

Multicultural Festivals and Events program 2017-18

SAMPLE Large Grants Application Form

SAMPLE APPLICATION

This completed Large MFE Grant Application Form is a sample only, and is not a real project or application. Though the proposed fictional event may resemble one or more actual events, any similarity is coincidental.

The purpose of this sample application is to provide guidance to eligible organisations on the type and detail of information that is expected for a Large MFE Grant Application. Submission of an application with this level of information does not guarantee success, but will ensure it is considered for merit and not rejected for failing to supply sufficient information for assessment.

Administrative Details

PART A: MAIN APPLICANT ORGANISATION DETAILS

*Name of Organisation:	Multicultural Communities Association of Victoria			
*Australian Business Number (ABN):	4560981			
Incorporation Number:				
Organisation's main Ethnicity/Faith affiliation (optional)	Multicultural			
Address details for the organisation				
<i>Physical or meeting address of the organisation</i>				
*Street address:	1234 South Street			
*Town / Suburb:	Southtown	*State:	VIC	*Postcode: 3333
*Local Government Area:	Yarra	*Region:	Melbourne	
<i>Address where MASC Division will send all correspondence regarding the outcome of this grant application, only if different from above.</i>				
Postal address:	As above			
Town / Suburb:		State:		Postcode:

ESTIMATED TOTAL PROJECT COST

*\$200,000

FUNDING REQUEST AMOUNT

*\$100,000

Applications requesting \$50,000 or more must be jointly submitted by a main applicant and co-applicant. Co-applicant details must be provided below for applications of this size.

If an application requesting \$50,000 or more is submitted without a co-applicant, it will be deemed ineligible.

CO-APPLICANT ORGANISATION DETAILS

*Name of Organisation:	Culturally Diverse Young Artists Network of Victoria			
*Australian Business Number (ABN):	11882931			
Incorporation Number:				
Organisation's main Ethnicity/Faith affiliation (optional)	Multicultural			
Address details for the organisation				
<i>Physical or meeting address of the organisation</i>				
*Street address:	1234 North Street			
*Town / Suburb:	Northtown	*State:	VIC	*Postcode: 3444
<i>Address where MASC Division will send all correspondence regarding the outcome of this grant application, if different from above</i>				
Postal address:				
Town / Suburb:		State:		Postcode:

*Festival or event name

We will use the title on all correspondence.

Tip: Ensure the title clearly communicates the purpose of the event e.g. Moonee Valley Eid Festival 2017

Bringing Together Multicultural Victoria Festival

*Event summary – What are you going to do and what will you achieve?

Please describe:

- the event as clearly as possible
- what activities will occur
- what will be the expected outcome(s) of these activities
- how the event/activities will contribute to the achievement of the MFE program Objectives
- what catchment area the event will reach.

Your response should specifically refer to the MFE Objectives detailed in the Guidelines, and how your event(s) will support them.

The 2017 Bringing Together Multicultural Victoria Festival (the Festival) will be a two-day event held at Federation Square. Both days will involve a range of cultural performances and music, food stalls,

storytelling, information sessions (including in relation to religious beliefs, cultural traditions and the history of several cultural groups and their country of origin) and an art installation that will aim to build attendees' understanding and acceptance of Victoria's diverse cultures.

The art installation includes work from up-and-coming young artists from a diverse range of cultural backgrounds, including Sudanese, Afghani, Aboriginal, LGBTI and Italian. We have prioritised female performers and artists, so that over half of the people involved will be female. The Co-applicant for this application is the Culturally Diverse Young Artists Network of Victoria. The Network will take the lead on this aspect of the Festival.

We will also create opportunities for skill development and mentoring in the planning and implementation of the Festival. Each aspect of the Festival will be broken down into specific parts, and allocated to two organisations. One of the two organisations will have significant event planning experience; the other will be smaller and less experienced. The two organisations will work together and learn from one another as they plan their part of the Festival. The purpose of these partnerships is to build the capacity of the smaller organisations, so that they can go on to organise their own events in the future; and to build intercultural relationships and understanding between the two community groups.

The expected outcomes of the Festival are significant. In the planning and development of the Festival, we expect organisations partnering on a particular aspect of the event to build relationships across cultural differences and develop greater understanding of one another; and for the smaller of the two organisations to increase their organisational capacity. Over the two days of the Festival, we expect attendees to develop a greater understanding and acceptance of the many cultures represented. In this, we hope to increase attendees' acceptance of cultural diversity and more broadly contribute to a reduction in racist and discriminatory attitudes and behaviours.

