MULTICULTURAL FESTIVALS AND EVENTS PROGRAM 2020–21
ROUND ONE

PROGRAM GUIDELINES

Closing date: 10 March 2020
For events between 1 July – 31 December 2020
Submit your application at: vic.gov.au/multicultural-festivals-and-events-program
Accessibility

If you would like to receive this publication in an alternative format, please telephone the Department of Premier and Cabinet on 1300 366 356.

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Victoria’s vibrant communities are a cornerstone of our state’s identity. As Australia’s most multicultural state, we host and celebrate many different culturally significant events across the year. Funding to support these celebrations allows all Victorians to embrace and celebrate multiculturalism.

On behalf of the Victorian Government, I am proud to announce another funding round to support multicultural festivals and events. Victoria’s multicultural communities are growing in number and diversity with each year. This is reflected in the increase in applications that the Multicultural Affairs portfolio receives in each round of funding.

The program seeks to ensure that Victorians from all backgrounds have the support they need to celebrate their cultural identity and heritage.

Multicultural Festivals and Events Program 2020-21 Round One will continue Victoria’s enviable record of fostering a diverse, open and welcoming society.

Victorians will have many opportunities to participate and engage with Victoria’s rich diversity by attending events across the state, from street parades and food festivals, to cultural dance performances and music festivals.

Grants will support diverse communities to celebrate, preserve and share their customs and traditions in meaningful ways. The program will increase understanding between different cultural groups and foster intercultural relationships and respect.

The program also acknowledges our multicultural community organisations as key partners in supporting our strong and socially inclusive state. This year will encourage stronger partnerships with an emphasis on building capacity in new and emerging communities.

In 2019-20, the program supported over 837 events that are anticipated to attract over 2.6 million participants and $18 million of economic activity to the state.

This round introduces some program improvements to support applications from diverse communities in rural and regional Victoria as well as new and emerging communities.

I encourage community organisations to apply for a grant and to continue to embrace and be proud of their contribution to our multicultural state.

The Hon. Richard Wynne MP
Minister for Multicultural Affairs
The Multicultural Festivals and Events (MFE) Program offers grants to Victoria’s culturally diverse communities to hold festivals and events that celebrate and share their culture and contribute to Victoria’s vibrant multicultural diversity.

This grants program is administered by the Multicultural Affairs Division in the Department of Premier and Cabinet (the Department).

This grants program is competitive and merit-based. We receive more applications than we can fund. Many successful applicants will only get part of what they requested. Previous funding does not guarantee future funding or guarantee the same amount of funding as previously received.

Read these guidelines carefully to give your application the best possible chance of success.

OVERVIEW

The MFE 2020–21 Round One will fund multicultural festivals and events that will take place between 1 July–31 December 2020.

Grants range from $2,000–$70,000.

Applications close midnight Tuesday 10 March 2020. Late applications will not be accepted.

To submit your application go to: vic.gov.au/multicultural-festivals-and-events-program
WHAT ARE OUR OBJECTIVES?

1. We want to encourage Victorians to participate in festivals and events that showcase multiculturalism.
2. We want to promote and educate cross-cultural awareness and understanding.
3. We want to ensure that Victoria’s multicultural communities can celebrate, preserve and share traditions.
4. We want to assist smaller or emerging community groups to deliver events with other community organisations.

All applications should meet at least THREE of the MFE program objectives.

KEY CHANGES

There are some changes in MFE 2020–21 Round One that applicants should be aware of and consider in their application. Key changes include:

- only two grant streams rather than three
- changes to the funding amounts available
- new considerations to support applicants from rural and regional areas and new and emerging communities.

Additional assessment considerations

We will prioritise applications that:

- engage priority community groups such as new arrivals, refugees and asylum seekers, women, young people, LGBTIQ communities or socially isolated and disadvantaged communities
- are first time applicants
- support regional and rural Victorians
- support new and emerging communities

WHO ARE NEW AND EMERGING COMMUNITIES?

The Federation of Ethnic Communities’ Councils of Australia (FECCA) identifies ‘new and emerging communities’ as migrants and refugees that have recently arrived in Australia and that may need additional support in the settlement process.

New and emerging communities may have:

- a lack of established family networks, support systems, community structures and resources
- access to mainstream services, support systems and challenges in accessing those services
- challenges in attracting funds for community programs and infrastructure

New and emerging communities may have other factors such as:

- limited English language proficiency
- high numbers of refugees
- low levels of formal education
- financial vulnerabilities
- difficulty in finding long-term and sustainable employment.

