INFORMATION SESSION

INDIAN COMMUNITY INFRASTRUCTURE FUND

Multicultural Affairs Division, Program and Grants team

INFORMATION SESSION OVERVIEW

FUND OVERVIEW

APPLICATION

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FUND OVERVIEW

FUND OVERVIEW

AIM

To support Victoria's Indian communities to complete infrastructure projects to celebrate, preserve and share their culture and traditions.

Under ICIF organisations can apply for a:
- **Small grant** between $10,000 - $100,000 – for minor upgrades and renovations
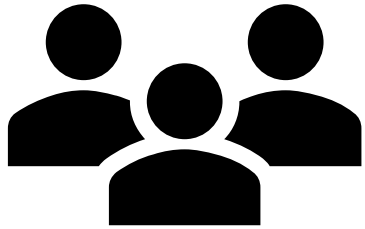- **Large grants** between $100,001 - $500,000 – for larger projects and new builds

APPLICATION CLOSE: 4pm, 20 February 2020

FUND GRANTS EXPLAINED

GRANT AMOUNT

Range from $10,000 to $500,000

PROJECT COMPLETION

Be finalised by 31 May 2021

TOTAL PROJECT COST

Can't be more than the grant you are seeking

APPLICATION PROCESS

WHO CAN APPLY?

Not-for-profit entity
- Registered under the *Corporations Act 2001* (Cth) or the *Associations Incorporation Reform Act 2012*

You must demonstrate
- funding will be used directly to provide Indian communities in Victoria with better, more accessible and higher quality facilities

YOU MUST HAVE
- A current Australian Business Number (ABN), and
- No outstanding accountability reports or final reports required for any MASC funded grants.

WHAT PROJECTS CAN BE FUNDED

AND WE'RE LOOKING FOR INNOVATIVE PROJECTS

THESE PROJECTS WOULD...

- **Provide** shared use of facilities with multiple multicultural groups

- **Build** social inclusion and skills within multicultural communities (community vegetable gardens or language learning centres)

- **Work** in partnership with councils or other local partners

- **Support or integrate** other complementary **Victorian Government objectives**, including:
  - environmental sustainability
  - transitioning into employment
  - social purchasing

WHAT TO COVER IN YOUR APPLICATION

YOUR APPLICATION MUST HAVE
• Clearly address one or more of the ICIF objectives
• Meet a community need, have undergone planning and be ready to proceed
• Demonstrate evidence of land title or a lease agreement **(no less than 3 years)**
• Cost estimates from registered contractors or quantity surveyors **(work over $20,000 require two quotes)**
• Show the project will be completed before 31 May 2021
• Include all relevant supporting documentation

DOCUMENTATION TO ATTACH TO YOUR APPLICATION

ATTACH TO YOUR GRANT APPLICATION
• A project plan
• Evidence of funding sources
• Your organisation's financial statements for the last three years
• A copy of the current land title or lease agreement (no less than 3 years)
• Cost estimates or quotes for works. **Please note any project over $20,000 needs two quotes**
• Concept designs/site plans for the upgrading of facilities or new works
• No more than ten photos of the existing site
• Certificate of Currency for public liability insurance with a minimum cover of $10 million
• Certificate of Currency for workers' compensation insurance if paid staff will work on the project

HOW TO APPLY

All applications need to be submitted through the Department of Premier and Cabinet's Grants Portal at: https://dpc1.force.com/GrantsPortalLogin

Step 1: Log in with your username and password

Your username will be your email.

Step 2: Confirm your organisation's eligibility

Click 'Yes'.

Step 3: Start your application

Make sure you define what your project is, estimated cost and completion time.

Step 4: Save your draft application

Click 'Save as draft' before closing your browser. If submitting your application now go to Step 7.

Step 5: Check your email

If you've saved your draft application, you'll have received a confirmation email with a:

- URL to your draft grant application
- Unique Grant Application (GA) number.

Step 6: Log back into the Grants Portal

To finish your application:

- Click the link in the confirmation email you received.
- Go to: **https://dpc1.force.com/GrantsPortalLogin.**

Step 7: Finish your application

Read over your application and make sure you've responded to all application questions.

Step 8: Receive confirmation email

Once you've saved and submitted your application, you'll receive a confirmation email.

Remember to keep a record of:

- your GA-number
- a copy of your application
- a copy of your confirmation email.

