MULTICULTURAL FESTIVALS AND EVENTS PROGRAM 2020-21 DIGITAL ROUND ONE

PROGRAM GUIDELINES

Closing date: 13 September 2020
For activities between 1 October 2020–28 February 2021
Submit your application at: vic.gov.au/multicultural-festivals-and-events-program
Accessibility

If you would like to receive this publication in an alternative format, please email the Programs and Grants Team at: multicultural-festivals.events@dpc.vic.gov.au

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Multicultural Affairs (MA)
Department of Premier and Cabinet (DPC)
Grant queries multicultural-festivals.events@dpc.vic.gov.au
Victoria’s vibrant communities are a cornerstone of our state’s identity. As Australia’s most multicultural state, we host and celebrate many different culturally significant events across the year. Funding to support these celebrations allows all Victorians to embrace, preserve and celebrate multiculturalism.

On behalf of the Victorian Government, I am proud to announce another funding round to support multicultural festivals and events. Victoria’s multicultural communities are growing in number and diversity with each year, and it’s more important than ever to ensure Victorians from all backgrounds have the support they need to celebrate their cultural identity and heritage.

Due to the impacts of coronavirus (COVID-19), the Victorian Government has introduced some significant amendments to the Multicultural Festivals and Events Program 2020-21 Round One. We know that this pandemic has presented multicultural Victorians with disproportionate challenges, and the changes to this grant round will support community organisations to move their multicultural festivals and events online.

This 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 ensure Victorians can continue to participate in festivals and events that celebrate and embrace our state’s vibrant cultural diversity, whilst ensuring the health and safety of all Victorians remains a priority.

While coronavirus (COVID-19) continues to be an ongoing challenge, the need to celebrate cultural identity and heritage remains, and this program seeks to ensure that Victorians from all backgrounds have the support they need to do so – continuing Victoria’s enviable record of fostering a diverse, open and welcoming society.

The program also acknowledges our multicultural community organisations as key partners in supporting our strong and socially inclusive state. This year will encourage stronger partnerships with an emphasis on building capacity in new and emerging communities. In 2019-20, the program supported over 837 events, attracting over 2.6 million participants and $18 million of economic activity to the state.

I encourage community organisations to apply for a grant and to continue to embrace and be proud of their contribution to our proudly multicultural state.

Our Government believes that Victoria’s diversity is one of our state’s greatest strengths and will continue to work with our proud multicultural communities to make Victoria safer and fairer.

Hon Ros Spence MP
Minister for Multicultural Affairs
What is the Multicultural Festivals and Events Program 2020-21 Digital Round One?

The purpose of the Multicultural Festivals and Events (MFE) Program 2020-21 Digital Round One is to support multicultural organisations to plan and deliver events in a digital format or to provide organisations with opportunities to enhance their digital capabilities. This program supports activities that will take place between 1 October 2020 and 28 February 2021.

Recent changes to coronavirus (COVID-19) restrictions have impacted face to face gatherings, posing significant challenges for our multicultural communities. The associated impacts of coronavirus (COVID-19) restrictions, including increased social isolation and disconnection presents an important opportunity for the MFE Program to continue promoting social cohesion by allowing communities to connect with each other. By supporting the transition from face to face to digital events, the program is committed to continue allowing organisations to embrace and celebrate their culture.

The MFE Program 2020-21 Digital Round One is an open, discretionary, merit-based grants program administered by the Multicultural Affairs (MA) Division of the Department of Premier and Cabinet (DPC) in response to revised coronavirus (COVID-19) restrictions.

Overview

The MFE Program 2020-21 Digital Round One will fund multicultural festivals and events that will take place in a digital format between 1 October 2020–28 February 2021.

Applications from new and emerging communities, or organisations that support and partner with them, will be prioritised to receive funding.

Grants range from $2,000–$50,000.

Applications close midnight Sunday 13 September 2020. Late applications will not be accepted.

