MULTICULTURAL FESTIVALS AND EVENTS

Embracing Diversity, Celebrating Communities
Guidelines and Application Form

For cultural celebrations, festivals and events being held between 1 January 2016 and 30 June 2016

Grant queries: 1300 366 356
Applications can be submitted online at www.multicultural.vic.gov.au
MESSAGE FROM THE MINISTER

The Victorian Government encourages all Victorians to embrace cultural diversity. The Multicultural Festivals and Events (MFE) program, aims to support community groups and organisations to empower our multicultural communities – both new and established – to celebrate and preserve their traditions in meaningful ways, while showcasing the benefits of multiculturalism to the wider Victorian community.

The program will also build the capacity and experience of smaller and newer community groups, to deliver events by supporting genuine partnerships between community organisations.

The Victorian Government (through the Office of Multicultural Affairs and Citizenship and the Victorian Multicultural Commission) is committed to supporting communities by providing effective, accessible targeted grants programs that meet a range of cultural, social, economic and educational needs.

The initiatives funded through this program, will enable the whole of the Victorian community to participate in, and develop a deeper understanding of, the customs, traditions and celebrations of our diverse communities. Community harmony and resilience is greatly influenced by our ability to come together, learn from one another and develop partnerships based on shared values and joint activities.

I encourage community organisations and groups to apply for a grant and celebrate Victoria’s diversity.

Robin Scott MP
Minister for Multicultural Affairs
Minister for Finance
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1 _ About the Program

What is the Multicultural Festival’s and Events Program?
The Victorian Government is committed to promoting the social, cultural and economic benefits of cultural diversity to all Victorians. The Multicultural Festivals and Events Program encourages participation of the whole Victorian community in festivals and events to celebrate and embrace our vibrant multicultural diversity. The program brings together the Victorian Multicultural Commission’s (VMC’s) former Multicultural Festivals and Events Grants and the Office of Multicultural Affairs and Citizenship’s (OMAC’s) former Unity Through Partnerships program.

The Program is divided into three funding streams:

» Schools Cultural Diversity Events ($500 to $2,000) for events to be held during Cultural Diversity Week 2016 (12 – 21 March 2016);
» Small Celebrations and Events (small grants from $500 to $10,000); and
» Large Festivals and Events (large grants from $10,001 to $100,000).

Objectives
The Multicultural Festivals and Events Program is administered by the Office of Multicultural Affairs (OMAC). The program aims to achieve the following objectives:

» To showcase the vibrancy of Victoria’s multiculturalism through regular celebrations and events that encourage participation of the whole community;
» To foster crosscultural awareness, understanding, community unity and intercultural relationships;
» To ensure that Victoria’s multicultural communities can celebrate and preserve traditions in meaningful ways; and
» To build the capacity and experience of smaller or newer community groups to deliver events through the development of genuine partnerships between community organisations.

Who is eligible to apply?
For projects funded under the Small Celebrations and Events and Large Festivals and Events streams organisations must:

» be a not-for-profit entity or a Local Government Authority (LGA) who partners with a not-for-profit entity (LGAs cannot apply independently);
» if a not-for-profit entity, be registered under the Corporations Act 2001 (Cth) or the Associations Incorporation Reform Act 2012 (Vic), and
» have a current Australian Business Number (ABN).

If your organisation does not meet the above criteria you must nominate an eligible auspice to apply for a grant. Auspice organisations must meet the above criteria, and can include local councils.

Applicants who have overdue accountability reports for previous grants funded through the VMC and OMAC are not eligible to receive funding. To check if you are up to date with accountability reports, please email community.grants@dpc.vic.gov.au.

Primary and Secondary Schools are eligible to apply under the Schools Cultural Diversity Events stream.

Please note: An application for a festival or event can be submitted under one funding stream only: schools, small or large. Please fill out an application form for each individual festival or event.
2. What types of projects might be funded?

Funding Categories

Small Celebrations and Events
Small multicultural community not for profit organisations and groups across Victoria regularly come together to celebrate cultural days of significance. Activities are held in a local community setting and involve smaller group participation or celebration. Events that encourage inclusive participation of the broader community are strongly encouraged.

