



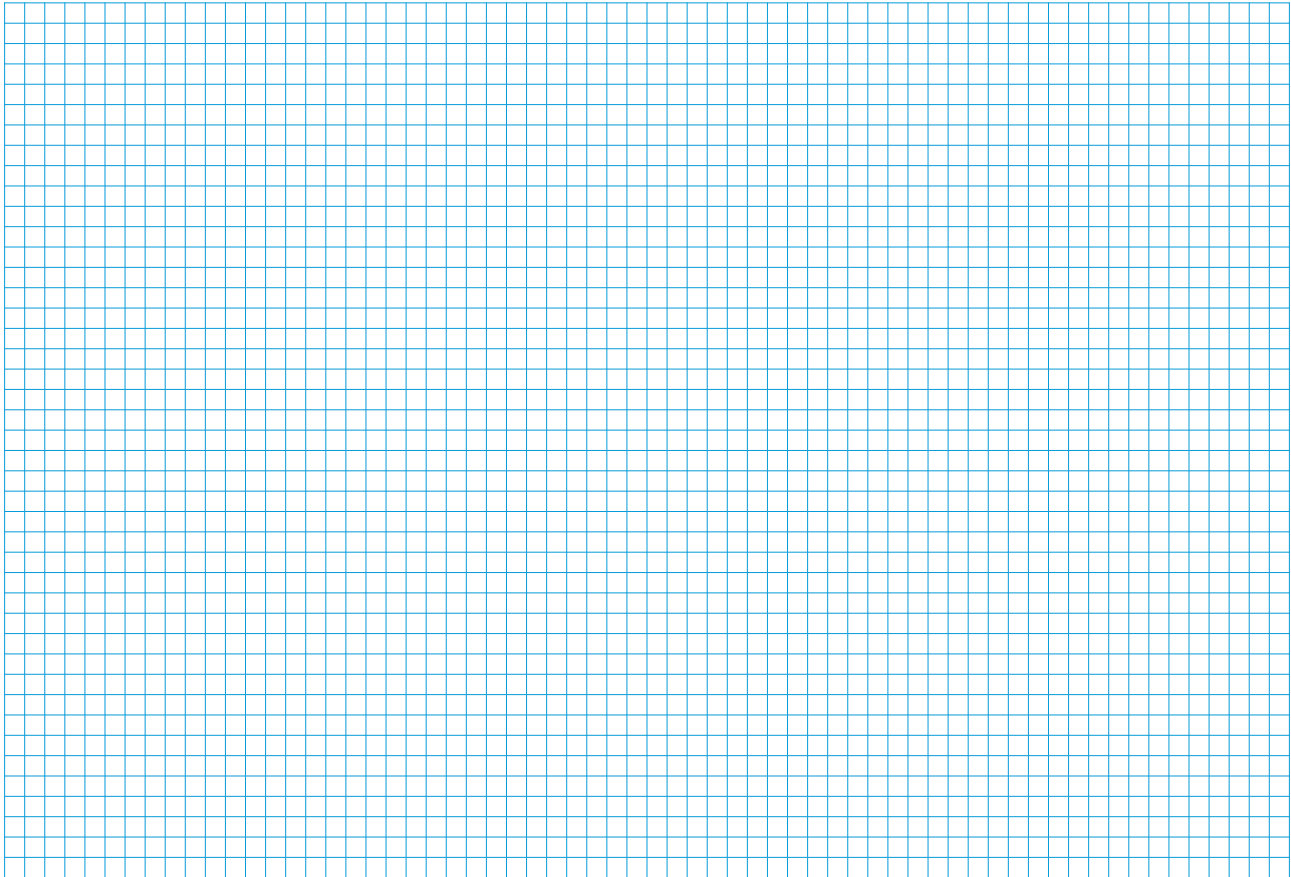
MULTICULTURAL COMMUNITY INFRASTRUCTURE FUND 2018-19

Program Guidelines

Expressions of interest and applications can be submitted online at
www.multicultural.vic.gov.au

VICTORIAN
multicultural
commission
strengthening our community





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Accessibility

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MESSAGE FROM THE MINISTER FOR MULTICULTURAL AFFAIRS



It gives me great pleasure to announce this round of grant funding to support infrastructure projects for Victoria's culturally diverse communities.

The Multicultural Community Infrastructure Fund (MCIF) offers grants to culturally diverse communities to help maintain existing community facilities and build new community infrastructure.