To submit your application go to: vic.gov.au/multicultural-festivals-and-events-program.

Health advice and social distancing measures

All streams funded under the MFE Program 2020-21 Digital Round One program must follow the latest health advice and social distancing measures throughout the lifespan of the project. For more information on social distancing and health advice and translated coronavirus (COVID-19) resources, please visit: https://www.dhhs.vic.gov.au/translated-resources-coronavirus-disease-covid-19

WHAT ARE OUR OBJECTIVES?

1. To increase digital capability of multicultural communities to deliver festivals, and events to showcase multiculturalism

2. To provide opportunities for Victorians to participate in digital festivals and events that showcase multiculturalism during the coronavirus (COVID-19) pandemic

3. To ensure Victoria’s multicultural communities can celebrate, preserve and share traditions

4. To assist new, smaller or emerging and regional multicultural community groups to deliver digital festivals and events

5. To promote and educate cross-cultural awareness and understanding

All applications should meet at least TWO of the 2020-21 Digital Round One objectives.

Note: The MFE Program 2020-21 Digital Round One objectives are only applicable to activities taking place between 1 October 2020 – 28 February 2021.

NEW AND EMERGING COMMUNITIES

The Federation of Ethnic Communities’ Councils of Australia (FECCA) identifies ‘new and emerging communities’ as migrants and refugees that have recently arrived in Australia and that may need additional support in the settlement process. New and emerging communities may have:

- a lack of established family networks, support systems, community structures and resources
- access to mainstream services, support systems and challenges in accessing those services
- challenges in attracting funds for community programs and infrastructures

New and emerging communities may experience factors such as:

- limited English language proficiency
- high numbers of refugees
- low levels of formal education
- financial vulnerabilities
- difficulty in finding long-term and sustainable employment

For the Medium and Large categories, if you can declare that your organisation is representing a new and emerging community, 100% of your matched funding can be an in-kind contribution. The Department will assess whether your organisation is new and emerging based on the FECCA’s recommendations.


ADDITIONAL ASSESSMENT CONSIDERATIONS

We will prioritise applications that:

- engage priority community groups such as new arrivals, refugees and asylum seekers, women, young people, LGBTQI communities or socially isolated and disadvantaged communities
- support regional and rural Victorians
- support new and emerging communities
GRANT FUNDING STREAMS

The MFE Program 2020-21 Digital Round One contains two streams Digital Festivals and Events stream (Small, Medium and Large categories) and Digital Capability stream to support organisations to deliver events digitally.

Digital Festivals and Events stream

Small category (up to $2,000)

Note: A maximum of 40% of the proposed funds can go towards digital capability

The Small category is for smaller size events that will cater towards a minimum of 50 (regional) and 100 (metro) people in a digital format. A maximum of 40% of the proposed funds can be dedicated towards improving the organisation's capabilities to deliver online events. Applications in the small category are shorter and have less requirements.

Medium category ($3,000 to $9,999)

Note: A maximum of 40% of the proposed funds can go towards digital capability

The Medium category is for medium size events that will cater towards 100-499 (regional) and 200-999 (metro) people in a digital format. A maximum of 40% of the proposed funds can be dedicated towards improving the organisation's capabilities to deliver online events. Applications in the medium category are more detailed, with additional criteria.

Large category ($10,000 to $50,000)

Note: A maximum of 40% of the proposed funds can go towards digital capability

The Large category offers organisations funding towards an event that will cater towards a minimum of 500 (regional) and 1000 (metro) people in a digital format. A maximum of 40% of the proposed funds can be dedicated towards improving the organisation's capabilities to deliver online events. Applications in the large category are more detailed, with additional assessment criteria.

Digital Capability stream

Digital Capability for Organisations (up to $3,000)

Note: 100% of proposed funds to go towards digital capability

This stream will offer funding for community organisations to increase digital capability to deliver festivals and events that share and promote Victoria's diverse culture.

