

Frequently asked questions (FAQs)

Priority response to multicultural communities during coronavirus (COVID-19): phase 5 (PRMC 5.0)

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This Frequently asked questions (FAQs) document complements the PRMC 5.0 program guidelines available on the website.

To receive this document in another format, phone 1300 112 755, using the National Relay Service 13 36 77 if required, or email the [Multicultural Coronavirus Response Team](#) <multicultural.covid.taskforce@dffh.vic.gov.au>.

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About the program

What is the Priority Response to Multicultural Communities during Coronavirus (COVID-19): phase 5 (PRMC 5.0)?

PRMC 5.0 ensures organisations can effectively respond to the coronavirus (COVID-19) pandemic and build organisational capacity to further support their communities. PRMC 5.0 aims to:

- build the capacity of organisations to effectively respond to the coronavirus (COVID-19) pandemic and increase capacity to further support multicultural communities
- build stronger partnerships across the Victorian multicultural sector.

What funding is available?

Grants of between \$5,000 – \$75,000 are available to deliver projects. This grant focuses on distributing funding widely based on community needs by prioritising grassroots organisations, new and emerging communities, and regional and rural communities. Local Government Areas (LGAs), with demonstrated evidence based high priority cohorts and/or in high priority areas will also be prioritised. :

Organisations can only submit **one** application.

What cannot be funded by this program?

Organisations cannot seek funding through PRMC 5.0 for:

- activities that contradict current and future health directions and advice from the Victorian Government (throughout the duration of the program)
- activities that do not meet the program objectives and do not benefit Victoria's multicultural and faith communities
- long-term projects that do not provide immediate and time-limited support or services to multicultural and faith communities
- equipment, including the purchase of mobile phones/tablets/computers/internet connections
- any illegal or regulated product or activity, such as (but not limited to) alcohol, tobacco products, gaming services and weapons
- assets, infrastructure or capital, unless agreed to with Multicultural Affairs
- retrospective activities or purchases (including expenses outside the funding period)
- buying land
- major events, conferences, fee for service and fundraising events
- activities already funded through another grant or funding service
- recurrent or ongoing maintenance and/or operational costs
- activities that are dependent on recurrent annual funding

- cash payments to community members
- prizes or gifts
- buying and fit-out of vehicles
- donations to other organisations
- rapid antigen tests
- purchase of medicines (over the counter and/or prescriptions)
- purchase of any vouchers including food vouchers
- one to one mental health and wellbeing sessions
- emergency relief essentials (including food)
- personal health and safety items such as masks and hand sanitizer
- transportation costs for vaccinations and/ or medical appointments and pharmacies for multicultural seniors
- cost of community centre or other venue hire and associated costs to get together again for events, support groups or workshops to rebuild social connectedness

Will certain types of projects be prioritised?

We will prioritise applications from grassroot organisations, new and emerging communities, and regional and rural communities.

Can organisations who were funded under previous phases of this program apply for funding in PRMC 5.0?

Yes, organisations that have previously received PRMC funding can apply to PRMC 5.0.

To be eligible to receiving funding, your organisation must also not have any current PRMC grants that have not been acquitted or have any outstanding monthly, final reports or financial acquittals from any current or previous Fairer Victoria funded grants, including Multicultural Affairs.

All overdue reports must be submitted as per executed funding agreements for previous grant programs.

If you are unsure whether your organisation has any outstanding grant program reports, please email the Multicultural COVID Taskforce <Multicultural.COVID.Taskforce@dffh.vic.gov.au>.

Eligibility

Is our organisation eligible?

To be eligible, your organisation must meet all eligibility criteria.

You must be either:

- a not-for-profit entity that delivers services to community – which you must clearly validate
- regional or state-wide peak multicultural/interfaith organisation

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- faith-based or community-led organisation representing multicultural and faith communities
- registered with the Australian Charities and Not-for-profits Commission; or
- registered with Consumer Affairs Victoria as an incorporated association; or
- registered under the Corporations Act 2001 (Cth); or
- the Associations Incorporation Reform Act 2012 (Vic); or
- through your organisation’s constitution or governance documents.

or

a social enterprise with a clearly stated purpose or mission related specifically to supporting multiculturalism.

Definition of “social enterprise”:

- led by an economic, social, cultural, or environmental mission consistent with a public or community benefit;
- or
- receive a large portion of their income from trade; or
- reinvest most of their profit/surplus in the fulfilment of their mission.

