# Multicultural Media Grant 2024-25

Checklist for organisations

Please use the below table as a checklist prior to starting your application, to ensure you can answer questions and attach all required documents.

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| --- | --- | --- |
| Criteria | Description | Can you provide details and/or attachmentsYes/No |
| Alignment with the MMG program’s purpose and objectives.Projects must demonstrate how they will foster a greater sense of belonging and connection in multicultural communities to enable people to feel connected and supported | There are two key program objectives:1. Enhance the quality of services, coverage or capacity to extend audience reach to multicultural communities.
2. Equip multicultural staff, volunteers, and young adults in the community with the skills and experience needed to thrive in media careers by offering tailored training opportunities, fostering growth and employability in the industry.

Projects must meet at least one of the two objectives.***Note:*** *Applications must demonstrate evidence of community need in the development of the proposed project.* | Can you provide details and answer this question in full?Yes/No |
| Budget | Can you provide evidence the project has been costed accurately, realistically and provides value for public money must be provided.***Note:*** * *All costs must be clearly listed, including details on how the MMG Program grant funds will be spent.*
* *The budget table in the application must be completed.*

***Attach:**** *A separate detailed budget document must be attached, outlining all expenditure items and sources of income. Budget document template can be found on the webpage(https://www.vic.gov.au/multicultural-media-grants-program).*
* *Quotes are mandatory for items $10,000 and over (excluding GST), where MMG Program funds will be used to support the cost*

***For information:**** *Any unsupported costs will be excluded from the eligible grant funding offered (see ‘*What costs cannot be supported’ *in the program guidelines).*
 | Can you detail where money will be spent for this project? Can you detail all funding in the budget table?Can you attach all required documents?Yes/No |
| Demonstrated capacity | The organisation must demonstrate capacity to successfully deliver the proposed project.***Note:****This will be assessed according to:** *details of previous completed projects such as equipment upgrade, training staff and volunteers, capacity building training, publications the organisation has created to successfully demonstrate the capacity to deliver the planned project*

***Attach:**** *a clear and detailed project plan, including timeframes. Project plan template can be found on the webpage (https://www.vic.gov.au/multicultural-media-grants-program).*
* *organisations are encouraged to attach evidence of existing resources, expertise or equipment that the organisation has to ensure a stronger merit assessment score.*
 | Can you provide details and answer this question in full?Can you attach all required documents?Yes/No |
| Supporting Materials | Mandatory documentation to be attached to your application* evidence of your media work. For example, a program guide showing produced content, a copy of your organisation’s most recent publication, or a link to your website
* evidence of your audience/circulation numbers
* evidence of registration with the Australian Communications and Media Authority (ACMA) or similar and registered in Victoria on the Australian Business Register
* provide a copy of most recent financial statement
* provide quotes for expenditure items $10,000 or more where MMG Program funds will be used to support the cost. Evidence of expenditure includes quotes and must be for the activity that the applicant is seeking funding for.
* provide a detailed project plan (click here for template)
* provide a detailed budget document, breaking down all expenditure (click here for template).

Documentation will be deemed ineligible if the:* quote does not include the letterhead of the company providing the service or item
* quote does not match the budget activity, service or item and cost
* quote was obtained earlier than 6 months before the application deadline
* separate budget does not match costs within the application’s budget section.

Mandatory documentation for auspiced applications only* A current letter of support is required from an auspice organisation, where auspicing arrangements are in place.
 | Can you attach all mandatorydocuments? (Tick boxes below)☐☐☐☐☐☐☐ |
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We acknowledge the Traditional Owners of Country throughout Victoria and pay our respect to them, their culture, and their Elders past and present.

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