As detailed above, the Festival will contribute towards all of the MFE objectives:

- *showcase the vibrancy and contribution of Victoria's multiculturalism through regular celebrations and events that encourage participation of the whole community;*

The Festival will include artists and performers from 11 different cultures and faiths. The Festival will also be widely promoted to attract attendance from a large cross-section of Victorians.

- *foster cross-cultural awareness, understanding, respect, community unity and intercultural relationships;*

This will happen through the performances, art installation, storytelling and information sessions that all aim to increase people's understanding of and respect for different cultures. It will also happen through the mentoring relationships formed for the planning of the festival.

- *ensure that Victoria's multicultural communities can celebrate, preserve and share traditions in meaningful ways;*

As noted, 11 different cultural and faith communities are actively involved in the Festival's activities, all of which are opportunities to celebrate, preserve and share traditions.

- *build the capacity and experience of smaller or newer community groups to deliver events through the development of genuine partnerships between community organisations.*

As noted, this will happen through the mentoring relationships formed to plan and deliver the different aspects of the Festival.

The Festival will attract attendees from a very large catchment area. We estimate that the catchment area will include ten or more local council areas, including from the western, northern and southern metro regions.

***Why is the project needed?**

Please describe:

- what issue, need or concern your event/activity will address
- how the event will be supported at the community level
- how the event is meeting shared priorities of you and your partner organisation(s).

The Festival is needed to provide involved communities with an opportunity to express themselves; share their story with all of Victoria; break down stereotypes and misconceptions; and build understanding and respect for cultural and religious differences across the Victorian community.

Though multiculturalism is strong in Victoria, racism and discrimination have not been eliminated, and may be experienced in our community - particularly by those individuals (especially young people and women) and communities who are visibly different from the Australian "mainstream". A positive way to respond to this is by increasing people's contact with and understanding and acceptance of cultural diversity. The Festival will do this on a large scale, attracting people from all around Melbourne and its surrounding suburbs. The media coverage of the Festival will further broadcast the benefits of such events and cultural diversity.

The Festival has very strong support at the community level. Attached to this application are letters of support from community groups that will be contributing to the various aspects of the Festival. Most of these groups are also a part of the Festival's Organising Committee, the membership of which is also attached. The Organising Committee will meet every month for the six months in the lead up to the Festival.

[NOTE: This Sample Application does not actually include letters of support or a list of those organisations on the Organising Committee. However, all large MFE applications would be strengthened by such supporting documentation.]

All the groups and communities involved in planning and delivering the Festival share the priorities of gaining greater involvement and participation from young people and women, and broadening the range of communities that are included in the Festival. This year's Festival will for the first time include performers and artists from the Aboriginal and LGBTI communities. The Organising Committee is positioned to ensure that these priorities, and any others that may arise over time, are attended to through the Festival.

*How many people will attend the event? (Approximately)

50,000 total (approximately 25,000 on each of the two days, based on previous attendance)

*Who is engaged?

Please describe:

- what relevant skills, knowledge and/or experience your organisation has to enable you to successfully deliver the proposed event
- how your event will reach a diverse range of Victorian multicultural communities and the wider Victorian community
- who your partners will be for the planning and delivery of the event (and particularly any organisations representing priority groups);
- the collaborative approach you will use with a range of partners, including the proposed contribution, roles and responsibilities of partners, and how you will sustain the relationship(s) beyond the life of the activity
- how the activity will build the capacity and experience of other community organisations (and particularly the noted priority groups and smaller communities) to deliver events.

Wherever possible, please provide evidence of what you describe (e.g. letters of support, planning documentation, etc.)

If you are applying for \$50,000 or more, your application must be jointly submitted by you, as the main applicant, and a co-applicant (see the MFE Guidelines for more information).

- Please describe the roles and responsibilities of your organisation and your co-applicant in the planning and delivery of the proposed event(s).

The Multicultural Communities Association of Victoria has nearly 10 years of experience planning and delivering a range of different types of events. A list of the events we have delivered is attached to this application. We are an entirely volunteer-run organisation, but our volunteers bring many skills and competencies, including in communications and project management.

[NOTE: This Sample Application does not actually include a list of events as mentioned above. However, all large MFE applications would be strengthened by such supporting documentation.]

