



# COMMUNITY INFRASTRUCTURE AND CULTURAL PRECINCTS PROGRAM 2016-17

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Guidelines

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**For small and large capital infrastructure projects**

Grant queries: 1300 366 356  
Applications / Expressions of Interest can be submitted online  
at [www.multicultural.vic.gov.au](http://www.multicultural.vic.gov.au)

VICTORIAN  
multicultural  
commission  
*strengthening our community*

**VICTORIA**  
State  
Government



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## MESSAGE FROM THE MINISTER

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Victoria is one of the most recognisable multicultural places in the world.

The Victorian Government knows the importance of partnering with our culturally diverse communities to maintain our State's reputation as a diverse and harmonious society. This is why we have committed an annual investment to the Community Infrastructure and Cultural Precincts Program (CICP) of \$3.3 million per annum from 2015-18.

The CICP Program will support the restoration or construction of community facilities used by culturally diverse communities and enhancements to cultural precincts through providing culturally themed infrastructure.

The Victorian Government is committed to supporting communities by providing effective, accessible targeted grants programs that meet a range of cultural, social, economic and educational needs.

Building or enhancing community centres and cultural precincts has been found to increase access and use by the whole Victorian community, and makes it easier for communities to stay connected.

Grants awarded under the program will strengthen participation in our vibrant, multicultural society and have an enduring impact on the character of our State.

The program will continue to foster diversity in Victoria by providing and enhancing community spaces for all Victorians to enjoy our rich multicultural heritage.

I encourage culturally diverse groups and organisations to apply for a grant under the CICP Program.

A handwritten signature in black ink, appearing to read 'R Scott'.

**Robin Scott MP**

Minister for Multicultural Affairs  
Minister for Finance

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# CONTENTS

1 _ About the Program	5
2 _ What funding is available and what type of projects might be funded?	6
3 _ How to apply	8
4 _ Funding conditions	11
5 _ Definitions	11

# 1 \_ ABOUT THE PROGRAM

## What is the Community Infrastructure and Cultural Precincts (CICP) Program?

The Victorian Government is committed to preserving and promoting Victoria's multicultural heritage, celebrating cultural diversity, leveraging economic benefits and promoting socially inclusive communities. The Community Infrastructure and Cultural Precincts (CICP) Program offers grants to help maintain existing community infrastructure, build new community infrastructure, or enhance cultural precincts for culturally diverse communities. This initiative is administered by the Department of Premier and Cabinet's Office of Multicultural Affairs and Citizenship (OMAC).

The CICP Program consolidates the Victorian Multicultural Commission's (VMC) former Building and Facilities Improvements grants and OMAC's former Multicultural Community Infrastructure Fund. The program design, assessment process and grant recommendations are agreed utilising a collaborative approach between OMAC and the VMC.

The Program is divided into two funding streams:

- » Small Grants (\$500-\$100,000) for minor works and upgrades;
- » Large Grants (\$100,001-\$750,000) for major upgrades and construction of new infrastructure.

## Objectives

The CICP Program aims to:

- » promote greater use of community facilities by Victoria's culturally diverse communities; increasing their participation in activities and enhancing access to services; and
- » enable Victoria's cultural precincts to remain sustainable and attractive for cultural and tourism activities.



## Who is eligible to apply?

To be eligible under this round, organisation's must:

- » be a not-for-profit entity or a Local Government Authority (LGA) who consults with culturally diverse groups and organisations and demonstrates they are enhancing infrastructure;
- » if a not-for-profit entity, be registered under the *Corporations Act 2001 (Cth)* or the *Associations Incorporation Reform Act 2012 (Vic)*, and
- » have a current Australian Business Number (ABN).

If your organisation does not meet the above criteria you must nominate an eligible auspice to apply for a grant. Auspice organisations must meet the above criteria, and can include local councils.

If applying through an auspice organisation, the applicant must also supply the auspice organisation's ABN. The auspice will be responsible for management of the funding agreement with the Office of Multicultural Affairs and Citizenship (Department of Premier and Cabinet).

