**Priority Response for Multicultural Communities during coronavirus (COVID-19)**

The purpose of this funding is to provide immediate and crucial support to multicultural community organisation to enable engagement and stronger connections with their communities during the coronavirus (COVID-19) pandemic.

**Final Report**

This Final Report should be submitted once your project has been completed and must be accepted by the Department to finalise your obligations under the grant. Please respond to all questions and submit mandatory documentation. Your report enables the Department to evaluate the outcomes of funded activities and monitor the effectiveness of different grant programs.

If you have any questions, please contact the grants team at Multicultural.COVID.Taskforce@dpc.vic.gov.au.

**Project Details**

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **Name of Auspice****(if applicable)** |  |
| **Opportunity Number** |  |
| **Funding Amount** | **$** |

**Contact Details**

|  |  |  |
| --- | --- | --- |
| **First Name:** |  | **Last Name:** |
| **Position:** |  |
| **Phone/Mobile No:** |  |
| **Email:** |  |
| **Postal Address:** |  |
| **Suburb/Town:** |  | **State:** | **Postcode:** |

**Brief project outline**

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| **What were the goals of your project?** |
| What are some of the COVID-19 related issues this project aimed to address? |
| **Did your project meet these goals?** |
| To what extent have the issues been addressed? |

**Activities**

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| **Please list the key activities delivered through the project** |
| 1. **Activities**
 | **Number** |
| e.g. Purchase webcast/streaming equipment  |  |
| e.g. Deliver on-line COVID-19 information sessions  |  |
| e.g. Provision of food and personal items to vulnerable community members.  |  |
| **Please list the people who participated or received services as part of your project** |
| 1. **People**
 | **Number** |
| e.g. Individuals supported |  |
| e.g. Families supported |  |

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| **Did you project specifically support any of the following priority groups? (please tick all that apply)?** |
| ☐ Asylum Seekers/Refugees | ☐ Women |
| ☐ New and Emerging Communities  | ☐ LGBQTIA+ |
| ☐ Regional & Rural Victorians | ☐ Socially isolated and disadvantaged communities |
| ☐ Seniors (65+) | ☐ International students |
| ☐ Young People | ☐ Broader community |
| ☐ Other culturally and linguistically diverse groups | ☐ Temporary workers |

**Impact**

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| **How did your project meet one or more of the PRMC objectives?*** deliver health resources and communications (e.g. translations and interpreters) that are tailored to individual languages and communities
* deliver culturally appropriate emergency relief essentials (e.g. food) to support people to remain at home
* supporting individuals to access DHHS health services and to get tested if they have symptoms of coronavirus (COVID-19)
* deliver direct community engagement support (e.g. mental health support via online services)
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|  |
| **What did you learn?**What issues did you face? How did you address them?What did your organisation learn as result of delivering the project? |
|  |
| **What was the most significant change that occurred as a result of your project?**Did anything unexpected happen that made you change the scope of your project, or deliver it differently? |
|  |
| **Please use this section to share any other information about your project. You can include case studies.**  (Photographs/ videos/ weblinks etc may be attached) |
|  |

**Budget**

Please list the budget for your activities. Please note you are required to keep all receipts relating to these activities for seven years.

Please provide a detailed, itemised income and expenditure report.

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| --- | --- |
|  | **Funding acquittal** |
| **Activity Income** |  **$ (excluding GST)** |
| Funds from the Department | $ |
| Funds from your organisation (if applicable) | $ |
| Funds from other sources (if applicable) | $ |
| In-kind (if applicable) | $ |
| Total Activity Income | $  |
| **Activity Expenditure** |  **$ (excluding GST)** |
| <Delete or add rows as required>e.g. Food  | $ |
|  Communications* Printed materials
* Broadcasting
* Video production
 | $ |
|  Equipment* Kitchen equipment/appliances
* Food storage
* PPE and materials (e.g. fabric)
* Other
 | $ |
| Software/technology* Social media
* Website design/development
* Zoom licences
* Technology (computers, webcams etc)
 | $ |
| Logistics and delivery expenses | $ |
| Staffing, volunteering and administrative costs (overheads) | $ |
| Facilitators, consultants, advisors, translation | $ |
| Total Activity Expenditure | $ |

**Please provide the following mandatory supporting documentation**

[ ]  Invoices or receipts for all payments
[ ]  Photographs/ videos/ weblinks to the content that was produced

**Your approval for DPC to use your photos and responses:**

Does your organisation and members consent to the use of the attached material by DPC?

[ ]  Yes, we consent to the use of the attached images and responses for promoting grant programs

[ ]  No, please only use the attachments in assessing our final report

DPC may use the images and responses provided to the grants program in line with the DPC Privacy Statement (<https://www.vic.gov.au/privacy-statement-multicultural-grant-programs>) which outlines how this material could be used and that you can withdraw your consent at any time.

**Declaration**

I hereby certify that, to the best of my knowledge that:

* The [insert name of funding recipient] (**Organisation**) and the State of Victoria through the Department of Premier and Cabinet (**Department**) entered into a Victorian Common Funding Agreement (**Agreement**) for the performance of the activity described in the Agreement;
* I am duly authorised to act for, and on behalf of, the Organisation, including in making this declaration;
* information in this report, including attached supporting documentation, discloses all relevant information that the Organisation is required to report on in accordance with the Agreement:
* Is true and correct and without false or misleading statements or omissions; and
* Is provided after conducting all necessary searches, investigations and enquiries.

I acknowledge that the Department may seek from the Organisation additional information for the purpose of clarifying information provided in this report including information in addition to what was provided in this report.  I acknowledge and agree that this declaration does not in any way limit or otherwise affect the Department’s rights under the Agreement.

Can we contact you to be a part of a more detailed evaluation?

[ ]  Yes,

[ ]  No

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | **Position** |  |
| **Date** |  |

Please return the completed report to Multicultural.COVID.Taskforce@dpc.vic.gov.au.