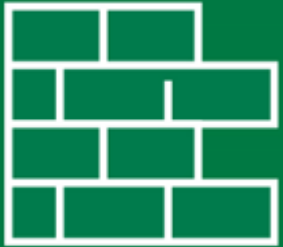


# INFORMATION SESSION



MULTICULTURAL COMMUNITY  
INFRASTRUCTURE FUND

Multicultural Affairs Division, Program and Grants team



# INFORMATION SESSION OVERVIEW

**FUND  
OVERVIEW**



**APPLICATION**



**ASSESSMENT**



**FUNDING  
AGREEMENT**



# FUND OVERVIEW





# FUND OVERVIEW

## AIM

To support culturally diverse communities across Victoria to complete infrastructure projects.

Under MCIF organisations can apply for a grant between \$10,000 - \$100,000 to complete minor fit outs or upgrades of their communities' facilities.

## OBJECTIVES

1. To support and improve Victoria's multicultural facilities to ensure communities can meaningfully celebrate, preserve and share their traditions.
2. To help upgrade facilities that will be home to cross-cultural partnerships and activities that enhance social cohesion within Victoria.
3. To assist to build better, more secure, safe, accessible and higher quality multicultural community facilities.

**APPLICATION CLOSE:** 4pm, 20 February 2020



# FUND GRANTS EXPLAINED



# PROVIDE MATCHED FUNDING

## PROJECTS IN...



Metropolitan  
Melbourne

Regional and  
rural areas of  
Victoria

- **YOU** must match **OUR** funding \$1 for \$1
- For example: \$10,000 to \$10,000

- **YOU** must match **OUR** funding with \$1 for every \$3 dollars we grant
- For example: \$4000 to \$12,000 we granted

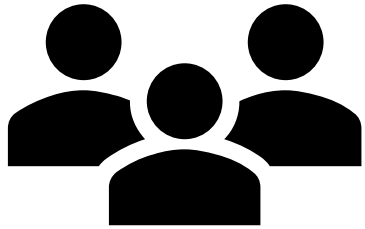
- Evidence of matched funding must be provided for all applications.
- Up to 25 per of your matched funding can be in kind



# APPLICATION PROCESS



## WHO CAN APPLY?



Not-for-profit  
entity

- Registered under the *Corporations Act 2001 (Cth)* or the *Associations Incorporation Reform Act 2012*

Social  
enterprise

- With a clearly stated purpose or mission related specifically to supporting multiculturalism

### 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 MCIF objectives
- Meet a community need, have undergone planning and be ready to proceed
- Demonstrate the minimum requirement for matched funding
- 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 source to meet the **MATCHED FUNDING** requirement
- 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

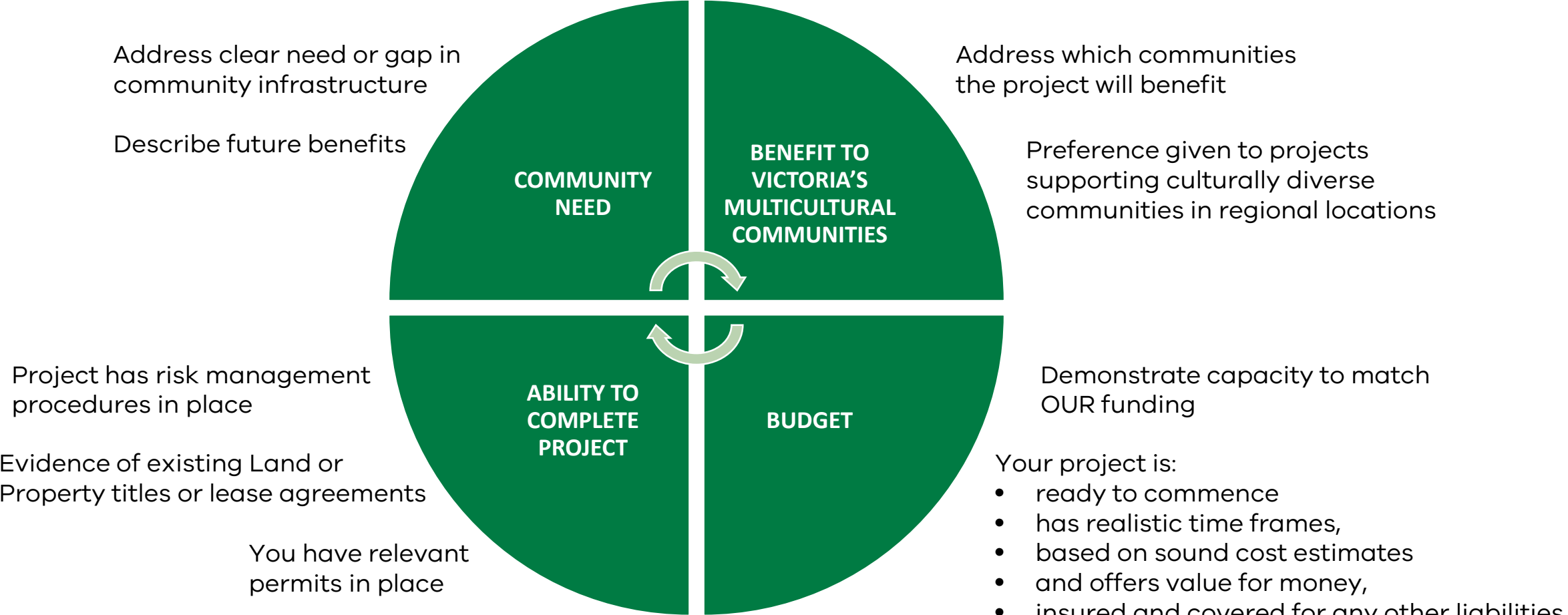
- Infrastructure project milestone and completion timeline
- Total budget of infrastructure project
- How your organisation will match OUR funding