ADVICE ON HOW TO WRITE A STRONG APPLICATION

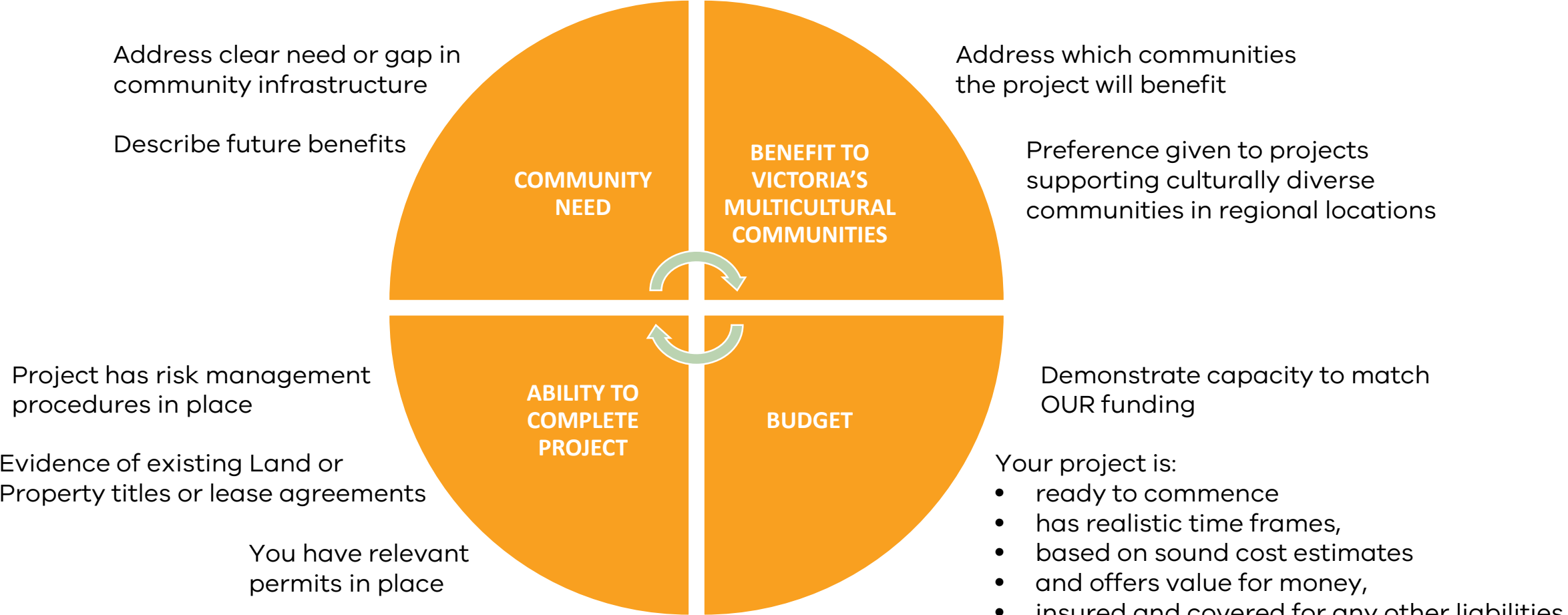| BEFORE SUBMITTING YOUR APPLICATION |
|---|
| **ENSURE** – your project aligns with at least one of the funds objectives |
| **READ** – the fund guidelines carefully |
| **DESCRIBE** – the key components of your infrastructure project |
| **SHOW** – the demand, community need and public benefit of your infrastructure project |
| **DEMONSTRATE** – your organisation's capacity to deliver the infrastructure project |
| **RESEARCH AND PLAN**
- Infrastructure project milestone and completion timeline
- Total budget of infrastructure project |

ASSESSMENT

ALL GRANTS WILL BE ASSESS AGAINST

Address clear need or gap in community infrastructure

Describe future benefits

Address which communities the project will benefit

Preference given to projects supporting culturally diverse communities in regional locations

COMMUNITY NEED

BENEFIT TO VICTORIA'S MULTICULTURAL COMMUNITIES

ABILITY TO COMPLETE PROJECT

BUDGET

Project has risk management procedures in place

Evidence of existing Land or Property titles or lease agreements

You have relevant permits in place

Demonstrate capacity to match OUR funding

Your project is:
- ready to commence
- has realistic time frames,
- based on sound cost estimates
- and offers value for money,
- insured and covered for any other liabilities.

