

# Multicultural Festivals and Events program

Multicultural Affairs and Social  
Cohesion Division

**Community Grants Team**

# Grants information session

- *Overview of MFE 2019-20 program*
- *What's new in 2019-20*
- *MFE funding streams*
- *MFE eligibility*
- *MFE objectives and assessment*
- *Application process*
- *Good grant writing tips*
- *Assessment process*
- *Accountability reporting*



# MFE 2019-20 overview

*Grants for multicultural festivals, national day celebrations, workshops, conferences, forums, performances and exhibitions.*

*Funding available:*

*Small – up to \$10,000*

*Medium – up to \$50,000*

*Large – up to \$100,000*

*Applications close midnight **22 March***

*[www.multicultural.vic.gov.au](http://www.multicultural.vic.gov.au)*



# MFE program objectives (p.6)

*Your application must address at least one of the program objectives:*

- ensure that Victoria's multicultural communities can **celebrate, preserve and share traditions** in meaningful ways
- **foster cross-cultural awareness**
- **showcase the vibrancy and contribution of Victoria's multiculturalism**
- **build the capacity and experience of smaller or newer community groups**



# Priority projects (p.6)

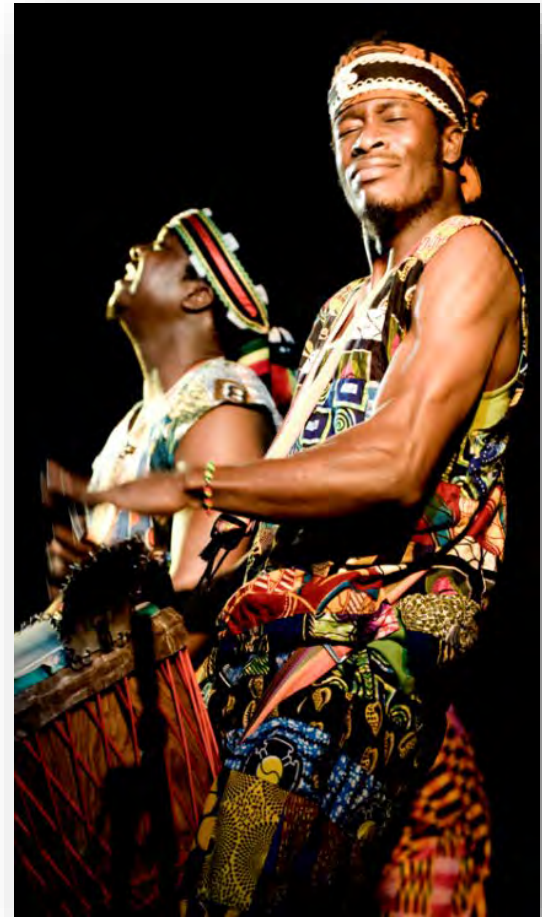


## Working with:

- Regional or rural communities
- New arrivals and refugees
- Interfaith and cross-cultural partnerships
- Women, youth or LGBTIQ communities
- Socially isolated or disadvantaged groups

# What's new for 2019-20 (p.7)

- *Two application rounds – this is Round 1, for events between July and December 2019*
- *Eligibility – limit of two applications per round; no outstanding accountability reports*
- *Regional projects – are a priority*
- *Events over \$10,000 – require an evaluation plan*
- *See page 8 of the Guidelines on how to how to measure your project's success.*



# MFE – funding streams (p.7)

Funding Stream	Suggested size/scope of the event
<b>Small</b> Up to \$10,000	<ul style="list-style-type: none"><li>• The activity will reach the organisation's community</li></ul>
<b>Medium</b> \$10,0001 to \$50,000	<ul style="list-style-type: none"><li>• The activity will reach the organisation's community and at least one other, or more than 1,500 people</li><li>• Applications must include a project plan, communication strategy and evaluation plan</li></ul>
<b>Large</b> \$50,001 to \$100,000	<ul style="list-style-type: none"><li>• The activity will reach multiple communities, or more than 10,000 people</li><li>• Note applications must include a detailed project plan, communication strategy and evaluation plan.</li></ul>

