

# 2023–24 Multicultural Community Infrastructure Fund Program guidelines



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.

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Teletypewriter (TTY) users call 133 677 then ask for 1300 112 755

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For Multicultural Affairs (MA) and department grant queries, please email the **Multicultural Affairs Programs and Grants Team** at [multicultural.infrastructure@dffh.vic.gov.au](mailto:multicultural.infrastructure@dffh.vic.gov.au)

## Acknowledgement

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.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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ISBN 978-1-76130-164-3 (online/PDF/Word)

Available at the **Multicultural Community Infrastructure Fund website**: <https://www.vic.gov.au/multicultural-community-infrastructure-fund> (2306497)

# Victorian Government values

Multiculturalism in Victoria is more than just diversity of cultures, languages, faiths and traditions. It is providing the systems and supports that make our shared community stronger. It is the knowledge that sharing cultures and understanding our cultural differences is a strength. It also provides a sense of belonging that contributes to the community harmony Victorians are so proud of.

The Victorian Government is committed to:

- protecting the rights of all Victorians to be free from racism, vilification and discrimination of any kind
- building community harmony
- ensuring every Victorian feels safe and can participate in all aspects of Victorian life, irrespective of Aboriginality, gender, sexual orientation, ethnicity, faith, language, culture, migration or visa status, class, ability and age.

The contractual relationship between funded organisations and the Department of Families, Fairness and Housing reflects this commitment. It sets out the expectation that in the delivery of projects and initiatives funded by the Victorian Government, organisations will promote and uphold the government's stated values of:

- one law for all
- freedom to be yourself
- discrimination is never acceptable
- a fair go for all
- it is up to all of us to contribute to a Victoria we can be proud of.



# Message from the Minister for Multicultural Affairs



It gives me great pleasure to announce the opening of the 2023–24 Multicultural Community Infrastructure Fund (MCIF) grant program.

This longstanding program recognises the importance of having safe, accessible and culturally appropriate spaces in which to gather. This funding is not only an investment in infrastructure but also an investment in people, their wellbeing, and in the promotion of harmonious and inclusive communities.

Since 2014, the Victorian Government has invested more than \$52.85 million to support 386 projects through the MCIF.

Supporting culturally diverse communities to create and maintain their own spaces and facilities helps to build community connection, share cultural understanding, and foster a more inclusive society. We know that having dedicated spaces to come together, allowing for celebrations of unique culture and tradition, is essential to the health and wellbeing of all Victorians.

This year, in addition to MCIF open grants for all multicultural communities, we are providing targeted funding to Victoria's Chinese, Greek, Indian, Italian, Islamic and Lebanese communities. There is also funding to support multicultural museum feasibility activities. This extra funding is part of delivering on our *Building better community spaces for multicultural and multifaith Victorians* and *Better community spaces for multicultural museums* 2022 election commitments.

The Victorian Government recognises the barriers that some multicultural communities face in providing safe and friendly space to celebrate their customs and traditions. To address this, this year's program will prioritise applications for funding from new and emerging communities, regional and rural communities, and projects that support women and gender diverse Victorians.

The Victorian Government is proud to support our multicultural communities. By investing in community infrastructure, we are creating a safe and welcoming state for all Victorians.

A handwritten signature in black ink, reading "Colin Brooks". The signature is fluid and cursive.

**Hon Colin Brooks MP**  
Minister for Multicultural Affairs

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## Program objective

The aim of the 2023–24 Multicultural Community Infrastructure Fund (MCIF) program is to support Victoria’s **multicultural community organisations** to upgrade their community facilities. This will give community members a safe and secure place to celebrate and share their history and traditions, build connections and thrive. This is regardless of age, abilities, language/ethnicity or location. Program funding will contribute to the cost of upgrades. Organisations should not rely solely on the program to fund their project.

The MCIF acknowledges the importance of upgrading community infrastructure for Victoria’s diverse communities. The program will offer grants of up to \$400,000 for multicultural community infrastructure projects that will:

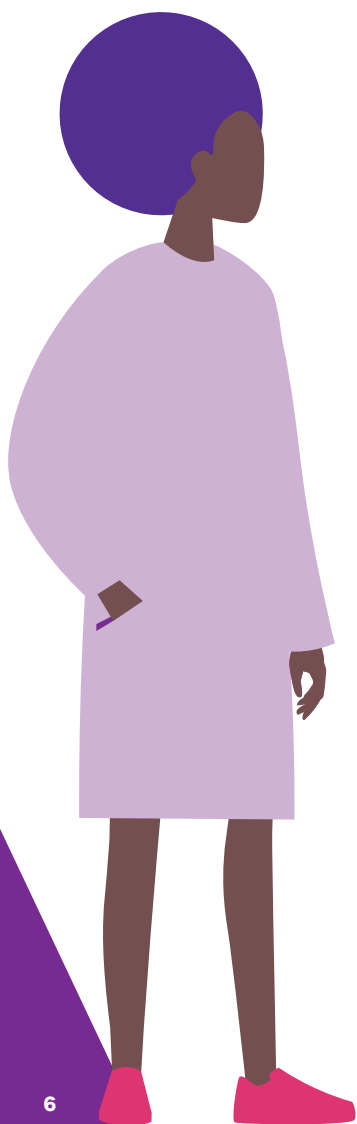
- support communities to celebrate and share their history and traditions
- build community connections and networks to participate in society
- help communities to access social and cultural opportunities.

