This completed Small MFE Grant Application Form is a sample only, and is not a real project or application. Though the proposed fictional event may resemble one or more actual events, any similarity is coincidental. The purpose of this sample application is to provide guidance to eligible organisations on the type and detail of information that is expected for a Small MFE Grant Application. Submission of an application with this level of information does not guarantee success, but will ensure it is considered for merit and not rejected for failing to supply sufficient information for assessment.

### Administrative Details

#### PART A: MAIN APPLICANT ORGANISATION DETAILS

<table>
<thead>
<tr>
<th><strong>Name of Organisation:</strong></th>
<th>Southtown Multicultural Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Australian Business Number (ABN):</td>
<td>4560922</td>
</tr>
<tr>
<td>Incorporation Number:</td>
<td></td>
</tr>
<tr>
<td>Organisation’s main Ethnicity/Faith affiliation (optional)</td>
<td>Multicultural</td>
</tr>
<tr>
<td>Organisation’s additional ethnicity/faith affiliation (optional)</td>
<td></td>
</tr>
<tr>
<td>Organisation web address (if available)</td>
<td></td>
</tr>
</tbody>
</table>

**Address details for the organisation**

<table>
<thead>
<tr>
<th><strong>Street address:</strong></th>
<th>235 High Street</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Town / Suburb:</strong></td>
<td>Southtown</td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>VIC</td>
</tr>
<tr>
<td><strong>Postcode:</strong></td>
<td>3350</td>
</tr>
<tr>
<td><strong>Local Government Area:</strong></td>
<td>City of Southtown</td>
</tr>
<tr>
<td><strong>Region:</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Address where MASC Division will send all correspondence regarding the outcome of this grant application. Please tick if the postal address is the same as the physical address*

<table>
<thead>
<tr>
<th><strong>Postal address:</strong></th>
<th>As above</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Town / Suburb:</strong></td>
<td>State:</td>
</tr>
<tr>
<td><strong>Postcode:</strong></td>
<td></td>
</tr>
</tbody>
</table>
Festival or event name
We will use the title on all correspondence.

*Tip: Ensure the title clearly communicates the purpose of the event e.g. Moonee Valley Eid Festival 2017*

Southtown Multicultural Festival 2018

*Event summary – What are you going to do and what will you achieve?*

Please describe:

- the event as clearly as possible
- what activities will occur
- what will be the expected outcome(s) of these activities
- how the event/activities will contribute to the achievement the MFE program Objectives
- what catchment area the event will reach.

Your response should specifically refer to the MFE Objectives detailed in the Guidelines, and how your event(s) will support them.

About the event:

The Southtown Multicultural Festival is a regional celebration of diversity. Now in its fourth year, the event will mark the launch of Cultural Diversity Week 2018 and its associated activities in the Southtown region. It aims to promote cultural awareness, unity and harmony.

The event will be held on Saturday 17 March 2018 at the Camp Street arts precinct in central Southtown, and will provide an opportunity for the diverse communities living in the region to showcase their cultures, languages and faiths through food stalls, music and dance performances, craft/produce stalls and activities for children.

A Working Group led by the Southtown Multicultural Association will be responsible for the planning and delivery of the event. In previous years, the members from the Aboriginal, Chinese, Italian and Indian communities in Southtown have been involved in the Working Group, and in 2018 it will be expanded to include members of the Sudanese and Togolese communities.

The event will be supported by the City of Southtown. A council representative will be involved in the Working Group to ensure that the planning and delivery phases of the event are appropriately resourced. Additionally, municipal and community organisations such as Southtown Community Health, Southtown Library and the Southtown Community Garden will attend the event to provide information about initiatives aimed at multicultural communities living in regional areas.
Expected outcomes and contribution to MFE objectives:

There are a number of positive outcomes that the event will achieve, both in the planning and delivery phases.