Applicants that are not incorporated or do not have an ABN may still apply if you are supported by an eligible auspice organisation that has agreed to manage the grant on their behalf.

Public Liability Insurance is required for the duration of the Activity and insurance policies that are on a ‘claimsmade’ basis no less than six years after the completion of the Activity.

Not have any current PRMC grants that have overdue monthly reports, final reports or acquittals from previous Fairer Victoria funded grants, including Multicultural Affairs.

All organisations applying under this program must have a current Australian Business Number (ABN), and have held that ABN on 30 June 2019¹.

Which entities are not eligible?

- State and federal government departments and agencies.
- Individuals and sole traders.
- Commercial enterprises.
- Local Councils.
- Education organisations such as universities and schools

¹ Except organisations that enter into an acceptable auspicing arrangement via an auspice organisation. The auspice organisation must have a valid ABN and have held that ABN on 30 June 2019.

My organisation does not have an ABN, can we still apply?

Yes, applicants that do not have an ABN, are not incorporated or do not have an ABN that was active prior to 30 June 2019 may apply if supported by an eligible auspice organisation that has agreed to manage the grant for them. You must still meet all other eligibility criteria.

Where do we find an auspice?

To find an auspice, you could talk to:

- community organisations that you have an existing partnership or good working relationship with
- more established community organisations within your community
- larger umbrella organisations that support and represent many groups in your community
- neighbourhood houses or community centres
- your local council.

What are the responsibilities of an auspice organisation?

An auspice organisation can manage grant funding for smaller organisations. It will receive the funds on the smaller organisation's behalf and make sure the project is delivered on time.

If your grant application is successful, your auspice organisation will be responsible for:

- signing the grant agreement
- all legal and financial responsibility of the grant on your organisation's behalf
- receiving and distributing grant funds under the grant agreement
- ensuring all project activities are completed
- submitting final reports and financial acquittals on behalf of your organisation.

An organisation may auspice more than one application if it is for different projects run by separate organisations.

My organisation is not eligible, are there any exceptions?

No. This grant program is only for organisations that meet all the eligibility criteria.

If my organisation has an overdue report can we still apply?

All overdue reports must be submitted by 29 July 2022 for your application to be eligible.

To check if you have any overdue reports, please email us at multicultural.covid.taskforce@dffh.vic.gov.au .

Can we request application forms by mail?

No. All applications must be submitted online.

Application process

How do we apply?

Applications for the program must be submitted online at: <https://grantsgateway.dffh.vic.gov.au/>

Program open date: 20 July 2022

Program close: 11.59 PM on 16 August 2022

Organisations can only submit **one** application for PRMC 5.0.

Please note that late or incomplete applications will not be considered.

How do we apply if we have an auspice?

You must submit the application from your organisation yourself. Your auspice organisation cannot apply for you.

All organisations (including auspice organisations) applying under this program must have a current Australian Business Number (ABN) and have held that ABN on 30 June 2019.

What if we have technical problems when submitting our application?

If you are having technical problems, such as the form not loading or submitting, try using a different internet browser. If this does not work, please contact the Multicultural Coronavirus Response Team on 1300 112 755 or Multicultural.COVID.Taskforce@dffh.vic.gov.au.

Please allow at least three business days for support and note the Multicultural Coronavirus Response Team are not available on weekends.

Can we nominate someone else to help us with emails?

Yes. Just add the contact details (including email and mobile number) of the trusted person you nominate to communicate on your behalf with DFFH (for example, local council contact, family member) in your application form under the 'Primary Contact' section.

Assessment process

How will applications be assessed?

We will assess your application using the assessment criteria outlined below.

The assessment criteria include:

- that the organisation's proposed project aligns with the program objectives

- the organisation’s capacity to immediately deliver the proposed project and complete the project by 30 June 2023
- being able to demonstrate strong value for public money, with accurate and reasonable costs that are outlined in the project budget section below.

Eligible organisations will then be presented to an expert panel for endorsement, subject to which funding recommendations will be made to the Minister for Multicultural Affairs. Once a decision has been made, applicants will be advised of their application outcome.

Can we ask for a reassessment?

All decisions by the Minister for Multicultural Affairs in relation to any aspect of the funding application, assessment process and outcomes are final.

Any unsuccessful organisations can contact the Multicultural Coronavirus Response Team at 1300 112 755 or email Multicultural.COVID.Taskforce@dffh.vic.gov.au to discuss future applications.

