



2025-26

**Chinese Community
Hall Hire (CCHH)
Program**

Program Guidelines



dpc.vic.gov.au



Premier
and Cabinet

OFFICIAL

Acknowledgement of Country

We acknowledge the Traditional Owners of Country throughout Victoria and pay respects to their Elders past and present. We acknowledge that Aboriginal self-determination is a human right and recognise the hard work of many generations of Aboriginal people.

© State of Victoria (Department of Premier and Cabinet) February 2026

Creative Commons

This work is licensed under a Creative Commons Attribution 4.0 licence, visit the Creative Commons website (<http://creativecommons.org/licenses/by/4.0>). You are free to re-use the work under that licence, on the condition that you credit the State of Victoria (Department of Premier and Cabinet) as author, indicate if changes were made and comply with the other licence terms. The licence does not apply to any third-party images, photographs or branding, including Victorian Government and Department logos.

Image credit

All images are from Adobe Stock.

Disclaimer

The State of Victoria does not guarantee that this publication is without flaw or is wholly appropriate for your purposes. We disclaim all liability for any error, loss or other consequence that may arise from your relying on any information in this publication.

Accessibility

To receive this document in an alternative format, phone **1300 112 755**, email **multicultural.infrastructure@dpc.vic.gov.au**, or contact National Relay Service on **1800 555 660** if required. HTML format is available at Chinese Community Hall Hire Program **<https://www.vic.gov.au/chinese-community-hall-hire-program>**



For languages other than English, please call the Translating and Interpreting Service National hotline **131 450** then ask for **1300 112 755**.

Contents

Victorian Government Values Statement	2
Message from the Minister for Multicultural Affairs.....	3
Introduction and program objective.....	4
Timeline	4
Key terms.....	4
Funding available	5
What are the differences between the two funding streams?.....	5
Matched funding requirements	6
Eligibility overview.....	6
Organisation eligibility	7
Who is eligible to apply for a grant?.....	7
Who is not eligible to apply for a grant?	8
Grant activity eligibility	9
What can CCHH grant funding be used for?	9
Eligible venues for hire – what will be funded.....	9
Ineligible venues for hire – what will not be funded.....	9
Eligible activities	10
Ineligible activities	10
Possible venue hire and activity examples.....	11
Mandatory documents.....	13
All Applications.....	13
Large stream: Between \$10,001 and \$40,000	13
Assessment process overview	14
How your application will be scored	14
How to apply	15
Submitting your application.....	15
How to strengthen your application	15
Information sessions	15
Successful grants.....	16
Funding agreements.....	16
Acknowledging the Victorian Government’s support.....	16
Glossary	17
Chinese Community Hall Hire (CCHH) program – specific definitions.....	17

Victorian Government Values Statement

The Victorian Government is committed to building community harmony and ensuring every Victorian feels safe and can participate in all aspects of Victorian life. This commitment is reflected in the contractual relationship with funded organisations, which sets out the expectation that organisations will uphold the Victorian Government values and the Commitment to Social Cohesion, when delivering their funded projects.

Victorian Values Statement

Whether at home, at work, while volunteering in the community, these are the values that make Victoria a great place to live – and a place we can all be proud of.

1. One law for all

All Victorians have the same responsibilities, rights and protections under the law.

2. Freedom to be yourself

Everyone is free to be themselves and to feel safe in being true to themselves.

3. Discrimination is never acceptable

Everyone has a responsibility to promote inclusion and participation and to reject exclusion, racism and all forms of violence.

4. A fair go for all

Every Victorian should be given the support they need to enjoy the Victorian way of life.

5. It is up to all of us to contribute to a Victoria we can be proud of

We all want similar things – the opportunity to thrive, for our successes to be recognised, and for our families and loved ones to be safe, secure and happy.

Commitment to Social Cohesion

Victoria is a proudly diverse community.

Our social cohesion is part of what makes our state a great place to live.

It is expected that your organisation will commit to upholding Victoria's social cohesion.

You will do this in your daily conduct as an organisation by:

- Supporting shared understanding and celebration
- Being respectful of different views and perspectives
- Creating an inclusive environment where everyone can belong
- Rejecting racism, vilification and discrimination in all forms.