The MCIF grant program is an open and competitive program assessed on eligibility and merit. The Multicultural Affairs Division of the Department of Families, Fairness and Housing (the department) runs the program.

*Note: Not all applications will be successful. Only the most competitive applicants will be offered funding after the merit-based assessment process. Successful applications may only be offered part of the total funding amount requested.*

### Key dates

- **Applications open** Wednesday 27 September 2023
- **Submit your application** between Wednesday 27 September and Wednesday 6 December 2023
- **Applications close** at 3:00 pm on Wednesday 6 December 2023 (late applications will not be accepted).



## Information sessions

To support your application process, there will be a series of information sessions delivered as webinars.

All details, including webinar dates and times, are available at the **MCIF webpage** <<https://www.vic.gov.au/multicultural-community-infrastructure-fund>>.

## Funding available for 2023–24

This year the government will provide extra funding to support six specific communities and to support multicultural museum feasibility activities. This is in addition to MCIF grant program funding.

These commitments have increased the total budget available.

- The six specific communities are the Chinese, Greek, Indian, Italian, Islamic and Lebanese communities.
- All applications, regardless of the community applying, will be assessed using the same MCIF framework.
- The highest-scoring applications will progressively be allocated funding from the most appropriate and relevant funding category.



## Additional Funding offered to explore the creation of new Multicultural Museums and Cultural Heritage Centres

This year the government will provide extra funding to support multicultural museum feasibility activities. Communities may apply for feasibility study funding to explore the potential to create museum and cultural heritage centre facilities specific to their community.

Victoria has five major established multicultural museums and two major museum and cultural centre projects in development. These public facilities provide a range of benefits for their specific communities and the broader Victorian community by –

- Presenting culturally important artefacts and related information to the public
- Providing cultural and creative arts programs for public education and enjoyment
- Supporting cultural research activities
- Offering additional event and meeting spaces for community and public use

If your community is considering or exploring the establishment of a museum or cultural heritage centre focussed on your community, this additional funding option will support up to \$75,000 towards the cost of contracting a professional **feasibility study** using a contractor of your choice.

## How much funding is available?

Up to \$400,000 is available per project to upgrade, renovate, extend or build community infrastructure.

For pre-construction activities such as feasibility studies, a maximum of \$75,000 is available.

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

# What the grant money can be used for

## Eligible grant activities – what will be funded

Grant activities that are eligible for funding include:

- construction, trades and works to create a new community facility
- pre-construction activities for a new or existing community facility such as:
  - feasibility studies
  - business case development
  - conceptual design
  - architectural or planning-related works (excluding planning permit or building permit application fees or tribunal costs)
- works on an existing community facility including:
  - **maintenance** – painting, tiling or structural repairs such as roofing, plumbing or flooring works
  - **upgrades** – kitchen or bathroom upgrades and energy-efficiency improvements
  - **renovations** – alterations, extensions or internal remodelling to improve accessibility or create new rooms, kitchen or bathroom replacement, and heating and cooling systems

- **security elements** (using no more than 20 per cent of the grant amount requested) – CCTV installation, securing doors or windows, security lighting, facade works, fencing and perimeter security (this cannot be the primary activity of the project)
- **outdoor areas** – staging, pergolas, playgrounds, fencing and garden beds (note: plants are ineligible)
- **project management costs paid to a professional contractor** (using up to 10 per cent of the total grant amount requested) – these require a quote from a professional consultant and cannot be from a staff member.

Any fixed assets to be bought with the grant funding must be clearly listed in the application form and are subject to the department's approval. It is important to note that:

- Assets must be closely related to the facility's use
- Acceptable assets are fixed, non-transferable and part of the fabric of the project
- Assets cannot total more than 40 per cent of the overall grant amount requested.





# What the grant money cannot be used for

## Ineligible grant activities – what will not be funded

Grant activities that are not eligible for funding include:

- projects that do not align with the aim of the 2023–24 MCIF program
- the purchase of:
  - land, property and/or buildings
  - unfixed, mobile or transferable assets such as sporting equipment, computers, desks, chairs, gardening equipment, plants, musical instruments, domestic refrigerators, domestic freezers, small removable kitchen equipment like blenders, microwaves and toasters
  - assets, materials and products from overseas suppliers (contractors must be based in Victoria)
- already completed or partly completed projects, works or activities
- contingency costs for the project
- planning permit and building permit application fees or tribunal costs
- projects that have previously received funding from Multicultural Affairs or the department; for example, if your organisation received funding in 2020 to upgrade a kitchen, you cannot apply for more funds to buy commercial kitchen equipment
- decorative or ornamental projects
- projects for infrastructure, facilities or land that is privately owned and not accessible by community members (community infrastructure facilities must have public access)
- construction or upgrades at school, health or emergency services facilities
- organisations or projects that are the responsibility of another ministerial portfolio
- works at a property owned by another state or the Commonwealth Government
- for infrastructure located outside of Victoria
- projects advancing political activities
- projects advancing religious activities (for example, infrastructure exclusively used for worship – to be funded, it must be open for wider community use)
- recurrent or ongoing costs of an existing organisation (such as rent and utilities)
- staff salaries
- project management costs that are greater than 10 per cent of the total grant amount requested (any project management fees must be for an external, professional project manager, not a staff member or volunteer of your organisation)
- ongoing maintenance (such as cleaning and gardening) or administration costs
- funding that could have a negative impact on existing businesses and services, or compete with other local commercial interests, as per the **National competition policy** <<http://ncp.ncc.gov.au/>>
- inappropriate use of public funds that don't match the MCIF objective and Victorian values.