For the partnership events stream, if you can declare that your organisation is representing a new and emerging community, 100% of your matched funding can be an in-kind contribution. The Department will assess whether your organisation is new and emerging based on the FECCA’s recommendations above.

GRANT STREAMS

The MFE 2020-21 Round One program has condensed the previous three streams (Small, Medium and Large) to two grant streams (Community and Partnership events) to support small and larger events.

There are different requirements for each grant stream, for applicants from new and emerging communities and rural and regional areas and additional selection criteria and requirements in the Partnership Stream. You should review the guidelines carefully to decide which grant stream is right for your event before you apply.

Community Stream
($2,000 or less)

Partnerships Stream
($7,000–$70,000)

COMMUNITY STREAM

The Community Stream is for smaller size events. Applications in the Community Stream are shorter and have less requirements.

Successful applicants will be granted $2,000 or a lesser amount if requested.

All events must be open to the general public and show three or more ways the event or festival will be publicly advertised. Groups supported by an auspice organisation can apply in the Community Stream only.

PARTNERSHIP STREAM

The Partnership Stream is for larger scale events. Applications require a partnership with other local organisations in the planning and delivery of the festival or event. Intercultural and interfaith partnerships are strongly encouraged.

Applications are more detailed, have additional selection criteria and require matched funding (cannot rely solely on grant funding for event viability).

Auspicing is not allowed under this stream.

The MFE program is extremely competitive, please note:

- only one application per organisation will be accepted
- applicants who have been previously funded are not guaranteed to receive funding, and/or receive the same amount of funding
- successful recipients should consider any funding as a contribution to total event costs and that the Partnership Stream has matched funding requirements.

For more information about selection criteria and the application requirements of each grant stream, see – How will your application be assessed? (page 10)
WHO CAN APPLY?

APPLICANT ELIGIBILITY

It is important that your organisation meets the eligibility criteria.

You must be either:

• a not-for-profit organisation that is an incorporated legal entity under the Corporations Act 2001 (Cth) or the Associations Incorporation Reform Act 2001 (Vic) or a similar type of organisation, or
• a social enterprise with a clearly stated purpose or mission related specifically to supporting multiculturalism.

And you must have:

• a current Australian Business Number (ABN), and
• no outstanding final reports or final reports required for any Multicultural Affairs funded grants by 10 March 2020. Please email multicultural-festivals.events@dpc.vic.gov.au if you are unsure if your organisation is up to date.

WHAT TYPE OF ORGANISATION ARE YOU?

To check if you are a:

• Incorporated Association go to: consumer.vic.gov.au
• Company Limited by Guarantee go to: connectonline.asic.gov.au

To check your Australian Business Register (ABN) go to: abr.business.gov.au/

IS YOUR ORGANISATION REGISTERED FOR GST?

If your organisation is successful in receiving a grant and is:

• registered for GST you will be paid GST on top of the amount awarded
• not registered for GST you will only receive the grant amount awarded – GST will not be added on top.

The Australian Taxation Office (ATO) considers grants and sponsorships as taxable income.

The ATO can help with information on tax, including GST. Call 13 28 66 or visit ato.gov.au for further information.

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Yes

Are you a social enterprise?

Yes

Are you a not-for-profit (NFP)?

No

Not eligible to apply

No

Are you incorporated?

Yes

Do you have an ABN?

No

Do you have an auspice?

Yes

Are your reports up to date?

Yes

ELIGIBLE TO APPLY

No

Not eligible to apply
Community Stream

Can we use an auspice if we are not incorporated or do not have an ABN?

If your organisation is not incorporated or does not have an ABN number, you may still apply if you are supported by an eligible auspice organisation that has agreed to manage the grant for you.

An auspice arrangement is when a larger organisation assists a smaller organisation to fund a grant activity or event. The larger organisation is known as the auspice organisation. Your community group or organisation is known as the grant recipient.

The following can auspice a smaller group or partner in an application but cannot apply as the lead applicant:

- Local Government Authorities (LGAs)
- preschools, TAFE institutes and universities

Please note, for the community stream, there is no limit on the number of organisations an auspice organisation can support.

What are the responsibilities of an auspice organisation?

If your grant application is successful, your auspice organisation will be responsible for:

- signing the grant agreement
- all legal and financial responsibility for the grant on your organisation’s behalf
- receiving and distributing grant funds under the grant agreement
- ensuring all grant activities or events are completed
- submitting final and evaluation reports and financial acquittals on your organisation’s behalf.