You will acknowledge that the conduct of your organisation, its employees, its contractors and/or volunteers, adheres to the Victorian Government values and the Commitment to Social Cohesion.

You are required to read, understand and make your employees, contractors and volunteers aware of the Victorian Government values and the Commitment to Social Cohesion.

Message from the Minister for Multicultural Affairs

I am excited to announce the launch of the Chinese Community Hall Hire program.

Victoria's Chinese communities are some of our most longstanding and established communities. Our Chinese communities continue to make an indelible contribution to Victoria's cultural landscape and to our state every day.

The Victorian Government is committed to providing safe, accessible and culturally appropriate spaces for our Chinese communities.

This grant program will enable Victoria's Chinese communities to hire venues to host meetings, network, celebrate cultural traditions and provide educational support.

By partnering with local Chinese community organisations, this funding will help build stronger community ties, promote collaboration, and ensure Victoria's Chinese communities continue to grow and thrive into the future.

I encourage eligible Chinese community organisations to apply for support through the CCHH program. Together, we can continue to celebrate our cultural diversity and ensure that Victoria remains a welcoming place for everyone.



A handwritten signature in blue ink, appearing to read 'Ingrid Stitt'.

Ingrid Stitt MP

Minister for Multicultural Affairs

Introduction and program objective

The objective of the Chinese Community Hall Hire (CCHH) program is to support Victoria's Chinese community organisations through grant payments towards venue hire for their community gatherings, events, and meeting activities.

The CCHH program will offer grants to Chinese community organisations towards venue hire costs when a venue is hired for the purpose of their community or organisation activities.

These activities must support Victoria's Chinese communities to:

- celebrate and share their history and traditions
- build Chinese community connections, capacity, and networks to participate in society
- access social and cultural opportunities.

The CCHH program will offer two funding streams:

- **Small grants** of up to \$10,000
- **Large grants** between \$10,001 and \$40,000.

Important information to consider includes:

- Grant funds received from an application to the program can only be used to pay for the costs of hiring a venue.
- No other costs associated with the activities to be held at the venue can be supported by grant funds.
- If venue hire costs are greater than the grant amount offered, the applicant organisation pays all costs above the grant amount.
- Eligible venues include, for example, community halls, centres, hubs, youth centres and camp facilities, museums, theatres, galleries, function centres, and sporting facilities.

Timeline

The timeline for the CCHH program includes:

- Applications open 20 February 2026.
- Applications close at 3:00 pm on 30 March 2026 (late applications will not be accepted).
- Applications must propose venue hires only between 15 May 2026 and 15 February 2027.

Key terms

A **Chinese community organisation** is an organisation owned and managed by a Chinese ancestry, language, faith or cultural community which services Chinese community member needs, customs and traditions. The organisation will exist to support people from Chinese ancestry, cultural, language or faith groups.

A **hall** is a venue / facility / building available for hire to Chinese community organisations. The hall may be owned by a community, public or private sector organisation.

Hire is the applicant organisation paying for a venue for a specific time period in which to undertake a specific activity.

Funding available

There are two funding streams available (see table below):

- **Small stream** is for eligible venue hire costs up to \$10,000.
- **Large stream** is for eligible venue hire costs between \$10,001 and \$40,000 maximum.

An organisation can only apply once and only under one funding stream.

What are the differences between the two funding streams?

Small stream is easier to access, has lower documentation requirements and the program will fund most eligible applications.

The Small stream focuses on eligibility and so an eligible organisation seeking a grant to undertake the hire of an eligible venue for eligible activities is likely to be funded.

Large stream is still easy to access but will require additional application, assessment and reporting documents and may require matched funding.

The Large stream also focuses on eligibility but quotes are also required when you apply and there is a higher standard of financial reporting required at the end of the venue hire(s).

For the Large funding stream, hiring private commercial facilities such as hotels or function centres will require matched funding from the applicant.

The large stream is more competitive, and not all applications will be successful.

