

Community Hub Expression of Interest Form

Form Preview

Introduction

* indicates a required field

About the National Community Hubs Program

About the National Community Hubs Program

Community Hubs Australia Limited (CHA) is a not-for-profit organisation that helps build social cohesion. We work with federal, state, and local governments; businesses; philanthropic and not-for-profit organisations; and community organisations to deliver a proven grassroots program that increases connection between individuals and communities.

The National Community Hubs Program (NCHP) supports culturally diverse families, particularly mothers with young children, to connect, share, and learn. Hubs bridge the gap between families and the wider community, they connect women with schools, with each other, and with organisations that can provide health, education, and support.

The NCHP is delivered through a network of partner agencies and primary schools.

The community hub host school provides a designated space for the hub. The hub is very much an extension of the school and its culture. The principal and leadership team need to be committed to supporting their hub and the local community.

Submission Type

Please indicate if you currently host a Community Hub or wish to express your interest in becoming a new Community Hub host.

My school: *

- ☐ Currently hosts a Community Hub as part of the National Community Hubs Program
- ☐ Would like to submit an expression of interest to join the National Community Hubs Program

Eligibility to be a Community Hub Host

To be eligible to be a Community Hub Host you must:

1. Be a primary school
2. Demonstrate an understanding of the local needs of migrants in your community including those who are humanitarian arrivals and from a non-English speaking background.
3. Demonstrate the ability to create an inclusive environment for the hub leader and for members of the local community, including those who are outside the school community
4. Be able to provide a dedicated space for the hub
5. Be able to actively implement strategies to engage with newly arrived migrant families
6. Demonstrate the ability to deliver against funding agreements, meet reporting requirements and contribute to creating a culture of continuous improvement within the school

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Steps in Assessment Process

1. **This EOI Form is step one in the assessment process.**
2. If you are selected to proceed to the next stage we will arrange a site visit. We will come to your school to discuss the next stage of assessment and view your proposed space for the hub.
3. If after the site visit you are accepted to become a Community Hub Host we will issue another online form to collect further information required to enter a funding agreement.

Tips for Completing This Form

This is an online form.

Your answers will go straight into our data base and will be used to auto populate a range of documents that are used in the next steps of the application process. If you are selected to be a hub host this will include auto populating key parts of your Funding Agreement.

Please take care to provide clear and correct responses that will be suitable for this purpose.

Some questions in the form may have underlying validation such as word limits

Existing Community Hub Host

Community Hubs Australia has established a new online system for contracting and managing Community Hubs. This form is an initial form to establish a Community Hubs record in the new system.

We have pre-filled the information we already have on file for your school. We need you to:

- check the information that has been pre-filled
- correct any information that is out of date or incorrect
- fill in any information that is missing.

Once you submit this form we will then be able to issue your grant agreement for this year.

The system has now generated your new Hub ID - see above. You will be able to find all your subsequent online forms including financial reporting under this ID Number when you login to the system.

Thank you for assisting us to establish this new system.

I declare that: *

☐ Before proceeding to the next page of the application, I have read and acknowledged the above.

School Details

* indicates a required field

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Your School

Please provide the following details about your school

School Name *

Organisation Name

Please input full school name e.g. Bass Hill Public School

School ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Are you a primary school *

☐ Yes

☐ No

Only Primary Schools can apply

Location

Please provide your school's full street address below. This information will create a pin on our central Community Hubs map.

To make sure this is accurate please:

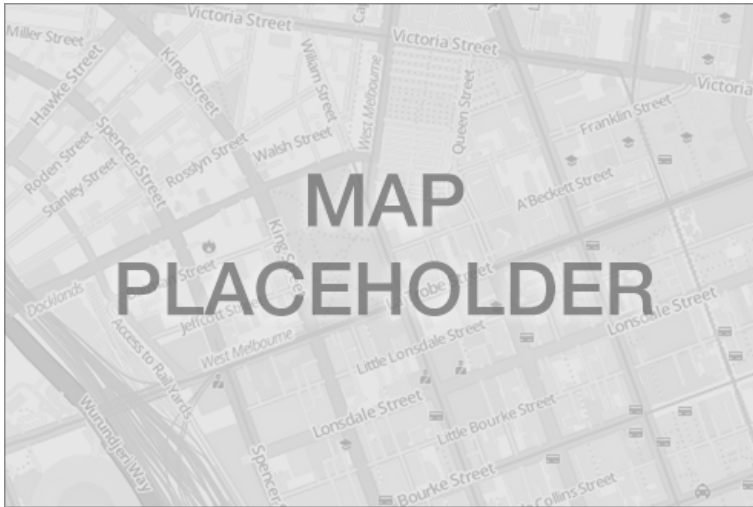
- start typing then choose the address option with the most detail.
- check the pin on the map below
- if the pin is in the wrong place please move it to the correct location

School Street Address *

Address

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Local Government Area

State Electorate

Federal Electorate

Is your school in NSW? *

Principal

Please provide the details for your School Principal.

Principal *

Title First Name Last Name

Phone Number *

Must be an Australian phone number.

Mobile Phone Number *

Must be an Australian phone number.

Email *

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Must be an email address.

Would you like to nominate another contact as your school's primary contact for this submission? *

☐ Yes

☐ No

Contact Information

Please provide details for the primary contact for this submission.

