For cultural celebrations, festivals and events being held between 1 July 2017 and 30 June 2018

Grant queries: 1300 366 356
Applications open 27 February 2017 and close midnight 10 April 2017
Applications can be submitted online at www.multicultural.vic.gov.au
The Victorian Government is committed to strengthening diverse communities and enabling them to identify and enhance their strengths to respond to a range of cultural, social, economic and educational needs. Targeted and accessible grants programs are an effective means of supporting our communities in this way.

The initiatives funded through the Multicultural Festivals and Events (MFE) program will bring together Victorians to celebrate our differences; build understanding and respect; and learn from one another. Such activities give shape to Victoria’s Values as an expression of people’s freedom to be themselves, and assert that any form of discrimination has no place in our community. These activities also make Victoria a more accepting and welcoming place, paving the way for each and every Victorian to have a fair go and contribute to our State.

Our diversity is a source of strength, and offers enormous social, cultural and economic benefits for our State. The MFE program sets out to support our diverse communities to showcase the vibrancy and contribution of Victoria’s multiculturalism, as they celebrate, preserve and share their traditions. Through this we seek to foster cross-cultural understanding and respect that is central to our cohesion.

I encourage community organisations to apply for a grant so that we can together reach and include all Victorians.

ROBIN SCOTT MP
Minister for Multicultural Affairs
# Guidelines

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1 ABOUT THE PROGRAM

What is the Multicultural Festivals and Events program?

The Victorian Government is committed to promoting and enhancing the social, cultural and economic benefits of cultural diversity to all Victorians. The Multicultural Festivals and Events (MFE) program encourages participation of the whole Victorian community in festivals and events to celebrate and embrace our vibrant multicultural diversity. This initiative is administered by the Department of Premier and Cabinet’s Multicultural Affairs and Social Cohesion (MASC) Division.

The program is divided into three funding streams:

» Small Grants ($500 to $10,000 for small celebrations and events),

» Large Grants (from $10,001 to $100,000 for large festivals and events); and

» School Grants ($500 to $2,000 for Victorian primary and secondary (Prep through Year 12) educational institutions holding Cultural Diversity Week events during or around Cultural Diversity Week).

Multi-year funding up to three years will be considered for:

» annual events that have been successfully delivered for the last five years or more; and

» events based in regional Victoria that have been successfully delivered and funded by MASC and/or the Victorian Multicultural Commission (VMC) at least once before in the last three years.
What’s new in the 2017-18 MFE program

There are several changes and additions to the 2017-18 MFE program of which applicants should be aware and consider in preparing and submitting their application. These include:

» targeted multi-year funding opportunities for regionally-based festivals and events [refer to page 7 for more information];

» a stronger emphasis on outcomes and data collection for larger projects ($50,000 and above), including a requirement for the submission of an Evaluation Plan [refer to page 9 for more information]; and

» a requirement for joint submission by a main applicant and co-applicant for applications requesting $50,000 or more [refer to page 9 for more information].

Objectives

The objectives of the MFE program are to:

» showcase the vibrancy and contribution of Victoria’s multiculturalism through regular celebrations and events that encourage participation of the whole community;

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

» ensure that Victoria’s multicultural communities can celebrate, preserve and share traditions in meaningful ways; and

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

Applications that are able to demonstrate strong alignment with more than one of these objectives will be more favourably assessed during the application assessment process.

The MFE objectives are consistent with and uphold Victoria’s Values, which include that we all enjoy the basic right to openly express our identity and freedom from discrimination. Moreover, we believe that it is up to all of us to contribute to a Victoria we can be proud of, which at its core is about everyone having a fair go in life. This stands true for all Victorians, irrespective of culture, religion, race, ethnicity, language, gender or sexual orientation.

Priorities

The 2017-18 MFE program will be guided by several priority areas, and will give additional weighting to applications that focus on:

» developing cross-cultural partnerships for the planning and delivery of activities, where all partner organisations are actively contributing;

» engaging segments of the Victorian community that may at times be excluded from community activities;

» mentoring and developing the skills, knowledge and practical events-management experience of smaller, new and emerging communities to plan and deliver projects; and

» using innovative strategies to engage segments of the Victorian community that have not previously attended or taken part in multicultural events.
Who is eligible to apply?

Small and Large Grants

For projects funded under the Small Grants and Large Grant streams organisations must:

» be a not-for-profit entity, or a Local Government Authority (LGA) which 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/or MASC may submit an application for funding. However, if such an applicant is successful in their application, no funding will be provided until all overdue accountability reports have been submitted and approved by MASC/VMC. To check if you are up to date with accountability reports, please email community.grants@dpc.vic.gov.au.