## Previously funded projects

Organisations can apply for funding for a new project at a location that has previously received funding from Multicultural Affairs or the department. However, the previously funded project must be complete and acquitted.

For example, an organisation may have already received funding for a kitchen replacement, which is now complete. You can now apply for funding to upgrade the bathrooms at the same property.

If you're not sure whether your project costs or activities are eligible, please **email the Multicultural Affairs Programs and Grants Team** <[multicultural.infrastructure@dffh.vic.gov.au](mailto:multicultural.infrastructure@dffh.vic.gov.au)> before starting your application.

# Funding priority groups and projects

The Victorian Government is committed to building a safe, inclusive, and accessible community that recognises, celebrates, and addresses people's diverse and intersecting experiences, needs, and identities. The MCIF recognises the importance of upgrading community infrastructure for diverse communities, regardless of background or location.

Program funding aims to support diversity among multicultural communities and to encourage organisations to take an inclusive and **intersectional approach** to their projects. The assessment process will prioritise applications that clearly show that the proposed project will specifically benefit three priority applicant types:

- **regional and/or rural multicultural communities**
- **new and emerging multicultural communities**
- projects focused on achieving positive outcomes for **women** and **gender diverse** people.

The 2023–24 program prioritises these groups because they often:

- are smaller communities
- have limited access to resources and networks
- have less funds for infrastructure projects.

Applications must outline how the proposed project meets the eligibility for the priority applicant type by either:

- being based in a regional or rural area
- primarily supporting new and emerging communities, or
- primarily supporting women, gender diverse or intersectional community members.

Priority groups and projects will automatically receive extra points in the project assessment. They will not need to provide matched funding (refer to matched funding requirements for applications on page 20).

## Regional and rural projects

The MCIF encourages applications from regional multicultural community organisations and from collaborations between multicultural communities to fund regional and/or rural community projects. To be eligible as a regional or rural project, the project must be delivered outside the metropolitan Melbourne area. Refer to the **Regional Development Victoria's list of regional and rural councils** <<https://www.rdv.vic.gov.au/victorias-regions#region-listing>> for eligible local government areas.

Metropolitan organisations delivering projects in regional or rural Victoria are also eligible to apply.

### Project example 1

- Project funding: \$28,000
- Matched funding: Not required

### Project summary 1

- The carpet in the auditorium of a regional Indian community hall is worn and in disrepair.
- The community hall is a central gathering place for the community where they come together for celebrations and events. The hall plays a pivotal role in sharing local and wider news and information. The hall is open seven days a week.
- The carpet needs replacing to prevent an OHS risk to visitors.

### Project outcome 1

- The facility now safely hosts community events and activities. It also has events from the wider community including lectures, video screenings, public meetings, and live performances.

**Note:** Where applications only partially support the priority groups and projects, they will not receive priority assessment scoring and will have to provide matched funding.

## New and emerging community organisations and projects

New and emerging multicultural community organisations often provide informal settlement support and services. They also play a critical role in developing strong community networks and supporting their members. These communities often develop over time from small and less established to large and well established.

To be eligible as a new and emerging multicultural community organisation and project, your organisation will need to prove that most of its membership is from a specific new and emerging community, or you must show that the project will mostly benefit a specific new and emerging community.

The department will assess your application based on the Federation of Ethnic Communities' Councils of Australia (FECCA) definition of new and emerging community. We will also consult with the Victorian Multicultural Commission. Organisations that do not meet this definition will not be eligible under this category.

The term 'new and emerging communities' identifies communities of migrants and refugees that have recently arrived in Australia. These communities may need extra support in the settlement process. The main identifiers of a new and emerging community are:

- a lack of established family networks, support systems, community structures and resources
- unfamiliarity with mainstream services and challenges in accessing these services.



New and emerging communities may have other identifiers including:

- limited English language skills
- high numbers of refugees
- low levels of formal education
- financial pressures
- difficulty in finding long-term employment.

Some new and emerging communities, especially those with high numbers of people from a refugee background, may have most or all these identifiers or vulnerabilities.

Some migrant communities in Victoria have grown quickly. These communities may also be considered as 'new and emerging' because of limited family networks and community structures and/or limited English language skills. There may be especially vulnerable people within these communities such as women, partner visa holders or seniors.

Unless the project will primarily benefit a new and emerging community, organisations will not be eligible under this category.

For more information on new and emerging communities, visit **the FECCA website** <<http://fecca.org.au/wp-content/uploads/2019/05/New-Emerging-Communities-in-Australia-Enhancing-Capacity-for-Advocacy.pdf>>.

### Project example 2

Project funding: \$75,000

Matched funding: Not required

#### Project summary 2

- An upgrade of the kitchen in the existing facility leased by the Karen community in Bendigo.
- The kitchen was cramped and outdated, restricting the number of people who could use the facility at one time.

#### Project outcome 2

- The renovation has improved the kitchen's layout to allow more access for community members. It now offers greater capacity to support events and cultural festivals.
- Several local community groups have already expressed an interest in increasing their use of the upgraded kitchen.

## Women and gender diverse projects

Upgrading or developing community facilities that are safe, accessible and secure is particularly important for women, including those who are trans or gender diverse community members.

To be eligible in this category, your organisation will need to show that most or all of the project benefits will be specifically for women or gender diverse people.