In the planning phase, it is hoped that a broader representation of multicultural communities in the Working Group will:

- increase the scope of the event to include broader cultural perspectives
- increase cross-cultural engagement among multicultural groups in the region
- increase the skills and capacity of newer groups to organise events of a similar nature in the future

In the delivery phase, it is hoped that the event will:

- recognise and celebrate the commitment and contribution made by multicultural groups to the Southtown community
- reduce the isolation of migrants and their families, especially those who have recently settled in the Southtown region, and increase awareness of the social services available to them
- increase attendees’ understanding and acceptance of the many cultures represented, and contribute more broadly to a reduction in racist and discriminatory attitudes and behaviours in regional areas

As detailed above, the expected outcomes will contribute towards all four of the MFE objectives.

Catchment area:

The event will attract attendees from the Southtown and Central Highlands region. Approximately 3,500 people attended the previous Southtown Multicultural Festival, and the organising committee hopes that this figure will continue to grow.

*Why is the project needed?*

Please describe:

- what issue, need or concern your event/activity will address
- how the event will be supported at the community level
- how the event is meeting shared priorities of you and your partner organisation(s) (where applicable)

While multiculturalism in regional Victoria is growing, cultural awareness could be improved in Southtown. by increasing people’s contact with, and understanding and acceptance of, cultural diversity. This event is needed to provide involved communities with an opportunity to express themselves; share their stories; break down stereotypes and misconceptions; and build understanding and respect for cultural and religious differences in the Southtown region.

The Southtown Multicultural Association has delivered three successful Multicultural Festivals that have been supported and well-attended by the community. The attendance figures for the previous events are as follows:

- 2014: 1,100
- 2015: 2,300
- 2016: 3,500
The main shared priority of the members of the Working Group is to ensure the acceptance and inclusion of the growing culturally diverse communities of Southtown, as a means of supporting social cohesion and collaboration. The expected outcomes of the event align with this and other shared priorities of the community groups participating in the Working Group, as well as the City of Southtown. Attached to this application is a letter of support from the City of Southtown.

[NOTE: This Sample Application does not actually include letters of support from a partner organisation. However, small MFE applications would be strengthened by such supporting documentation.]

### How many people will attend the event? (Approximately)

**Up to 4,500**

### Who is engaged?

Please describe:

- what relevant skills, knowledge and/or experience your organization has to enable you to successfully deliver the proposed event
- how your event will reach a diverse range of Victorian multicultural communities and the wider Victorian community
- who your partners will be for the planning and delivery of the event (and particularly any organisations representing priority groups (where applicable)
- how the activity will build the capacity and experience of other community organisations (and particularly the noted priority groups and smaller communities) to deliver events
- Who will be involved in delivering the event

**Relevant skills:**

The Southtown Multicultural Association has successfully delivered three consecutive annual Multicultural Festivals, as well as a range of smaller events in the region. Through this experience, members of the Association have developed skills and competencies in events management, communications and volunteer coordination.

The City of Southtown will provide guidance to the Working Group in regards to the logistics and resourcing of the event, and sound and lighting needs will be managed by Technical Production students at Federation University.

**Event communications:**

In order to promote the event to a broad audience, the Working Group is in the process of developing a detailed Communications Plan. The Working Group will utilise the following channels to attract a diverse audience:

- Radio (ABC Southtown, Southtown Community Radio)
- Newspaper (The Southtown Advocate)
- Southtown Multicultural Association and partnering organisations’ e-newsletter and social media
- City of Southtown website, e-newsletter and social media
- Victorian Multicultural Commission e-newsletter
- Community noticeboards

**Event partners:**

The City of Southtown is the principal event partner and will be involved in all aspects of the planning and delivery of the event. A range of major events, civic celebrations and community activities are regularly coordinated by the City of Southtown on behalf of the community, and it recognises the
need to further enhance and promote multiculturalism. It will also contribute $10,000 in funds to the budget for the event.

Capacity building:
As noted, a Working Group led by the Southtown Multicultural Association will be responsible for the planning and delivery of the event. In previous years, the members from the Aboriginal, Chinese, Italian and Indian communities in Southtown have been involved in the Working Group, and in 2018 it will be expanded to include members of the Sudanese and Togolese communities.