***On the website - click on the relevant stream to select your funding amount at <https://multicultural.vic.gov.au>***

# Program eligibility (p. 9)

- *Be a not-for-profit organisation and an incorporated legal entity*
- *If not, you can partner with an auspice organisation*
- *Local government and schools are ineligible but can auspice or partner*
- *Commercial enterprises or businesses cannot apply but can partner with a not-for-profit*
- *The event must be open for anyone to attend.*





# Eligible program costs (p.11)

*You can apply for event costs such as: Performance or artist fees, venue hire, workshops, marketing, event staff, costumes, food and volunteer training and event support costs.*

*You cannot apply for funding for:*

- *Projects that have already started*
- *Commercial activities or fundraising*
- *Public liability insurance*
- *Ongoing administrative, organisational costs*
- *Capital equipment or set up of websites.*



# MFE Assessment Criteria (p.13)

- **Objectives** – *how is your project linked to the MFE program objectives?*
- **Community Participation** – *who will be involved, who will attend?*
- **Planning and Delivery Details** – *do you have a project plan – outline key deliverables and milestones?*
- **Partnerships** – *who are you going to work with?*
- **Innovation** – *how is your event staying relevant, responding to community needs?*
- **Evaluation** – *how are you going to measure success?*
- *and **Budget...***

# Program Budget (p.13)

**MFE provide a proportion of festival and event funding – it is unlikely that the full festival budget will be funded by the program.**

*Your budget is looked at in detail – make sure it:*

- *includes realistic cost estimates*
- *includes the total cost of the event – not just the amount you are applying for*
- *identifies other sources of funding, sponsors and in-kind support*
- *reflects the use of existing resources (eg venues, volunteers, social media promotion)*
- *is proportionate to the number of people attending and scale of the event.*

# Online application process

Applications can be lodged through the MASC Grants Portal.

**Part A: Main Applicant Organisation Details**

Name of organisation: \*

Australian business number:

*If you have not provided an ABN, please make sure that you enter the auspice organisations details on the next page as your application is not valid without an ABN.*

Incorporation number:

Organisation's main ethnicity/faith affiliation:

Organisation's additional ethnicity/faith affiliation:

Organisation web address (if available):