### Project example 3

Project funding: \$400,000

Match funding: Not required

#### Project summary 3

- Construction of a communal space for multicultural women from refugee backgrounds to create an environment for the women to come together, socialise, seek support, access education and make new connections.
- The organisation had been co-locating with a local neighbourhood house. But due to lack of privacy they could not offer a range of programs and services for the women including a drop-in service and advice on childcare.
- Thanks to a donation and their own fundraising, the organisation bought a disused building and obtained a planning permit to repurpose the facility.

#### Project outcome 3

- The building has been transformed into a multipurpose hall. The work included an electrical upgrade, painting, baby change facilities, accessible bathrooms and solar panels.
- The new facility now runs weekly language lessons, offers a VCAL program and a homework club including a series of health education programs. It does this in partnership with the local medical practice.
- The organisation offers cooking lessons and workshops. It also provides food relief and is now exploring options to establish a women-run **social enterprise**.
- The organisation can now run weekly mothers' groups and talking circles.

# Eligibility

The same eligibility requirements apply to all applicant organisations and projects.

To be eligible for the program, your application must:

- meet the organisation eligibility criteria
- have no outstanding reports to the Department of Families, Fairness and Housing
- meet matched funding requirements (page 20)
- include only eligible grant activities (page 8)
- submit all mandatory documents.

Only eligible applications will move to the assessment stage (page 16).

Eligibility criteria	Requirements
Organisation eligibility	Your organisation must be a not-for-profit multicultural community organisation or social enterprise. It must have a mission to specifically support multicultural communities in Victoria. The organisation must be a legal entity.
Outstanding reports	Your organisation must not have any outstanding project reports from previous departmental grants, including from Multicultural Affairs. To check your organisation is up to date with reporting, email the <b>Multicultural Affairs Programs and Grants Team</b> <multicultural.infrastructure@dffh.vic.gov.au> or phone 1300 112 755.
Matched funding	Your application must meet the minimum matched funding requirement. It must include evidence of your ability to contribute funds to the project.
Eligible grant activity	Your application must be for an eligible grant activity that aligns with the MCIF objective.



## Mandatory documents

The following documents are mandatory. They must be included for your application to be eligible.

Funding applications for pre-construction activities such as feasibility studies or architectural plans do not need all of the mandatory documents. However, they must include:

- the selected contractor quote
- a basic project plan
- financial statements.

If applicable, they should also provide the evidence of matched funding.

Eligibility criteria	Requirements
Planning approval	<p>All organisations <b>must</b> provide:</p> <ul style="list-style-type: none"><li>• a copy of the planning permit <i>and</i> a copy of the endorsed plans, or</li><li>• evidence from your local council, surveyor or lead contractor (such as an email or letter from the planning department) that no planning approval is required for your project</li><li>• for projects requesting more than \$200,000 the evidence that no planning approval is required must be provided by the local council or a surveyor.</li></ul>
Building permit	<p>All applications must indicate if a building permit is required. (Written evidence from your local council or your building surveyor or construction contractor is acceptable.)</p> <p>For projects requesting more than \$200,000 the evidence that no building permit is required must be provided by the local council or a surveyor.</p> <p>If a building permit is required, successful applications will receive a conditional funding offer subject to providing the building permit before 15 April 2024.</p> <p>If a building permit is not provided to the department before 15 April 2024, the conditional funding offer will be withdrawn. No grant funding will be provided.</p>
Project plan	<p>A detailed project plan is required. The plan must include stages and costings (all project costs must not include GST). This includes listing the selected contractors and whether you intend to contract a professional project manager (include a quote for this).</p> <p>For pre-construction activities, your selected contractor will be your service provider – for example, your architect or feasibility study consultant.</p> <p>You must use the <b>Multicultural Community Infrastructure Fund’s project plan template</b> &lt;<a href="http://www.vic.gov.au/multicultural-community-infrastructure-fund">www.vic.gov.au/multicultural-community-infrastructure-fund</a>&gt; for this.</p> <p>Applicants must clearly identify how the grant funding and your matched funding contribution (if applicable) will be applied against each contractor.</p>
Risk plan	<p>You must include a detailed risk plan identifying project risks and strategies for managing these risks.</p> <p>Use the <b>Multicultural Community Infrastructure Fund’s risk plan template</b> &lt;<a href="http://www.vic.gov.au/multicultural-community-infrastructure-fund">www.vic.gov.au/multicultural-community-infrastructure-fund</a>&gt; for this.</p>
Quotes or cost estimates	<p>Quotes from tradespeople or construction contractors or a cost estimate from a quantity surveyor must be supplied for all project activities.</p> <p>For pre-construction activities, your quote(s) will be from your selected contractor – for example, your architect or feasibility study consultant.</p> <p><b>Note:</b> Any individual project components over \$100,000 need at least two quotes.</p> <p>All project costs must exclude GST. If quotes or costs do not clearly exclude GST, the department will assume these are GST inclusive, and will reduce your request by 10 per cent.</p>