Partnership Stream

Submitting a Partnership Application

Applications in the partnerships stream must be submitted by a main applicant and a principal supporting partner. The main applicant will be the lead organisation for the proposed festival or event and will be the organisation who receives the funding. The principal supporting partner will assist in the planning and delivery of the event or festival and may be a commercial enterprise or business partner.

Main applicants are strongly encouraged to consider collaborating with an organisation from outside their own community or group to demonstrate cross-cultural collaboration and partnerships.

While commercial enterprises cannot apply, they may partner in an application by providing funding through event sponsorship or project delivery.

We encourage applicants to think outside the box and consider what combinations of organisations they could partner with to deliver their project and achieve the best possible outcomes for Victorians and outline this in their application.

WHO CANNOT APPLY?

- State and federal government departments and agencies
- individuals and sole traders
- commercial enterprises
- fixed trusts
- Local Government Authorities (LGAs) including LGA managed, operated, administered and regulated trusts (can act as an auspice in the Community Stream)
- registered primary and secondary schools, preschools, TAFE institutes and universities (can act as an auspice in the Community Stream)
- commercial enterprises are not eligible to apply for a grant alone (they can partner with an organisation as a sponsor and only provide contributions).

OUTSTANDING FINAL REPORTS

Applicants who have overdue final reports from previous Multicultural Affairs grants can submit an application, but will not be eligible if they have not returned these reports prior to applications closing.

Grant recipients need to show funds received from Multicultural Affairs were spent as agreed and in alignment with the program objectives before future funding can be approved.

To check if you are up to date with final reports, please contact the Programs and Grants Team on 1300 366 356 or email multicultural-festivals.events@dpc.vic.gov.au.
WHAT TYPES OF EVENTS AND ACTIVITIES CAN BE FUNDED?

A celebration, event or festival is generally a one-off occasion. Events and festivals can be held as a:

• day or weekend event, or
• series of two or more events, with the same focus, that are held between 1 July–31 December 2020.

All festival and events are required to be open for the broader community to attend or participate. Events can include:

• celebrations of significant cultural days
• events, festivals, celebrations or community gatherings which promote cultural understanding, customs, traditions and awareness
• multicultural performances and cultural exhibitions

All festivals and events are required to:

• meet at least three of the MFE program objectives
• take place in Victoria
• be open to the general public to participate and attend
• include activities that focus on showcasing and sharing cultures and traditions.

Events cannot rely only on multicultural communities attending to be a ‘multicultural event’ (e.g. a vintage car show that anticipates a diverse crowd attending is not eligible).

WHAT TYPES OF EVENTS AND ACTIVITIES WILL NOT BE FUNDED?

We will not support:

• events closed to the public
• sporting events
• conferences
• events which have no multicultural focus and/or theme
• entirely ticketed and/or fundraising events*
• events which exclude and/or offend other parts of the community
• activities that pollute the environment or purposefully destroy or waste natural resources
• events which are entirely based on commercial activities
• building works
• media productions
• activities that are already receiving funds from the Department for the same application
• activities that are supplementing recurrent or ongoing costs of an organisation
• activities that are dependent on recurrent annual funding

The MFE Program also cannot fund:

• events or activities that have already started or have been completed (including any activity undertaken prior to the notification of the application outcome)
• organisations that have failed to comply with the terms and conditions of previously awarded grants
• activities or events that are funded primarily under another State, Federal or Local Government program
• events or activities that are within the responsibility of another State, Federal or Local Government program
• a specific event in the same year that has already been funded through the MFE program or another grants program run by the Department

* Ticketed events of up to $5 is permitted.
WHAT COSTS CAN BE SUPPORTED?

Costs that the grant can pay for include:

- cultural performance, entertainment and display
- advertising, publicity, promotion, marketing, printing and publishing
- contribution towards catering and food
- one-off venue hire
- equipment hire and cleaning
- administration (for example, telephone, postage and stationery expenses)
- transport costs (for example, bus hire or public transport costs for local travel within Victoria)
- document preparation or printing
- provision of interpreting and translating services
- short-term staffing costs.

Please note, supported costs are all subject to an assessment of whether they represent value for money.

WHAT COSTS CANNOT BE SUPPORTED?

Costs that will not be funded by the MFE program include:

- recurrent administrative costs
- infrastructure and other organisational costs
- ongoing staffing costs
- public liability insurance
- set-up or running costs of a business
- purchase of capital equipment (including hardware or software)
- set-up and maintenance of internet sites
- travel outside Victoria or funding for people or organisations from overseas to visit Victoria (e.g. international flights and visas)
HOW TO APPLY

APPLICATION KEY DATES AND TIMEFRAME

1. Applications Open

- Read the MFE program guidelines carefully
  - make sure your festival or event meets the eligibility criteria
  - make sure your festival or event is in the correct stream

2. Submit application

- Complete the online application form at: vic.gov.au/multicultural-festivals-and-events-program
  - you must answer all questions
  - attach and submit all supporting documentation with your application, or your application will be considered ineligible and not assessed

3. Applications Close 10 March 2020

- Applications close at midnight

Late or incomplete applications will not be considered.