Large Festivals and Events
Major Festivals and Events foster strong cross-cultural and interfaith connections and maintain ongoing relationships. A number of community groups and organisations work together in partnership to deliver a major festival, event or gathering which is promoted to the whole community and reaches a wide audience across a sub-regional or regional catchment area.

Schools Cultural Diversity Events
Schools can only apply for funding under the Schools Cultural Diversity Events stream for events during Cultural Diversity Week 2016 (Saturday 12 March 2016 – Monday 21 March 2016 inclusive). Activities that will be supported build intercultural understanding and/or embed global and multicultural citizenship perspectives. Activities that engage and build partnerships between schools and multicultural communities will be prioritised.

Schools that are awarded a grant for their Cultural Diversity Week event are required to register their events at www.multicultural.vic.gov.au as a condition of their Funding Agreement.

Types of Activities
The types of activities that will be considered under the program across the three funding streams are:
» events that promote intercultural dialogue and understanding;
» conferences and forums focused on culture and multiculturalism;
» intercultural festivals or events with one or more cultural groups;
» multicultural performances and cultural exhibitions; and
» cultural days of significance celebrations.

A list of examples of celebrations, festivals and events that have previously been funded is available at www.multicultural.vic.gov.au.

Timing
Applications will be accepted for festivals, events and cultural celebrations scheduled to run between 1 January 2016 and 30 June 2016.

Please note that the Multicultural Festivals and Events Program is being streamlined into one major round, rather than two rounds in 2016. The next funding round, for all festivals and events to be held between 1 July 2016 and 30 June 2017 will open in early 2016. Please check www.multicultural.vic.gov.au for further details.

Previous VMC and OMAC grant recipients will also be contacted by email to update their contact details so that OMAC and the VMC can send out notices or updates on topics of interest such as, funding opportunities, information on community consultations, policy, programs, legislative announcements and multicultural information.

What applications can be supported?
The following applications can be supported:
» applications for projects that address the program objectives and funding criteria;
» applications submitted by an eligible organisation (see section 1).

A celebration, event or festival is a one-off occasion for a defined period of time such as a day or across a week and may occur once or twice per year.

Large festivals and events must have partnerships between community groups and be a public event. A public event is one which is:
» accessible for anyone to attend;
» actively promoted to the wider Victorian community; and
» likely to have attendees or participants from outside the community groups or organisations involved in organising the event.

What applications cannot be supported?
The following applications cannot be supported:
» from individuals;
» for competitions, commercial or fundraising activities;
» for recurrent administrative, infrastructure and other organisational costs;
» for set-up or running costs of a business, purchase of capital equipment (including hardware or software), or set-up and maintenance of Internet sites;
» for events or travel outside Victoria or funding for people or organisations from overseas to visit Victoria.
» from municipal councils (unless they are applying in partnership with a not-for-profit organisation or as an auspice on behalf of another organisation);
» for events that promote or are held for political purposes;
» for retrospective funding for projects or programs that have already started or have been completed, including any activity undertaken prior to the notification of the application outcome;
» from organisations that have failed to comply with the terms and conditions of previously awarded grants; and
» for activities and/or organisations eligible for funding under another State, Federal or Local Government program, and/or where the project is clearly within the programmatic responsibility of another Government program.

3 _ What funding is available?

The table below shows the funding available for the three funding streams under the program.

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Funding available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools Cultural Diversity Events (school grants)</td>
<td>from $500 to $2,000 (to schools)</td>
</tr>
<tr>
<td>Small Celebrations and Events (small grants)</td>
<td>from $500 to $10,000</td>
</tr>
<tr>
<td>Large Festivals and Events (large grants) – partnerships between organisations are strongly encouraged</td>
<td>from $10,001 to $100,000</td>
</tr>
</tbody>
</table>

Please note that in previous years, the average value of grants awarded has been:
» Schools grants – $1,000
» Small grants – $1,700
» Large grants – $33,000.

The Multicultural Festival and Events program is extremely competitive due to the high volume of applications. Applicants are strongly encouraged to seek other funding sources and financial partners for their events.
4 _ How to apply?

Ensure you complete the contact and address details, respond to the eligibility criteria and attach all supporting documentation to your application.