Eligibility criteria	Requirements
Land title or lease agreement (and permission)	<p>Include a copy of the current land title or signed lease agreement (no less than three years old).</p> <p>If the property is leased, include written permission from the property owner or landlord consenting to the work.</p>
Evidence of matched funding (if applicable – refer to page 18)	<p>Include evidence of funding sources to meet the minimum cash contribution requirements for matched funding.</p> <p>Acceptable evidence of funding sources includes:</p> <ul style="list-style-type: none"> <li>• bank statements (the account must be in the name of the applicant organisation) showing a balance that at least meets the minimum cash contribution requirement</li> <li>• an approved bank loan for an amount that at least meets the minimum cash contribution requirement (must be in the name of the applicant organisation and for the purpose of the proposed project)</li> <li>• evidence of other funding sources that will be used to make up any project funding shortfall (for example, other grants or loans that would meet at least the minimum cash contribution requirement).</li> </ul> <p><b>Note:</b> Statutory declarations are not an acceptable form of matched funding evidence. If you have an alternative funding source that is not listed, please email the <b>Multicultural Affairs Programs and Grants Team</b> &lt;multicultural.infrastructure@dffh.vic.gov.au&gt;.</p>
Financial statements	<p>Include your organisation’s financial statements for the past two years (2021–22 and 2022–23). (You should have already given these to Consumer Affairs Victoria [through myCAV] or to the Australian Charities and Not-for-profits Commission.) If your financial statements are in another format, check with the department first.</p>
Public liability insurance	<p>Include evidence of your public liability insurance.</p> <p>A certificate of currency for public liability insurance with a minimum cover of \$10 million for any one incident is required.</p>
Photographs	<p>Include photographs of the existing site that your application relates to (for example, the kitchen area you want to upgrade or renovate). Include no more than six photos, all at less than 2MB each in size.</p> <p>Please paste your photos into one Word document.</p>
Timetable of activities, meetings and events	<p>Include a timetable of community activities, meetings and events held at the project location for the week before your application.</p> <p>You must use the <b>Multicultural Community Infrastructure Fund’s timetable of use template</b> &lt;<a href="http://www.vic.gov.au/multicultural-community-infrastructure-fund">www.vic.gov.au/multicultural-community-infrastructure-fund</a>&gt; for this.</p>
Auspice letter of support (if applicable)	<p>Include a letter of support from your <b>auspice organisation</b> (if you are using one).</p> <p><b>Auspice arrangements</b> are only for the funding priority groups and projects (new and emerging organisations, rural and regional organisations, women and gender diverse supporting projects).</p>
Optional documents	<p>You may submit other documents to support your application.</p>

## Who is eligible to apply for a grant?

### Organisation eligibility

Your organisation must be a legal entity with a current Australian Business Number (ABN).

You must be either:

- a not-for-profit multicultural community organisation – which you must confirm by showing that your organisation is either:
  - registered with the Australian Charities and Not-for-profits Commission
  - 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)
  - (Your organisation’s constitution/rules or governance documents could also confirm this.)

or

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

Social enterprises must attach their constitution, rules or governance documents with their application.

### Definition of social enterprises

Social enterprises are organisations that:

- are led by an economic, social, cultural or environmental mission that is consistent with a public or community benefit
- get most of their income from trade
- reinvest most their profit or surplus to fulfil their mission (at least 50 per cent).

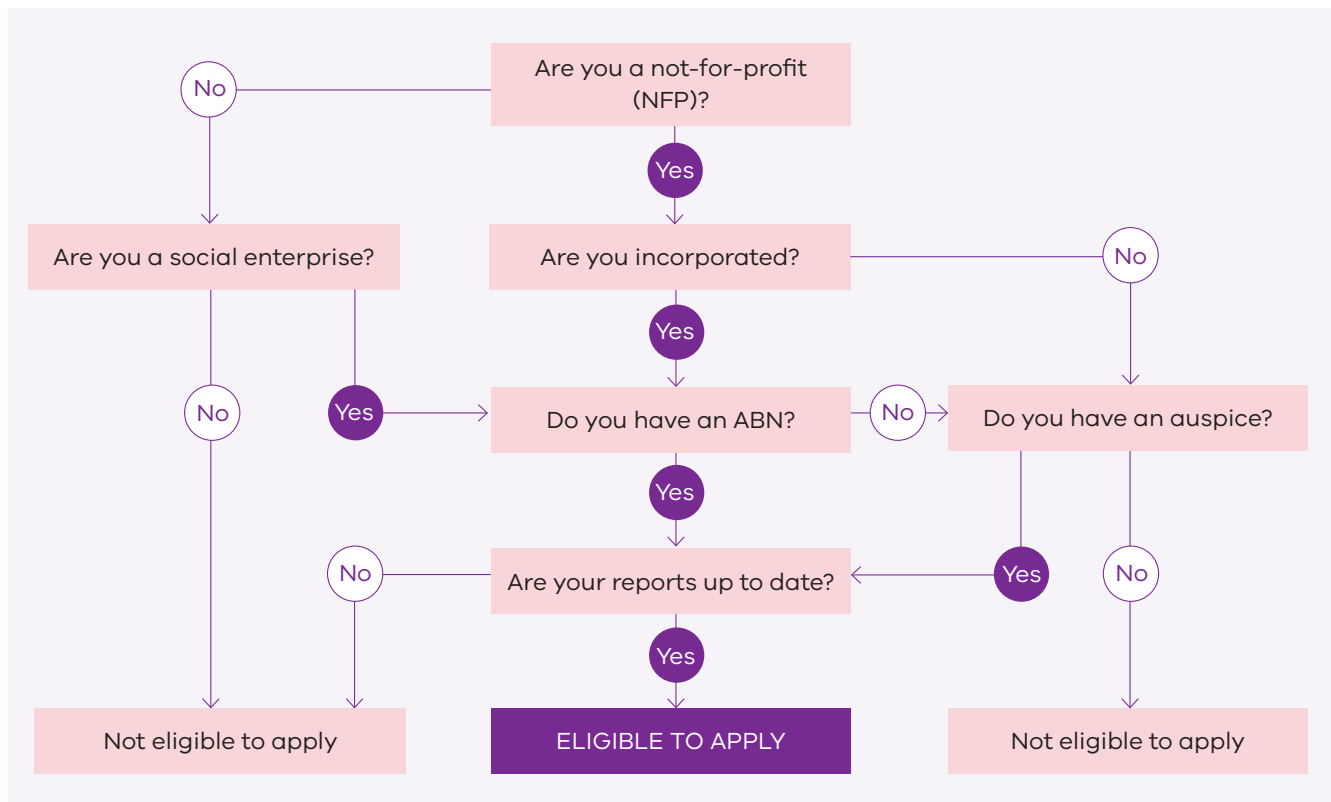
Eligible organisations must have no outstanding project reports from previous departmental grants.