The *Victorian Budget 2018/19* provides a significant boost in funding to the program, which will strengthen community participation in our vibrant, multicultural society, and have an enduring impact on the character and infrastructure of our state.

The Victorian Government recognises the importance of cultural diversity and last year launched the Multicultural Policy Statement to reaffirm the foundational values – freedom, fairness, equality before the law and respect for all – that help to shape our society. Importantly, the Policy Statement acknowledges that every Victorian should have the freedom to be themselves, including through freedom of speech, expressions of gender, sexuality and religion, and peaceful assembly. By working together with our culturally diverse communities, we can build a Victoria where everyone belongs, is able to preserve and share their culture and traditions, and have spaces that they can make their own.

On behalf of the Victorian Government, I strongly encourage culturally diverse groups and organisations to apply for a grant under the MCIF program.

A handwritten signature in black ink, appearing to read 'R Scott', written in a cursive style.

ROBIN SCOTT MP
Minister for Multicultural Affairs

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1 VICTORIA'S MULTICULTURAL POLICY STATEMENT

Victorian. And proud of it. is Victoria's new Multicultural Policy Statement. It sets out the Victorian Government's way forward with a range of policies, programs and services that encourage every one of us to participate in a stronger, safer and more harmonious community.

The Multicultural Policy Statement is underpinned by the Victorian Values Statement, a set of shared values that form the foundation of our cohesive, multicultural society.

Victorian Values Statement

The five core values are:

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.

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.

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.

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.

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 WHAT IS THE MULTICULTURAL COMMUNITY INFRASTRUCTURE FUND?

The Multicultural Community Infrastructure Fund (MCIF) offers grants to culturally diverse communities across Victoria to support the building, upgrading and fitout of community infrastructure.

Objectives

To support Victoria’s culturally diverse communities to feel connected with their traditional culture and identity as they participate in and contribute to our wider society.

The MCIF seeks to achieve this by supporting the delivery of new facilities or spaces for culturally diverse communities and increasing the safety, accessibility and condition of existing services.

The MCIF is underpinned by Victoria’s Multicultural Policy Statement and seeks to ensure that every Victorian has the opportunity to thrive in a peaceful and prosperous society with a shared sense of belonging, respect, acceptance and contribution.

The MCIF is a discretionary merit-based grants program administered by the Multicultural Affairs and Social Cohesion (MASC) Division of the Department of Premier and Cabinet (DPC).

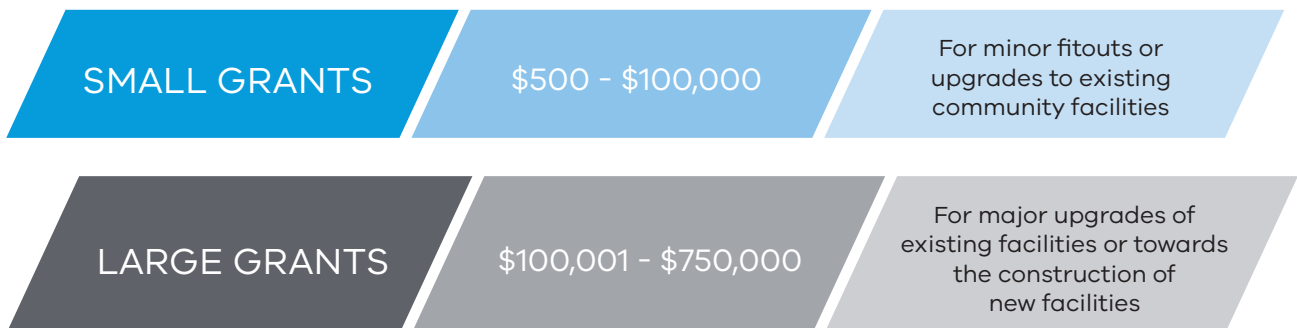
The program involves an eligibility and merit-based assessment process and is highly competitive. Many more applications are received than can be supported and partial funding may be offered.

To ensure your application has the best possible chance of success, please read these guidelines carefully before you apply.

Timing: This grant program is for small and large capital infrastructure projects in the final stages of planning that will be completed within 12 months of being funded and no later than 30 June 2020.

For more information and to apply visit: www.multicultural.vic.gov.au

There are two streams of funding available





What's new to the program?

The MCIF is a new grant program based on the Community Infrastructure and Cultural Precincts program previously available through MASC.