Applications close midnight 24 January 2016

Complete the application form online at www.multicultural.vic.gov.au

Late or incomplete applications may not be considered. Hard copy application forms are available upon request, and can be submitted to:

Community Strengthening Team
Office of Multicultural Affairs and Citizenship
Level 3, 3 Treasury Place
Melbourne VIC 3002

For more information contact: community.grants@dpc.vic.gov.au or call 1300 366 356.

How will applications be assessed?

Applications will be assessed against the program objectives, eligibility requirements and assessment criteria.

Applications will be assessed by a panel that will consist of representatives from OMAC, VMC and external specialists. Panel recommendations will go to the VMC for ratification prior to consideration by the Minister for Multicultural Affairs.

Given the high demand for grants under this program, the amount of funding approved may be less than the amount requested. In this case grant recipients will be asked to revise their budget and project in-line with the funding offered.
Guidelines

What is the assessment criteria?

Applications will be assessed against the criteria outlined in the table below:

<table>
<thead>
<tr>
<th>Funding Stream</th>
<th>Assessment Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools (School grants) Cultural Diversity Events</td>
<td>What will the activity achieve? The application demonstrates the extent to which the activity achieves the program objectives and supports intercultural awareness.</td>
</tr>
<tr>
<td>Small Celebrations and Events (small grants)</td>
<td>Who is involved? The application demonstrates the extent to which the activity:</td>
</tr>
<tr>
<td></td>
<td>» will reach Victoria’s multicultural communities;</td>
</tr>
<tr>
<td></td>
<td>» can be delivered by those who are involved.</td>
</tr>
<tr>
<td></td>
<td>How will the activity be delivered? The application demonstrates the extent to which the activity:</td>
</tr>
<tr>
<td></td>
<td>» is ready to proceed and supported by a clear approach and realistic timeframes;</td>
</tr>
<tr>
<td></td>
<td>» is based on sound cost estimates and represents value for money.</td>
</tr>
<tr>
<td>Large Festivals and Events (large grants)</td>
<td>What will the activity achieve? The application demonstrates the extent to which the activity:</td>
</tr>
<tr>
<td></td>
<td>» achieves the program objectives and supports intercultural awareness;</td>
</tr>
<tr>
<td></td>
<td>» will reach a large catchment area.</td>
</tr>
<tr>
<td></td>
<td>Why is the project needed? The application demonstrates the extent to which the activity:</td>
</tr>
<tr>
<td></td>
<td>» is strongly supported at a community level and consistent with shared priorities</td>
</tr>
<tr>
<td></td>
<td>and includes more than one partner.</td>
</tr>
<tr>
<td></td>
<td>Who is involved? The application demonstrates the extent to which the activity:</td>
</tr>
<tr>
<td></td>
<td>» will reach Victoria’s multicultural communities and the wider Victorian community;</td>
</tr>
<tr>
<td></td>
<td>» is a collaborative approach with a range of partners, outlines the proposed</td>
</tr>
<tr>
<td></td>
<td>contributions from partners, roles and responsibilities of these partners, and the</td>
</tr>
<tr>
<td></td>
<td>commitment to sustaining the relationship beyond the life of the activity;</td>
</tr>
<tr>
<td></td>
<td>» builds the capacity and experience of other community organisations to deliver</td>
</tr>
<tr>
<td></td>
<td>events.</td>
</tr>
<tr>
<td></td>
<td>How will the activity be delivered? The application demonstrates the extent to which the activity:</td>
</tr>
<tr>
<td></td>
<td>» is ready to proceed and supported by a clear approach and realistic timeframes;</td>
</tr>
<tr>
<td></td>
<td>» is based on sound cost estimates and represents value for money;</td>
</tr>
<tr>
<td></td>
<td>» is promoted to the wider community to ensure a high level of attendance.</td>
</tr>
</tbody>
</table>
5 _ Funding conditions

The Multicultural Festivals and Events Program is a discretionary, merit-based grant program.

A decision in relation to any aspect of the funding application and assessment process, including any decision to award a grant under this Program, is final and no correspondence will be entered into.

Funding agreement

Successful applicants will be required to enter into a Victorian Government Common Funding Agreement (CFA) with the Department of Premier and Cabinet which consists of:

» a ‘Schedule’ (detailing activity details, funding, activity deliverables and payments, budget, reporting requirements and other activity specific requirements); and

» a set of standard terms and conditions which are fixed and non-negotiable.