Supporting Community Diversity

CCHH program funding aims to support diversity among Victoria's Chinese communities and to encourage organisations to take an inclusive and intersectional approach in these projects. All applicants should consider the diverse needs and experiences of community members including, for example, Chinese Victorian women, seniors, LGBTIQ+ people, youth, and children.

Funding stream	Hire type	Matched funding*	Required matched funding ratio (organisation: grant)	Mandatory documents**	Grant funding available
Small stream	Once only and/or regular and repeat venue hires	Not required	N/A	Hire Activities Plan	Up to \$10,000
Large stream	Once only and/or regular and repeat venue hires	Yes - only for private, commercial, or for-profit venues	1:1 - only for private commercial for-profit venues	Hire Activities Plan Venue Quotes Bank Statement	Between \$10,001 and \$40,000

* See [Matched funding requirements](#) for more information

** See [Mandatory documents](#) for more information

Matched funding requirements

Any funding gap, between total venue hire costs and total grant amount offered, will need to be paid by the applicant organisation.

No matched funding is required for applicants using not-for-profit community facilities.

Many available venues are publicly owned and operated by local councils or the state government. Multicultural community organisations and not-for-profit organisations also often make their venues available for community hire.

For the Large stream, hiring private, commercial, or for-profit venues such as hotels, restaurants or private event facilities will require 50% matched funding from the applicant.

This means that for every \$1 applied for, \$1 must be provided as matched funding by the applicant Chinese community organisation.

Applicants that wish to hire a for-profit venue must include evidence of their ability to pay the matched funding.

Matched funding example (Large stream only)

Single hall hire – Private or commercial facilities

- Matched Funding required: \$1:\$1 (**50% grant:50% matched funding**)
- Minimum of one dollar from your organisation for every one dollar of government funding.
- For example, if the CCHH grants you \$2,500 for a one-off hire of a private or commercial venue, you will need to match this contribution with \$2,500.
- In-kind contributions are not eligible for consideration as part of your matched funding contribution.

Eligibility overview

To be eligible to apply for funding through CCHH, your organisation's application must meet the following eligibility criteria:

- **Organisation eligibility:** meet the organisation eligibility criteria.
- **Grant activity eligibility:** venue hire is the only eligible grant activity that aligns with the aim of CCHH.
- **Mandatory documents:** submit all mandatory documents.

Only eligible applications will be considered for funding.

Note: Organisations are limited to one application. If more than one application is submitted, the department will only consider the first application. All other applications will not be accepted.

Organisation eligibility

Who is eligible to apply for a grant?

To apply for CCHH funding, your organisation must meet all organisation eligibility criteria in the table below.

Organisation eligibility criteria	Requirements
Victorian Government Values Statement	Your organisation must agree that employees, contractors, and volunteers will uphold and promote the Victorian Government Value Statement (which includes the Commitment to Social Cohesion) while delivering your project.
Chinese community organisation	Your organisation must be a Chinese community organisation . A Chinese community organisation is an organisation owned and managed by a Chinese ancestry, language, faith or cultural community which services Chinese community member needs, customs and traditions. The organisation will exist to support people from Chinese ancestry, cultural, language or faith groups.
Incorporated legal entity	Your organisation must be an incorporated legal entity under one of the following: <ul style="list-style-type: none">the <i>Associations Incorporation Reform Act 2012</i> (Vic) registered with Consumer Affairs Victoria <consumer.vic.gov.au>the <i>Corporations Act 2001</i> (Cth) registered with the Australian Securities and Investments Commission (ASIC) <connectonline.asic.gov.au/>an Act of Parliament. You must provide a copy of the Act with your application.
Current Australian Business Number (ABN)	Your organisation must have a current ABN matching the organisation's name in your application. To check if your organisation has a current ABN, go to ABN Lookup < abr.business.gov.au/ >.

