Multicultural Festivals and Events 2020-21

program Frequently Asked Questions

Here you'll find answers to some Frequently Asked Questions (FAQs).

How should I use these FAQs?
Before applying be sure to read the program Guidelines carefully – these can be found at www.vic.gov.au/multicultural-festivals-and-events-program.

These FAQs are intended to provide additional information and responses to common questions about the Multicultural Festivals and Events 2020-21 program.

If you can’t find what you are looking for and have a question about the program, contact us at 1300 366 356 or Multicultural-Festivals.Events@dpc.vic.gov.au.

If you are having trouble understanding the guidelines and would like the assistance of an interpreter, please contact TIS National on 13 14 50 and ask to be connected to the Grants Information Line on 1300 366 356.

About the Program

What is the Multicultural Festivals and Events program?
The Multicultural Festivals and Events (MFE) program is for the whole Victorian community to celebrate our diversity and embrace our multicultural diversity through an annual program of festivals and events.

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

What are the program objectives?
The MFE program objectives are to:

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

What funding is available?
The MFE program is divided into two funding streams: Community stream ($2,000 or less) and Partnerships stream ($7,000 to $70,000).

Please see the Guidelines (www.vic.gov.au/multicultural-festivals-and-events-program) for more information regarding the funding available and the different streams.
What are the dates of the MFE 2019-20 Round 2?

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 January 2020</td>
<td>Opening date</td>
</tr>
<tr>
<td>10 March 2020</td>
<td>Closing date for applications</td>
</tr>
<tr>
<td>March – June 2020</td>
<td>Assessment and approval of applications, notification of applicants</td>
</tr>
<tr>
<td>1 July 2020 – 31 December 2020</td>
<td>Successful events to be held between these dates</td>
</tr>
</tbody>
</table>

*Please note these dates may be subject to change.

What's new for MFE 2020-21 Round 1?

There are changes to the MFE 2020-21 Round 1. These include:

<table>
<thead>
<tr>
<th>Issue</th>
<th>MFE 2020-21 Round 1</th>
<th>Previous Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding Amounts</strong></td>
<td>Community stream - $2,000 (or less if requested)</td>
<td>Small stream - $2,000 (or less if requested)</td>
</tr>
<tr>
<td></td>
<td>Partnerships stream - $7,000 - $70,000</td>
<td>Medium stream - $5,000 to $25,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large stream - $25,001 to $75,000</td>
</tr>
<tr>
<td><strong>Community Stream Assessment Process</strong></td>
<td>Applications undergo a streamlined eligibility and assessment process. If successful will receive $2,000 (unless less is requested).</td>
<td>Applications undergo a streamlined eligibility and assessment process. If successful will receive $2,000 (unless less is requested). Notification of successful applications made early.</td>
</tr>
<tr>
<td><strong>Minimum Attendance</strong></td>
<td>Community stream – 100+ people (50+ people for rural and regional and/or new and emerging communities)</td>
<td>Small stream - 100+ people</td>
</tr>
<tr>
<td></td>
<td>Partnerships stream – 2,000+ people (1,000+ people for rural and regional and/or new and emerging communities)</td>
<td>Medium stream - 1,000+ people</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large stream - 7,000+ people</td>
</tr>
<tr>
<td><strong>Maximum number of applications per organisation per funding round</strong></td>
<td>One- no change</td>
<td>One</td>
</tr>
</tbody>
</table>

Multicultural Festivals and Events 2020-21 Round 1 – FAQs
### Matched funding

| Matched funding | Matched funding required in Partnerships Streams. Within metropolitan Melbourne, a minimum of one dollar for every dollar of MFE funding. Within regional and rural Victoria and for new and emerging communities, a minimum of one dollar for every three dollars of MFE funding. | Matched funding required in Medium and Large Streams. Within metropolitan Melbourne, a minimum of one dollar for every dollar of MFE funding. Within regional and rural Victoria, a minimum of one dollar for every two dollars of MFE funding. |

### Ineligible activities

| Ineligible activities | Conferences | Sporting events (sideline activities may still be considered – refer guidelines) |

### 60 days to accept offer or it may be withdrawn by the Department

| 60 days to accept offer or it may be withdrawn by the Department | Funding Agreements must be signed and accepted within 60 days of offer, or may be withdrawn by the Department | Funding Agreements must be signed and accepted within 90 days of offer, or may be withdrawn by the Department |

* Please see the Guidelines for more information.