It is expected that a broader representation of multicultural communities in the Working Group will increase the skills and capacity of newer groups to organise events of a similar nature in the future.

Participating organisations:
Attached to this application is a list of groups that will be involved in the planning and delivery of the event, with a short description of how they will be involved and what they will contribute.

[NOTE: This Sample Application does not actually include such a list. However, small MFE applications would be strengthened by such supporting documentation.]

*How will the event be delivered?*
Please describe:
- How you will deliver the event
- the approach and timeframe for the event
- how the activity represents value for money
- how you will promote the event to ensure a high level of attendance and that people from a diverse range of communities will attend.

Event delivery:
A Working Group comprised of representatives from the Southtown Multicultural Association, City of Southtown and a number of multicultural communities will be responsible for planning and delivering the event. Commencing in October 2017, the Working Group will meet at least monthly to plan, organise and resolve any issues that may arise.

The meetings will take place at the City of Southtown offices, where the Working Group will be advised on the following:
- event management – permits, infrastructure and amenities, traffic management, etc.
- risk management
- communications

A timeline for the event is in the process of being developed. The Working Group hopes to have involvement from community organisations confirmed by January 2018 so that it can adequately allocate resources for the event and promote it to the broader community.

Value for money:
With an expected attendance of 4,500 people, a grant of $10,000 from the Victorian Government equates to about $2.20 per person for attendance of an event that offers attendees a wide variety of activities, including performances and music, food and craft/produce stalls. It represents an opportunity to invest in an event that positively impacts upon a regional community, promoting social cohesion and increasing people’s understanding of and acceptance of growing diversity.

Event promotion:
As noted above, the Working Group is in the process of developing a detailed Communications Plan that includes promotion through established community networks, radio, newspapers, social media and community noticeboards. Additionally, it is hoped that the central location of the event will attract passers-by.

*How will the success of the activity be measured and evaluated?*

Please describe:

- what information you will collect to determine the extent to which you have achieved the intended outcomes you detailed in the Event Summary
- how you will collect and report on this information (e.g. questionnaires, group discussions, etc)

All applicants must respond to this question.

Your response should relate to the *expected outcomes* detailed in the Event Summary

The expected outcomes and indicators are as follows:

<table>
<thead>
<tr>
<th>Outcome 1: increase in the scope of the event to include broader cultural perspectives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indicator 1:</strong> number of multicultural groups represented in the Working Group, compared to previous years</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome 2: increase in cross-cultural engagement among multicultural groups in the region</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indicator 2:</strong> feedback from organisations involved in the Working Group in post-event evaluation group discussion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome 3: increase the skills and capacity of newer groups to organise events of a similar nature in the future</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indicator 3:</strong> feedback from organisations involved in the Working Group in post-event evaluation group discussion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome 4: recognise and celebrate the commitment and contribution made by multicultural groups to the Southtown community</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indicator 4:</strong> attendee feedback collected through a survey at the event</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome 5: reduce the isolation of migrants and their families, especially those who have recently settled in the Southtown region, and increase awareness of the social services available to them</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indicator 5:</strong> attendee feedback collected through a survey at the event, and feedback from social services staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome 6: increase attendees’ understanding and acceptance of the many cultures represented, and contribute more broadly to a reduction in racist and discriminatory attitudes and behaviours in regional areas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indicator 6:</strong> attendee feedback collected through a survey at the event</td>
</tr>
</tbody>
</table>
Where is your event?

*Venue: Arts Precinct

Street address: Camp Street

Town / Suburb: Southtown

State: VIC

Postcode: 3350

*Local Government Area: City of Southtown

*Electorate: 

What date/s will your event take place?

Please note the festival/event must take place between 1 July 2017 and 30 June 2018.

*Start date: 17 March 2018

*Completion date: 17 March 2018

Project Budget

All items must be listed excluding GST.

For expenses over $10,000 written quotes must be provided.