Organisation eligibility criteria	Requirements
Not-for-profit	<p>Your organisation must be a not-for-profit demonstrated under one of the following:</p> <ul style="list-style-type: none"> • registered with the Australian Charities and Not-for-profits Commission (ACNC) <acnc.gov.au/charity> • registered as an incorporated association with Consumer Affairs Victoria (CAV) <consumer.vic.gov.au> • registered as a company limited by guarantee with the Australian Securities and Investments Commission (ASIC) <connectonline.asic.gov.au/> • a social enterprise with a clearly stated purpose or mission related solely to supporting the Chinese community in Victoria. Social enterprises must attach their constitution, rules, or governance documents with their application. <p>Note: Incorporated associations are considered not-for-profit entities.</p>
Not be the responsibility of another ministerial portfolio	<p>Your organisation must not be the responsibility of another ministerial portfolio (such as health, education, and sport and recreation)</p>
No overdue grant requirements with the department	<p>Your organisation must be up-to-date with all requirements for grants your organisation currently has from Multicultural Affairs.</p> <p>To check if your organisation is up to date with grant reporting requirements email the Multicultural Affairs Infrastructure Team <multicultural.infrastructure@dpc.vic.gov.au>.</p>
Can meet the organisation's matched funding contribution	<p>Your organisation must provide evidence that it can meet the matched funding contribution requirement (if required).</p> <p>See Mandatory documents for more information.</p>

Who is not eligible to apply for a grant?

Organisations that are **not eligible** for CCHH program funding include:

- any organisation which is not a Chinese community organisation
- unincorporated legal entities
- individuals and sole traders
- organisations that are commercial or set up to make a profit (except social enterprises)
- public companies limited by shares (unless a foundational document can prove not-for-profit status)
- commercial enterprises
- local government authorities (LGAs)
- registered pre-, primary and secondary schools – excluding community language schools that are eligible
- organisations that have not complied with the terms and conditions of previous grants
- organisations applying under an auspice agreement.

Grant activity eligibility

What can CCHH grant funding be used for?

The grant will only support payment of venue hire fees at eligible venues.

No other costs associated with the activities to be held at the venue can be supported by grant funds.

All other costs such as public liability insurance, cleaning, food and beverages, third-party audio visual and equipment hire, additional staffing or security must be paid by the applicant organisation.

If venue hire costs are greater than the grant amount offered, the applicant organisation pays all costs above the grant amount.

Applicants must also agree to:

- meet all the standard conditions of hire requirements by the venue
- pay any and all additional charges by the venue agreed to at booking such as (but not limited to): deposit, bond and cancellation charges.

Eligible venues for hire – what will be funded

Preference is given to the hire of venues owned and operated by community and not-for-profit organisations.

Eligible venues with spaces for hire include:

- community centres, halls, and hubs
- facilities which belong to other multicultural community organisations
- local council owned and operated facilities
- neighbourhood houses
- youth centres
- camp facilities
- museums and galleries
- theatres
- sports clubs and sporting facilities
- government schools (public or state)
- function centres and event venues
(Large Stream - 50% matched funding)
- Other non-government schools
(Large Stream - 50% matched funding).

Ineligible venues for hire – what will not be funded

Ineligible venues for hire include:

- venues located outside of Victoria
- private residential homes
- any accommodation rooms / facility.

Eligible activities

Hire of venues will be supported for activities that the department considers align with the objective of the CCHH program. Examples include:

- organisational and community meetings (e.g. Annual General Meeting, committee meetings)
- community gatherings
- seminars
- educational activities (e.g. homework clubs, language classes)
- concerts and performances (e.g. music, dance)
- cultural exhibitions (e.g. arts, crafts)
- cultural celebrations and events
- health and wellbeing activities (e.g. yoga, Tai Chi classes)
- sporting activities and tournaments
- fundraising events – but only where all funds raised go to the applicant organisation
- paid ticketed events – but only where any profit raised goes to the applicant organisation.

Participants in the activity can include non-members of the organisation.

Ineligible activities

Hire of venues will **not** be supported for the following activities:

- activities that the department considers do not align with the objective of the CCHH program or Victorian values.
- family celebrations or events (e.g. weddings)
- conferences
- overnight / accommodation bookings
- activities that promote or are undertaken for political purposes
- activities that are already receiving or seeking funding through other Multicultural Affairs programs (e.g. Multicultural Festivals and Events)
- organisations or activities that are the responsibility of another ministerial portfolio.