Organisations must demonstrate a festival or event which the digital capability will support.

Note: We will only accept one application by one organisation for this round. If more than one application is submitted, the Department will work with the applicant to determine which application should be progressed. Should no preference be indicated, the Programs and Grants Team will choose an application to progress.

Auspice organisations (Small category, and Digital Capability stream only) can support unlimited number of applications.
WHO CAN APPLY?

APPLICANT ELIGIBILITY

It is important that your organisation meets the eligibility criteria.

You must be either:

• a not-for-profit organisation that is an incorporated legal entity under the Corporations Act 2001 (Cth) or the Associations Incorporation Reform Act 2001 (Vic) or a similar type of organisation, 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), and

• no outstanding final reports or final reports required for any Multicultural Affairs funded grants by 13 September 2020. Please email multicultural-festivals.events@dpc.vic.gov.au if you are unsure if your organisation is up to date.

WHAT TYPE OF ORGANISATION ARE YOU?

To check if you are a:

• Incorporated Association go to: consumervic.gov.au

• Company Limited by Guarantee go to: connectonline.asic.gov.au/

To check your Australian Business Register (ABN) go to: abr.business.gov.au/

IS YOUR ORGANISATION REGISTERED FOR GST?

If your organisation is successful in receiving a grant and is:

• registered for GST you will be paid GST on top of the amount awarded

• not registered for GST you will only receive the grant amount awarded – GST will not be added on top.

The Australian Taxation Office (ATO) considers grants and sponsorships as taxable income.

The ATO can help with information on tax, including GST. Call 13 28 66 or visit ato.gov.au for further information.
What if my organisation is not incorporated or does not have an ABN?

If your organisation is not incorporated or does not have an ABN number, you may still apply if you are supported by an eligible auspice organisation that has agreed to manage the grant for you.

An auspice arrangement is when a larger organisation assists a smaller organisation to fund a grant activity or event.

The larger organisation is known as the auspice organisation. Your community group or organisation is known as the grant recipient.

What are the responsibilities of an auspice organisation?

If your grant application is successful, your auspice organisation will be responsible for:

- signing the grant agreement
- all legal and financial responsibility for the grant on your organisation’s behalf
- receiving and distributing grant funds under the grant agreement
- ensuring all grant activities or events are completed
- submitting final reports and financial acquittals on your organisation’s behalf.

WHO CANNOT APPLY?

- State and federal government departments and agencies
- individuals and sole traders
- commercial enterprises
- fixed trusts
- Local Government Authorities (LGAs) including LGA managed, operated, administered and regulated trusts (can act as an auspice for an unincorporated community group)
- registered primary and secondary schools, preschools, TAFE institutes and universities (can act as an auspice for an unincorporated community group)
- organisations that have received funding under other Multicultural Affairs (MA) support packages involving the purchase of digital equipment are not eligible to apply for the Digital Capability stream:
  - 2020 Multicultural Media Grants
  - Multicultural Community Connections package
  - Digital Engagement for Faith Communities package

OUTSTANDING FINAL REPORTS

Applicants who have overdue final reports from previous Multicultural Affairs grants can submit an application, but will not be eligible if they have not returned these reports prior to applications closing.

Grant recipients need to show funds received from Multicultural Affairs were spent as agreed and in alignment with the program objectives before future funding can be approved.

To check if you are up to date with final reports, please contact the Programs and Grants Team via email: multicultural-festivals.events@dpc.vic.gov.au
WHAT TYPES OF EVENTS AND ACTIVITIES CAN BE FUNDED?

A celebration, event or festival is generally a one-off occasion. Digital events and festivals can be held as a:

- stand-alone event across one day or a series of two or more events across a weekend, with the same focus and held between 1 October 2020 – 28 February 2021
- celebrations of significant cultural days.

All digital festivals and events must:
- be for Victorian communities
- be accessible by the general public
- include activities that focus on showcasing and sharing cultures and traditions. They cannot solely rely on multicultural communities to attend.