If you are unsure if your organisation is up to date with grant reporting requirements, email the **Multicultural Affairs Programs and Grants Team** <multicultural.infrastructure@dffh.vic.gov.au>.

To check if your organisation is:

- an Incorporated Association, go to **Consumer Affairs Victoria** <consumer.vic.gov.au>
- a Company Limited by Guarantee, go to **ASIC Connect** <connectonline.asic.gov.au/>
- registered with the Australian Charities and Not-for-profits Commission (ACNC), go to the **ACNC website** <acnc.gov.au/charity>
- a registered business, go to **ABN Lookup** <abr.business.gov.au/>.

**Tip:** Use the chart below to check whether your organisation is eligible.





## Partnership applications

We encourage partnership applications.

If your project falls under a priority group, you can work with other organisations to submit a joint application. (Priority groups are culturally diverse regional or rural communities, new and emerging multicultural communities, and women and gender diverse people.)

A partnership arrangement may also be suited to organisations from different multicultural communities with similar needs. Examples include jointly delivering youth or seniors-focused activities from the same facility. These organisations could consider a partnership to undertake their project.

One organisation will need to submit the application on behalf of the partnership. This organisation will be listed as the primary contact for the application.

If you are interested in partnering with a similar multicultural community organisation please **email the Multicultural Affairs Programs and Grants Team** <multicultural.infrastructure@dffh.vic.gov.au> as early as possible.

The MCIF is keen to support smaller multicultural community organisations working together to improve shared facilities for their communities. However, we understand that issues such as shared ongoing governance, operating and ownership arrangements are more complex. The Multicultural Affairs Programs and Grants Team is available to discuss and support partnership applications on a case-by-case basis.

## Auspiced applications

If your organisation is not incorporated or does not have an ABN, you may still apply if you are supported by an eligible auspice organisation. This organisation must agree to manage the grant for you.

Auspice arrangements are *only* for projects supporting priority groups. Again, our priorities this year are projects:

- for new and emerging community organisations
- located in regional or rural areas
- for women or gender diverse people.

You must include a letter of support from the auspice organisation in your application.

Auspice organisations must meet the organisation eligibility criteria (page 16).

Auspice organisations must meet all the requirements of the grant funding. It is also up to them to ensure the project is completed. The MCIF funding does not cover administrative and operational costs, and contractors must be paid for the project to be considered complete. The auspice organisation is responsible for submitting milestone reports including the final report and acquittal.

Auspice organisations can include local councils, schools and TAFEs.

## What are the responsibilities of an auspice organisation?

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

- signing the funding agreement
- all legal and financial matters of the grant on your organisation's behalf
- receiving and distributing all grant funds to the contractors under the funding agreement
- ensuring all grant activities are completed in line with the funding agreement
- submitting progress and final reports and financial acquittals on your organisation's behalf.

## Who is not eligible to apply for a grant?

Organisations that are not eligible for MCIF program funding include:

- individuals and sole traders
- organisations that:
  - are commercial or set up to make a profit (except social enterprises)
  - have not complied with the terms and conditions of previous grants
  - cannot show their ability to meet their project's ongoing maintenance and running costs
- groups whose projects sit in another ministerial portfolio (such as health, education or sport and recreation)
- public companies limited by shares (unless a foundational document can prove not-for-profit status)
- commercial enterprises

- local governments (councils) including council-managed, operated, administered and regulated trusts (unless they are acting as an auspice for an unincorporated community group)
- TAFE institutes and universities (unless they are acting as an auspice for an unincorporated community group)
- registered pre-, primary and secondary schools.

## Other eligibility requirements

### Matched funding

The 2023–24 program offers an opportunity for the government to co-invest in multicultural community infrastructure projects. All applications for projects that are not targeting this year’s priority groups must include evidence

of their ability to match funding. Without this evidence, the application will not be assessed. Matched funding shows your commitment to completing the project.

Acceptable evidence of funding sources include:

- bank statements in the name of the applicant organisation
- an approved bank loan to the applicant organisation
- evidence of other funding sources to meet any project funding shortfall (for example, other grants or loans that would meet at least the minimum cash contribution requirement).

If you have another funding source that is not listed, please email the **Multicultural Affairs Programs and Grants Team** <multicultural.infrastructure@dffh.vic.gov.au>.



### Metropolitan Melbourne organisation and project

Matched funding required: 1:1

Minimum of one dollar for every dollar of government funding.

For example, if we grant you \$10,000, you will need to match this contribution with **\$10,000**.



### Priority applicant types

Matched funding is not needed for priority group projects.