Successful applications

When will successful organisations be announced?

We will publish successful application outcomes on the [PRMC 5.0 website](http://www.vic.gov.au/priority-response-multicultural-communities-during-coronavirus-covid-19) <www.vic.gov.au/priority-response-multicultural-communities-during-coronavirus-covid-19>.

Who signs the funding agreement?

The funding agreement needs to be signed by an ‘authorised representative’ and returned by the due date. An authorised representative is someone in the organisation with the authority to enter into a legal agreement for the organisation, for example, the President, CEO or Chair.

The funding agreement is between the successful organisation (or auspice organisation on their behalf) and the Victorian Government. The funding agreement will include the terms and conditions of the grant including the use of funds, term of the agreement and reporting requirements.

What if we can’t get the funding agreement and other documents back by the due date?

If you think you won’t return the VCFA by the due date, please contact the Multicultural Coronavirus Response Team at 1300 112 755 or email Multicultural.COVID.Taskforce@dffh.vic.gov.au. Organisations that miss the deadline risk losing the offer of funding.

When will we get funds and be able to start our activities?

Funds are provided by electronic funds transfer (EFT). Before we can transfer funds, you will need to complete, sign and return the following documents by the due date in the Letter of Offer:

- Funding agreement (signed and all pages returned).

- Vendor form (the group's bank details).

Once we have received your documents (and if applicable, any overdue reports), your grant payment will be processed. This can take up to 30 days. Once you receive a copy of the executed funding agreement and/or funds are received you can start your activities.

Please note, all payments are dependent on an organisation being up to date with reports for existing DFFH (previously the Department of Premier and Cabinet) grant programs.

Managing your funding agreement

What are the reporting requirements?

Grant recipients will need to submit bi-monthly reports and a final report. DFFH will give you the reporting templates.

At the end of the funding period, you will need to submit a final report outlining the use of funding and the activities achieved.

To complete the final report, all funds need to be spent and activities completed before you submit your report by the due date specified in your funding agreement. If you have completed your activities before the due date, you can submit your report early and complete your grant.

Your final report must include the following:

- payroll statement and/or
- financial acquittal statement and
- evidence of all funding expenditure (only valid tax invoices will be accepted).

Please note: Statutory Declarations will **not** be accepted.

What happens if we can't complete our activities or spend all the money?

It is best to contact the Multicultural Coronavirus Response Team as soon as possible if you can't finish your activities or spend all the money.

- If the funding agreement has not been signed, then the offer of funding may be withdrawn with no further action required, or
- if the funding agreement has been signed and funds paid, the funds must be returned. The Multicultural Coronavirus Response Team will help you cancel your funding agreement so you can apply for other funding in future, or
- if you have partially spent the grant funds, you must return the unspent funds, but you will still need to submit a final report for the money that has been spent.

There is no negative outcome if you cancel or return grant funds as it shows good financial responsibility, so you will still be eligible to apply for other DFFH grants in the future.

Funding must be delivered in accordance with the submitted budget outlined in your application. Any variance to a budget item above 10 per cent, the Start Date, the End Date, or any Activity deliverable will need to be by agreement in writing with DFFH.

DFFH will not accept any requests for further grant funding if there has been a project overspend.

You can contact the Multicultural Coronavirus Response Team to discuss this further on 1300 112 755 or Multicultural.COVID.Taskforce@dffh.vic.gov.au.

What happens if the COVIDSafe settings change during our project?

It is a condition of funding that grant recipients comply with all current Victorian Government Department of Health (DH) advice regarding pandemic orders and COVIDSafe Settings, while delivering activities under the program.

It is your responsibility to stay up to date with the latest health advice and follow the pandemic orders that are in place. If providing support, guidance or advice to members or the general public, you must ensure this aligns with the current COVIDSafe settings and DH public health advice. This includes, for example:

- health information and advice that you promote to your communities
- following COVIDSafe settings while doing your activities
- providing a safe workplace environment for staff and/or volunteers.

All current information (including translated resources) about pandemic orders, COVIDSafe settings and public health advice can be found on the [Victorian Government coronavirus website](https://www.coronavirus.vic.gov.au/) <<https://www.coronavirus.vic.gov.au/>>.

You can also call the COVID-19 hotline on 1800 675 398. If you need an interpreter, press 0 when you call.

This information is outlined in the funding agreement for all successful grant recipients.