# ASSESSMENT



# ALL GRANTS WILL BE ASSESS AGAINST





# DOES YOUR PROJECT BENEFIT A PRIORITY GROUP?

Preference will be given to projects supporting (one or more) of the following priority groups or communities:

Enhancing whole-of-community access to facilities

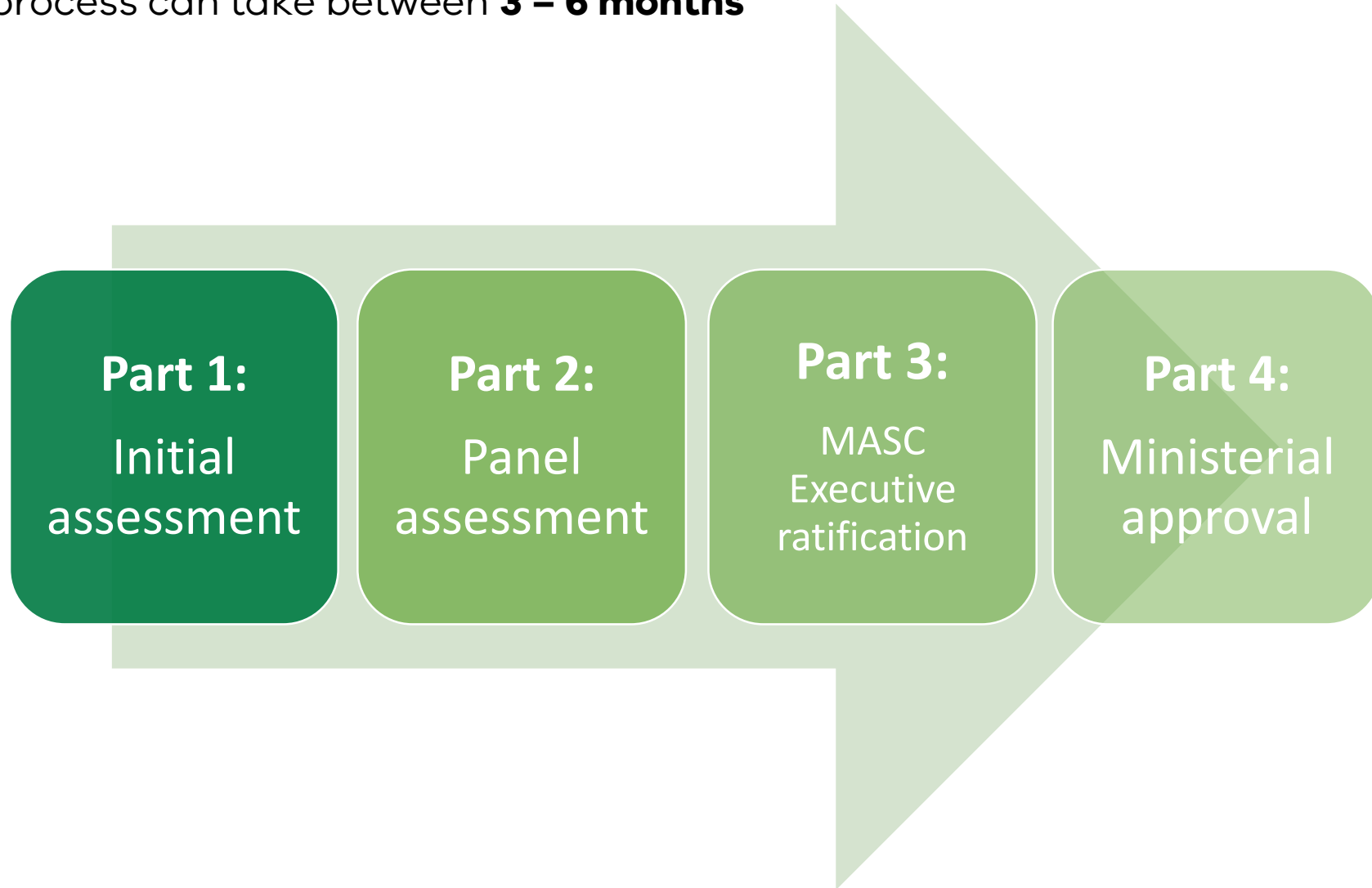
Culturally diverse regional communities

New and emerging communities



# GRANTS ASSESSMENT PROCESS

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



# 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 Final reports (available at: [vic.gov.au/multicultural-grant-recipient-responsibilities](https://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](mailto:multicultural.infrastructure@dpc.vic.gov.au)