Digital festival and event types can include:
- video development and programming
- podcast development and programming
- online workshops and tutorials
- virtual exhibitions/performances/screenings/concert
- commissioning online work/s by an artist/s
- website interactivity.

DIGITAL CAPABILITY

The Digital Capability stream provides opportunities for organisations to use funding for:

Content producing/equipment purchasing
- webcasting or audio streaming equipment
- portable recorders and camera equipment
- sound and software programs
- computers and hardware
- digital radio studio equipment including podcast equipment
- production equipment
- portable hard drives and other mobile equipment
- payment of phone/internet bills or video conferencing/streaming memberships.

Training
- engaging suppliers that can provide technical training and support
- can include training and support on how to use digital equipment such as Digital Storytellers (a local company that teaches people how to make good quality content with low quality tools e.g. iPhone camera).

Professional services/broadcasting
- funding to support set-up and maintenance of organisational websites and broadcasting channels
- funding for broadcasting time/spaces in recording studio
- employment of a one-off digital specialist to assist with event.

Note: Supported costs are all subject to an assessment of whether they represent value for money and organisations must demonstrate which multicultural festival or event the digital capability funds will go towards.
WHAT TYPES OF EVENTS AND ACTIVITIES WILL NOT BE FUNDED?

We will not support:
• face to face events
• events closed to the public
• sporting events
• conferences
• events which have no multicultural focus and/or theme
• entirely ticketed and/or fundraising events
• events which exclude and/or offend other parts of the community
• organisations that have failed to comply with the terms and conditions of previously awarded grants
• activities that pollute the environment or purposefully destroy or waste natural resources
• events which are entirely based on commercial activities
• building works
• activities that are already receiving funds from the Department for the same application
• activities that are supplementing recurrent or ongoing costs of an organisation
• activities that are dependent on recurrent annual funding

Activities that cannot be funded by the MFE Program 2020-21 Digital Round One include:
• activities/organisations funded primarily under another State, Federal or Local Government program
• events or activities that are within the responsibility of another State, Federal or Local Government program
• events or activities that have already started or have been completed (including any activity undertaken prior to the notification of the application outcome)
• a specific event in the same year that has already been funded through the MFE program or another grants program run by the Department
• requests for retrospective funding, where projects have already commenced (i.e. equipment purchased, contracts entered into or construction has begun)
• projects requiring ongoing funding from the Victorian Government
• ongoing operating costs or salary subsidies, except where a salary subsidy provides administrative and project management support for groups or local government authorities and project partners
• private sector projects undertaken as a result of a Victorian Government contract
• projects where ongoing funding is currently provided by other State, Commonwealth and Local government sources
WHAT COSTS CAN BE SUPPORTED?

Approved grants can cover the following costs for the proposed project:

- purchase of digital equipment to create or hold a digital event
- short-term staffing costs
- training and support costs
- advertising, publicity, promotion, marketing, printing and publishing
- one-off venue/studio hire (for live streaming and online performances)
- equipment hire and cleaning
- administration (for example, telephone and streaming memberships expenses)
- transport costs (for example, bus hire or public transport costs for local travel within Victoria).
- document preparation or printing
- provision of interpreting and translating services
- employment of a one-off digital specialist to assist with event
- website interactivity or capacity development
- digital publishing & publications
- podcast development and programming
- videocast development and programming
- online workshops and tutorials
- digital production skills development

Note: for more information on what costs can be covered for Digital Capability stream, please refer to page 6.

WHAT COSTS CANNOT BE SUPPORTED?

Costs that will not be funded by the MFE Program 2020-21 Digital Round One include:

- distribution of food, delivery of food and catering
- recurrent administrative costs
- infrastructure
- ongoing staffing costs
- public liability insurance
- set-up or running costs of a business
- travel outside Victoria or funding for people or organisations from overseas to visit Victoria (e.g. international flights and visas)
- gift packages
- any costs to meet regulatory requirements
- the purchase of land
HOW WILL YOUR APPLICATION BE ASSESSED?

