Applications can be submitted online at www.multicultural.vic.gov.au
Accessibility

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

The Department can assist you with your application, but please note you are required to apply in English. Language and interpreter services are available, please mention the language support.

便民服务
如果你需要这份刊物的其它可读格式，请拨打州长及内阁部的电话1300 366 356。 www.multicultural.vic.gov.au
州长及内阁部能协助你申请，但请注意你需要用英语申请。请说明是否需要语言帮助，我们可以安排语言和翻译服务。

Προσβασιμότητα
Εάν επιθυμείτε να λάβετε την παρούσα έκδοση σε εναλλακτική μορφή, παρακαλούμε καλέστε το Υπουργείο του Πρωθυπουργού και Υπουργικού Συμβουλίου στο 1300 366 356. www.multicultural.vic.gov.au

Το Υπουργείο μπορεί να σας βοηθήσει με την αίτησή σας, αλλά παρακαλούμε σημειώστε ότι η αίτηση πρέπει να υποβληθεί στην αγγλική γλώσσα. Διατίθενται υπηρεσίες μετάφρασης και διερμηνείας, παρακαλούμε αναφέρετε τη γλώσσα που επιθυμείτε.

Доступность
Если вы хотите получить эту публикацию в другом формате, просим позвонить в Департамент Премьера и Кабинета Министров (Department of Premier and Cabinet) по номеру 1300 366 356. www.multicultural.vic.gov.au

Департамент может помочь вам с вашим заявлением, но просим учесть, что заявление необходимо подать на английском языке. По вашей просьбе вам могут быть предоставлены языковые и переводческие услуги.

Tính tiện dụng

Bộ có thể trợ giúp quý vị với đơn xin của quý vị nhưng xin lưu ý rằng quý vị phải nộp đơn bằng tiếng Anh. Hiện có dịch vụ ngôn ngữ và thông dịch viên; xin quý vị đã cập dịch vụ trợ giúp về ngôn ngữ.
It gives me great pleasure to announce another round of grants funding to support cultural festivals and events across Victoria.

The Victorian Government believes that our diversity is one of our greatest assets and is committed to supporting all Victorians to feel connected to their cultural heritage.

The Multicultural Festivals and Events program 2019-20 will provide opportunities for all Victorians to participate in – and develop a deeper understanding of – the customs and traditions of our diverse communities. From Diwali to Ramadan, Chinese New Year to Rosh Hashanah, Victorians from all walks of life will have ample opportunities to celebrate and engage with Victoria’s rich cultural diversity.

These grants represent the Victorian Government’s contribution to these important projects and events with community groups expected to make their own financial contributions and seek support from other sources.

The program also acknowledges our multicultural community organisations as key partners in supporting our strong and socially inclusive state.

In addition, the program encourages respect for all Victorians and promotes community harmony and cohesion.

Ultimately the program reaffirms the Victorian Government’s commitment to the ideals of multiculturalism, enshrined in our Multicultural Policy Statement.

In 2018-19 the Multicultural Festivals and Events program supported events that attracted over three million participants and delivered over $24 million of total economic activity to the State of Victoria.

On behalf of the Victorian Government, I strongly encourage community organisations to apply for a grant and bring Victoria’s vibrant multiculturalism to life.

Hon Richard Wynne MP
Minister for Multicultural Affairs
# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message from the Minister</td>
<td>3</td>
</tr>
<tr>
<td>Victoria's Multicultural Policy Statement</td>
<td>5</td>
</tr>
<tr>
<td>About the Multicultural Festivals and Events (MFE)</td>
<td>6</td>
</tr>
<tr>
<td>Who can apply for an MFE grant?</td>
<td>9</td>
</tr>
<tr>
<td>Eligible applications and costs</td>
<td>10</td>
</tr>
<tr>
<td>How to apply</td>
<td>12</td>
</tr>
<tr>
<td>How will applications be assessed?</td>
<td>13</td>
</tr>
<tr>
<td>Funding conditions</td>
<td>14</td>
</tr>
</tbody>
</table>
1. **One law for all**

   Everyone is equal under the law. All Victorians have the same legal rights, responsibilities and protections. As Victorians, we all have rights under the law and responsibilities towards each other. By respecting our mutual rights and responsibilities, we can ensure a safe and cohesive society.

2. **Freedom to be yourself**

   Everyone is free to be themselves and to feel safe in being true to themselves. The Government wants every Victorian to be able to celebrate their culture with pride and practice their traditions in peace. The freedom to be yourself includes freedom of speech, expressions of gender, sexuality and religion, and peaceful assembly; it does not allow people to break the law or to impinge on the safety or freedom of others.

3. **Discrimination is never acceptable**

   Everyone has a responsibility to promote inclusion and participation and to reject exclusion, racism and all forms of violence. A society free of discrimination is better able to tackle problems like economic and social disengagement and improve health and wellbeing for all.

