

Multicultural Festivals and Events Program 2019-20

Frequently Asked Questions (FAQs)

Here you'll find answers to some Frequently Asked Questions (FAQs).

How should I use these FAQs?

Before applying be sure to read the Program Guidelines carefully – these can be found at www.vic.gov.au/multicultural-festivals-and-events-program.

These FAQs are intended to provide additional information and responses to common questions about the Multicultural Festivals and Events 2019-20 Program.

If you can't find what you are looking for and have a question about the program, contact us at 1300 366 356 or Multicultural-Festivals.Events@dpc.vic.gov.au.

If you are having trouble understanding the guidelines and would like the assistance of an interpreter, please contact TIS National on 13 14 50 and ask to be connected to the Grants Information Line on 1300 366 356.

About the Program

What is the Multicultural Festivals and Events Program?

The Multicultural Festivals and Events (MFE) Program is for the whole Victorian community to celebrate our diversity and embrace our multicultural diversity through an annual program of festivals and events.

This grants program is administered by the Multicultural Affairs and Social Cohesion (MASC) Division in the Department of Premier and Cabinet (DPC).

What are the Program objectives?

The MFE program objectives are to:

- » ensure that Victoria's multicultural communities can celebrate, preserve and share traditions in meaningful ways with the broader community
- » foster cross-cultural awareness, understanding, respect, community unity and intercultural relationships
- » showcase the vibrancy and contribution of Victoria's multiculturalism through 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 funding is available?

The MFE program is divided into three funding streams: Small (\$2,000 or less), Medium (\$5,000 to \$25,000) and Large (\$25,001 to \$75,000).

Please see the Guidelines (www.vic.gov.au/multicultural-festivals-and-events-program) for more information regarding the funding available and the different streams.

What are the dates of the MFE 2019-20 Round 2?

Date	Activity
31 July 2019	Opening date
6 September 2019	Closing date for applications
September – December 2019	Assessment and approval of applications, notification of applicants
1 January 2020 – 30 June 2020	Successful events to be held between these dates

*Please note these dates may be subject to change.

What's new for MFE 2019-20 Round 2?

There are changes to the MFE 2019-20 Round 2. These include:

Issue	MFE 2019-20 Round 2	Previous Rule
Funding Amounts <i>Small Stream</i> <i>Medium Stream</i> <i>Large Stream</i>	\$2,000 (or less if requested) \$5,000 to \$25,000 \$25,001 to \$75,000	Up to \$10,000 \$10,001 to \$50,000 \$50,001 to \$100,000
Small Stream Assessment Process	Applications undergo a streamlined eligibility and assessment process. If successful will receive \$2,000 (unless less is requested). Notification of successful applications made early.	Applications undergo a full eligibility and assessment process and if successful will receive a variable amount based on the application's assessment score
Minimum Attendance <i>Small Stream</i> <i>Medium Stream</i> <i>Large Stream</i>	100+ people 1,000+ people 7,000+ people	No target specified Suggested only - 1,500 people Suggested only - 10,000 people
Maximum number of applications per organisation per funding round	One	Two
Matched funding	Matched funding required in Medium and Large Streams. Within metropolitan Melbourne, a minimum of one dollar for every dollar of MFE funding. Within regional and rural Victoria, a minimum of one dollar for every two dollars of MFE funding.	No requirement
Eligibility of sporting activities	Ineligible (sideline activities may still be considered – refer guidelines)	Eligible
90 days to accept offer or it may be withdrawn by the Department	Funding Agreements must be signed and accepted within 90 days of offer, or may be withdrawn by the Department	Funding Agreements signed within the financial year they are offered

* Please see the Guidelines for more information.

About the application process

Is there anything we should consider before applying?

Applying for a grant, organising an event and completing accountability reports can be time-consuming. Before anything else, an organisation should ask itself 'what can we manage?'. If you have limited time to give or a small number of people, be realistic about the scale of the event you can manage.

Before starting your application, it is important to have a clear understanding of your event. This will help in preparing a strong application and detail how you will meet the MFE objectives.

How do I apply?