ELIGIBILITY CRITERIA

Provided your organisation is eligible to apply (see page 5) your application will be assessed against:

Digital Festivals and Events stream

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small category</td>
<td>Basic eligibility criteria</td>
</tr>
<tr>
<td>Medium and Large category</td>
<td>Basic eligibility criteria, Merit based assessment criteria, Additional documentation (financial statement and Public Liability Insurance)</td>
</tr>
</tbody>
</table>

Digital Capability stream

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic eligibility criteria, Assessment criteria</td>
</tr>
</tbody>
</table>

Following assessment, applications will be reviewed by a panel that includes representatives from the Victorian Multicultural Commission and other relevant independent experts.

The final decision is made by the Minister for Multicultural Affairs. When a decision is made, the Department will let you know if you’re successful or not.

Financial statement


Public Liability Insurance (PLI)

Public Liability Insurance is required for all Digital Festivals and Events stream categories.

However, if you are applying for funding under the Medium and Large category, you must provide one of the following in your application:

- PLI certificate (covering the time of the event)
- an example of PLI held for the event for last year
- evidence that the current PLI application process is underway
- proof of ability to have PLI covering the period of the event.
<table>
<thead>
<tr>
<th>Region</th>
<th>Metropolitan</th>
<th>Rural and regional and new and emerging</th>
<th>Metropolitan</th>
<th>Rural and regional and new and emerging</th>
<th>Metropolitan</th>
<th>Rural and regional and new and emerging</th>
<th>Metropolitan</th>
<th>Rural and regional and new and emerging</th>
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</thead>
<tbody>
<tr>
<td>Expected Attendance</td>
<td>100-199</td>
<td>50-99</td>
<td>200-999</td>
<td>100-499</td>
<td>1,000+</td>
<td>500+</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Matched funding</td>
<td>Not required</td>
<td>Required 1:1 (minimum of one dollar for every dollar of Victorian Government funding)</td>
<td>Required 1:3 (minimum of one dollar for every three dollars of Victorian Government funding)</td>
<td>Required 1:1 (minimum of one dollar for every dollar of Victorian Government funding)</td>
<td>Required 1:3 (minimum of one dollar for every three dollars of Victorian Government funding)</td>
<td>Not required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outstanding final report</td>
<td>Must have no outstanding final report</td>
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<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>MFE Program 2020-21 Digital Round One objectives</td>
<td>Must meet at least TWO of the objectives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Community participation/ Promotion</td>
<td>Must be open to the general public to attend and describe THREE ways of promotion that reach the general public (this does not include face to face promotion types). Valid examples include: Social Media (Twitter, Instagram, Facebook will be considered together as one type of promotion); Newspapers; Radio</td>
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</tr>
<tr>
<td>Application form</td>
<td>Must be clear and consistent, and include the basic details of the proposed event/activity</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Budget</td>
<td>Costs must be accurate, reasonable and demonstrate value for money</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Compliance to Health directions</td>
<td>Required to be in place throughout the duration of funded activities</td>
<td></td>
<td></td>
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</tbody>
</table>
ASSESSMENT CRITERIA

All eligible applications will be assessed against the assessment criteria.
Eligible applications will be assessed against their response on the application form which relate to the criteria listed below.

Applications in the Medium and Large category are subject to a higher level of scrutiny in the assessment process. These applications must address additional assessment criteria.

