# 2025-26 Multicultural Festivals and Events (MFE) Program

Total Event Budget Template

|  |  |
| --- | --- |
| Event Name: | Applicant Organisation: |
| Contact Person: | Contact Email: |

Use this template to provide your overall budget for the event/festival. This budget table is **mandatory for large stream applications.** All costs outlined in your budget table below must not include GST.

Matched funding is an eligibility requirement for all large stream metropolitan-based events. **Metropolitan applicants** **must include matched funding contributions** in the below table, otherwise you will be considered ineligible.

You must use this MFE template in your application. Alternate formats or templates will not be assessed or scored.

|  |
| --- |
| Total Income and Matched Funding contribution |

You must meet matched funding requirements and identify these in the table below. See page 30 and 31of the [Program Guidelines](https://www.vic.gov.au/multicultural-festivals-and-events-program-guidelines/medium-stream-5001-15000) <https://www.vic.gov.au/multicultural-festivals-and-events-program> for more information. You will only be eligible for the amount of funding your organisation can match.

For volunteer hours: please calculate the approximate cost/value of your volunteering hours using the [Volunteer Replacement Cost Calculator](https://stateofvolunteering.org.au/volunteer-replacement-cost-calculator/) <https://stateofvolunteering.org.au/volunteer-replacement-cost-calculator/>.

|  |  |
| --- | --- |
| Grant Funding Requested through MFE: | $ |
| **Matched funding cash contribution (all metropolitan applicants must complete this section):** |  |
| Funds from your organisation: | $ |
| Funds from other community organisations: (optional) | $ |
| Grants (State) other than this program: (optional) | $ |
| Grant (Commonwealth): (optional) | $ |
| Grant (Council): (optional) | $ |
| Other (please specify) | $ |
| Other (please specify) | $ |
| **In-kind contribution (financial):** |  |
|  | $ |
| **In-kind contribution (value of volunteer hours):** |  |
|  | $ |
| **TOTAL INCOME:** | **$** |
| **Expenditure Details for Event/Festival** | |

All costs MFE funding will be used on must be clearly listed in the expenditure table. This needs to match the budget expenditure you have entered on the application form.

Please include all anticipated event costs, not only those that MFE funding will be used for. The third column (*MFE funds to be used)* is where MFE expenditure will be listed, these must be on supported costs. For items where no MFE funding will be used, the full amount can be shown in the second column (*Total cost).*

For items where both MFE funding and other funding will be used, both the *MFE funds to be used* and *Total cost* columns can be used to show the distribution of cost.

For every item, please enter in the cost as a separate line item and don’t lump all costs together as one. Break down the costs and provide a clear description so that the assessor can see where the costs are being distributed and can assess if they represent value for money.

|  |  |  |
| --- | --- | --- |
| **Item/Service** | **Total Cost $ (excl. GST)** | **MFE Funds to be used $** |
| e.g., Hall hire | $3,000 | $2,000 |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| **TOTAL EXPENDITURE:** | **$** | **$** |

To receive this document in another format, email [multicultural-festivals.events@dpc.vic.gov.au](mailto:multicultural-festivals.events@dpc.vic.gov.au) <multicultural-festivals.events@dpc.vic.gov.au>.

Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples.

In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.

We acknowledge the Traditional Owners of Country throughout Victoria and pay our respect to them, their culture, and their Elders past and present.

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