4. **A fair go for all**

   Everyone deserves a fair go in life. That means giving every Victorian – no matter where they live, their circumstances, or their background – the support they need to enjoy the Victorian way of life. This includes quality education and healthcare, accessible transport, equity in employment and a safe place to live.

5. **It is up to all of us to contribute to a Victoria we can be proud of**

   We all want similar things – the opportunity to thrive, for our successes to be recognised, and for our families and loved ones to be safe, secure and happy.
2 ABOUT THE MULTICULTURAL FESTIVALS AND EVENTS (MFE)

The Victorian Government and the Victorian Multicultural Commission are 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 Multicultural Affairs and Social Cohesion (MASC) Division in the Department of Premier and Cabinet (DPC).

The MFE program guidelines may be changed by the Department at its absolute discretion at any time during the grant process.

Program Objectives

Applications should be clearly aligned with at least one of the MFE program objectives set out below.

The MFE program objectives are to:

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

What can be included in an MFE application?

The types of activities that will be considered under the MFE include:

» multicultural festivals or events that include one or more cultural groups
» multicultural performances and cultural exhibitions
» celebrations of cultural days of significance
» events that promote cultural dialogue and understanding across communities
» conferences and forums focused on culture, faith and/or multiculturalism more broadly
» social sporting activities that contribute to the MFE objectives

Please note that eligible events must be open to the broader community.

A celebration, event or festival is generally a one-off occasion such as a day or a weekend and may occur once or twice per year. In some instances, applications may consist of a clearly related series of two or more events held during the course of the year.

Festivals and events that engage priority groups such as new arrivals, refugees and asylum seekers, women, young people, regional and rural Victoria, LGBTIQ communities, or socially isolated and disadvantaged communities are strongly encouraged.

A list of examples of celebrations, festivals and events that have previously been funded is available at www.multicultural.vic.gov.au/grants/previous-successful-grants.
Funding available
The MFE program is divided into three funding streams:

<table>
<thead>
<tr>
<th>STREAM</th>
<th>FUNDING AVAILABLE</th>
<th>SUGGESTED SIZE/SCOPE OF EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>Up to $10,000</td>
<td>The activity will reach the organisation’s community</td>
</tr>
<tr>
<td>Medium</td>
<td>$10,001 - $50,000</td>
<td>The activity will reach the organisation’s community and at least one other, or more than 1,500 people. Note applications must include a project plan, communication strategy and evaluation plan</td>
</tr>
<tr>
<td>Large</td>
<td>$50,001 - $100,000</td>
<td>The activity will reach multiple communities, or more than 10,000 people, Note applications must include a detailed project plan, communication strategy and evaluation plan</td>
</tr>
</tbody>
</table>

An application for a festival or event can be submitted under one funding stream only.

Please note that applications in the Medium and Large streams have additional requirements and are subject to additional scrutiny during the assessment process.

The MFE program is extremely competitive. Successful recipients should consider any grant as supporting funding and note the grant will not cover 100 per cent of event costs. Applicants are strongly encouraged to secure other funding sources and financial partners for their events and not rely solely on grant funding for event viability.

Organisations should consider the GST applicability of funding to their organisation under this program prior to submitting an application.

Timing

<table>
<thead>
<tr>
<th>ROUND</th>
<th>OPENING DATE</th>
<th>CLOSING DATE</th>
<th>FOR EVENTS BETWEEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15 February 2019</td>
<td>22 March 2019</td>
<td>1 July 2019 – 31 December 2019</td>
</tr>
<tr>
<td>2</td>
<td>July 2019*</td>
<td>August 2019*</td>
<td>1 January 2020 – 30 June 2020</td>
</tr>
</tbody>
</table>

*Dates to be confirmed*

Please submit your application in the relevant round according to the date of your event. If your event falls across both rounds apply in the first round.

What’s new in the 2019-20 MFE program?
There are several changes to the 2019-20 MFE program that applicants should be aware of and should consider in this application. These include:

Two application rounds
» Two application rounds will be open in 2019-20 each funding events within a six-month period.

Eligibility
Applicants who have overdue accountability reports for previous grants funded through MASC will not be eligible for the program until they have returned these documents.

Application limit
There is a limit of two applications per organisation in any funding round (i.e. maximum of two applications in Round 1, and two applications in Round 2).
Regional funding

Applications for regional festivals and events will be highly regarded as a proportion of MFE funding will be allocated for regional projects. The MASC Community Grants Team will also be holding community grants information across the state with a stronger focus on regional community engagement.