The success of an eligible application will be dependent on how much it meets the following assessment criteria:

<table>
<thead>
<tr>
<th>Assessment criteria</th>
<th>Small category</th>
<th>Medium category</th>
<th>Large category</th>
<th>Digital Capability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project aims/need</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Must demonstrate alignment with two MFE objectives and how it meets those objectives, and how this event will benefit the wider Victorian community</td>
<td></td>
<td></td>
<td>Must demonstrate how the purchase of digital resources meet two MFE objectives</td>
</tr>
<tr>
<td><strong>Project delivery/plan</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Must demonstrate that the event/activity will be delivered between Oct 2020–Feb 2021, and is supported by a clear project plan and timeframe</td>
<td></td>
<td></td>
<td>Must demonstrate that the event/activity will be delivered between Oct 2020–Feb 2021, and is supported by a clear project plan and timeframe</td>
</tr>
<tr>
<td><strong>Capability, capacity and track record</strong></td>
<td>N/A</td>
<td>Required – must demonstrate the capacity to successfully deliver events on an online platform and have an existing track record of holding festivals/events with the same attendance figures</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Risk assessment plan</strong></td>
<td>N/A</td>
<td>Required – must demonstrate an understanding and strategy for any risks which may impact delivery of the digital event</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Innovation</strong></td>
<td>Preferred but not required</td>
<td>Required – must provide evidence of a collaborative and innovative approach with engaging and supporting priority groups. Assisting other organisations to build their digital capacity, to allow them to successfully transition from face-to-face into delivering digital events, will be highly regarded.</td>
<td></td>
<td>Preferred but not required</td>
</tr>
</tbody>
</table>
The budget section in the application form is carefully reviewed by assessors. The following table should guide applicants in meeting the budget requirements which form part of the basic eligibility:

**Budget table: Please tell us how you are going to pay for your event**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Small category and Digital Capability</th>
<th>Medium and Large category</th>
<th>Medium and Large category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All regions</td>
<td>Metropolitan</td>
<td>Rural and Regional and New and Emerging</td>
</tr>
<tr>
<td>Are all costs reasonable and accurate?</td>
<td>Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Value for money: does the budget breakdown show ability of the organisation to deliver the project?</td>
<td>Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there reasonable contributions from other sources?</td>
<td>Strongly encouraged</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Does the application provide relevant matched funding?</td>
<td>N/A</td>
<td>1:1 (minimum of one dollar for every dollar of Victorian Government funding)</td>
<td>1:3 (minimum of one dollar for every three dollars of Victorian Government funding)</td>
</tr>
<tr>
<td>Does the application provide relevant in-kind contribution?</td>
<td>N/A</td>
<td>50% in-kind contribution (minimum one dollar for every dollar of Victorian Government funding)</td>
<td>100% in-kind contribution for new and emerging communities</td>
</tr>
</tbody>
</table>

- Up to 50% of an applicant’s matched contribution can be provided in-kind (at least 50% of the matched contribution must be provided in cash).
- Up to 100% of an applicant’s matched contribution can be provided in-kind.

**What is an in-kind contribution?**

An in-kind contribution is a contribution of a good or a service to the event other than money, that would normally have a financial value. Some examples include:

- volunteer labour
- donated goods (e.g. event space, equipment or food)
- donated services (e.g. project management or security)

**What is matched funding?**

Matched funding is a contribution of funds from other sources to match the funding amount from MFE. Different ratios apply depending on the applicant.
How does matched funding and in-kind contributions work?

Matched funding and in-kind contributions are only required in the Medium and Large category of the Digital Festivals and Events stream. In the examples below the applicants are proposing to run an online festival with a total project cost of $20,000.

**Metropolitan applicant**
The organisation can apply for $10,000 under MFE, and they must match this with $10,000 of their own matched funds. Of these matched funds, a minimum of $5,000 must be in cash and up to $5,000 can be from in-kind sources.

**Rural and regional applicant**
The organisation can apply for $15,000 under MFE, and they must match this with $5,000 of their own matched funds. Of these matched funds, a minimum of $2,500 must be in cash and up to $2,500 can be from in-kind sources.