*A metropolitan Melbourne organisation may also apply as a priority applicant type – if the organisation and project clearly fit.*



# Assessment process overview

- **Stage 1. Eligibility assessment** – the department reviews all applications to decide on eligibility.
- **Stage 2. Merit-based assessment** – the department assesses applications against the assessment criteria, based on responses provided in the application form and the mandatory documents.
- **Stage 3. Assessment panel** – a panel reviews the applications. The panel includes people staff from the Multicultural Affairs portfolio, the Victorian Multicultural Commission and government infrastructure experts.
- **Stage 4. Ministerial approval** – the Minister for Multicultural Affairs makes the final decision based on the assessment panel's recommendations.
- **Stage 5. Application outcome** – the department notifies all organisations in writing, whether their grant application is successful or not.

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 your application will be scored

The assessment criteria and weightings are in the table below.

When making funding decisions, we will prioritise the priority groups and projects.



## Merit-based assessment

Assessment criteria	Criteria measures	Weighting
Project scope, need and alignment with the aim of the 2023–24 MCIF program	<p>The application should clearly describe the project. It should show the community need for the project by explaining how the project will fill a gap in community infrastructure. We will also consider the scope and reach of proposed activities.</p> <p>The application must show strong alignment to the program aim and the extent to which the project will:</p> <ul style="list-style-type: none"> <li>• support the community to celebrate and share their history and traditions</li> <li>• build community connections and networks to participate in society</li> <li>• help your community to access to opportunities and deliver social outcomes for the community.</li> </ul>	25%
Value for public money	<p>Value for money is assessed against the project budget and long-term benefit to the community and project sustainability.</p> <p>The application must include:</p> <ul style="list-style-type: none"> <li>• a realistic project budget that reflects project activities and deliverables</li> <li>• all quotes and accurate cost estimates for all project activities.</li> </ul> <p>The MCIF grant program is competitive. The funding request should match the scale of the project in terms of benefits and outcomes for the community.</p> <p>The department will consider previous funding provided through the MCIF program to applicant organisations.</p>	20%
Project feasibility	<p>The application shows that the project is well planned and can be delivered in a reasonable timeframe.</p> <p>The application includes a detailed project plan that includes information about:</p> <ul style="list-style-type: none"> <li>• key activities and milestones</li> <li>• contractors that will do the work</li> <li>• a breakdown of how the funding will be spent</li> <li>• a list of any assets to be bought with the funding.</li> </ul> <p>The application also includes a detailed risk plan with information about:</p> <ul style="list-style-type: none"> <li>• potential project risks</li> <li>• strategies to manage risks.</li> </ul>	20%
Organisational capability	<p>The application clearly shows the capability of the organisation to deliver the project by outlining:</p> <ul style="list-style-type: none"> <li>• relevant project management experience or evidence of the organisation’s plans to source expertise to deliver the project</li> <li>• evidence of financial viability, including ability to meet matched funding requirements (for example, bank statements and financial statements)</li> <li>• any relevant experience and evidence of managing government grant funding.</li> </ul>	15%
Priority applicant type	<p>The priority applicant types are:</p> <ul style="list-style-type: none"> <li>• new and emerging communities</li> <li>• regional and rural communities</li> <li>• projects supporting positive outcomes for women and gender diverse people.</li> </ul>	20%

# How to apply

## Applications open on 27 September 2023.

1

- Submit your application by **completing the online application form** <[www.vic.gov.au/multicultural-community-infrastructure-fund](http://www.vic.gov.au/multicultural-community-infrastructure-fund)>.
- 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 **Multicultural Community Infrastructure Fund website** <[www.vic.gov.au/multicultural-community-infrastructure-fund](http://www.vic.gov.au/multicultural-community-infrastructure-fund)> for details)
  - if you have any questions about your project or the application process, **email the Multicultural Affairs Programs and Grants Team** <[multicultural.infrastructure@dffh.vic.gov.au](mailto:multicultural.infrastructure@dffh.vic.gov.au)> or phone 1300 112 755.

## Submitting your application

2

- Complete the online application form on the **Multicultural Community Infrastructure Fund website** <[www.vic.gov.au/multicultural-community-infrastructure-fund](http://www.vic.gov.au/multicultural-community-infrastructure-fund)>. You must answer all the questions. Incomplete applications will not be eligible.
- Submit all the mandatory documents. If you do not include mandatory documents, your application will be ineligible.

## Applications close at 3:00 pm on Wednesday 6 December 2023.

3

Remember:

- Late applications will not be accepted.
- You will be notified of the outcome of your application once all applications have been assessed.



# Successful grants

If your application is successful, project details (project name, description and successful grant amount) will be published on the **Multicultural Community Infrastructure Fund website** <[www.vic.gov.au/multicultural-community-infrastructure-fund](http://www.vic.gov.au/multicultural-community-infrastructure-fund)>.

## Funding agreements

If successful, you must enter 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
- key milestones, deliverables and due dates
- 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 grant reports (progress and final reports), including photographs and a financial acquittal, with final invoices and evidence that these invoices have been paid. Department staff may also visit the sites of funded projects.

## Funding conditions

Successful organisations will be paid based on completing project milestones and deliverables, as outlined in the VCFA. The final payment will not be approved and processed until all requirements are completed to the department's satisfaction.