Successful application outcomes will be published at vic.gov.au/multicultural-festivals-and-events-program

For more information, or help with your application, contact the Department at:
Phone: 1300 366 356 Email: multicultural-festivals.events@dpc.vic.gov.au
HOW WILL YOUR APPLICATION BE ASSESSED?

Provided your organisation is eligible to apply (see Applicant Eligibility) your application will be assessed against:

- whether you meet at least THREE of the MFE program objectives
- the selection criteria (additional in the Partnership Stream)
- whether you demonstrate all application requirements and provide all documentation.

Following eligibility and merit assessment, applications will be reviewed by a panel that includes representatives from the Victorian Multicultural Commission and other relevant independent experts. The assessment panel will recommend festivals and events to fund. The final decision is made by the Minister for Multicultural Affairs. When a decision is made, the Department will let you know if you’re successful or not.

Only one application per organisation will be accepted. If more than one application is submitted, the Multicultural Affairs Programs and Grants Team will select one application to progress to assessment.

ALL GRANT STREAMS

For all applications, the success of an application is dependent on whether the application meets the following selection criteria and requirements.

Selection criteria

Community participation
- how many different communities will attend the event
- open to the general public to attend (not an exclusive event)
- volunteer attendance
- must describe in detail three ways on how the event will be promoted to the general public e.g. not closed membership groups or mailing lists. All promotion types must reach the general public.

Please note, ‘word of mouth’ is not a valid promotion type.

Planning and delivery
- Must have a clear explanation of the proposed event/activity

Budget
- costs are accurate and reasonable
- demonstrate value for money
- must meet matched funding criteria (only applicable to partnerships stream)
- must meet in-kind contribution criteria (only applicable to partnerships stream)
- have contributions from other funding sources

Application requirements

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Community stream requirements</th>
<th>Partnerships steam requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding request</td>
<td>Metropolitan $2,000 or less</td>
<td>Metropolitan $7,000–$70,000</td>
</tr>
<tr>
<td>Minimum attendance</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>2000</td>
<td>1000</td>
<td>1000</td>
</tr>
<tr>
<td>Assessment criteria</td>
<td>Based on eligibility + selection criteria</td>
<td>Based on eligibility + selection criteria + merit</td>
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<tr>
<td>Partnership and innovation</td>
<td>Preferred but not required</td>
<td>Required</td>
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PARTNERSHIP STREAM

Applications in the Partnership Stream must also address additional selection criteria, meet additional requirements and provide all documents to be eligible. Applications in this Stream are subject to a higher level of scrutiny in the assessment process.

Application requirements

<table>
<thead>
<tr>
<th></th>
<th>Metropolitan</th>
<th>Rural and regional and/or new and emerging</th>
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<tbody>
<tr>
<td>Financial statement</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Public Liability Insurance</td>
<td>Yes</td>
<td>Will need to provide evidence during application stage</td>
</tr>
<tr>
<td>Outstanding final report</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Matched funding</td>
<td>1:1 minimum of one dollar for every dollar of Victorian Government funding</td>
<td>1:3 minimum of one dollar for every three dollars of Victorian Government funding</td>
</tr>
<tr>
<td>In-kind contribution</td>
<td>50% in-kind contribution</td>
<td>50% in-kind contribution for rural and regional communities 100% in-kind contribution for new and emerging communities</td>
</tr>
</tbody>
</table>

- Up to 50% of an applicant’s matched contribution can be provided in-kind (at least 50% of the matched contribution must be provided in cash).
- Up to 100% of an applicant’s matched contribution can be provided in-kind.

Additional selection criteria

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<tr>
<td>Partnership</td>
<td>Can demonstrate:</td>
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<tr>
<td></td>
<td>• contributions from partner organisations</td>
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<td></td>
<td>• partnership with other organisations</td>
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<tr>
<td>Innovation</td>
<td>Can demonstrate the event or activity is:</td>
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<td></td>
<td>• unique and innovative</td>
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<tr>
<td></td>
<td>• environmentally sustainable and reduces environmental impact</td>
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To see examples of how matched funding and the in-kind contributions in the Partnership Stream work, see the next page.