It is recommended that applicants review the CFA before applying for a grant.


You may also request a hard copy of these documents by contacting the Office of Multicultural Affairs and Citizenship on 1300 365 356.
Introduction to Application Forms

Funding Discretionary
The assessment of this application and any decision to approve funding is a decision for the State of Victoria in its absolute discretion.

All decisions of the State of Victoria in relation to a funding application and the assessment process is final. In particular:

» the State may treat an application as invalid and not consider it if it is received late, it is incomplete, it is not reasonably able to be understood, or it does not comply with these Guidelines;

» the State may request that an applicant confirm the details in their application (including by requesting an applicant to prove their identity and place of residence);

» the submission of an application does not guarantee funding and a successful applicant may not be granted the amount of funding they requested;

» the State may extend, cancel or amend the process for applying for funding at any time without an applicant’s consent.

The State of Victoria will not negotiate on its decision in relation to funding applications or the conditions of any funding that is granted.

State Not Liable for Claims Arising from Application
The State of Victoria will not be liable for:

» any action or claim that an applicant might bring in relation to an application for funding or its assessment;

» any loss or damage, including indirect and economic loss, which an applicant might suffer in the course of applying for or accepting the provision of funding; and

» any personal injury suffered in the course of applying for or accepting the provision of funding.

The above does not apply to any liability that the law does not allow the State of Victoria to exclude.

Applicants must pay all costs associated with their application. The State will not be responsible for paying any of those costs.

No Binding Agreement
No binding agreement, legal relationship or other understanding for the supply of funding will exist between the State of Victoria and any applicant unless and until they have signed a formal written funding agreement.

Grant type (please select one category and fill in one application form for that category only)

» Schools (School grants) Cultural Diversity Events for funding from $500 to $2,000

» Small Celebrations and Events (small grants) for funding from $500 to $10,000

» Large Festivals and Events (large grants) for funding from $10,001 to $100,000.

If your event is in January or February 2016, please submit your application as soon as possible, so it can be fast tracked for assessment.

Key dates:

Applications open 11 December 2015

Applications close 24 January 2016

Outcomes announced March 2016
### Application Form

#### Part A _ Organisation Details

<table>
<thead>
<tr>
<th>Details</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Organisation</td>
<td></td>
</tr>
<tr>
<td>Australian Business Number (ABN)</td>
<td></td>
</tr>
<tr>
<td>Organisation’s main Ethnicity/Faith affiliation (optional)</td>
<td></td>
</tr>
<tr>
<td>Organisation web address (if available)</td>
<td></td>
</tr>
<tr>
<td>Address details for the organisation</td>
<td></td>
</tr>
<tr>
<td>Physical or meeting address of the organisation</td>
<td></td>
</tr>
<tr>
<td>Street address</td>
<td></td>
</tr>
<tr>
<td>Town/Suburb</td>
<td>State</td>
</tr>
<tr>
<td>Address where OMAC will send all correspondence regarding the outcome of this grant application.</td>
<td></td>
</tr>
<tr>
<td>Postal Address</td>
<td></td>
</tr>
<tr>
<td>Town/Suburb</td>
<td>State</td>
</tr>
</tbody>
</table>

#### Contact Details for the Organisation

<table>
<thead>
<tr>
<th>Contact details for the Organisation</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant contact details</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>First name</td>
<td></td>
</tr>
<tr>
<td>Last name</td>
<td></td>
</tr>
<tr>
<td>Position in the organisation</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Mobile</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Name of President/Chairperson</td>
<td></td>
</tr>
</tbody>
</table>
Do you need an auspice for this application?  □ Yes  □ No

If no, skip to the next section.

If your organisation does not have an ABN, or is not incorporated, you must arrange for an incorporated organisation to manage the grant funds. This organisation will be the ‘auspice’ organisation for the application and you will need to provide their details in Part B below.

Part B  _ Auspice Organisation Details (if required)

The auspice organisation will be responsible for signing the funding agreement, and managing the funds on your behalf.

By executing the funding agreement, the auspice organisation:

» remains bound by and must act in accordance with its terms and conditions; and
» is ultimately responsible for and accountable to the Department of Premier and Cabinet for the proper use and acquittal of funding.

The Department may, in its absolute discretion, elect to deal with the auspice organisation (in lieu of, or in addition to, the funding applicant) in respect of any aspect of the funding agreement.