Possible venue hire and activity examples

Small stream: up to \$10,000

Example 1: Single, “once-only” hire in a community / not-for-profit venue

Total Hire Cost: \$3,000 (single hire)

Grant Amount Requested: \$3,000

Hire and activity summary

- A Chinese dance group hosts a one-off dance concert in a council owned theatre in Dandenong, which has 300 seats.
- The total daily cost to hire the theatre for an afternoon and an evening performance is \$3,000.
- The concerts reinforce Chinese culture and traditions and appreciation of these traditions amongst the broader community.

Example 2: Regular hire in a community / not-for-profit venue

Total Hire Cost: \$1,200 (regular/recurring hire)

Grant Amount Requested: \$1,200

Hire and activity summary

- A Chinese community organisation in Glen Waverley hires a meeting room in a Monash Council community hall for three hours every week for four months at \$50 per hour.
- The organisation runs a series of health and wellness seminars along with health and social activities.
- The hiring of the venue provides an environment for women to access health education and social connection opportunities – sometimes using their Chinese language capabilities.

Example 3: Single “Once-only” hire in a commercial / for-profit venue

Total Hire Cost: \$5,000 (single hire)

Grant Amount Requested: \$5,000

Matched Funding not required.

Dinner and Entertainment Cost: \$8,000 – Ineligible for grant, the applicant must pay this cost in full.

Hire and activity summary

- A Chinese community organisation in Bendigo hires a hotel function centre for \$5,000 to hold a Chinese New Year Celebration and Dinner to seat up to 400 guests at \$20 per head (\$8,000). The dinner includes entertainment performers.
- The total cost of the venue hire is \$5,000 and this is eligible.
- As this is a Small Stream application, the grant can be used to pay for the private hotel function centre hire with no matched funding.

The event is ticketed, which enables the organisation to recover all of its costs for catering and payment of performers and to raise some further funds for the organisation.

Large stream: Between \$10,001 and \$40,000

Example 1: Mix of hires in for-profit and not-for-profit venues

Total Hire Cost: \$25,000 (3 hires at 3 facilities)

Grant Amount Requested: \$22,000

Matched funding 50% of \$6,000 = \$3,000

Hire and activity summary

- A large Chinese community organisation is holding three 50th anniversary events.
- A major two-day community sports festival in August at the (not-for-profit) State Sports Centre in South Melbourne will cost \$12,000 for two-days hire.
- A cultural dance day in July at Dandenong Council's (not-for-profit) theatre venue will cost \$7,000.
- These two venues are not-for-profit and so grant funds can cover both these hire costs.
- A dinner to fundraise for the organisation's scholarships at a Mornington Peninsula Hotel in May where venue hire will cost \$6,000 (hire cost only – the organisation will pay for the dinner costs.).
- As the hotel is a for-profit venue and this is a Large Stream application (over \$10,000 requested), the applicant organisation will pay matched funding of \$3,000 towards the \$6,000 hotel hire.

Document requirements

- At Application - The organisation must provide quotes for all three hires (as they are all over \$5,000).
- At Final Reporting - When the final hire is completed, the organisation must provide a report, photos, the stadium venue hire invoice and proof of payment of the stadium hire invoice (as that hire is over \$10,000 in cost).



Mandatory documents

All Applications

The following document is mandatory for both Small and Large stream applications. It must be completed and attached as part of your application to be eligible and to be considered for funding.

Mandatory document:	Requirements:
Hire Activities Plan template - Timetable of hired venue(s) use, hire costs, and planned activities	<ul style="list-style-type: none">You must use the CCHH Hire Activities Plan template <https://www.vic.gov.au/chinese-community-hall-hire-program> for this.In the template you must include information on your planned hire dates, the proposed hire venue(s), a description of the planned activities, and the confirmed hire costs.Applicants must clearly identify how the grant funding (and any matched funding contribution) will be applied against each venue hire.

Large stream: Between \$10,001 and \$40,000

In addition to the Hire Activities Plan above, the following documents are also mandatory for Large stream applications seeking over \$10,000 in grant funding. They must be included for your application to be eligible and to be considered for funding.