<table>
<thead>
<tr>
<th>WHY ARE YOU REQUESTING FUNDING</th>
<th>WHAT WILL YOU DELIVER</th>
<th>HOW WILL YOU MEASURE THE SUCCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Objective</strong></td>
<td><strong>Project Activity</strong></td>
<td><strong>Example Performance Measures</strong></td>
</tr>
</tbody>
</table>
| To ensure that Victoria’s multicultural communities can celebrate, preserve and share traditions in meaningful ways. | A celebration of a cultural day of significance or conference focused on culture, faith or multiculturalism. | » Number of positive media articles and marketing materials distributed;  
» Number of people participating in activity or event;  
» Proportion of multicultural young people and adults identifying a ‘connection to culture’ (survey data). |
| To foster cross-cultural awareness, understanding, respect, community unity and intercultural relationships. | An event, conference or forum that promotes cultural dialogue and understanding across communities. | » Proportion of attendees’ self-reported understanding of different cultures, as affected by the festival or event (survey data). |
| To showcase the vibrancy and contribution of Victoria’s multiculturalism through regular celebrations and events that encourage participation of the whole community. | A multicultural social sporting activity, performance or cultural exhibitions. | » Number of people participating in activity or event including from mainstream groups;  
» Number of volunteers participating in the festival or event. |
| To build the capacity and experience of smaller or emerging community groups to deliver events through the development of genuine partnerships between community organisations. | A festival or event that includes one or more cultural groups. | » Number of cultural groups, community organisations and funding partners working together;  
» Increased and/or improved access to relevant programs and services for social support and capacity building. |

* Performance measures are not limited to this list, as you may have other relevant measures to determine your project’s success.

Application and evaluation process

» All applications in the Medium and Large streams will be asked how the success of the project will be measured, which you will be required to report on through an accountability report and/or evaluation plan.

» As the MFE is a highly competitive grants program, you will be assessed on how well your project addresses one or more of the MFE program objectives, with clear deliverables and performance measures. For example:
3 WHO CAN APPLY FOR AN MFE GRANT?

Applicants who have overdue accountability reports will not be eligible for the program until they have returned these documents. To check if you are up to date with accountability reports, please contact DPC on 1300 366 356 or email community.grants@dpc.vic.gov.au.

To be eligible, an organisation must:

» Be a not-for-profit organisation

» Be an incorporated legal entity, such as an Incorporated Association under the Associations Incorporation Reform Act 2012 (Vic), a Company Limited by Guarantee under the Corporations Act 2001 (Cth) or similar type of organisation.

» Have a current Australian Business Number (ABN)

Applicants that are not incorporated or do not have an ABN number may apply if they are supported by an eligible auspice organisation that has agreed to manage the grant for you. Groups supported by an auspice organisation can apply in the Small Stream only.

All applicants must be not-for-profit organisations. Applicants that do not meet this criteria cannot apply with the support of an auspice organisation.

Please note that there is a limit of two applications per organisation in any funding round.

Who is not eligible to apply for MFE grants?

» State and federal government departments and agencies

» Individuals and sole traders

» Commercial enterprises

» Fixed Trust

» Local Government Authorities (LGAs) and primary and secondary schools are themselves ineligible but can act as an auspice for an unincorporated community group.

» Political parties and organisations
4 ELIGIBLE APPLICATIONS AND COSTS

What applications can be supported?
To be considered for funding applications must be:
» submitted by an eligible organisation (see section 3)
» for projects that address the program objectives
» consistent with the Victorian Values Statement
» for an event that is accessible for anyone to attend

Medium and Large festivals and events must also be:
» actively promoted to the wider Victorian community (e.g. through flyers, emails, social media, newspaper articles or advertisements in mainstream media, etc.)
» likely to have attendees or participants from outside the community groups or organisations involved in organising the event.

Applications in the large stream requesting $50,000 or more must be submitted by a main applicant and a principal supporting partner.

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

For large applications, main applicants are strongly encouraged to consider collaborating with an organisation from outside their own community or group to demonstrate cross-cultural collaboration and partnerships. Intercultural and interfaith partnerships will be more highly weighted during the assessment process and are strongly encouraged.
Business partnerships and sponsorship

While commercial enterprises are not eligible to apply, they may partner in the application by providing funding through event sponsorship or project delivery. Local councils can also partner in an application but cannot apply as the lead applicant.

Applications that include other funding partners are strongly encouraged as it demonstrates the project’s financial sustainability and capacity building approach.

Ineligible Applications and Activities

What applications cannot be supported?

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

» commercial activities
» events where the primary goal is fundraising
» events that are not open to the broader community
» events that promote or are held for political purposes
» sporting tournaments and competitions organised by a formal sporting association
» events taking place outside of Victoria
» events outside of the funding period (see Timing on page 6)

» 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

» activities/organisations funded primarily under another State, Federal or Local Government program, and/or where the project is within the responsibility of another Government program.

What costs cannot be supported?

In some instances, an application may be successful in receiving MFE program funding, however DPC reserves the right to place restrictions on specific project costs the funding may support.