Applicants who have overdue accountability reports for previous grants funded through OMAC and/or the VMC are not eligible to receive funding. To check if you are up to date with accountability reports, please email [community.grants@dpc.vic.gov.au](mailto:community.grants@dpc.vic.gov.au).

## Who is not eligible to apply?

- » Individuals; and
- » Organisations that:
  - are primarily commercial organisations or bodies established for profit-making purposes;
  - have failed to comply with the terms and conditions of previously awarded grants;
  - have outstanding accountability reports for previous funding provided by OMAC or the VMC;
  - are not able to demonstrate that they can meet the ongoing maintenance and operational costs of the completed project;
  - are eligible for funding under another State, Federal or Local Government program, and/or where the project is clearly within the programmatic responsibility of another Government program.

## 2 \_ WHAT PROJECTS MIGHT BE FUNDED?

### Funding available and type of activities

	Small Grants	Large Grants
<b>Funding range</b>	\$500 to \$100,000 <i>Note: the average size of small grants awarded is \$50,000</i>	\$100,001 to \$750,000 <i>Note: the average size of large grants awarded is \$400,000-\$500,000</i>
<b>Eligible projects</b>	<p>Minor works to:</p> <ul style="list-style-type: none"> <li>» existing community facilities (e.g. extension of an existing facility to provide additional meeting space, kitchen upgrade or ensuring equitable access); or</li> <li>» enhance streetscapes and public places that preserve and showcase the identity of existing cultural precincts in Victoria. These minor works could include improvements to culturally themed infrastructure within existing cultural precincts.</li> </ul>	<ul style="list-style-type: none"> <li>» Major upgrades or construction of community facilities; or</li> <li>» Major upgrades and construction of cultural precincts in Victoria; and culturally themed infrastructure within cultural precincts.</li> </ul>
<b>Minimum matched funding</b>	<p>For projects within metropolitan Melbourne, the contribution must be a minimum of one dollar for every dollar of Victorian Government funding.</p> <p>For projects within regional and rural Victoria, the contribution must be a minimum of one dollar for every two dollars of Victorian Government funding.</p> <p>Up to 50 per cent of an applicant's contribution to a project can be sourced via in-kind (for small grants only).</p>	<p>For projects within metropolitan Melbourne, the contribution must be a minimum of one dollar for every dollar of Victorian Government funding.</p> <p>For projects within regional and rural Victoria, the contribution must be a minimum of one dollar for every two dollars of Victorian Government funding.</p>





Community infrastructure projects that support priority groups such as new and emerging communities, women, young people and regional communities are strongly encouraged.

Grant allocations will generally be distributed in accordance with the funding ratios outlined. Adjustment of the funding ratio, level of funding or replacing funding from other sources with in-kind contributions may be considered in exceptional circumstances. Applicants must discuss any requests for adjustment with OMAC's Community Strengthening Team.

See case studies for examples of previously funded projects at [www.multicultural.vic.gov.au/grants/previous-successful-grants](http://www.multicultural.vic.gov.au/grants/previous-successful-grants)

### Timing

This grant program is for small and large capital infrastructure projects that will commence within 12 months of a funding offer being made.

### What applications can be funded?

The following applications can be supported; for projects that:

- » address the program objectives and funding criteria;
- » are submitted by an eligible organisation (see section 1);
- » have undergone sufficient planning and feasibility assessment;
- » secure the minimum matched funding contributions;
- » supply quotes from registered contractors or cost estimates from quantity surveyors;
- » are scheduled to commence implementation within one year after the offer of a grant has been made.