Mandatory document	Requirements:
Quotes or booking confirmation	<ul style="list-style-type: none">Quote(s) or booking confirmation(s) from your selected venue(s) must be supplied for all proposed hires over \$5,000. These should also be detailed in the Hire Activities Plan.Quotes should be current and no older than 60 days before applications close.All quotes must exclude GST (or clearly show the GST component separately).If quotes do not clearly exclude GST or show it separately, the department will assume the quotes are GST inclusive and reduce your request by 10 per cent.
Bank Statement (only required if Matched funding is required)	<ul style="list-style-type: none">Acceptable evidence of any required matched funding includes your organisation's current bank statement at date of application showing a balance that at least meets the matched funding requirement (account must be in the name of the applicant organisation)Statutory declarations and personal bank account balances of members of the organisation are not an acceptable form of matched funding evidence.

Assessment process overview

How your application will be scored

The assessment criteria and weightings are explained in the table below.

The program is a targeted program assessed on eligibility and merit.

The department runs the program and may make retrospective changes to the program guidelines.

- **Small stream** applications will undergo an eligibility assessment only.
- **Large stream** applications will undergo both an eligibility assessment and a merit assessment.

Assessment criteria	Weighting
Activities align with the objective of the CCHH program	25%
Applicant organisation clearly services the Chinese community and venue hire activities benefit Chinese community members	50%
Hire Activities Plan (clearly completed with locations/dates/activities/costs etc included)	25%

- The department will present funding recommendations for each application to the Minister for Multicultural Affairs.
- **Ministerial approval** – the Minister for Multicultural Affairs makes the final decision based on the recommendations from the department.
- **Application outcome** – all applicant organisations are advised whether their grant application is successful or not in writing.

All decisions by the department or the Minister for Multicultural Affairs are final. This includes decisions on any aspect of the funding application, eligibility and assessment process and:

- any decision to offer or award a grant under this program
- any decision to withdraw the offer or cancel the grant funding agreement.



How to apply

Applications open on 20 February 2026.

Read these program guidelines carefully and:

- make sure your organisation and project meet the eligibility criteria before you start an application
- attend an information session (refer to the [Chinese Community Hall Hire Program website](https://www.vic.gov.au/chinese-community-hall-hire-program) <<https://www.vic.gov.au/chinese-community-hall-hire-program>> for details)
- if you have any questions about your proposed project or the application process, email the [Multicultural Affairs Programs and Grants Team](#) <multicultural.infrastructure@dpc.vic.gov.au> or phone 1300 112 755.

Submitting your application

Submit your application by [completing the online application form](https://www.vic.gov.au/chinese-community-hall-hire-program) <<https://www.vic.gov.au/chinese-community-hall-hire-program>>

You must answer all the questions. Incomplete applications will not be eligible.

Submit all the mandatory documents. If you do not include all the mandatory documents, your application will be ineligible.

Applications close at 3:00 pm on 30 March 2026.

The Grants Portal, where applications are made, closes electronically at 3pm and so all applications must be completed with all attachments already uploaded before 3pm.

Late applications cannot be accepted.

You will be notified of the outcome of your application once all applications have been assessed – in April 2026.

How to strengthen your application

Applicants to both streams can strengthen their applications by responding carefully to all questions in the application form and helping assessors to understand:

- the purpose of your organisation
- the proposed plan of venue hire(s)
- the activities which will happen during the venue hire(s) and
- the benefits for Chinese community participants from the activities and venue hire(s) proposed.

Applicants **to the Large Stream must** provide all the mandatory documents (only applications providing all the mandatory documents will be assessed).

Ensure the required Hire Activities Plan template and any supporting documents clearly identify the proposed hire venue(s), funding sought, date(s) of hire, activities planned and quote information for the proposed hire(s) or a confirmed booking with the hiring organisation.

Information sessions

To support organisations to prepare their applications, the department will hold information sessions delivered as webinars.