New features include:

- » Flexible application times
 - » **Small stream:** Applications for the small funding stream can be submitted at any time
 - » **Large stream:** Expressions of Interest (EOI) for the large funding stream can be submitted at any time. Applicants successful at the EOI stage will be invited to submit a full application.
- » Applicants with a proven history of funding with the Department can apply for up to \$10,000 towards the purchase or upgrade of depreciating assets. Assets must support the routine delivery of community activities within facilities and can only be applied for under the small grants funding stream. Examples of items that may be approved for purchase or upgrade under this stream include reverse cycle heating units, kitchen appliances, and audio visual equipment.

- » Matched funding is no longer required for applicants requesting less than \$3,000.
- » Local Government Authorities (LGAs) can act as an auspice for eligible organisations only and are not eligible to apply independently for funding.

Priorities

Priority will be given to applications that demonstrate a strong alignment with the program's objectives and Victoria's Multicultural Policy Statement, and support one or more of the following:

- » Culturally diverse communities in regional Victoria
- » Culturally diverse women
- » Improved accessibility to a community facility
- » New and emerging communities
- » Culturally diverse youth and seniors

Funding categories

	SMALL	LARGE
Funding range	\$500 to \$100,000	\$100,001 to \$750,000
Eligible projects	<ul style="list-style-type: none"> » Minor works to existing community facilities (e.g. extension of an existing facility to provide additional meeting space, kitchen upgrade or works to enable accessibility). » The purchase or upgrade of depreciating assets (to the value of \$10,000) that support the routine delivery of community activities within facilities (e.g. reverse cycle heating units, AV equipment). » Repairs to an existing community facility (e.g. carpet, painting, roof repairs or asbestos removal). 	<ul style="list-style-type: none"> » Major upgrades to existing community facilities. » The construction of new community facilities.
Matched funding requirements	<ul style="list-style-type: none"> » There is no matched funding requirement for projects requesting \$3,000 or less. » For projects requesting more than \$3,000 within metropolitan Melbourne, the matched funding contribution requirement is a minimum of one dollar for every dollar of Victorian Government funding. » For projects requesting more than \$3,000 and within regional and rural Victoria, the matched funding contribution is a minimum of one dollar for every two dollars of Victorian Government funding. » No more than 50 per cent of an applicant's contribution to a project can be sourced via in-kind services or support. 	<ul style="list-style-type: none"> » For projects within metropolitan Melbourne, the matched funding contribution requirement is a minimum of one dollar for every dollar of Victorian Government funding. » For projects within regional and rural Victoria, the matched funding contribution is a minimum of one dollar for every two dollars of Victorian Government funding. » No more than 25 per cent of an applicant's contribution to a project can be sourced via in-kind services or support.

Evidence of matched funding must be provided for all applications requesting more than \$3,000.

For small grants:

Evidence of matched funding must be provided as part of your application.

For large grants:

Matched funding can be indicated by pledges at EOI stage.

Evidence of available matched funding (e.g. bank statements) must be provided at full application stage.

3 WHO IS ELIGIBLE TO APPLY?

Eligible organisations

To be eligible for funding, an organisation must:

- » Be a not-for-profit entity registered under the *Corporations Act 2001* (Cth) or the *Associations Incorporation Reform Act 2012* (Vic)
- » 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 also meet the above criteria.

Local Government Authorities (LGAs) can act as an auspice for community groups but cannot apply independently for funding.

Applicants who have overdue accountability reports for previous grants funded through MASC/VMC may submit an application (small stream) or EOI (large stream) 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 your organisation is up to date with accountability reports, please email community.grants@dpc.vic.gov.au.

Who is not eligible to apply?

The following cannot be supported:

- » Individuals and sole traders
- » Organisations that:
 - » are primarily commercial organisations or bodies established for profit-making purposes, or
 - » have failed to comply with the terms and conditions of previously awarded grants, or
 - » are not able to demonstrate that they can meet the ongoing maintenance and operational costs of the completed project.
- » Applications describing projects that are the responsibility of another Government portfolio.



4 WHAT TYPES OF PROJECTS MIGHT BE FUNDED?

Applications and projects that may be supported

Consideration will be given to applications that:

- » Are submitted by an eligible organisation (see page 9)
- » Clearly address the program objectives
- » Meet a community need, have undergone sufficient planning and are feasible and ready to proceed
- » Can demonstrate the minimum requirement for matched funding
- » Can demonstrate evidence of land title or lease agreement (no less than five years)
- » Supply quotes from registered contractors or cost estimates from quantity surveyors
- » Include all relevant supporting documentation.