In order to reach a diverse range of Victorian multicultural communities and the wider Victorian community, we will use a comprehensive communications strategy, which is attached to this application. This strategy – including the networks of the different groups involved in the Festival, social media, the VMC e-news, the Faith Communities Council of Victoria website and circular, local council websites and notice boards and university notice boards – will ensure that a large cross-section of the Victorian community is aware of the Festival and has the opportunity to attend.

[NOTE: This Sample Application does not actually include an attached communications strategy. However, all large MFE applications would be strengthened by such supporting documentation.]

Our principal partner is the Culturally Diverse Artists Network of Victoria (the Network). The Network will be involved in all aspects of Festival planning and delivery, but has particular responsibility for leading on the art installation component of the Festival. As a youth-based arts group, the Network is particularly well-placed to ensure that this part of the Festival is as effective and relevant as possible. Beyond this, the Network will also be responsible for ensuring that every aspect of the Festival is designed and implemented to maximise the involvement of culturally diverse young people, with particular emphasis on female participation.

The Organising Committee will also play a major role in planning and delivering the Festival. The Organising Committee will meet at least once a month for the six months in the lead up to the Festival. The Committee will have representation from all the community groups involved in the Festival, and will be responsible for the overall direction and planning for the Festival. All major decisions for the Festival will be subject to the approval of the Committee.

Also, we expect that 11 different cultural and faith communities will be involved in delivering the various activities of the Festival, including food stalls, performances and music, the art installation, storytelling and information sessions.

Finally, and as noted earlier, the Festival will also include a collaborative mentoring component that will bring together larger, more experienced organisations with smaller, more recently established groups. We expect that at least four such mentoring partnerships will be established in this way. The mentor and mentee organisations will be expected to work together to plan and deliver their respective Festival components, and in so doing build relationships and increase the capability of the smaller organisations.

It is anticipated that the collaborative nature of the Festival, especially the Organising Committee and the mentoring partnerships, will result in lasting relationships between the organisations involved in the planning and development of the Festival. As a part of our end-of-Festival evaluation, we will conduct a group discussion that will involve all participating organisations, and will in part explore how our respective organisations can work together again in the future.

Attached to this application is a full list of all the groups that will be involved in the planning and delivery of the Festival. Beside each group is a short description of how they will be involved and what they will contribute to the Festival.

[NOTE: This Sample Application does not actually include such a list. However, all large MFE applications would be strengthened by such supporting documentation.]

***How will the event be delivered?**

Please describe:

- how you will deliver the event *Note: A Project Plan must be provided in the supporting documentation section.*
- the approach and timeframe for the event
- how the activity represents value for money
- how you will promote the event to ensure a high level of attendance and that people from a diverse range of communities will attend. *Note: A Communications Strategy must be included alongside your Project Plan.*

As noted earlier, we will establish an Organising Committee to provide overall guidance and support for the delivery of the Festival. All major decisions will be passed through the Organising Committee, which will meet at least once every month in the six months prior to the Festival. Organising Committee members will also be in regular contact via phone and email as developments require.

The mentoring partnerships will also be a key aspect of delivery for the Festival. As mentioned, each

partnership will be tasked with a particular aspect of the Festival, and will work together to plan and deliver this element. In so doing, the smaller organisations will gain valuable event planning experience and skills and the organisations will develop greater understanding and respect for one another.

A detailed Project Plan is attached to this application. This Project Plan gives a detailed account of all key activities and milestones that will occur in the lead up to the Festival. It also shows which organisations are (or will most likely be) the lead on delivering that specific activity/milestone. As shown in the Project Plan, while the Festival will occur over just two days (31 March and 1 April 2018), the planning and preparation will take approximately 6-7 months (starting in August 2017).

[NOTE: This Sample Application does not actually include a Project Plan. However, all large MFE applications must include a detailed Project Plan as described here.]

With an expected attendance of 50,000 people, a grant of \$100,000 from the Victorian Government equates to two dollars per person for attendance of a Festival that offers attendees a wide variety of activities, including food stalls, performances and music, an art installation, storytelling and information sessions. The Festival represents a valuable opportunity for the Victorian Government to invest in an event that positively impacts social cohesion in Victoria and expressly aims to increase people's understanding of and respect for different cultures.

As noted earlier, in order to widely promote the event and attract a large and diverse attendance, we will use a comprehensive communications strategy, which is attached to this application. This strategy – including the networks of the different groups involved in the Festival, social media, the Victorian Multicultural Commission e-news, the Faith Communities Council of Victoria website and circular, local council websites and notice boards and university notice boards – will ensure that a large cross-section of the Victorian community is aware of the Festival and has the opportunity to attend. It should be noted that this strategy will likely be refined and further developed over time.

