

# Families and Communities – Settlement Services - Settlement Grants

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The following questions and answers are specific to this funding round. Please also refer to the [Frequently Asked Questions](#) page for general questions about applying for DSS grants.

New questions are added to the end of this document.

## **1. Can I run my proposal by you to get your opinion?**

Departmental staff cannot comment on the eligibility of an organisation, an applicant, the suitability of a proposal or provide pre-assessment of an application. Please refer to the 'eligibility' section of the booklet for more information.

## **2. Will the settlement service types be the same as last year?**

Yes. The service types will be the same as last year but will include an emphasis on employment assistance. This may include developing partnerships with employer and/or other service providers and providing information sessions on skills development and becoming 'job ready'.

The service types are:

- Casework/coordination and settlement services delivery
- Community coordination and development
- Youth settlement services
- Support for ethno-specific communities.

## **3. How much funding is available?**

The total appropriation is between \$43 - \$47 million per annum less commitments.

## **4. How many years of funding can I apply for?**

This grants round provides the opportunity for applicants to apply for grants in an open selection process until 2018-19, however, the Department reserves the right to recommend fewer years of funding than those applied for and less funding than is requested.

## **5. Will another grants round open next year?**

The Government is working towards providing certainty for service providers and is implementing longer agreements where possible. The Department reserves the right to hold funding rounds or extend funding arrangements where necessary.

## **6. List of services NOT funded under Settlement Grants**

- specialist counselling services
- services that are the responsibility of other Australian Government, state/territory or local government agencies
- specialist services (for example, English classes or childcare)
- interpreting services – staff employed to deliver Settlement Grants will not be funded by the department to directly act as interpreters

- multicultural events, such as festivals or celebrations
- services that are focussed on addressing racial and religious discrimination and promoting tolerance and harmony in the community.
- services which duplicate those delivered by Humanitarian Settlement Services (HSS) or the Adult Migrant English Programme (AMEP).

## **7. Where can I find information to support my application?**

Information is available on the [DSS website](#) and further information to support your application will be updated prior to 19 June 2014 and will be available at the [Settlement Grants website](#).

## **New Q&As – Added 4 July 2014**

### **8. Will DSS, through the Settlement Grants program, fund the provision of migration advice by registered migration agents to individuals from the target demographic? i.e. permanent residents who have arrived in Australia in the last five years as humanitarian entrants or family stream migrants with low English proficiency.**

The provision of migration advice is not directly funded under the Settlement Services grants as this portfolio responsibility remains with the Department of Immigration and Border Protection (DIBD)

However, casework/coordination and delivery of services may include the following:

- Information on the role of the Office of the Migration Agents Registration Authority;
- Referral to registered Migration Agents;
- Provision of immigration related administrative services without the use of a migration agent including forms completion or assisting to access the department's website or helpline; and
- Managing the often high expectations of clients with regards to bringing family to Australia, including providing information about places available under the Special Humanitarian Programme, and information on the level of services available.

### **9. Is it possible to submit two applications from one organisation to the Settlement Services grant? (Updated 16 July 2014)**

Applicants should submit only one Application Form for all proposed Settlement services activities. Outline all proposed activities under each service type so that it is clear what activities are proposed for each service type at Question 8 of the Application Form and select the delivery locations at Question 6.

### **10. We note that “specialist counselling services” is a service not funded under Settlement Grants. Are you able to provide a definition of this service?**

Settlement services funding is provided to offer a range of support services, including information, referral, support and casework to settlement services clients.

They are not funded to provide specialist counselling services. Case coordination may involve referral to specialist counsellors or counselling services.

## **New Q&As – Added 9 July 2014**

**11. Existing agreements with DSS for Settlement Services expire on 30th June 2015 and 30th June 2016. Do organisations that have existing settlement services agreements need to apply for an extension until 2018 or make a new application for a grant that will commence on 1 July 2014? (Added 9 July 2014)**

Organisations that currently deliver Settlement Services are encouraged to review the Funding Open for Selection information available on the DSS website and apply now for new grants. For organisations already receiving funding, a new application must be submitted in order for funding to continue.

## **New Q&As – Added 10 July 2014**

**12. Within the Grant Application Form for Settlement Grants we need to specify the services we will be providing, with four options possible:**

- **Casework / Coordination and Delivery of Services**
- **Community Coordination and Development**
- **Youth Settlement Services**
- **Support for Ethno-specific Communities**

**Can you confirm which option is the most appropriate option for peak bodies representing the settlement sector? (Added 10 July)**

As per the information available on the DSS website, in particular the [Settlement Services Funding Summary](#) document, peak bodies representing the settlement sector may be funded through the Settlement Services Activity. Further, the DSS Grants “A New Way of Working” document describes the transfer of funding from previous DIBP outcomes to the new DSS structure for funding activities.