Projects funded under the MCIF must be scheduled for completion within 12 months of being funded and no later than 30 June 2020.

MASC reserves the right to place restrictions on the specific aspects of a project MCIF funding is being provided to support.

MASC will only consider one application per organisation at a time in each of the small and large funding streams.

Large applicants that are unsuccessful at EOI stage will be provided feedback on their expression of interest and will remain eligible to submit a revised or new expression of interest at any time during the program lifecycle.

Applications and projects that will not be supported

The MCIF cannot support applications from ineligible applicants or applications that fail to address the program objectives and funding criteria.

The following cannot be supported:

- » Projects requesting retrospective funding. That is, projects that have already been completed before the outcome of the funding application is known
- » Projects requesting funding to enhance or create privately-owned land or facilities, unless an existing, satisfactory long-term lease agreement (minimum of five years) between the applicant and the asset owner is provided
- » Projects supporting advancement of political activities or religious activities (e.g. enhancement of infrastructure exclusively used for worship), however projects that involve facilities open to the wider community may be considered.
- » Funding for projects that duplicate services or for a facility that is similar to one that already exists in the local area
- » Funding to construct or enhance community gardens, schools, emergency service centres or civic centres
- » Funding to supplement the recurrent or ongoing costs of an existing organisation

Applications and projects that will not be supported (cont)

- » Funding for projects that could have a negative impact on existing businesses and services or that will operate in competition with other local commercial interests (refer to the National Competition Policy)
- » Funding for projects that relate to infrastructure or property owned by another State, Federate or Local Government
- » Funding for projects that are not an appropriate use of public funds
- » The purchase or upgrade of depreciating assets over the value of \$10,000
- » Multiple applications under the small category where project works could be optimally completed as part of a larger project.



5 HOW DO I APPLY?

MASC will accept applications and expressions of interest until 22 February 2019.

- » Applications for small grants can be submitted at any time
- » Expressions of Interest for large grants can be submitted at any time. Full applications will be by invitation only following a successful EOI.

Applications must be submitted electronically at www.multicultural.vic.gov.au.

Organisations can submit one application or expression of interest at a time in each stream.

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

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

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



6 GRANT APPLICATION PROCESS



7 HOW WILL APPLICATIONS BE ASSESSED?

All applications will be assessed by the Department against eligibility and merit criteria.

Following the eligibility and merit assessment by the department, applications proceed to an assessment panel consisting of VMC Commissioners and industry experts.

The Minister for Multicultural Affairs is the final decision maker on all grants.

Applicants are advised of the outcomes of their application and successful applicants enter into a funding agreement.

Application outcomes will be published at www.multicultural.vic.gov.au.

Assessment framework

All grant applications will be assessed against the following criteria:

1. Merit

- » The project has a clear vision and scope that achieves the program objectives
- » The project addresses an existing need or gap in community infrastructure
- » The application describes how benefits will be sustained upon completion of the project.

2. Engagement

- » The project will benefit Victoria's culturally diverse communities
- » Preference will be given to applications that demonstrate how the proposed project will support:
 - » Culturally diverse communities in regional Victoria
 - » Culturally diverse women

- » Culturally diverse people living with a disability
- » New and emerging communities
- » Older members of culturally diverse communities.

3. Viability and readiness to proceed

- » The project is well-planned with appropriate approvals and risk management in place
- » The project is ready to proceed:
 - » Property – there is evidence of an existing Land title or lease agreement (no less than five years)
 - » Permits – The project has relevant approvals and permits for the project
- » The project will be delivered by an organisation with appropriate administration, management and governance expertise and financial stability.

4. Budget

The project:

- » Is ready to proceed financially and is supported by a clear approach and realistic time frames
- » Is based on sound cost estimates and represents value for money
- » Demonstrates an appropriate use of public funds
- » Includes appropriate insurance and coverage for any other liabilities.