Name of Auspice Organisation

Auspice ABN

Incorporation Number

Street address

<table>
<thead>
<tr>
<th>Town/Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

Postal Address (if different from above)

Street address

<table>
<thead>
<tr>
<th>Town/Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

Auspice Organisation contact person

First name

Last name

Position

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Mobile</th>
</tr>
</thead>
</table>

Email

Has the auspice organisation formally agreed to manage the grant on your behalf? Note: A letter from the organisation outlining this commitment must be provided, together with a copy of the relevant auspice agreement (as appropriate).

□ Yes  □ No
Communication and Declaration

Use of your information

Information provided to the Office of Multicultural Affairs and Citizenship (OMAC) 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 OMAC may be used to compile mailing lists of multicultural organisations in Victoria. OMAC 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 OMAC and the VMC may be shared with other government departments and ministerial offices to send you updates or notifications.

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.

If you do not wish to be included in any mailing lists of multicultural organisations in Victoria or to receive notices or updates, please confirm this by ticking the box below.

☐ Please do not include any personal information in any mailing lists of multicultural organisations in Victoria for the purposes of sending notices or updates about other funding opportunities, information on community consultations, policy, program, legislative announcements and multicultural information.

If you do not wish to have your event 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.

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 OMAC 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

Print name

Position  Date

To be signed by a person with delegated authority to apply - i.e. Chairperson, Secretary, Public Officer or Treasurer.
School Grants

Festival or event name

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
» how the event will achieve the program objectives and support intercultural awareness.

Who will come to your event?

How many people do you expect to attend?

Who will be involved in organising the event?

Where is your event?
Venue
Street address
Town/Suburb State Postcode
Local Government Area

What date/s will your event take place?
Please note, events under this stream must take place between 12 – 21 March 2016 – Cultural Diversity Week.
Application Forms

Start date: / /2016  Completion date: / /2016

Project Budget
All items must be listed excluding GST.

<table>
<thead>
<tr>
<th>INCOME</th>
<th>EXPENDITURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant amount requested $</td>
<td>Administration Overheads $</td>
</tr>
<tr>
<td>Other State Government funding $</td>
<td>Advertising/Event Promotion $</td>
</tr>
<tr>
<td>Local Government funding $</td>
<td>Catering</td>
</tr>
<tr>
<td>Federal Government funding $</td>
<td>Cultural activities $</td>
</tr>
<tr>
<td>Funds from your organisation $</td>
<td>Entertainment $</td>
</tr>
<tr>
<td>Funds from other community organisations $</td>
<td>Event equipment $</td>
</tr>
<tr>
<td>Funds from business contributions $</td>
<td>Travel &amp; Accommodation within Victoria $</td>
</tr>
<tr>
<td>Funds from philanthropic contributions $</td>
<td>Venue/meeting room hire $</td>
</tr>
<tr>
<td>Other (please specify) $</td>
<td>Other (please specify) $</td>
</tr>
<tr>
<td>Other (please specify) $</td>
<td>Other (please specify) $</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td><strong>TOTAL EXPENDITURE</strong></td>
</tr>
</tbody>
</table>

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
All items must be listed excluding GST.

<table>
<thead>
<tr>
<th>IN-KIND CONTRIBUTION DESCRIPTION</th>
<th>$</th>
</tr>
</thead>
</table>

TOTAL

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

**Festival or event name**

---

**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
- how the event will achieve the program objectives and support intercultural awareness.

---

**Who will come to your event?**

---

**How many people do you expect to attend?**

---

**Who will be involved in organising the event? (e.g. please list all organisations involved)**

---

**Where is your event?**

**Venue**

**Street address**

**Town/Suburb**

**State**

**Postcode**

**Local Government Area**

---

**What date/s will your event take place?**

Please note the festival/event must take place between 1 January 2016 and 30 June 2016 unless otherwise discussed with OMAC.

**Start date:** / /2016

**Completion date:** / /2016
### Project Budget

All items must be listed excluding GST.