<table>
<thead>
<tr>
<th>Income</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant amount requested</td>
<td>Administration overheads $500</td>
</tr>
<tr>
<td>Other State Government funding</td>
<td>Advertising/event promotion $2,000</td>
</tr>
<tr>
<td>Local Government funding</td>
<td>Catering $3,500</td>
</tr>
<tr>
<td>Federal Government funding</td>
<td>Cultural activities $7,500</td>
</tr>
<tr>
<td>Funds from your organisation</td>
<td>Entertainment $7,500</td>
</tr>
<tr>
<td>Funds from other community organisations</td>
<td>Event equipment $2,000</td>
</tr>
<tr>
<td>Funds from business contributions</td>
<td>Travel &amp; accommodation within Victoria $</td>
</tr>
<tr>
<td>Funds from philanthropic contributions</td>
<td>Venue/meeting room hire $2,000</td>
</tr>
<tr>
<td>Other (please specify below)</td>
<td>Other (please specify below) $</td>
</tr>
<tr>
<td>Other (please specify below)</td>
<td>Other (please specify below) $</td>
</tr>
</tbody>
</table>

*Note: The total income amount should be the same as the total expenditure amount.

Are you providing any in-kind support for your project? **Yes**  **No**

If YES, please complete the section below. If NO, skip to the next section.

In-kind contribution

See the calculation form on multicultural.vic.gov.au for information on how to calculate your in-kind contribution.
Supporting Documentation

Please upload the following mandatory supporting documents. Missing documents will defer the assessment of your application.

Small Grant Applicants

☐ Quote/s for any expenditure items over $10,000

☐ Letters from project partners indicating their commitment as an auspice organisation (if required), details of what they are contributing towards the project, the role they will play and names and addresses of contact people from the partner organisation(s)

☐ Copy of your Certificate of Currency for the organisation’s Public Liability Insurance

Communication and Declaration

Use of your information

Information provided to the Multicultural Affairs and Social Cohesion (MASC) Division in this application form may be used to contact you about your application and assist us to assess your eligibility for funding.

Information provided to MASC Division may be used to compile mailing lists of multicultural organisations in Victoria, MASC Division and the VMC can then send you notices or updates on topics of interest such as, other funding opportunities, information on community consultations, policy, programs, legislative announcements and multicultural information.

Information provided to MASC Division and the VMC may also be shared with other government departments and ministerial offices to send you updates or notifications of a similar nature.

Any personal information provided will be handled in accordance with the Privacy and Data Protection Act 2014 (Vic) and applicable privacy laws. Enquiries about access to personal information held by DPC should be directed to the privacy officer at 1 Treasury Place East Melbourne 3002.

The email address you have provided on this application form will be added to the VMC e-newsletter mailing list. The newsletter provides information on all grant outcomes, available application options and future funding opportunities. If you wish to be removed from this mailing list, please contact the Community Strengthening Team via email at community.grants@dpc.vic.gov.au, or you may unsubscribe directly from the link provided in the newsletter itself.

If you do not wish to be included in any mailing lists of multicultural organisations in Victoria or to be shared with other Victorian government departments and ministerial offices to send you relevant updates or notifications, please also email the Community Strengthening Team at community.grants@dpc.vic.gov.au.

Your application, if successful, may also be publicised or described on the Multicultural Victoria website or other Victorian Government website or publication.

Declaration

- I state that the information in this application and attachments is to the best of my knowledge
true and correct. I will notify the Community Strengthening Team of any changes to this information and any circumstances that may affect this application;

- I state that the applicant organisation has acquitted all previous grants and provided relevant reports;
- I acknowledge that this application may be referred to external experts or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities;
- I understand that MASC Division and the VMC is subject to the Freedom of Information Act 1982 and that if a Freedom of Information request is made, OMAC is required to comply and provide all requested information; and
- I understand that this is an application only and may not necessarily result in funding approval.

<table>
<thead>
<tr>
<th>* Signature:</th>
<th>* Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Print name:</td>
<td>* Position:</td>
</tr>
</tbody>
</table>

*(To be signed by a person with delegated authority to apply - i.e. Chairperson, Secretary, Public Officer or Treasurer)*