**New and emerging community applicant**
The organisation can apply for $15,000 under MFE, and they must match this with $5,000 of their own matched funds which can be from in-kind sources.
HOW TO APPLY

APPLICATION KEY DATES AND TIMEFRAME

1. **Applications Open**
   - 24 August 2020

2. **Submit application**
   - 24 August–13 September 2020 (midnight)

3. **Applications Close**
   - 13 September 2020 (midnight)

**Read the MFE Program 2020-21 Digital Round One guidelines carefully**
- make sure your festival or event meets the eligibility criteria
- make sure your festival or event is in the correct stream

**Complete the online application form at** [vic.gov.au/multicultural-festivals-and-events-program](http://vic.gov.au/multicultural-festivals-and-events-program)
- you must answer all questions
- attach and submit all supporting documentation with your application, or your application will be considered ineligible and not assessed

**Applications close at midnight**
Late or incomplete applications will not be considered.

For more information, or help with your application, contact the Department at:
Email: multicultural-festivals.events@dpc.vic.gov.au

HAVE YOU APPLIED BEFORE?

Previously funded events are:
- **not** guaranteed to receive funding, and
- **not** guaranteed to receive the same amount of funding
- Successful recipients should consider any funding as a contribution to total event costs.

Applicants are strongly encouraged to consider collaborating with a new and emerging community group to demonstrate cross-cultural collaboration and partnerships.
VALUES OF FUNDED FESTIVALS AND EVENTS

Events funded by MFE must be respectful and open to all Victorian communities to attend. Please ensure that your event or festival is inclusive, consider:

**Acknowledgment of Country and/or Welcome to Country**
An Acknowledgement of Country or a Welcome to Country, where appropriate, is encouraged at all events. An Acknowledgement of Country recognises that Victoria has a strong and proud Aboriginal history and it pays respect to the Traditional Owners.

For more information on Acknowledgment of Country and/or Welcome to Country, please visit: aboriginalvictoria.vic.gov.au/welcome-country-and-acknowledgement-traditional-owners

**Accessibility**
Applicants must consider accessibility as an important part of event planning and ensure that the event site is accessible to everyone.

**Environmental impact**
Applicants must consider reducing their environmental impact by ensuring the event is environmentally sustainable and improves waste management. Examples include:
- advertising online and reducing paper printing
- reducing use of single-use plastics.
YOUR FUNDING AGREEMENT

FUNDING AGREEMENT

If successful, you must enter into a Victorian Common Funding Agreement (VCFA) with the Department.

The Funding agreement will outline:

- the grant’s terms and conditions, including use of funds
- agreement terms
- key deliverables and due dates
- reporting requirements.

Organisations that are successful in receiving funding will have 60 days to enter into a VCFA. If a grant offer is not accepted during this period, the grant may be withdrawn.

If you would like further details regarding the funding agreement or to check if you are up to date with final reports, please contact the Department via email multicultural-festivals.events@dpc.vic.gov.au.

FINAL REPORT

Organisations that are successful in receiving MFE Program 2020-21 Digital Round One funding will have 60 days to submit their final report. Final reports will be submitted online.

For organisations receiving $10,000 and above, 10% of the final payment will be withheld until the final report is submitted and accepted.
NEED MORE INFORMATION?

WEBINARS

To support organisations with the application process there will be a series of webinars.

For more details (including webinar dates and times) visit www.vic.gov.au/multicultural-festivals-and-events-program.

CONTACTING THE MULTICULTURAL AFFAIRS PROGRAMS AND GRANTS TEAM

For more information, help with your application or to check if you have any outstanding final reports, contact the Programs and Grants Team at:

Email: multicultural-festivals.events@dpc.vic.gov.au

Additional information

Please refer to vic.gov.au/multicultural-festivals-and-events-program for more information on:

- Frequently Asked Questions
- information session webinar slides
- how to write a grant application
- grant terminology explained
- understanding in-kind contributions
- auspice and partnership applications

Please refer to vic.gov.au/multicultural-festivals-and-events-program for more information on:

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