Frequently Asked Questions

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 2020-21 Digital Round One Program.

If you can’t find what you are looking for and have a question about the program, contact us at 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.

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 (MA) Division in the Department of Premier and Cabinet (DPC).

Due to the impacts of coronavirus (COVID-19), an amended MFE grant round is available to support community organisations deliver multicultural festivals and events in an online and digital format. This round of funding will enable community organisations to increase their digital capability and is available to organisations wishing to host events from 1 October 2020 to 28 February 2021. This will enable Victorians to participate in events that celebrate and embrace our state’s vibrant cultural diversity, whilst ensuring the health and safety of all Victorians remains a priority.

What are the program objectives for this round?
The MFE 2020-21 Digital Round One program objectives are to:

- To increase digital capability of multicultural communities to deliver festivals, and events to showcase multiculturalism
- To provide opportunities for Victorians to participate in digital festivals and events that showcase multiculturalism during the coronavirus (COVID-19) pandemic
- To ensure Victoria’s multicultural communities can celebrate, preserve and share traditions
- To assist new, smaller or emerging and regional multicultural community groups to deliver digital festivals and events
- To promote and educate cross-cultural awareness and understanding
**What funding is available?**

The MFE 2020-21 Digital Round One program is divided into two funding streams:

- Digital Festivals and Events Stream
  - Small Category (up to $3,000)
  - Medium Category ($3,000 to $9,999)
  - Large Category ($10,000 to $50,000)
- Digital Capability Stream (up to $3,000)


**What are the dates of the MFE 2020-21 Digital Round One program?**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>24 August 2020</td>
<td>Opening date</td>
</tr>
<tr>
<td>13 September 2020</td>
<td>Closing date for applications</td>
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<tr>
<td>1 October to 28 February 2021</td>
<td>Successful events and activities to be held between these dates</td>
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*Please note these dates may be subject to change.

**What's new for MFE 2020-21 Digital Round One program?**

There are some changes to the MFE program in the new MFE 2020-21 Digital Round One. These include:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Previous criteria</th>
<th>New changes</th>
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<tbody>
<tr>
<td>Funding Amounts</td>
<td>Two funding streams:</td>
<td>Two funding streams:</td>
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<tr>
<td></td>
<td>• Community (up to $2,000)</td>
<td>• <strong>Digital Festivals and Events stream has three categories:</strong></td>
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<tr>
<td></td>
<td>• Partnerships ($7,000 to $70,000)</td>
<td>o Small category (up to $2,000)- Note: a maximum of 40% of the proposed funds can go towards digital capability</td>
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<tr>
<td></td>
<td></td>
<td>o Medium category ($3,000 to $9,999)- Note: a maximum of 40% of the proposed funds can go towards digital capability</td>
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<tr>
<td></td>
<td></td>
<td>o Large category ($10,000 to $50,000)- Note: a maximum of 40% of the proposed funds can go towards digital capability</td>
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<td></td>
<td></td>
<td>• <strong>Digital Capability for Organisations stream</strong></td>
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<td></td>
<td></td>
<td>Up to $3,000 – Note: 100% of proposed funds to go towards digital capability and organisations must demonstrate a festival or event which the digital capability will support.</td>
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</tbody>
</table>
| Expected attendance/audience | Attendance:  
| Community – minimum of 100 people (50 for Regional)  
| Partnerships – minimum of 2,000 people (1,000 for Regional) | Digital Festivals and Events stream -  
| Small category- minimum of 50-99 people in Regional and 100-199 people in Metropolitan areas  
| Medium category- minimum of 100-499 people in Regional and 200-999 people in Metropolitan areas  
| Large category- minimum of 500 people in Regional and 1000 people in Metropolitan areas |
| Small Stream Assessment Process | Eligibility criteria | No changes |
| | - Meet three MFE objectives  
| | - Three ways of promoting  
| | - Clear application form and budget  
| | - No outstanding final reports |
| | Partnership stream has additional supporting documentations, including Financial Statement and evidence of Public Liability Insurance. |
| Eligibility + assessment criteria | - Meet two MFE objectives  
| | - Three ways of promoting  
| | - Clear application form and budget  
| | - No outstanding final reports  
| | - Demonstrate compliance to Health directions in place throughout the duration of funded activities |
| | Medium and Large categories of the Digital Festivals and Events stream have additional eligibility and assessment criteria: capability, capacity and track record and innovation. Both categories require additional supporting documentations, including Financial Statement and evidence of Public Liability Insurance. |
| Maximum number of applications per organisation per funding round | One (1) | No change |
**Matched funding**

<table>
<thead>
<tr>
<th>Required for Partnership Stream events.</th>
<th>Required for Medium and Large categories of the Digital Festivals and Events stream.</th>
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</thead>
<tbody>
<tr>
<td>Within metropolitan Melbourne, this is a minimum of <strong>one dollar for every dollar</strong> of MFE funding.</td>
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</tr>
<tr>
<td>Within regional and rural Victoria this is a minimum of <strong>one dollar for every three dollars</strong> of MFE funding.</td>
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</tr>
<tr>
<td>Organisations from new and emerging communities may provide 100% in-kind contribution in their matched funding.</td>
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</table>

**Ineligible activities**

- Sporting events will remain ineligible, and ticketed conferences will also be deemed ineligible for funding.
- Face to face events are now ineligible.