WHAT IS CONSIDERED A PRIORITY PROJECT

All projects must align strongly with the Indian Community Infrastructure Fund objectives and Victoria's Multicultural Policy Statement.
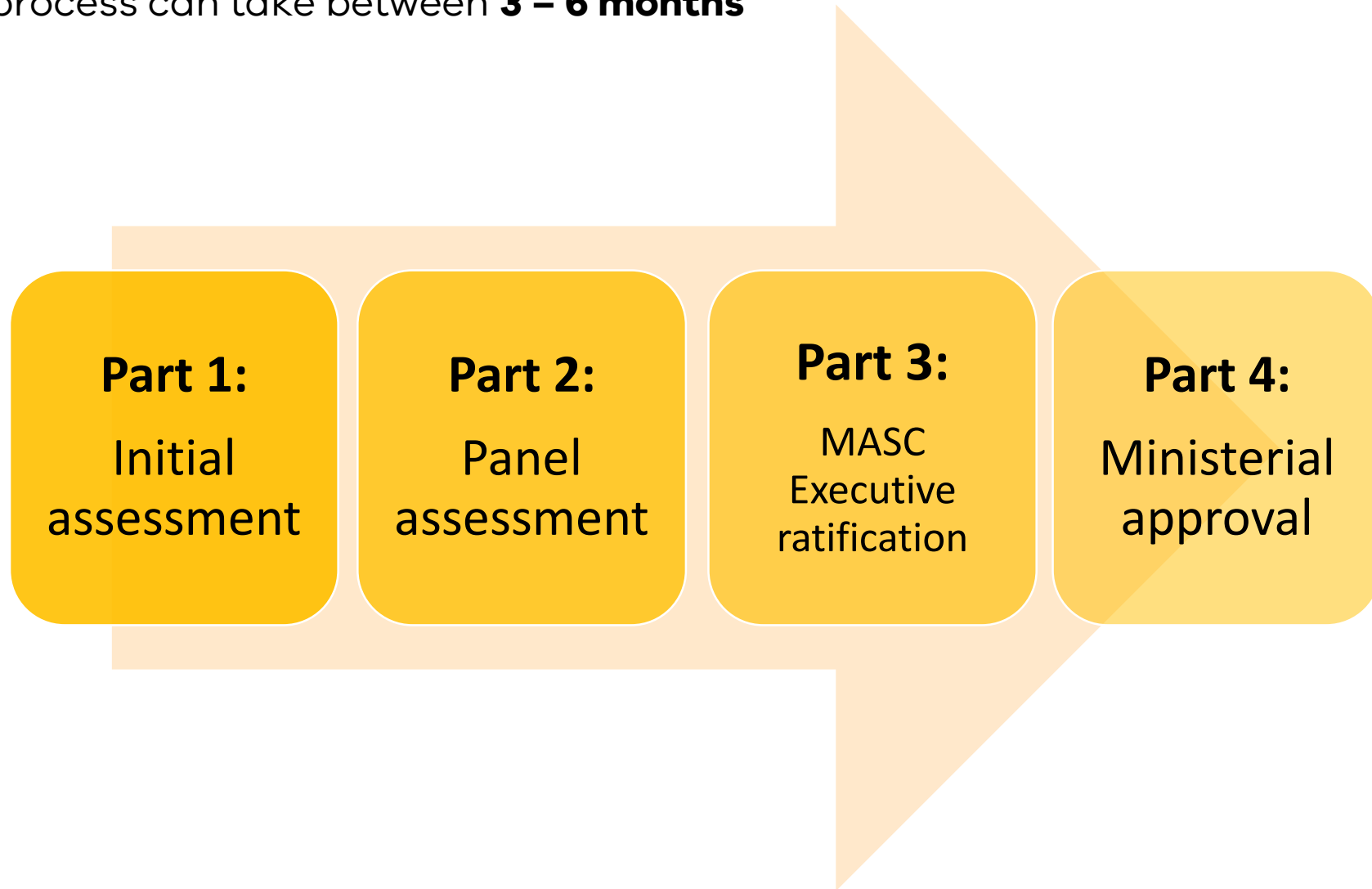
Priority will be given to project located in:

Regional Victoria

GRANTS ASSESSMENT PROCESS

The assessment process can take between **3 – 6 months**

Part 1: Initial assessment

Part 2: Panel assessment

Part 3: MASC Executive ratification

Part 4: Ministerial approval

FUNDING AGREEMENT

REQUIREMENTS FOR SUCCESSFUL GRANT RECIPIENTS

BEFORE RECEIVING FUNDING

SUCCESSFUL APPLICANTS ARE REQUIRED TO:
• Common Funding Agreement (must be returned within **60 days**)
• Vendor details request form

ON PROJECT COMPLETION

FINAL REPORT MUST DETAIL:
• Progress and Accountability reports (available at: vic.gov.au/multicultural-grant-recipient-responsibilities) - Projects need to be completed by **31 May 2021**

HAVE A QUESTION?

Contact the Department of Premier and Cabinet's Program and Grants team by:

Calling 1300 366 356

Emailing multicultural.infrastructure@dpc.vic.gov.au