Applications are open 31 July - 6 September 2019, visit the Victorian Government's website (www.vic.gov.au/multicultural-festivals-and-events-program) and click on the 'Apply Now' button to apply online. Please see the Guidelines for more application information.

Please note: late or incomplete applications will not be considered.

If you wish to discuss your application or be assisted with your submission, please contact the Community Grants Team at MASC prior to the closing date, on 1300 366 356 or Multicultural-Festivals.Events@dpc.vic.gov.au.

If I apply this year, can I also apply next year?

Yes, applicants, including successful applicants, may apply in future rounds.

However, you should note that previously successful applications do not guarantee annual or future funding. The MFE funding pool is limited and only applications that meet criteria will be considered. Note that any organisation with outstanding accountability reports will NOT be eligible to apply.

If your application was previously unsuccessful and you would like to reapply, it is recommended that you make contact with the Community Grants Team before submitting again. Please contact us at 1300 366 356 or Multicultural-Festivals.Events@dpc.vic.gov.au.

What if I have technical problem when submitting my online application?

If you are having problems, the form isn't loading or submitting, using a different internet browser can sometimes help. If this does not work, please contact the Community Grants Team on contact us at 1300 366 356 or Multicultural-Festivals.Events@dpc.vic.gov.au who will assist where possible.

Please allow at least three business days for support and note that the Community Grants Team is not available on weekends.

What if I miss the deadline for submitting my application – can I get an extension?

No extensions for applications are allowed.

What do I need to do before I submit my application?

Please read the guidelines at www.vic.gov.au/multicultural-festivals-and-events-program to make sure you are eligible for an MFE grant.

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)

In addition, 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 Multicultural-Festivals.Events@dpc.vic.gov.au.

Applicants that are not incorporated or do not have an ABN number may apply with support from an eligible auspice organisation that has agreed to manage the grant for them. This applies to Small Stream applications only.

One organisation may act as an auspice for multiple MFE applications for multiple organisations.

Applications in the Large Stream must be submitted by a main applicant and a Principal Supporting Partner. Please refer to the guidelines for further details.

How do I know if my organisation is a 'legal entity'?

If you are unsure about your 'entity status', you can check your organisation's details online. Your organisation's official status can be checked at:

- » For an Incorporated Association – www.consumer.vic.gov.au
- » For a Company Limited by Guarantee – <https://connectonline.asic.gov.au/>
- » To check your ABN – <https://abr.business.gov.au/>

My organisation or group is not eligible, are there any exceptions?

Applicants that are not incorporated or do not have an ABN may apply if supported by an eligible auspice organisation that has agreed to manage the grant for them.

Applications can only be made in the Small Stream.

Where do we find an auspice?

If you are unsure where to seek an auspice, you can consider approaching:

- » community organisations that you have an existing partnership or good working relationship with
- » more established community organisations within your community
- » larger umbrella organisations that support and represent many groups in your community
- » neighbourhood houses or community centres; or
- » your local council.

When should we consider a partnership application?

Applications in the Large Stream must be submitted with the support of another organisation who is acting as a principal supporting partner, and will assist in the organisation and running of the event. Collaborations

with an organisation outside your own community or group will demonstrate cross-cultural collaboration and partnerships.

Intercultural and interfaith partnerships will be viewed more favourably during the assessment process.

We want to organise several events. Can we apply for all of them?

No. There is a limit of one application per organisation or group in this round.

The one exception is for organisations acting as an auspice organisation for multiple MFE applications on behalf of multiple groups.

As an auspice organisation – is there a cap to the number of projects I can auspice?

No – but please consider what you are able to manage over a funding round as you are legally responsible for each project you auspice – including providing accountability reports to the department.

Can I apply for multi-year funding under MFE?

No. Organisations can only apply for an event to be funded in this round, between 1 January 2020 and 30 June 2020.

Can I apply for funding to: a) cover traffic management costs; or b) cover public transport fees for participants to travel to and from the event?

You can apply for traffic management fees if it is a requirement for your event.

Public transport fees may also be part of your application – particularly for young or elderly people, or disadvantaged groups that may experience difficulties attending your event due to distance or other factors such as safety concerns after-hours.

Can I charge admission for the event to meet some of the project's expenses?