All details, including webinar dates and times, are available at the [CCHH program webpage](https://Chinese-community-hall-hire-program) <<https://Chinese-community-hall-hire-program>>

For more information

Contact the Multicultural Affairs Infrastructure team:

@ Email

multicultural.infrastructure@dpc.vic.gov.au

📞 Call

1300 112 755 during business hours

Successful grants

If your application is successful, project details (project name, description and successful grant amount) will be published on the [Chinese Community Hall Hire Program website](https://www.vic.gov.au/chinese-community-hall-hire-program) <<https://www.vic.gov.au/chinese-community-hall-hire-program>>

Funding agreements

If successful, you must enter into a Victorian Common Funding Agreement (VCFA) with the department within a specified timeframe. If a funding offer is not accepted during this period, it may be withdrawn. The VCFA outlines:

- the grant's terms and conditions, including use of funds
- any key milestones, deliverables, and due dates
- applicable department policies, including the Victorian Government Values Statement
- that all funded activities must be completed by or earlier than the date specified in the VCFA
- reporting requirements – organisations will need to submit all required grant reports (progress and final reports). For Large Stream projects, a financial acquittal with final venue hire invoices and evidence that these invoices have been paid is required.

Funding conditions

All organisations supported through the program must have active public liability insurance with a minimum cover of \$10 million for any one incident. Organisations will be required to submit evidence of their public liability insurance before signing a funding agreement.

Grant funds cannot be used to pay for public liability insurance.

Successful organisations will be paid as outlined in the VCFA.

A note about GST

If your organisation is registered for GST, you will be paid GST on top of the amount awarded.

If your organisation is not registered for GST, you will receive just the grant amount awarded. GST will not be added on top.

A note on return of funds

For the CCHH program, the only eligible use of grant funds is towards payment of venue hire costs. The department's return of funds procedure requires significant additional time and documentation from successful recipients. It is highly recommended that applicants avoid the return of funds process by requesting only the minimum grant amount which exactly meets their venue hire costs.

- Applicants are expected to seek value for money when using public grant funds.
- Applicants must seek to avoid any waste of public grant funds and need to plan ahead when making an application so that they request only the minimum funding needed.
- Grant funds not spent on the eligible activity, and any unspent or leftover grant funds must be declared and returned in full to the department.
- Applicants should only request "up to" the maximum amount of grant funding they need.

Acknowledging the Victorian Government's support

Successful organisations need to acknowledge the Victorian Government's support of your project. Promotional guidelines form part of the VCFA. They include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases, social media or promotional material.

Glossary

Chinese Community Hall Hire (CCHH) program – specific definitions

Term	Definition
Chinese community organisation	An organisation that is owned and managed by a Chinese ancestry, language, faith or cultural community which services Chinese Victorian community member needs, customs, and traditions. The organisation will exist to support people from Chinese ancestry, cultural, language or faith groups.
Department of Premier and Cabinet	The Department of Premier and Cabinet – Multicultural Affairs Programs and Partnerships branch (the department) operates the program.
Grant amount requested	This is the funding amount (\$) that your organisation is applying for.
Hall	A venue / facility / building which is available for hire to Chinese community organisations. This may be owned and operated by a community, public or private sector organisation.
Hire	The process of booking and paying for a venue for a specific time period in which to undertake a specific activity.
Matched funding	<p>The amount your organisation will be required to pay as its monetary contribution towards the total venue hire cost:</p> <ul style="list-style-type: none">• for-profit venues hire, such as hotels, restaurants and other commercial or private facilities this will be \$1 for every \$1 provided by the CCHH grant• any funding gap, between total venue hire costs and total grant amount offered, will need to be paid by the applicant organisation.
Social enterprise	<p>An organisation:</p> <ul style="list-style-type: none">• being led by an economic, social, cultural or environmental mission that is consistent with a public or community benefit• deriving most of its income from trade• reinvesting most of its profit or surplus in fulfilling its mission (at least 50 per cent).
Total venue hire cost	<p>The total venue hire cost is the same as the venue hire quote amount.</p> <p>The grant amount requested and any additional funding needed together make up the total cost for the venue hire(s).</p> <p>Any cost above the grant amount must be paid by the applicant organisation.</p>