[NOTE: This Sample Application does not actually include an attached communications strategy. However, all large MFE applications would be strengthened by such supporting documentation.]

***How will the success of the activity be measured and evaluated?**

Please describe:

- what information you will collect to determine the extent to which you have achieved the intended outcomes you detailed in the Event Summary
- how you will collect and report on this information (e.g. questionnaires, group discussions, etc.)

All applicants must respond to this question. However, applications requesting \$50,000 or more must also include a completed *Evaluation Plan* template.

As stated in the Event Summary, the expected outcomes of the Festival are as follow:

(In the planning and development of the Festival)

- Organisations partnering on a particular aspect of the event will build relationships across cultural differences and develop greater understanding of one another;
- Smaller and less established of the two organisations to increase their organisational capacity and skills by learning from their partner.

(Over the two days of the Festival)

- Attendees will develop a greater understanding and acceptance of the many cultures that will be on display.

As this application is requesting more than \$50,000, below is a completed Evaluation Plan, which more fully responds to this question. Should we be successful in our application and receive more than \$50,000, it is understood that we will be required to implement this Evaluation Plan.

Outcome 1: Organisations involved in mentor partnerships develop improved intercultural relationships.

Indicator 1: Feedback from organisations involved in mentor partnerships in regard to the impact of the partnerships on intercultural relationships.

<p>Method/Tool 1:</p> <p>Method - post-Festival group discussion reflecting on benefits/impact of the partnerships, ways to improve, and ways to maintain connections and partner in future.</p> <p>Tool - prepared questions, facilitator.</p>					
<p>Outcome 2: Organisations involved in mentor partnerships improve understanding of one another.</p>					
<p>Indicator 2: Feedback from organisations involved in mentor partnerships in regard to the impact of the partnerships on intercultural understanding.</p>					
<p>Method/Tool 2:</p> <p>Method - post-Festival group discussion reflecting on benefits/impact of the partnerships, ways to improve, and ways to maintain connections and partner in future.</p> <p>Tool - prepared questions, facilitator.</p>					
<p>Outcome 3: The mentees (i.e. those that are smaller and less experienced) in mentor partnerships improve organisational capacity and skills.</p>					
<p>Indicator 3: Mentees' self-reported organisational capacity and skills, as affected by the partnership.</p>					
<p>Method/Tool 3:</p> <p>Method - post-Festival group discussion reflecting on benefits/impact of the partnerships, ways to improve, and ways to maintain connections and partner in future.</p> <p>Tool - prepared questions, facilitator.</p>					
<p>Outcome 4: Festival attendees develop an improved understanding of diverse cultures.</p>					
<p>Indicator 4: Attendees' self-reported understanding of different cultures, as affected by the festival.</p>					
<p>Method/Tool 4:</p> <p>Method - Volunteers circulate through the crowd and complete questionnaires with a minimum of 200 people.</p> <p>Tools – online questionnaire (e.g. Survey Monkey), smartphones.</p>					
<p>Outcome 5: Festival attendees develop a greater acceptance of diverse cultures.</p>					
<p>Indicator 5: Attendees' self-reported respect for the contribution of diverse communities, as affected by the festival.</p>					
<p>Method/Tool 5:</p> <p>Method - volunteers circulate through the crowd and complete questionnaires with a minimum of 200 people.</p> <p>Tool - online questionnaire (e.g. Survey Monkey), smartphones.</p>					
<p>Where is your event?</p>					
*Venue:		Federation Square, Melbourne CBD.			
Street address:					
Town / Suburb:		State:	VIC	Postcode:	
*Local Government Area:					
*Electorate:					

What date/s will your event take place?

Please note the festival/event must take place between 1 July 2017 and 30 June 2018.

*Start date:	31 March 2018	*Completion date:	1 April 2018
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Project Budget

All items must be listed **excluding GST**.

For expenses over \$10,000 written quotes must be provided.

