
2021 Community Voices Program Guidelines

Applications open Monday 2nd November 2020 and close 5pm, Friday 4th December 2020.

Does your organisation need a video?

Work with Flinders University filmmaking students to produce a short video about your organisation, what you do and your community impact.

Choose either an online video advertisement (ad) or a short documentary:

- an **online video ad** is a 30-second video. It will help you to promote, celebrate and recruit volunteers for your organisation. It may contain high impact visuals, a storyline, music, and voiceover narration.
- a **short documentary** is a three to four minute video. It will showcase the work you do and the role of volunteers in your organisation. It may contain video interviews, footage of volunteers, activities, events, and voiceover narration.

About the program

The Community Voices program is a joint initiative of the Department of Human Services and Flinders University.

The program aims to build organisational capacity, to promote and market their activities, increase public support and improve volunteer participation.

Flinders University filmmaking students work with organisations to produce:

- online video advertisements to promote their work and attract volunteers.
- short documentaries for promotion, training and recruitment

Before you start

Before completing your online application, please read these guidelines. It is also advisable to view examples of short documentaries and previous online video ads at

www.youtube.com/user/CommunityVoicesSA

Key Dates	
Applications open	2 November 2020
Applications close	4 December 2020
Applications assessed by the selection panel	January 2021
Applicants notified	February 2021
Online video advertisement production and delivery	March - June 2021
Documentary production and delivery	July - November 2021

What types of projects can be funded?

The program provides in-kind production services supplied by Flinders University including:

- short community documentaries and online video advertisements
- production of digital copy for a short documentary or online video advertisement
- distribution advice and complementary funding for the purchase of online commercial advertising (video advertisements only).

Point of contact for the project

Community organisations must select a person with commitment to the Community Voices Program to act as a contact for students during business hours. This person should possess a strong understanding of the organisation, be able to facilitate client/volunteer meetings and answer general questions about the organisation's needs.

Eligibility

The Community Voices Program is available to incorporated associations as defined under the *Associations Incorporation Act 1985*.

Applicants must:

- be recognised as a community based, not-for-profit organisation with a recognised volunteer base
- have an Australian Business Number (ABN).

For more information about becoming incorporated, contact the South Australian Government's, Consumer and Business Services on 13 18 82 or www.cbs.sa.gov.au

Exclusions

The following are not eligible for funding:

- government agencies (local, state and federal)
- organisations **whose main purpose is to support personal interest pursuits or hobbies such as** sporting and recreational clubs
- organisations that have participated in the Community Voices Program within the past 12 months.

Funding priorities

Special consideration will be given to:

- organisations with a clear vision to promote and market volunteer-involving community organisations, volunteers and volunteer programs
- organisations that do not receive other government funding
- benefits to the organisation and the community
- impact on attracting and retaining South Australian volunteers.

Assessment of applications

The selection panel will prepare recommendations based on the following assessment criteria:

- eligibility
- extent of positive contribution to the organisation's volunteer program
- the merit of other applications received.

The successful recipients will be selected based on the panel's recommendations.

Notification

The Department of Human Services will notify all applicants in writing about the outcome of their application in February 2021.

Publicity and promotion

Successful applicants must acknowledge the Government of South Australia's support in all promotional material and publications relating to the project (for example, newsletters and websites).

The following statement must be incorporated into acknowledgement: *'This grant is supported by a grant from the Government of South Australia.'*

Liability

The Minister for Human Services, the Government of South Australia and Flinders University will not be responsible for any loss or damage incurred by participating organisations as a result of using the media products developed in the program.

Intellectual ownership and copyright

Successful applicants retain intellectual property rights to the videos, the Department for Human Services retains copyright and Flinders University retains the right to use media products for their own purposes.

Program requirements

Projects must be completed within 12 months from commencement. Organisations must complete an evaluation form within one month after completion.

Applying is easy

Fill out the online form at flinders.edu.au/community-voices

Application checklist

For your application to be considered you must:

- be an incorporated organisation
- complete all sections of the application
- select a person to liaise with Flinders University
- ensure the application is endorsed by two persons authorised by the organisation and at least one of the authorised people is an executive member of the board or management committee.
- attach any documents to support the application
- submit your application by 5pm, Friday 4th December 2020.

For further information contact:

Phone: 8201 2859

Email: thomas.young@flinders.edu.au

Website: flinders.edu.au/community-voices