs Queensland will draw on report content to evidence program outcomes. The Department is subject to the *Information Privacy Act 2009* and the *Right to Information Act 2009*. Reports should not contain participants' personal information without their consent.

## Payment schedule

Funding payments for the 2019-21 ASRA program will be as follows:

- first quarterly payment on execution of Deed of Agreement
- thereafter, quarterly payments on acceptance of quarterly progress reports.

## Financial acquittal

In addition to the financial elements within the quarterly report on program outcomes, the successful organisation must provide an Annual Acquittal Statement/Certificate of Expenditure for ASRA program funding received during each financial year.

## Funding acknowledgement

As per the Funding Deed of Agreement, the recipient must adhere to the Acknowledgement Guidelines issued by the Department to recognise Queensland Government funding in all media and other communications.

An electronic version of the Queensland Government crest will be provided to you by the Department.

## Quality Standards

Services must be delivered in compliance with the [Human Services Quality Standards](#)

## Key dates

Opening date for applications:	<b>Friday 14 December 2018</b>
Closing date for applications:	<b>Midnight, Friday 8 February 2019</b>



## Further information

For more information contact Multicultural Affairs Queensland:

**Email:** [MAQfunding@dlgrma.qld.gov.au](mailto:MAQfunding@dlgrma.qld.gov.au)

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