Income		Expenditure	
Grant amount requested	\$ 100,000	Administration overheads	\$ 5,000
Other State Government funding	\$ 0	Advertising/event promotion	\$ 25,000
Local Government funding	\$ 30,000	Catering	\$ 23,000
Federal Government funding	\$ 0	Cultural activities	\$ 45,000
Funds from your organisation	\$ 15,000	Entertainment	\$ 40,000
Funds from other community organisations	\$ 25,000	Event equipment	\$ 35,000
Funds from business contributions	\$ 25,000	Travel & accommodation within Victoria	\$ 2,000
Funds from philanthropic contributions	\$ 5000	Venue/meeting room hire	\$ 10,000
Other (please specify below)	\$	Other (please specify below)	\$ 15,000
.		Materials, supplies and production costs for information sessions	
Other (please specify below)	\$	Other (please specify below)	\$
.		.	
*Total income	\$ 200,000	*Total expenditure	\$ 200,000

***Note: The total income amount should be the same as the total expenditure amount.**

Are you providing any in-kind support for your project? Yes No

If YES, please complete the section below. If NO, skip to the next section.

In-kind contribution

See the calculation form on multicultural.vic.gov.au for information on how to calculate your in-kind contribution.

In-kind contribution description	\$excl GST
Total	

Supporting Documentation

Please upload the following **mandatory** supporting documents.
Missing documents will defer the assessment of your application.

Large Grant Applicants	
<input type="checkbox"/>	Quote/s for any expenditure items over \$10,000
<input type="checkbox"/>	For applications seeking \$50,000 or more , a completed Evaluation Plan template must be provided.
<input type="checkbox"/>	Examples of your promotion for your event e.g. program, flyer, brochure, media releases, photos of previous events, Twitter, Facebook or your website
<input type="checkbox"/>	Project plan and/or marketing and communications plan for organising the Festival or Event highlighting key dates/milestones including promotion activities
<input type="checkbox"/>	Letters from project partners indicating their commitment as an auspice organisation (if required), details of what they are contributing towards the project, the role they will play and names and addresses of contact people from the partner organisation(s)
<input type="checkbox"/>	Copy of your Certificate of Currency for the organisation's Public Liability Insurance

Communication and Declaration

Use of your information

Information provided to the Multicultural Affairs and Social Cohesion (MASC) Division in this application form may be used to contact you about your application and assist us to assess your eligibility for funding.

Information provided to MASC Division may be used to compile mailing lists of multicultural organisations in Victoria. MASC Division and the VMC can then send you notices or updates on topics of interest such as, other funding opportunities, information on community consultations, policy, programs, legislative announcements and multicultural information.

Information provided to MASC Division and the VMC may also be shared with other government departments and ministerial offices to send you updates or notifications of a similar nature.

Any personal information provided will be handled in accordance with the Privacy and Data Protection Act 2014 (Vic) and applicable privacy laws. Enquiries about access to personal information held by DPC should be directed to the privacy officer at 1 Treasury Place East Melbourne 3002.

The email address you have provided on this application form will be added to the VMC e-newsletter mailing list. The newsletter provides information on all grant outcomes, available application options and future funding opportunities. If you wish to be removed from this mailing list, please contact the Community Strengthening Team via email at community.grants@dpc.vic.gov.au, or you may unsubscribe directly from the link provided in the newsletter itself.

If you do not wish to be included in any mailing lists of multicultural organisations in Victoria or to be shared with other Victorian government departments and ministerial offices to send you relevant updates or notifications, please also email the Community Strengthening Team at community.grants@dpc.vic.gov.au.

Your application, if successful, may also be publicised or described on the Multicultural Victoria website or other Victorian Government website or publication.

If you do not wish to have details of your event included in any publications (e.g. as a case study) or otherwise promoted, please confirm this by ticking the appropriate box below.

- Please do not include details of our event on the Multicultural Victoria Website or other DPC website, or other similar publications.
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Declaration

- I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify the Community Strengthening Team of any changes to this information and any circumstances that may affect this application;
- I state that the applicant organisation has acquitted all previous grants and provided relevant reports;
- I acknowledge that this application may be referred to external experts or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities;
- I understand that MASC Division and the VMC is subject to the *Freedom of Information Act 1982* and that if a Freedom of Information request is made, OMAC is required to comply and provide all requested information; and
- I understand that this is an application only and may not necessarily result in funding approval.

* Signature:	* Date:
* Print name:	* Position:
<i>(To be signed by a person with delegated authority to apply - i.e. Chairperson, Secretary, Public Officer or Treasurer)</i>	

For applications seeking \$50,000 or more:

Co-applicant signature –

* Signature:	* Date:
* Print name:	* Position:
<i>(To be signed by a person with delegated authority to apply - i.e. Chairperson, Secretary, Public Officer or Treasurer)</i>	