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| Final Report  |
| Multicultural Festivals and EventsSmall Events (grants less than $10,000 ex GST) |
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This Final Report is to be submitted once the festival/event has taken place and must be reviewed and accepted by the Department to finalise your obligations under the grant.

You must provide a response to all questions and submit mandatory documentation.

This report enables the Department of Families Fairness and Housing (DFFH) to evaluate the outcomes of funded activities and monitor the effectiveness of the Multicultural Festivals and Events (MFE) Program.

#### If you have any questions, please contact the Multicultural Affairs Programs and Grants Team by emailing multicultural-festivals.events@dffh.vic.gov.au or calling 1300 112 755.

#### Project details

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| **Name of organisation:**  |  | **Opportunity number:** |  |
| **Name of event:** |  | **Grant amount:**  |  |

#### Details of person submitting this report

DFFH will contact you with any questions about your report if needed.

|  |  |
| --- | --- |
| Salutation:  |  |
| First name:  |  | Last name: |  |
| Position:  |  |
| Email:  |  | Phone: |  |

#### Project outcomes

 **When did the event take place?**

Click or tap to enter a date.

**Where did the event take place (enter the event location)?**

**Did your event take place as described in your application?**

[ ]  Yes [ ]  No, outline below why the event was different and what occurred (e.g. change of venue, date, purpose of event).

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 **How many people were involved in your event?**

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| --- | --- |
| Total Attendees:  |  |
| Volunteers: |  |
| Staff:  |  |
| Partner organisations:  |  |

 **Please describe how your festival/event benefited the wider Victorian community:**

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 **Your event was welcoming and open to the broader community. As best you can, please indicate who attended or was the focus of the festival/event (this can include being involved with the delivery and planning of the event):**

**Ethnic background(s) (e.g. Maori, Russian, Karen etc):**

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**Language(s) (other than English) spoken (e.g. Mandarin, Bengali, Spanish etc):**

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**Faith background(s) (e.g. Christian, Islam, Buddhist etc):**

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#### Budget

In this section you need to list your event budget and how you spent the MFE grant funds, this should reflect the budget outlined in your application.

All amounts in this section should be **exclusive of GST.**

You are encouraged to provide copies of invoices/receipts for all items where MFE funding was used. These can be emailed to DFFH along with the completed Final Report.

You are required to keep all receipts relating to this activity for seven years.

**Were all MFE grant funds spent?**

[ ]  Yes

[ ]  No $ remains unspent. Note that these funds will need to be returned to DFFH.

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| Expenditure Details for Event/Festival |  |
| **Item/Service** | Total Cost $ (excl. GST) | MFE Funds used $ |
| *e.g. Catering* | *$500* | *$250* |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| **Total Expenditure**  | $ | $ |

#### Mandatory documentation

You must provide evidence that your event took place. This may be photographs, advertising, receipts, social media screenshots, marketing materials or other attachments. These can be emailed to DFFH along with the completed Final Report.

Provide any relevant links below (i.e. YouTube links etc):

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#### Your feedback

**Do you have any feedback about your experience as a grant recipient?**

E.g. the application process, understanding the guidelines and application process, experience with contacting the Department or any other information that you would like to provide.

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 **Rate how likely are you to apply for future funding under the MFE Program from 1 to 10 (with 1 as very unlikely and 10 as very likely):**

#### Approval for DFFH to use your photos and responses

DFFH seeks your approval to use images and responses provided in this report for the purpose of promoting the MFE grants program. Use of any materials aligns with the 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.

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

[ ]  Yes, we consent to the use of the attached images and responses for promoting the MFE grants program

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

#### Declaration

*The officer completing this declaration must be a director, chairperson, chief executive officer, president, principal, treasurer, or other similar authorised role.*

I hereby certify that the Funding has been used for its intended purpose in accordance with the Activity outlined in the Agreement between the Department and the Organisation and that, to the best of my knowledge, information in this report including attached supporting documentation:

[ ]  discloses all relevant information that the Organisation is required to report on in in relation to the Activity;

[ ]  is true and correct and without false or misleading statements; and

[ ]  is provided after conducting all necessary searches, investigations, and enquiries.

I acknowledge that the Department may seek additional information from the Organisation for the purpose of clarifying information provided in this report and attached supporting documentation.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_