In terms of the services provided by peak bodies, please select the most relevant descriptor of the four listed, noting that details of the specific services provided by Peak Bodies can be expanded upon against the Selection Criteria.

## **New Q&As – Added 11 July 2014**

**13. Can you confirm that the only reference to (and therefore information about) peak bodies in the ‘Settlement Services’ area is to be found on p.3 in the Funding Summary document? If so, should we consider the description of peak body services (as listed on p.3 in the Settlement Services Funding Summary document) to be another of the Settlement Services ‘Aims & Objectives’, or services, listed in 2.1 of the Settlement Services Guidelines Overview? (Added 11 July 2014)**

Yes, you should consider that the peak body services that are listed on page 3 of the Settlement Services Funding Summary (ie “Typical peak body services include but are not limited to providing

advice on policy and programme development, advocacy, sharing information and best practice across the sector and promotion of issues on behalf of members”) to be additional to those listed at section 2.1 of the Settlement Services Guidelines Overview.

## **New Q&As – Added 16 July 2014**

### **14. The ABS website is not helpful in assisting us to determine which of the areas listed under SA2 correspond to the area that comes under our service provision. Without any more specific guidance of exactly how the options provided on the ABS website relate to the options in the forms, we are unable to find the match. (Added 16 July 2014)**

A service region is defined as the physical area where your settlement service will operate. In many cases this will be a single location, however in some cases your service may cover more than one area e.g. for outreach services.

For the purposes of Settlement Grants, service regions are defined by statistical division (SD) and statistical sub-division (SSD) boundaries. In your application please list all SDs and SSDs your proposal will deliver services in.

SDs and SSDs are based on the 2011 Australian Standard Geographical Classification (ASGC). This is a standard national framework used by the Australian Bureau of Statistics (ABS) for collection of statistical information on a geographic basis and divides Australia into Statistical Divisions (SDs), Statistical Sub-Divisions (SSDs) and Statistical Local Areas (SLAs). The benefits of the ASGC are that it:

- covers the entire geographic area of the country without gaps or overlaps, ensuring that no locations are excluded or double counted
- enables settlement patterns and needs to be analysed at a national, state or territory and regional level, while still allowing consideration of smaller and more specific areas of need.

Below are some relevant definitions:

#### What is an SD?

An SD is the largest unit of measurement used under the ASGC. Each SD covers a large geographical area.

In larger metropolitan areas an SD is further divided into SSDs and SLAs. For example, the city of Sydney is a single SD; however, it is further defined into 14 SSDs due to the large population which resides in this location.

#### What is an SSD?

SSDs are the medium unit of measurement used when determining the boundaries of an area of Australia. SSDs are generally used in large population centres such as Sydney and assist in breaking high population areas into more manageable areas.

#### What is an SLA?

SLAs are the smallest unit of measurement used under the ASGC. For example, just as the city of Sydney is a single SD and it is further defined into 14 SSDs due to the large population, each of these SSDs is further defined into SLAs.

### Where can I find maps of the planning regions?

Maps on statistical divisions can be found on the ABS website:

<http://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1216.0July%202011?OpenDocument>

### How do I work out what SD or SSD my service will be located in?

A link to statistical divisions cross-referenced by postcode/suburb is available at:

[www.dss.gov.au/our-responsibilities/settlement-and-multicultural-affairs/programs-policy/settlement-services/settlement-grants-program/applying-for-settlement-grants-program-funding](http://www.dss.gov.au/our-responsibilities/settlement-and-multicultural-affairs/programs-policy/settlement-services/settlement-grants-program/applying-for-settlement-grants-program-funding)

The following information will assist you in determining whether the area to be serviced is metropolitan or rural/regional.

#### **Australian Capital Territory**

- Canberra SD is the only metropolitan area.
- All other areas are regional.

#### **New South Wales**

Metropolitan areas are:

- Sydney SD
- Newcastle SSD
- Wollongong SSD
- Tweed Heads and Tweed Coast SSD
- Queanbeyan SSD
- All other areas of NSW are regional.

#### **Northern Territory**

- All of the Northern Territory is regional.

#### **Queensland**

Metropolitan areas are:

- Brisbane SD
- Sunshine Coast SD
- Gold Coast SD
- All other areas of Queensland are regional.

#### **South Australia**

- Adelaide SD is the only metropolitan area
- All other areas are regional.

#### **Tasmania**

- All of Tasmania is regional.

#### **Victoria**

Metropolitan areas are:

- Melbourne SD
- Greater Geelong City Part A SSD

- All other areas are regional.

### **Western Australia**

- Perth SD is the only metropolitan area. All other areas are regional.