Primary Contact Person *

Title

First Name

Last Name

Position *

Phone Number *

Must be an Australian phone number.

Mobile Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Banking Details

Please confirm the bank account you would like the funding paid to?

Bank Account *

Please enter your BSB and Account number in the format of 1234561234567 (where the first set of digits is the BSB and the second set of digits is the account number)

Banking Details

Please confirm the bank account you would like the funding paid to?

Name of Bank *

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BSB *

Account Number *

Your Community Hub

** indicates a required field*

The Space

Do you, or do you plan to, have a space that can be dedicated to a community hub? *

☐ Yes ☐ No

Please provide a brief description of the space available and how you envision it working for hub activities: *

You have indicated that you are unable to provide a dedicated space for a Community Hub, you are therefore not eligible to apply for Community Hub Funding.

Thank you for your interest.

- If you are able to provide a dedicated space in the future you are welcome to re apply.*

The Space

Please confirm if you still have a space dedicated to your Community Hub? *

☐ Yes ☐ No

Please explain why you no longer have a space and how you intend to create a new space and when: *

Advocating for Your Hub

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We require hub host organisations to advocate for the community hub within their school. This includes promoting the hub within the school setting as a safe and inclusive environment for supporting culturally isolated women and children.

Will you actively advocate for the community hub within your school? *

☐ Yes ☐ No

Briefly describe how you intend to do this. *

Advocating for Your Hub

We require hub host organisations to advocate for the community hub within their school. This includes promoting the hub within the school setting as a safe and inclusive environment for supporting culturally isolated women and children.

Are you still actively advocating for the community hub within your school? *

☐ Yes ☐ No

Creating an Inclusive Environment

Each hub host organisation is expected to provide an inclusive environment for the hub leader and for members of the local community, including those who are outside the community.

For example in relation to the hub leader we see this as ensuring that the hub leader is viewed as part of the school community, including enabling them to attend staff meetings and all other events in the school calendar.

An inclusive environment is a welcoming place for members of the school and local community to feel that they can come freely come to the hub to attend activities, to access services for their children or just drop in for a cup of tea regardless of their language, cultural or socio economic background.

Will you commit to creating an inclusive environment for your hub leader and community members? *

☐ Yes ☐ No

Briefly describe how you intend to do this: *

Word count:

Must be no more than 250 words.

Creating an Inclusive Environment

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For example in relation to the hub leader we see this as ensuring that the hub leader is viewed as part of the school community, including enabling them to attend staff meetings and all other events in the school calendar.

An inclusive environment is a welcoming place for members of the school and local community to feel that they can come freely come to the hub to attend activities, to access services for their children or just drop in for a cup of tea regardless of their language, cultural or socio economic background."

Are you maintaining an inclusive environment for your hub leader and community members? *

- ☐ Yes ☐ No

Principals' Meetings

Local Principals' meetings will be held up to four times a year. Hub host school Principals are required to attend at least 75% of these meetings each year. Meetings will be hosted by a hub school or your support agency.

Will you commit to attending Principals' meetings? *

- ☐ Yes ☐ No

Principals' Meetings

Local Principals' meetings will be held up to four times a year. Hub host school Principals are required to attend at least 75% of these meetings each year. Meetings will be hosted by a hub school or your support agency.

Will your School continue to attend at least 75% of Principals' meetings? *

- ☐ Yes ☐ No

Your Local Community

* indicates a required field

Cultural Diversity

Please describe the diversity of your local community *

Word count:

Must be no more than 250 words.

Do you have a general refugee and migrant population in your community? *

- ☐ Yes ☐ No

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Please select the top three cultural or ethnic groups that people represented in your community identify with: *

- | | |
|---|---|
| ☐ People of African decent | ☐ People of Middle Eastern descent |
| ☐ People of Asian descent | ☐ People of North American descent |
| ☐ People of European decent | ☐ Aboriginal and / or Torres Strait Islander Peoples |
| ☐ People of Latin American descent | ☐ Pacific Islander descent |

Reaching Out

Please tell us about your school's capacity to reach out and support refugee and migrant families in your local community.

Do you currently actively engage with refugee and migrant families? *

- ☐ Yes ☐ No

Briefly describe how you are currently engaging with refugee and migrant families and how you think a hub might assist you further your capacity to reach out: *

Word count:

Must be no more than 250 words.

Briefly describe how you plan to actively engage with refugee and migrant families and how you think a hub might assist you do this: *

Word count:

Must be no more than 250 words.

Needs

Please describe your understanding of the needs of your local refugee and migrant families: *

Word count:

Must be no more than 250 words.

Reference

* indicates a required field

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A member of CHA team would like to speak with a stakeholder, service or organisation you are currently working with to demonstrate your school's interest in hosting a community hub. The reference provided will be used to support your application and the individual / organisation nominated may be contacted as part of the application process.

Referee name *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Referee Position

Referee Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Referee Primary Phone Number *

Must be an Australian phone number.

Referee Primary Email *

Must be an email address.

Referee Primary Website

Must be a URL.

Declarations

* indicates a required field

I declare that: *

☐ I am authorised to submit this form on behalf of my school.

*

☐ I understand that the school is required to make a financial contribution to the hub of \$20,000 per year after the first 2 years

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☐ This organisation is fully compliant with the child safety legislation in the jurisdiction(s) in which we operate.