Supporting documentation

If you are applying for a small grant you will need to include the following with your application:

- A Certificate of Incorporation for your organisation or your auspice organisation, OR a Certificate of Company Registration if you are a company with Deductible Gift Recipient (DGR) status (only applicable if the organisation or nominated auspice has not provided during previous applications with the Department)
- A copy of the current land title or lease agreement (no less than 5 years) in place at the site of the proposed project
- Evidence of any licences, building or planning permits in place or evidence of application for the required licences or permits (if applicable)
- A detailed project plan (for applications over \$3,000)
- Cost estimates or quotations for works to be undertaken
- Evidence of funding source(s) to meet the matched funding requirement e.g. bank statements, a record of investment, bank loan or confirmation of funding from financial partners
- A Certificate of Currency for Public Liability Insurance. The insurance must provide a minimum cover of \$10 million for any one occurrence. Certificate of Currency for Workers' Compensation Insurance if you have paid staff that will work on the project related to this grant application.

Additional documentation that will benefit your application includes:

- Photos of the existing site your application relates to (e.g. the existing kitchen area that you wish to renovate) A maximum of ten photos can be uploaded. Please ensure the photos are less than 2MB each.
- Letters of support from contributing and benefiting partner organisations or stakeholders (e.g. from the relevant local council, local State Member, diverse community organisations and community groups likely to utilise the facility).

If you are applying for a large grant you will need to provide the following at the Expression of Interest stage:

- ❑ A Certificate of Incorporation for your organisation or your auspice organisation, OR a Certificate of Company Registration if you are a company with Deductible Gift Recipient (DGR) status (only applicable if the organisation or nominated auspice has not provided during previous applications with the Department)
- ❑ Photos of the existing site your application relates to (e.g. the existing kitchen area that you wish to renovate). A maximum of ten photos can be uploaded. Please ensure the photos are less than 2MB each
- ❑ A copy of the current land title or lease agreement (no less than 5 years) in place at the site of the proposed project
- ❑ Concept designs/site plans for the upgrading of facilities or new works this grant application relates to
- ❑ Evidence of funding source(s) to meet the matched funding requirement. Matched funding can be indicated by pledges at EOI stage. At full application evidence of available matched funding must be provided (e.g. via bank statements)
- ❑ A high level project plan outlining project timelines.



If your project is invited to full application you will need to provide:

- ❑ A detailed project plan
- ❑ Letters of support from contributing and benefiting partner organisations or stakeholders (e.g. from the relevant local council, local State Member, diverse community organisations and community groups likely to utilise the facility)
- ❑ A completed Risk Assessment Template
- ❑ Evidence of any licences, building or planning permits in place or evidence of application for the required licences or permits
- ❑ A copy of your organisation's financial statements for the last three financial years. Where the latest financial report is more than six months old, up to date management or interim accounts is also required.*
- ❑ Evidence of available matched funding. Pledges will not be accepted as evidence at full application
- ❑ Final cost estimates/quotes evidenced by Quantity Surveyor Estimates for works to be undertaken for the project
- ❑ A Certificate of Currency for Public Liability Insurance. The insurance must provide a minimum cover of \$10 million for any one occurrence. Certificate of Currency for Workers' Compensation Insurance if you have paid staff that will work on the project related to this grant application.

* If your organisation's annual revenue is more than \$1 million your financial statements must be audited. If your organisation's revenue is \$250,000 to \$1 million your financial statements must be reviewed by an independent accountant.

8 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 the activity, funding, activity deliverables and payments, budget, reporting requirements and other activity specific requirements)
- » 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 can view the CFA standard terms and conditions at <https://providers.dhhs.vic.gov.au/victorian-common-funding-agreement>.

The CFA 'Schedule' template can be downloaded at www.multicultural.vic.gov.au

You may also request a hard copy of these documents by contacting MASC on 1300 366 356.

Funding Conditions

The MCIF 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.

Successful applicants entering into a Common Funding Agreement will be paid in milestones and the final financial milestone will not be processed until all requirements outlined in the agreement are completed to the satisfaction of the Department.

Grants funded under the MCIF 2018-19 do not attract GST.



9 DEFINITIONS

For the purpose of the MCIF program the following definitions have been provided:

Culturally diverse

Culturally diverse refers to people from migrant and refugee backgrounds, especially those who are from non-English speaking countries.

Community facilities

Community facilities means facilities owned or leased by ethno-specific or multicultural community groups, which are used primarily by culturally diverse communities across Victoria.

Applicants must be able to demonstrate extensive use of their facility by culturally diverse groups and organisations. Priority will be given to projects that provide evidence of a range of community groups utilising their facility.

The facility could be:

- » Owned by a community group
- » Leased privately
- » Leased from a State Government Agency or local council and the applicant is the sole occupant.

If the facility is leased, a long term lease agreement (of a minimum of five years) must be in place.