---

### About the application process

**Is there anything we should consider before applying?**

Applying for a grant, organising an event and completing final reports can be time-consuming. Before anything else, an organisation should ask itself ‘what can we manage?’. If you have limited time to give or a small number of people, be realistic about the scale of the event you can manage.

Before starting your application, it is important to have a clear understanding of your event. This will help in preparing a strong application and detail how you will meet the MFE objectives.

**How do I apply?**


Please note: late or incomplete applications will not be considered.

If you wish to discuss your application or be assisted with your submission, please contact the Programs and Grants Team at MASC prior to the closing date, on 1300 366 356 or Multicultural-Festivals.Events@dpc.vic.gov.au.

**If I apply this year, can I also apply next year?**

Yes, applicants, including successful applicants, may apply in future rounds.

However, you should note that previously successful applications do not guarantee annual or future funding. The MFE funding pool is limited and only applications that meet criteria will be considered. Note that any organisation with outstanding final reports will NOT be eligible to apply.

If your application was previously unsuccessful and you would like to reapply, it is recommended that you make contact with the Programs and Grants Team before submitting again. Please contact us at 1300 366 356 or [Multicultural-Festivals.Events@dpc.vic.gov.au](mailto:Multicultural-Festivals.Events@dpc.vic.gov.au).
What if I have technical problem when submitting my online application?

If you are having problems, the form isn’t loading or submitting, using a different internet browser can sometimes help. If this does not work, please contact the Programs and Grants Team on contact us at 1300 366 356 or Multicultural-Festivals.Events@dpc.vic.gov.au who will assist where possible.

Please allow at least three business days for support and note that the Programs Grants Team is not available on weekends.

- Require evidence when there is a technical glitch

What if I miss the deadline for submitting my application – can I get an extension?

No extensions for applications are allowed.

What do I need to do before I submit my application?

Please read the guidelines at www.vic.gov.au/multicultural-festivals-and-events-program to make sure you are eligible for an MFE grant.

To be eligible, an organisation must either be:

» a not-for-profit entity registered under the Corporations Act 2001 (Cth) or the Associations Incorporation Reform Act 2012 (Vic), 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)
» no outstanding final reports or final reports required for any Multicultural Affairs or Fairer Victoria funded grants. Please email multicultural-festivals.events@dpc.vic.gov.au if you are unsure if your organisation is up to date. All outstanding reports must be submitted by 10 March 2020.

Applicants that are not incorporated or do not have an ABN number may apply with support from an eligible auspice organisation that has agreed to manage the grant for them. This applies to Community Stream applications only.

One organisation may act as an auspice for multiple MFE applications for multiple organisations.

Applications in the Partnerships Stream must be submitted by a main applicant and a Principal Supporting Partner. Please refer to the guidelines for further details.

How do I know if my organisation is a ‘legal entity’?

If you are unsure about your ‘entity status’, you can check your organisation’s details online. Your organisation’s official status can be checked at:

» For an Incorporated Association – www.consumer.vic.gov.au
**My organisation or group is not eligible, are there any exceptions?**

Applicants that are not incorporated or do not have an ABN may apply if supported by an eligible auspice organisation that has agreed to manage the grant for them.

This is only applicable to the Community stream.

**Where do we find an auspice?**

If you are unsure where to seek an auspice, you can consider approaching:

» community organisations that you have an existing partnership or good working relationship with

» more established community organisations within your community

» larger umbrella organisations that support and represent many groups in your community

» neighbourhood houses or community centres; or

» your local council.

**When should we consider a partnership application?**

Applications in the Partnerships Stream must be submitted with a Principal Supporting Partner. Collaborations with an organisation outside your own community or group will demonstrate cross-cultural collaboration and partnerships.

Intercultural and interfaith partnerships will be more favourable during the assessment process.

**We want to organise several events. Can we apply for all of them?**

No. There is a limit of one application per organisation or group in this round.

The one exception is for organisations acting as an auspice organisation for multiple MFE applications on behalf of multiple groups.

**As an auspice organisation – is there a cap to the number of projects I can auspice?**

No – but please consider what you are able to manage over a funding round as you are legally responsible for each project you auspice – including providing final reports to the department.

**Can I apply for multi-year funding under MFE?**

No – multi-year funding is at the Minister’s discretion.