<table>
<thead>
<tr>
<th>INCOME</th>
<th>EXPENDITURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant amount requested</td>
<td>Administration Overheads</td>
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<td>Advertising/Event Promotion</td>
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<tr>
<td>Local Government funding</td>
<td>Catering</td>
</tr>
<tr>
<td>Federal Government funding</td>
<td>Cultural activities</td>
</tr>
<tr>
<td>Funds from your organisation</td>
<td>Entertainment</td>
</tr>
<tr>
<td>Funds from other community organisations</td>
<td>Event equipment</td>
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<tr>
<td>Funds from business contributions</td>
<td>Travel &amp; Accommodation within Victoria</td>
</tr>
<tr>
<td>Funds from philanthropic contributions</td>
<td>Venue/meeting room hire</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>Other (please specify)</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>Other (please specify)</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td><strong>TOTAL EXPENDITURE</strong></td>
</tr>
</tbody>
</table>

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

All items must be listed excluding GST.

<table>
<thead>
<tr>
<th>IN-KIND CONTRIBUTION DESCRIPTION</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

**Please indicate if you have submitted an application under the Multicultural Senior Citizens Organisational Support 2016-19 grant round?**  
☐ Yes  ☐ No
Large Grants

Festival or event name
We will use the title on all correspondence.
Tip: Ensure the title clearly communicates what you are celebrating e.g. Moonee Valley Eid Festival 2016

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
» how the event will achieve the program objectives and support intercultural awareness
» what catchment area the event will reach.

Why is the event needed?
Please describe:
» how the event will be supported at the community level
» how the event is meeting shared priorities of more than one partner organisation or group.
Who will come to your event and how many people do you expect to attend?
Please describe:
» how Victorian multicultural communities will be reached by the event and approximately how many people will attend, and
» how the wider Victorian community will be reached and approximately how many people will attend.

Who will be involved in organising the event?
Please describe:
» the partners that are involved in organising the event
» what contribution partners will make and their roles and responsibilities
» how the relationship with partners will be sustained beyond the life of the event
» how you will build the capacity and experience of other community organisations to deliver events.

How will the event be delivered?
Please describe:
» the timing of the event
» how you will deliver the event Note: A project plan must be provided in the supporting documentation section.
» how you will promote the event to ensure a high level of attendance. Note: promotion activities must be included in your project plan.
Where is your event?

Venue

Street address

<table>
<thead>
<tr>
<th>Town/Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

Local Government Area

What date/s will your event take place?

Please note the festival/event must take place between 1 January 2016 and 30 June 2016 unless otherwise discussed with OMAC.

Start date: __/__/2016  Completion date: __/__/2016

Project Budget

All items must be listed excluding GST.

<table>
<thead>
<tr>
<th>INCOME</th>
<th>EXPENDITURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant amount requested</td>
<td>Administration Overheads</td>
</tr>
<tr>
<td>Other State Government funding</td>
<td>Advertising/Event Promotion</td>
</tr>
<tr>
<td>Local Government funding</td>
<td>Catering</td>
</tr>
<tr>
<td>Federal Government funding</td>
<td>Cultural activities</td>
</tr>
<tr>
<td>Funds from your organisation</td>
<td>Entertainment</td>
</tr>
<tr>
<td>Funds from other community organisations</td>
<td>Event equipment</td>
</tr>
<tr>
<td>Funds from business contributions</td>
<td>Travel &amp; Accommodation within Victoria</td>
</tr>
<tr>
<td>Funds from philanthropic contributions</td>
<td>Venue/meeting room hire</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>Other (please specify)</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>Other (please specify)</td>
</tr>
<tr>
<td>TOTAL INCOME</td>
<td>TOTAL EXPENDITURE</td>
</tr>
</tbody>
</table>

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
All items must be listed excluding GST.

<table>
<thead>
<tr>
<th>IN-KIND CONTRIBUTION DESCRIPTION</th>
<th>$</th>
</tr>
</thead>
</table>

TOTAL

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

Supporting Documentation

Please ensure that you have attached the following mandatory supporting documents.

» Quote/s for any expenditure items over $10,000

» Examples of your promotion for your event e.g. program, flyer, brochure, media releases, photos of previous events, Twitter, Facebook or your website

» Project plan for organising the Festival or Event highlighting key dates/milestones including promotion activities (see the template on multicultural.vic.gov.au)

» 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)

» Copy of your Certificate of Currency for the organisation’s Public Liability Insurance.

Missing documents will defer the assessment of your application.