### What applications cannot be funded?

The following applications cannot be supported; for projects seeking:

- » retrospective funding for projects that have already started or have been completed, before the outcome of the funding application is known;
- » funding to enhance or create privately-owned land or building, unless a satisfactory long-term lease agreement (minimum of five years) between the applicant and the asset owner is provided;
- » funding for projects supporting political or religious activities (e.g. enhancement of infrastructure exclusively used as a place of worship);
- » funding for projects that duplicate services or for a facility that is similar to one that already exists;
- » funding to construct or enhance community gardens, schools, neighbourhood houses, sporting facilities, emergency service centres or civic centres;
- » funding to supplement the recurrent or ongoing costs of an existing organisation;
- » funding for projects that could have a negative impact on existing businesses and services or that will operate in competition with other local commercial interests (refer to National Competition Policy).

Previous funding received under OMAC and/or the VMC's infrastructure grant programs will be taken into consideration, funding will be prioritised for organisations and/or projects that haven't received funding previously.

## 3 \_ HOW TO APPLY

A two stage application process will apply to all applications for small and large grants:

- » Expressions of Interest
- » Final application.

Expressions of interest	Opens 18 March 2016 Closes midnight 10 April 2016
Full applications <i>By invitation only</i>	Opens 18 April 2016 Closes midnight 1 May 2016
Expected notification of application outcome	June 2016

Complete the expression of interest form online at [www.multicultural.vic.gov.au](http://www.multicultural.vic.gov.au).

Ensure you complete the contact and address details, respond to the eligibility criteria and attach all supporting documentation required.

Late or incomplete expressions of interest may not be considered.

DPC prefers that expressions of interest are submitted electronically, to reduce the impact on the environment. If you are unable to submit your expression of interest online, please contact us to request a hard copy expression of interest form.

For more information contact [community.grants@dpc.vic.gov.au](mailto:community.grants@dpc.vic.gov.au) or call 1300 366 356.

There are some important steps to consider for organisations interested in applying for a grant under the CICP Program. Expressions of interest need to be well developed to maximise the potential to be invited to submit a second round application.

### Step 1: Check eligibility

Check the detailed information contained in this guide to see if your proposed project is eligible.

### Step 2: Submit an online expression of interest

Complete an online expression of interest to determine the eligibility of your project and gain early advice on its merits.

### Step 3: Invitation to proceed to second round application

Await feedback from OMAC who will advise whether the proposal will be invited to proceed to the second stage application including feedback about how to develop the project proposal further to achieve the program objectives.

### How will applications be assessed?

Second stage applications will be assessed against the program objectives, eligibility requirements and assessment criteria.

Second Stage applications will be assessed by a panel that will consist of representatives from OMAC, VMC and external specialists. Panel recommendations will go to the VMC for ratification prior to consideration by the Minister for Multicultural Affairs.

Given the high demand for grants under this program, the amount of funding approved may be less than the amount requested. In this case grant recipients will be asked to consider revising their budget and project in-line with the funding offered.



## What is the assessment criteria?

Applications will be assessed against the criteria outlined in the table below:

### Small Grants

#### What will the activity achieve?

The application demonstrates the extent to which the project:

- » outlines a clear scope;
- » achieves the program objectives:
  - promoting greater use or improved usability of community facilities by Victoria's culturally diverse communities; increasing their participation in activities and enhancing access to services; or
  - enabling Victoria's cultural precincts to remain sustainable and attractive for cultural and tourism activities;
- » will benefit many members of the community, in particular new and emerging communities, women, young people and regional communities; and
- » explains how the project benefits will be sustained upon completion of the project.

#### Why is the project needed?

The application demonstrates the extent to which the project:

- » will enable sustained and continued use of an existing facility by culturally diverse groups and organisations, and/or promote greater use and access to the facility or cultural precinct by culturally diverse groups and organisations;
- » is strongly supported by members of the applicants organisation.

#### Who is involved?

The application demonstrates the extent to which the project:

- » outlines the proposed contributions, roles and responsibilities from any partners and/or consultation with culturally diverse groups and organisations particularly those who are the end users of the infrastructure.

#### How will the activity be delivered?

The application demonstrates the extent to which the project:

- » is ready to proceed and supported by a clear approach and realistic timeframes;
- » is based on sound cost estimates and represents value for money
- » can be implemented by those with expertise to manage the delivery of the project; and
- » is supported by documentation that is required by OMAC.