**Timeframes for returning funding agreements and final reports**

- Organisations that are successful will have **60 days** to enter into a Victorian Common Funding Agreement (VCFA). If a grant offer is not accepted during this period, the grant may be withdrawn.
- Organisations will have **60 days** to submit the final report. For Major event stream, 10% of final payment will be withheld until the final report is submitted and accepted.
- No change

* Please refer to the Guidelines for more information.

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**About the application process**

**Is there anything we should consider before applying?**

Applying for a grant, organising an event and completing final 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.

Does your organisation have the digital capability to host an online festival and event? Please see the “What types of events and activities can be funded” section on page 7 of the Program Guidelines for more information (www.vic.gov.au/multicultural-festivals-and-events-program).

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 2020-21 Digital Round One Program objectives (www.vic.gov.au/multicultural-festivals-and-events-program).

**Is there still the possibility I can host my event face to face with a digital event as a backup?**

No. Your organisation must demonstrate that the event/activity will be in a digital format in its entirety. Due to the impacts of coronavirus (COVID-19), the Victorian Government has introduced some significant amendments to the Multicultural Festivals and Events program to ensure Victorians can continue to participate in festivals and events.
events that celebrate and embrace our state’s vibrant cultural diversity, whilst ensuring the health and safety of all Victorians remains a priority.

**How do I apply?**

Applications are open from 24 August 2020 until midnight 13 September 2020.


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 Programs and Grants Team prior to the closing date, on 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 final reports from Fairer Victoria grant programs will NOT be eligible to apply.

If your application was previously unsuccessful and you would like to reapply, it is recommended that you contact the Programs and Grants Team before submitting again. Please contact us at 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 Programs and Grants Team 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 Programs and Grants Team is not available on weekends.

Please provide evidence when there is a technical glitch.

**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?**


To be eligible, an organisation must either be:

- a not-for-profit entity registered under the Corporations Act 2001 (Cth) or the Associations Incorporation Reform Act 2012 (Vic), or
- a social enterprise with a clearly stated purpose or mission related specifically to supporting multiculturalism.

And you must have:

- a current Australian Business Number (ABN)
• no outstanding final reports or final reports required for any Multicultural Affairs or Fairer Victoria funded grants. Please email multicultural-festivals.events@dpc.vic.gov.au if you are unsure if your organisation is up to date. All outstanding reports must be submitted by midnight 13 September 2020.

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 Category and Digital Capability applications only.

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

**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:


**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. Note: Auspice is only possible in small category and digital capability 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.

**Should we consider a partnership to strengthen our application?**

Partnerships with an organisation outside your own community or group will demonstrate cross-cultural collaboration. Your organisation should consider partnerships if:

- Resources such as a physical location to host digital event, digital equipment, volunteers, skills and knowledge can be shared
- Grant activity or event reaches one or more multicultural or multifaith communities
- Grant activity or event shares a purpose and could reach more Victorians together

Intercultural and interfaith collaborations will be more favourable during the assessment process.

Partnerships often:

- represent value for money
- show cross-cultural collaboration between multicultural or multifaith organisations and networks
- support intercultural and interfaith community groups to build ongoing relationships
We have a partnership with an organisation, who is responsible for submitting the application?

One organisation will submit the application on behalf of all organisations or groups. This organisation is the primary contact for the grant application and is legally responsible for the grant – including providing final reports to the department. See Page 17 of the Guidelines for further information about grant recipient obligations.

In the project description of your application you will need to list all organisations and community groups involved with delivery of the activities and outline their roles and responsibilities.

We want to organise several events in the Digital Festivals and Events stream. 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.

We need to upskill our digital capability but would also like to organise a digital event. Can we apply under both streams?

No. Organisations can only submit one application in this round, either in the Digital Festivals and Events stream or the Digital Capability stream.

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 final reports to the department.

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 able to be funded under this grant program.

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 that includes representatives from the Victorian Multicultural Commission and other relevant independent experts.


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?

Can I ask for a reassessment?
The MFE program is a 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 Multicultural.Festivals.Events@dpc.vic.gov.au to receive feedback, 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 60 days of notification, or the offer of funding may be withdrawn.

When will grant activities need to be completed?
Successful grant recipients must deliver all grant activities between 1 October 2020 to 28 February 2021. Grant recipients must submit a final report by the end of March 2021. To be eligible for funding in future, all final 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 digital 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 Multicultural-Festivals.Events@dpc.vic.gov.au for further information.

What happens if a project is unable to be completed?
If, for any reason, your organisation is unable to complete your planned event/activities, you must inform the Programs and 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 Programs and Grants team will assist you to cancel your funding agreement so you can apply for other funding in future. Please contact the Programs and Grants Team for further information on Multicultural-Festivals.Events@dpc.vic.gov.au.

What reports will need to be provided throughout the project?
A final report is required at the end of your project. The Programs and Grants Team are available to support you through this process if required.
A link to complete the final report online will be emailed to you before the due date.