School Grants (Cultural Diversity Week events)

Only Victorian primary and secondary educational institutions are eligible for funding under the School Grants stream. Language schools, weekend schools and other similar institutions are ineligible under the School Grants stream, but may apply under the Small/Large Grants streams if they meet all other eligibility criteria.

Please note: An application for a festival or event can be submitted under one funding stream only: small, large or schools. Please fill out an application form for each individual festival or event.

Timing

Applications will be accepted for festivals, events and cultural celebrations scheduled to run between 1 July 2017 and 30 June 2018.

Multi-year funding up to three years will be considered for:

» annual events that have been successfully delivered and funded by the MASC and/or VMC (or the former Office of Multicultural Affairs and Citizenship) for the last five years or more; and

» events based in regional Victoria that have been successfully delivered and funded by the MASC and/or VMC (or the former Office of Multicultural Affairs and Citizenship) at least once before in the last three years.
2 WHAT TYPES OF PROJECTS MIGHT BE FUNDED?

Funding Categories

Small Celebrations and Events ($500 to $10,000)

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 ($10,001 to $100,000)

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.

School Cultural Diversity Week events ($500 to $2000)

Victorian primary and secondary institutions can only apply for funding under the Schools stream for events held during or around Cultural Diversity Week (details for Cultural Diversity Week 2018 will be available at www.multicultural.vic.gov.au). Activities that will be supported build intercultural understanding and/or embed global and multicultural citizenship perspectives for students. 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.

Festivals and events that engage segments of the Victorian community that may at times be excluded from community activities are strongly encouraged.

Eligible Activities

The types of activities that will be considered under the program across the three funding streams are:

› multicultural festivals or events with one or more cultural groups;
› multicultural performances and cultural exhibitions;
› cultural days of significance celebrations;
› events that promote cultural dialogue and understanding; and
› conferences and forums focused on culture and multiculturalism.

A list of examples of celebrations, festivals and events that have previously been funded is available at http://www.multicultural.vic.gov.au/images/2016/MFE201617Approvedgrants.pdf

What applications can be supported?

The following applications can be supported:

› applications for projects that address the program objectives and funding criteria; and
› applications submitted by an eligible organisation (see section 1).

A celebration, event or festival is generally 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. In some instances, however, funded applications may consist of a clearly related series of two or more events, such as an art event series held during the course of the 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 (e.g. through social media, e-mail circulars, the VMC e-news, advertisements in mainstream publications, etc.); and

» likely to have attendees or participants from outside the community groups or organisations involved in organising the event.

Requirements for applications for larger festivals and events (i.e. $50,000 or above)

Partnerships
Applications requesting $50,000 or more must be submitted jointly by a main applicant and co-applicant. The main applicant will be the lead organisation for the proposed project. The co-applicant will be the principal supporting partner for the planning and delivery of the proposed project.

For these applications, main applicants are strongly encouraged to consider collaborating with an organisation from outside their own community. Intercultural and interfaith partnerships will be more highly weighted during the assessment process.

Where the proposed project targets a particular segment of the Victorian community (e.g. young people), either the main applicant and/or co-applicant should be an organisation that works specifically with that cohort. Main applicants are also strongly encouraged to consider forming intercultural or interfaith partnerships, where appropriate.

Evaluation Plan
Applications requesting $50,000 or more must include a completed Evaluation Plan template. This template includes:

» expected outcomes;

» indicators (that will assist in determining whether outcomes have been achieved); and

» data collection methods.

Organisations that receive an MFE grant of $50,000 or more will be required to implement the Evaluation Plan to determine the success and effectiveness of their project(s). The information collected in line with the Evaluation Plan will then be reported to MASC in the final Accountability Report.
What applications cannot be supported?

The following applications cannot be supported and will be ineligible for funding:

» from individuals;
» commercial or fundraising activities;
» formal sporting tournaments and competitions (note: organisations may apply for funding for such projects through the Multicultural Sports Funds Grants Program);
» events taking place outside of Victoria;
» from municipal councils (unless they have partnered with a not for profit organisation, or are applying as an auspice on behalf of a community organisation or group);
» events that promote or are held for political purposes;
» for events occurring outside of the funding period (i.e. 1 July 2017 through 30 June 2018);
» 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
» 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.

What costs cannot be supported?

In some instances, an application may be successful in receiving MFE funding, however, MASC reserves the right to place restrictions on what specific project costs the funding may support. Detailed below are some costs that cannot be supported by the MFE program:

» recurrent administrative, infrastructure and other organisational costs;
» set-up or running costs of a business;
» purchase of capital equipment (including hardware or software);
» set-up and maintenance of Internet sites; and
» travel outside Victoria or funding for people or organisations from overseas to visit Victoria.
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>
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<tbody>
<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)</td>
<td>from $10,001 to $100,000</td>
</tr>
<tr>
<td>partnerships between organisations are strongly encouraged, and are required for applications seeking $50,000 or more</td>
<td></td>
</tr>
<tr>
<td>School Cultural Diversity Week Events (school grants)</td>
<td>from $500 to $2,000</td>
</tr>
</tbody>
</table>

Please note that in 2016-17 the approximate average value of grants was:

» Small grants – $1,800
» Major grants – $21,000
» School grants – $1,000

The MFE program is extremely competitive due to the high volume of applications received. For any given project, MFE grant funding will generally be only a contribution towards the total expected expenditure, and applicants are strongly encouraged to secure other funding sources and financial partners for their events.