**Can I apply for funding to: a) cover traffic management costs; or b) cover public transport fees for participants to travel to and from the event?**

You can apply for traffic management fees if it is a necessary requirement for your event.

Public transport fees may also be part of your application – particularly for young or elderly people, or disadvantaged groups that may experience difficulties attending your event due to distance or other factors such as safety concerns after-hours.

**Can I charge admission for the event to meet some of the project’s expenses?**

Yes – you can include a reasonable entry price for admission to your event.

Admission would usually be a gold coin donation or such. Events intended for profit or fund-raising are not eligible under MFE.
You should demonstrate that your event is accessible and affordable.

**Can I apply for a sporting event that will bring together different cultural groups?**

Funding is no longer available for sporting events.

Please refer to [www.vic.gov.au](http://www.vic.gov.au) to explore other grant opportunities for sporting events.

However, cultural events in association with sporting events such as “sideline” activities may be considered for funding where all other eligibility criteria are met.

**There is no line item in the budget template to apply for events staff salaries – can this form part of my funding request?**

No – staff wages and salaries for ongoing employees are not eligible.

You may apply for any reasonable costs for costs associated with the organising and staging of your event, provided that this is not an ongoing administrative or staffing cost. Staff and volunteer time spent organising the event should be included in your budget as an in-kind contribution towards the running of the event.

Any short-term services or in-kind contributions of staff or volunteer time should be described in your application in the project plan section.

**About the assessment process**

**How will applications be assessed?**

Eligible applications will be assessed against the program objectives and assessment criteria.

Applications will be assessed by a panel of representatives from DPC and an External Panel made up of representative Victorian Multicultural Commissioners and independent experts (as required) before final endorsement by the Minister for Multicultural Affairs.


**Will I get feedback on my application?**

Please contact Multicultural-Festivals.Events@dpc.vic.gov.au if you require feedback on your application.

**When will successful applicants be announced?**

The date for notification of grant outcomes will be prior to 1 July 2020.


**Can I ask for a reassessment?**

The MFE program is a discretionary, merit-based grant program. All applications undergo a rigorous, multi-stage assessment process. All decisions in relation to funding are considered final.

Any unsuccessful organisations are encouraged to contact us at 1300 366 356 or Multicultural-Festivals.Events@dpc.vic.gov.au to discuss future applications to ensure they meet with program guidelines and eligibility criteria.
About successful applications

When should we get funds and be able to start our activities?
Before we can transfer funds, a Funding Agreement (Victorian Common Funding Agreement) will be made between the successful organisation and the Victorian Government. The Funding Agreement will include the terms and conditions of the grant including the use of funds, term of the agreement and reporting requirements. Grant payments may be made in one or multiple instalments. The Funding Agreement must be signed and returned within 60 days of notification, or the offer of funding may be withdrawn.

When will grant activities need to be completed?
Successful grant recipients must deliver event between 1 July and 31 December 2020. Grant recipients must submit a final report by 31 January 2021. To be eligible for funding in future, all final reporting must be up to date.

Who is the funding agreement between?
The funding agreement will be between the successful organisation or auspice organisation and the Victorian Government.

Do I need to acknowledge the Victorian Government for the funding?
The Victorian Government is to be acknowledged in speeches and presentations, and mentioned in any media releases, flyers, programs, or other documents relating to your funded event. Suggested acknowledgements include:
» Made possible by the Victorian Government through the Multicultural Festivals & Events program
» With thanks to the Victorian Government and the Multicultural Festivals & Events program
» Funding provided by the Victorian Government through the Multicultural Festivals & Events program

I want to invite a representative of your Department and/or an official to attend my event.
If there are opportunities relating to your project to invite a government official, it would be great to hear about them. Please contact us at 1300 366 356 or Multicultural-Festivals.Events@dpc.vic.gov.au for further information.

What happens if a project falls over?
If, for any reason, your organisation is unable to complete your planned event, you must inform the Programs and Grants Team immediately. If the Funding Agreement has not been signed, then the offer of funding will be withdrawn. If the agreement has been signed and funds paid, the funds must be returned, and the Programs and Grants team will assist you to cancel your funding agreement so you can apply for other funding in future. Please contact the Community Grants Team for further information on 1300 366 356 or Multicultural-Festivals.Events@dpc.vic.gov.au.
What reports will need to be provided throughout the project?

A final report is required at the end of your project. The Programs and Grants Team are available to support you through this process if required.

A link to complete the final report online, will be emailed to you before the due date.