Yes – you can include a reasonable entry price for admission to your event.

Admission would usually be a gold coin donation or such. Events intended for profit or fund-raising are not eligible under MFE.

You should demonstrate that your event is accessible and affordable.

Can I apply for a sporting event that will bring together different cultural groups?

Funding is no longer available for sporting events.

Please refer to www.vic.gov.au to explore other grant opportunities for sporting events.

However, cultural events in association with sporting events such as “sideline” activities may be considered for funding where all other eligibility criteria are met.

There is no line item in the budget template to apply for events staff salaries – can this form part of my funding request?

No – staff wages and salaries for ongoing employees are not eligible.

You may apply for any reasonable costs for costs associated with the organising and staging of your event, provided that this is not an ongoing administrative or staffing cost. Staff and volunteer time spent organising the event should be included in your budget as an in-kind contribution towards the running of the event.

Any short-term services or in-kind contributions of staff or volunteer time should be described in your application in the project plan section.

About the assessment process

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 an External Panel made up of representative Victorian Multicultural Commissioners and independent experts (as required) before final endorsement by the Minister for Multicultural Affairs.

Please see the Guidelines www.vic.gov.au/multicultural-festivals-and-events-program for more information.

Will I get feedback on my application?

Please contact Multicultural-Festivals.Events@dpc.vic.gov.au if you require feedback on your application.

When will successful applicants be announced?

The date for notification of grant outcomes will be prior to 1 January 2020.

Successful applicants will be published on www.vic.gov.au/multicultural-festivals-and-events-program.

Can I ask for a reassessment?

The MFE program is a discretionary, merit-based grant program. All applications undergo a rigorous, multi-stage assessment process. All decisions in relation to funding are considered final.

Any unsuccessful organisations are encouraged to contact us at 1300 366 356 or Multicultural-Festivals.Events@dpc.vic.gov.au to discuss future applications to ensure they meet with program guidelines and eligibility criteria.

About successful applications

When should we get funds and be able to start our activities?

Before we can transfer funds, a Funding Agreement (Victorian Common Funding Agreement) will be made between the successful organisation and the Victorian Government.

The Funding Agreement will include the terms and conditions of the grant including the use of funds, term of the agreement and reporting requirements. Grant payments may be made in one or multiple instalments.

The Funding Agreement must be signed and returned within 90 days of notification, or the offer of funding may be withdrawn.

When will grant activities need to be completed?

Successful grant recipients must deliver event between 1 January and 30 June 2020.

Grant recipients must submit an accountability report by 31 July 2020.

To be eligible for funding in future, all accountability reporting must be up to date.

Who is the funding agreement between?

The funding agreement will be between the successful organisation or auspice organisation and the Victorian Government.

Do I need to acknowledge the Victorian Government for the funding?

The Victorian Government is to be acknowledged in speeches and presentations, and mentioned in any media releases, flyers, programs, or other documents relating to your funded event.

Suggested acknowledgements include:

- » *Made possible by the Victorian Government through the Multicultural Festivals & Events Program*
- » *With thanks to the Victorian Government and the Multicultural Festivals & Events Program*
- » *Funding provided by the Victorian Government through the Multicultural Festivals & Events Program*

I want to invite a representative of your Department and/or an official to attend my event.

If there are opportunities relating to your project to invite a government official, it would be great to hear about them. Please contact us at 1300 366 356 or Multicultural-Festivals.Events@dpc.vic.gov.au for further information.

What happens if a project falls over?

If, for any reason, your organisation is unable to complete your planned event, you must inform the Community Grants Team immediately.

If the Funding Agreement has not been signed, then the offer of funding will be withdrawn.

If the agreement has been signed and funds paid, the funds must be returned and the Community Grants team will assist you to cancel your funding agreement so you can apply for other funding in future. Please contact the Community Grants Team for further information on 1300 366 356 or Multicultural-Festivals.Events@dpc.vic.gov.au.

What reports will need to be provided throughout the project?

A final accountability report is required at the end of your project. The Community Grants Team are available to support you through this process if required.

You can download the accountability report template at www.vic.gov.au/multicultural-festivals-and-events-program.