Furthermore, many MFE grant recipients, and particularly among those that have applied for a large grant, will receive only a portion of the funding they requested. Where this is the case, grant recipients will be requested to revise their budget and project to reflect the granted funding amount.
4 HOW TO APPLY

Applications open on 27 February 2017 and close midnight 10 April 2017.

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

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

Late or incomplete applications may not be considered.

MASC strongly prefers that applications be submitted electronically.

For those organisations that require significant assistance with the online application process, such support may be available through the following:

» City council offices
» Local libraries
» Your local member of Parliament
» Local public schools

If you are unable to submit your application online, please contact us to request a hard copy application form.

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 MASC, the VMC and external specialists. Panel recommendations will be ratified by the VMC prior to consideration by the Minister for Multicultural Affairs.

As noted, given the high demand for grants under the MFE program, should your organisation be offered a grant in support of your event, the amount of funding approved may be less than the amount requested on your application. In this case grant recipients will be asked to revise their budget and project in line with the funding offered, or to secure additional non-government funding.
What are 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>
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<tr>
<td>Small Grants (small celebrations and events)</td>
<td>What will the activity achieve (and alignment with MFE program Objectives)? The application demonstrates the extent to which the activity achieves the MFE program Objectives (pages 5 and 6).</td>
</tr>
<tr>
<td>School Grants (Cultural Diversity Week events)</td>
<td>Why is the project needed? The application demonstrates the extent to which the activity is strongly supported at a community level.</td>
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<tr>
<td></td>
<td>Who is engaged (and inclusion of priority of groups)? The application demonstrates the extent to which:</td>
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<tr>
<td></td>
<td>› the applicant has the necessary skills and experience to deliver the activity;</td>
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<tr>
<td></td>
<td>› the activity will reach Victoria’s multicultural communities and/or schools; and</td>
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<td></td>
<td>› the activity engages segments of the Victorian community that may at times be excluded from community activities.</td>
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<tr>
<td></td>
<td>How will the activity be delivered? The application demonstrates the extent to which the activity:</td>
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<td></td>
<td>› is ready to proceed and supported by a clear approach and realistic timeframes;</td>
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<tr>
<td></td>
<td>› is based on sound cost estimates and represents value for money; and</td>
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<tr>
<td></td>
<td>› can feasibly be delivered by those who are involved/engaged.</td>
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<tr>
<td></td>
<td>How will the success of the activity be measured? The application demonstrates a clear understanding of the intended outcomes of the activity, and details how its impact will be measured.</td>
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</tbody>
</table>
Large Grants (large festivals and events)

What will the activity achieve (and alignment with MFE program Objectives)?

The application demonstrates the extent to which the activity:

» achieves the MFE program Objectives (pages 5 and 6);
» the activity engages segments of the Victorian community that may at times be excluded from community activities; and
» will reach a large geographical catchment area.

Why is the project needed?

The application demonstrates the extent to which the activity is strongly supported at a community level and consistent with shared priorities; and includes one or more partners.

Who is engaged (and inclusion of priority of groups)?

The application demonstrates the extent to which:

» the applicant has the necessary skills and experience to deliver the activity;
» the activity will reach Victoria’s multicultural communities and the wider Victorian community;
» the activity is a collaborative approach with a range of partners, outlining the proposed contributions from partners, roles and responsibilities of these partners, and the commitment to sustaining the relationship(s) beyond the life of the activity; and
» the activity builds the capacity and experience of other community organisations, particularly from new and emerging communities, to deliver events.

For applications requesting $50,000 or more:

The application is jointly submitted by a main applicant and a co-applicant who will work together and with other partners to plan and deliver the project.

How will the activity be delivered?

The application demonstrates the extent to which the activity:

» is ready to proceed and supported by a clear approach and realistic timeframes;
» is based on sound cost estimates and represents value for money; and
» will be promoted to the wider community to ensure a high level of attendance.

How will the success of the activity be measured?

The application demonstrates a clear understanding of the intended outcomes and impact of the activity, and details how its impact will be measured.

For applications requesting $50,000 or more:

The application includes a completed, considered and comprehensive Evaluation Plan template.
5 FUNDING CONDITIONS

The MFE 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 MASC on 1300 366 356.