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

» recurrent administrative, infrastructure and other organisational costs
» public liability insurance
» set-up or running costs of a business
» purchase of capital equipment (including hardware or software)
» set-up and maintenance of Internet sites
» travel outside Victoria or funding for people or organisations from overseas to visit Victoria.
5 HOW TO APPLY

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

Please fill out an application form for each festival or event.

Ensure you answer all questions and attach all supporting documentation to your application. You need to attach all supporting documentation before you complete and submit your application.

Late or incomplete applications may not be considered.

For more information or if you need assistance contact DPC on 1300 366 356 or email community.grants@dpc.vic.gov.au.
6 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 the MFE External Panel made up of the Victorian Multicultural Commission and independent experts (as required) before final endorsement by the Minister for Multicultural Affairs.

What are the assessment criteria?

Applications will be assessed against the following criteria:

<table>
<thead>
<tr>
<th>ASSESSMENT CRITERIA</th>
<th>FUNDING STREAM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SMALL</td>
</tr>
<tr>
<td>Objectives</td>
<td></td>
</tr>
<tr>
<td>» How well does it address MFE objectives?</td>
<td>✓</td>
</tr>
<tr>
<td>Community Participation</td>
<td></td>
</tr>
<tr>
<td>» Is the target group socially isolated or marginalised?</td>
<td>✓</td>
</tr>
<tr>
<td>» How many people will attend?</td>
<td>✓</td>
</tr>
<tr>
<td>» How many different communities will be engaged?</td>
<td>✓</td>
</tr>
<tr>
<td>» Will it help to develop the capacity of community members?</td>
<td>✓</td>
</tr>
<tr>
<td>» Does the event showcase Victorian Multiculturalism?</td>
<td>✓</td>
</tr>
<tr>
<td>» Does the event engage many volunteers?</td>
<td>✓</td>
</tr>
<tr>
<td>Planning and Delivery Details</td>
<td></td>
</tr>
<tr>
<td>» Are all event details clear and consistent?</td>
<td>✓</td>
</tr>
<tr>
<td>» Is the application clear and complete?</td>
<td>✓</td>
</tr>
<tr>
<td>» Does the applicant have a clear plan to deliver the event?</td>
<td>✓</td>
</tr>
<tr>
<td>Budget</td>
<td></td>
</tr>
<tr>
<td>» Are all items relevant and necessary?</td>
<td>✓</td>
</tr>
<tr>
<td>» Are all costs reasonable and accurate?</td>
<td>✓</td>
</tr>
<tr>
<td>» Are there reasonable contributions from other sources?</td>
<td>✓</td>
</tr>
<tr>
<td>Partnerships</td>
<td></td>
</tr>
<tr>
<td>» Are there meaningful contributions from partner organisations?</td>
<td>✓</td>
</tr>
<tr>
<td>Innovation</td>
<td></td>
</tr>
<tr>
<td>Does the event have any unique and innovative components?</td>
<td>✓</td>
</tr>
<tr>
<td>Evaluation</td>
<td></td>
</tr>
<tr>
<td>Does the applicant have a clear plan to evaluate their event?</td>
<td>✓</td>
</tr>
</tbody>
</table>

The MFE program is a discretionary, merit-based grant program. All decisions in relation to any aspect of the funding application and assessment process, including any decision to award a grant under this program, are final.
7 FUNDING CONDITIONS

Funding agreement
Successful applicants will be required to enter into a Victorian Government Common Funding Agreement (CFA) with DPC, which outlines the terms and conditions of the grant including the use of funds, term of the agreement and reporting requirements.

If you would like further details regarding the funding agreement, please contact DPC on 1300 366 356 or email community.grants@dpc.vic.gov.au.

Successful application outcomes will be published at www.multicultural.vic.gov.au.
Privacy

Your personal information will be dealt with in accordance with the Privacy and Data Protection Act 2014 and the Public Records Act 1973 (Vic). The Department of Premier and Cabinet (DPC) is committed to protecting the privacy of personal information. At the time DPC collects personal information about an individual from the individual, DPC will advise you about how you can contact DPC, the fact that you are able to gain access to the information, the purposes for which the information is collected and to whom DPC usually discloses information of that kind.

Enquiries about access to personal information held by DPC should be directed to dp&c@dpc.vic.gov.au.

This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images or branding, including the Victorian Coat of Arms and the Victorian Government logo. To view a copy of this licence, visit http://creativecommons.org/licenses/by/4.0/

Disclaimer

This publication is provided for information purposes only. No claim is made as to the accuracy or authenticity of the information contained herein. Information is provided on the basis that all persons accessing the information undertake responsibility for assessing its relevance and accuracy.

The Department of Premier and Cabinet (DPC) makes no representations, either expressed or implied, as to the suitability of the said information for any particular purpose and disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Photos by Artificial Studios (Front and back covers)