## 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.

## 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
- promotional material.

# Need more information or help?

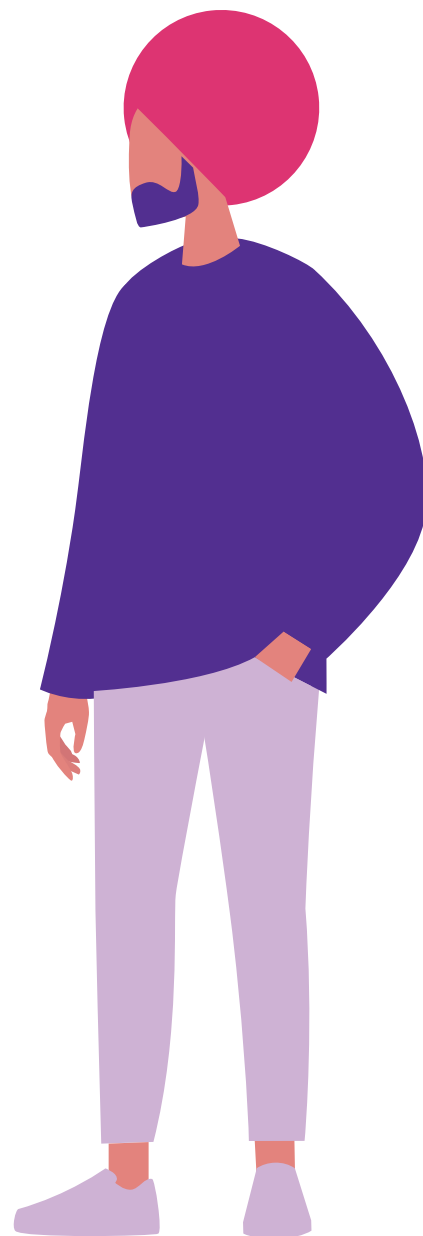
## Information sessions

To support organisations with the application process there will be a series of information sessions delivered as webinars.

Webinar details, including dates and times, are available on the **Multicultural Community Infrastructure Fund website** <[www.vic.gov.au/multicultural-community-infrastructure-fund](http://www.vic.gov.au/multicultural-community-infrastructure-fund)>.

## Contacting the Multicultural Affairs Programs and Grants Team

For more information, help with your application, or to check if you have any outstanding reports, **email the Multicultural Affairs Programs and Grants Team** <[multicultural.infrastructure@dffh.vic.gov.au](mailto:multicultural.infrastructure@dffh.vic.gov.au)> or phone 1300 112 755 during business hours.



# Glossary

Term	Definition
Multicultural community organisation	An organisation that is owned and managed by a specific ethnic, language, faith or cultural community that has common needs, customs and traditions. The organisation will exist to support people from that ethnic or language or cultural and faith group.
Regional or rural multicultural communities	A multicultural community that is located outside metropolitan Melbourne.
New and emerging multicultural communities	<p>Communities of migrants and refugees that have recently arrived in Australia. These groups may need extra support in the settlement process. The main identifiers are:</p> <ul style="list-style-type: none"><li>• a lack of established family networks, support systems, community structures and resources</li><li>• unfamiliarity with mainstream services and challenges in accessing these services.</li></ul> <p>Other identifiers include:</p> <ul style="list-style-type: none"><li>• limited English language skills</li><li>• high numbers of refugees</li><li>• low levels of formal education</li><li>• financial vulnerabilities</li><li>• difficulty in finding long-term and sustainable employment.</li></ul>
Gender	<p>Part of how you understand who you are and how you interact with other people. Many people understand their gender as being a man or woman. Some people understand their gender as a mix of these or neither. A person's gender and their expression of their gender can be shown in different ways, such as through behaviour or physical appearance. A person's gender does not necessarily mean they have particular sex characteristics or a particular sexuality, or vice versa.</p>
Gender diverse	<p>An umbrella term for a range of genders expressed in different ways. Gender diverse people use many terms to describe themselves. Language in this area is dynamic, particularly among young people, who are more likely to describe themselves as non-binary. Refer to the Victorian Government's <b>LGBTIQ+ inclusive language guide</b> &lt;<a href="https://www.vic.gov.au/inclusive-language-guide">https://www.vic.gov.au/inclusive-language-guide</a>&gt;.</p>
Intersectionality	<p>Systems of power and privilege that can overlap to create unique experiences of discrimination and disadvantage. It's a way of thinking about compounding forms of discrimination, examining privileges and asking questions about who might be excluded.</p>



Term	Definition
Intersectional approach	An approach that examines and addresses the interconnected nature of attributes of a person or group of people that create overlapping and interdependent systems of disadvantage or discrimination. This includes through religion, ethnicity, gender, sex, sexual orientation, age, language or communication requirements and ability.
Social enterprise	An organisation: <ul style="list-style-type: none"> <li>• being led by an economic, social, cultural or environmental mission that is consistent with a public or community benefit</li> <li>• deriving most of its income from trade</li> <li>• reinvesting most of its profit or surplus in fulfilling its mission (at least 50 per cent).</li> </ul>
Partnerships	A formal arrangement by two or more parties to manage and run a project. There will often be a written agreement between the parties that specifies their joint and separate rights and responsibilities.
Auspice organisation/ agreement	An organisation that agrees to manage grant funding on behalf of an applicant organisation. For example, a small community group with limited resources may ask a larger not-for-profit to receive and manage grant funding on its behalf. In this case, the applicant organisation still manages the contractors to undertake the project activities.  The auspice organisation receives and distributes all grant funds (100 per cent of funding) under the funding agreement to the community delivering the project.
Feasibility study	An assessment of how practical a project is. It aims to identify: <ul style="list-style-type: none"> <li>• the strengths and weaknesses of the proposed project</li> <li>• the risks associated with the project</li> <li>• resources required</li> <li>• costs of the project.</li> </ul>