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## Large Grants

### What will the activity achieve?

The application demonstrates the extent to which the project:

- » outlines a clear scope;
- » will achieve the program objectives:
  - promoting greater use of community facilities by Victoria’s culturally diverse communities; increasing their participation in activities and enhancing access to services; or
  - enabling Victoria’s cultural precincts to remain sustainable and attractive for cultural and tourism activities;
- » will benefit many members of the community, in particular new and emerging communities, women, young people and regional communities; and
- » explains how the project benefits will be sustained upon completion of the project.

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### Why is the project needed?

The application demonstrates the extent to which the project:

- » is strongly supported at a community level and consistent with shared priorities, local plans, sound planning and feasibility (and provides evidence of this); and
- » addresses existing gaps in community infrastructure and/or infrastructure for cultural precincts and indicates who will benefit from the project e.g. size of population/service catchment.

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### Who is involved?

The application demonstrates the extent to which the project:

- » outlines the proposed contributions, roles and responsibilities from any partners and/or consultation with groups particularly those who are the end users of the infrastructure.

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### How will the activity be delivered?

The application demonstrates the extent to which the project:

- » is ready to proceed and supported by a clear approach and realistic timeframes;
- » is based on sound cost estimates and represents value for money;
- » demonstrates capacity to implement and/or source expertise to manage the delivery of the project (both now and into the future); and
- » provides supporting documentation that is required by the department.

### Other considerations:

- » projects are based on plans consistent with the Urban Design Charter, incorporating principles of universal design, environmental sustainability, and safety while complying with anti-discrimination legislation.
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## 4 \_ FUNDING CONDITIONS

The CICP Program is a discretionary, merit-based grant program.

A decision in relation to any aspect of the funding application and assessment process, including any decision to award a grant under this Program, is final and no correspondence will be entered into.

### Funding agreement

Successful applicants will be required to enter into a Victorian Government Common Funding Agreement (CFA) with the Department of Premier and Cabinet which consists of:

- » a 'Schedule' (detailing the activity, funding, activity deliverables and payments, budget, reporting requirements and other activity specific requirements); and
- » a set of standard terms and conditions which are fixed and non-negotiable.

It is recommended that applicants review the CFA before applying for a grant.

You can view the CFA standard terms and conditions at <http://www.dhs.vic.gov.au/for-business-and-community/not-for-profit-organisations/common-funding-agreement>. The CFA 'Schedule' template can be downloaded at [www.multicultural.vic.gov.au](http://www.multicultural.vic.gov.au).

You may also request a hard copy of these documents by contacting the Office of Multicultural Affairs and Citizenship on 1300 366 356.

## 5 \_ DEFINITIONS

For the purpose of the CICP Program the following definitions have been provided:

### Culturally Diverse Communities

Culturally diverse refers to people from migrant and refugee backgrounds, especially those who are from non-English speaking countries.

### Community facilities

Community facilities means facilities owned or leased by ethno-specific or multicultural community groups, that are used primarily by culturally diverse communities across Victoria.

Applicants must be able to demonstrate extensive use of their facility by culturally diverse groups and organisations. Priority will be given to projects that provide evidence of a range of community groups utilising their facility.

The facility could be:

- » owned by a community group;
- » leased privately; or
- » leased from a State Government Agency or local council.

If the facility is leased, a long term lease agreement (of a minimum of five years) must be in place.

### Cultural precincts

A cultural precinct is a defined geographical area that contains facilities and services related to artistic and intellectual activity with a particular cultural theming. As well as preserving and prompting cultural heritage, cultural precincts are often a focus for commercial activity. They attract investment and tourism from the local and broader economy. Examples of previous funding for cultural precincts can be found at [www.multicultural.vic.gov.au/grants/previous-successful-grants](http://www.multicultural.vic.gov.au/grants/previous-successful-grants).



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