**Address details for the Organisation**

Street address: \*

Town/suburb: \*

State: \*

Postcode: \*

Local government area: \*

Region: \*

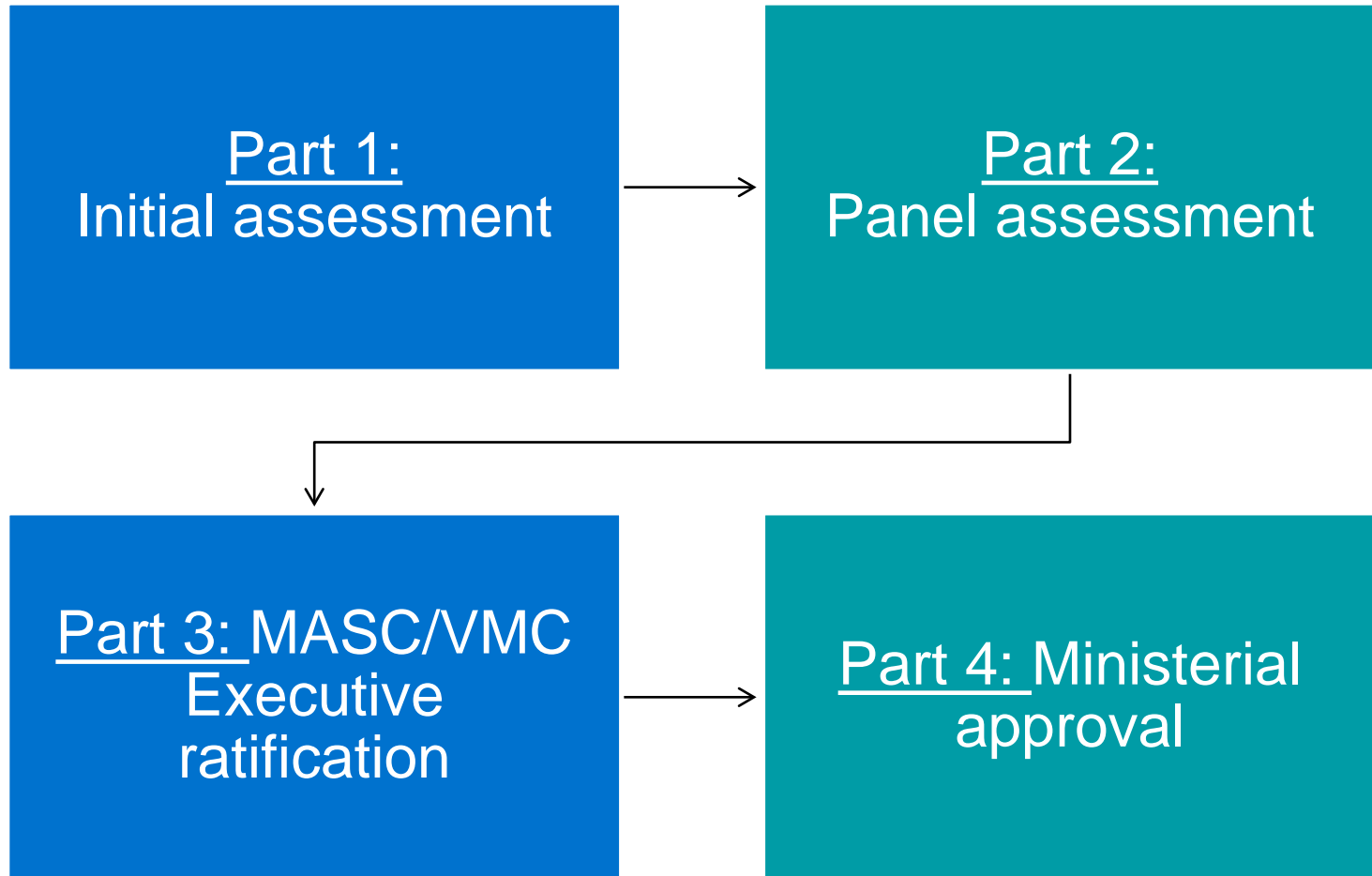
Access the MASC Grants Portal at [www.multicultural.vic.gov.au](http://www.multicultural.vic.gov.au)



# Good grant writing tips

- *Ensure that your project aligns with at least one of the program objectives – **look at the previous successful grants on the website***
- *Explain why there is a community need and who will be benefiting or participating in the event*
- *Describe how you are going to deliver the event, what are your organisation's skills and strengths?*
- *Be realistic with your budget, what is your back-up plan?*
- *Get someone else to **read over your application***

# Assessment process



# Successful projects

*If you are successful you must:*

- *Return a **Signed Funding Agreement** to the Department **within three months** from the date of the letter sent, otherwise the offer of funding may be withdrawn.*
- *Provide vendor details request form*
- *Provide **progress and accountability reports** as per funding agreement*
- ***Promote your project's success** via case studies and images*



# Accountability Reporting

- *An accountability report – or acquittal must be completed once the grant has been spent.*
- *The report details what items or services were purchased with the funds, and the events or programs it supported.*
- *Your contract outlines payment schedules and acquittal dates – **call the community grants team if you are not sure.***
- Templates are available at [www.multicultural.vic.gov.au](http://www.multicultural.vic.gov.au)





# Finally... We're here to help



phone: 1300 366 356

email: [community.grants@dpc.vic.gov.au](mailto:community.grants@dpc.vic.gov.au)

website: [www.multicultural.vic.gov.au](http://www.multicultural.vic.gov.au)



**Closing date  
midnight 22 March**

**Questions?**

***FAQs from the grant  
information sessions  
will be published soon***