What is an in-kind contribution?

An in-kind contribution is a contribution of a good or a service to the event other than money, that would normally have a financial value. Some examples include:

- volunteer labour
- donated goods (e.g. event space, equipment or food)
- donated services (e.g. project management or security)

What is matched funding?

Matched funding is a contribution of funds from other sources to match the funding amount from MFE. Different ratios apply depending on the applicant.
How does matched funding and in-kind contributions work?

Matched funding and in-kind contributions are only required in the Partnership Stream. In the examples below the applicants are proposing to run a festival with a total project cost of $20,000.

**Metropolitan applicant**
The organisation can apply for $10,000 under MFE, and they must match this with $10,000 of their own matched funds. Of these matched funds, a minimum of $5,000 must be in cash and up to $5,000 can be from in-kind sources.

**Rural and regional applicant**
The organisation can apply for $15,000 under MFE, and they must match this with $5,000 of their own matched funds. Of these matched funds, a minimum of $2,500 must be in cash and up to $2,500 can be from in-kind sources.

**New and emerging community applicant**
The organisation can apply for $15,000 under MFE, and they must match this with $5,000 of their own matched funds which can be from in-kind sources.

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Why do we need a financial statement


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Public Liability Insurance (PLI)

Public Liability Insurance is required for both the Community Stream and Partnerships Stream. However, if you are applying for funding under the partnerships stream you must provide one of the following in your application:

- PLI certificate (covering the time of the event)
- an example of PLI held for the event for last year
- evidence that the current PLI application process is underway
- proof of ability to have PLI covering the period of the event
Events funded by MFE must be respectful and open to all Victorian communities to attend. Please ensure that your event or festival is inclusive, consider:

**Acknowledgment of Country and/or Welcome to Country**

An Acknowledgement of Country or a Welcome to Country, where appropriate, is encouraged at all events. An Acknowledgement of Country recognises that Victoria has a strong and proud Aboriginal history and it pays respect to the Traditional Owners.

For more information on Acknowledgment of Country and/or Welcome to Country, please visit: aboriginalvictoria.vic.gov.au/welcome-country-and-acknowledgement-traditional-owners

**Accessibility**

Applicants must consider accessibility as an important part of event planning and ensure that the event site is accessible to everyone.

**Environmental impact**

Applicants must consider reducing their environmental impact by ensuring the event is environmentally sustainable and improves waste management. Examples include:

- advertising online and reducing paper printing
- reducing use of single-use plastics
- providing recycling facilities
YOUR FUNDING AGREEMENT

FUNDING AGREEMENT
If successful, you must enter into a Victorian Common Funding Agreement (VCFA) with the Department.
The Funding agreement will outline:
• the grant’s terms and conditions, including use of funds
• agreement terms
• key deliverables and due dates
• reporting requirements.
Organisations that are successful in receiving funding will have 60 days to enter into a VCFA. If a grant offer is not accepted during this period, the grant may be withdrawn.
If you would like further details regarding the funding agreement or to check if you are up to date with final reports, please contact the Department on 1300 366 356 or email multicultural-festivals.events@dpc.vic.gov.au.

FINAL REPORT
Applicants who have any overdue final reports from previous grants will not be eligible for the program if they have not returned these documents.
• organisations can submit their Final reports online
• organisations that are successful in receiving MFE program funding must submit their final report on time
• for the partnerships event stream, 10% of the final payment will be withheld until the final report is submitted and accepted.
NEED MORE INFORMATION?

INFORMATION SESSIONS HELD ACROSS VICTORIA

If you have questions you can register to attend any of the information sessions being held in the following locations:

- Ballarat  5th February
- Bendigo  5th February
- Dandenong  6th February
- Sunshine  10th February
- Shepparton  11th February
- Mildura  12th February
- Melbourne  13th and 19th February
- Geelong  18th February
- Warrnambool  19th February

There will also be an online webinar version of the information session available online. For more details visit www.vic.gov.au/multicultural-festivals-and-events-program.

CONTACTING THE MULTICULTURAL AFFAIRS PROGRAMS AND GRANTS TEAM

For more information, help with your application or to check if you have any outstanding final reports, contact the Programs and Grants Team at:

Email: multicultural-festivals.events@dpc.vic.gov.au
Phone: 1300 366 356

Additional information

Please refer to vic.gov.au/multicultural-festivals-and-events-program for more information on:

- Frequently Asked Questions
- information session webinar slides
- how to write a grant application
- grant terminology explained
- understanding in-kind contributions
- auspice and partnership applications