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| 2023-24 Multicultural Media Grant Program  |
| Frequently asked questions (FAQs) |
| OFFICIAL |

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# Why is it important for organisations to adhere to the 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.

# How should I use these FAQs?

These frequently asked questions intend to provide you with answers to common questions about the 2023-24 Multicultural Media Grants Program. They complement the program guidelines which you can find by visiting vic.gov.au – Multicultural Media Grants https://www.vic.gov.au/multicultural-media-grants-program. Before applying to the 2023-24 MMG Program you should read the program guidelines.

If you have further questions about the 2023-24 Multicultural Media Grants Program, including the application process, we will hold online information sessions that we encourage you to attend. To find out when you can attend an information session visit vic.gov.au – Multicultural Media Grants <https://www.vic.gov.au/multicultural-media-grants-program>.

If we have not answered all your questions in these FAQs, you can email them to us at dffh-fvec-ma-partnerships@dffh.vic.gov.au

# Multicultural Media Grants (MMG) 2023-24

## What is the multicultural media grants program?

Funding supports multicultural media organisations’ daily operations and capacity building. This allows them to continue sharing essential information to their audience. The grant program will deliver funding via two streams: small and large.

## What are the program objectives?

* create a greater sense of belonging and connection in multicultural communities across various channels including radio, print and digital to ensure communities are informed, connected and supported
* enhance the quality of services, coverage or capacity to extend audience reach to multicultural communities.

# Available funding

## What funding is available?

Eligible multicultural media organisations can get up to $25,000 to support their business operations and staff. The program delivers funding via:

* Small stream – $7,500 (excluding GST)
* Large stream – between $7,501 and $25,000 (excluding GST)

Refer to the ‘available funding’ section of the program guidelines.

## What is the funding for?

You can use program funding for:

* production and publication costs (including printing)
* equipment (see ‘Equipment’ below for more information’)
* training and development costs to assist the organisation (see ‘Training’ below for more information).

### Equipment

Eligible equipment could include (but is not limited to):

* office equipment
* webcasting or audio streaming equipment
* satellite, portable recorders and camera equipment
* video editing suites
* sound and software programs
* computers and computer hardware
* digital radio studio equipment
* blogging, vlogging and podcast equipment
* production equipment
* printers, microphones and headphones.

### Training

* job specific training for staff to ensure they are equipped to continue supporting multicultural communities
* training and development costs for volunteers

## What cannot be funded?

This program does not support:

* already purchased equipment
* supplementing the recurrent or ongoing costs of an organisation. For example staff wages, rent and utilities
* advertising costs
* projects supporting political activities
* cash prizes or commercial gifts
* set-up and maintenance of websites
* equipment already funded by another grants program administered by Multicultural Affairs
* cash payments to community members
* donations to other organisations.

The MMG Program also does not support activities that:

* another Victorian Government department state, or local government program primarily funds
* are within the responsibility the federal government or of another state, or local government
* have already started or are complete. This includes any activities undertaken before the notification of the application outcome
* are private sector projects undertaken through a Victorian Government contract.

# Eligibility

## Is my multicultural media organisation eligible?

To qualify for support an organisation must meet the following eligibility criteria:

* be a multilingual or multicultural media organisation operating in Victoria. For this program:
	+ multicultural media refers to Victorian media organisations that produce content through print, radio and other electronic media for multicultural communities
	+ multilingual refers to media organisations that provide communications in more than one language
* have been operating in the multicultural media space for more than 6 months
* have a current Australian Business Number (ABN). To check your ABN, go to the [Australian Business register](https://abr.business.gov.au/) https://abr.business.gov.au/
* have no overdue final reports from previous Fairer Victoria, Engagement and Coordination funded grants, including from Multicultural Affairs, by 29 January 2024.

If you’re not sure whether your organisation is up-to-date with all grant reporting, email the Multicultural Affairs Partnerships team dffh-fvec-ma-partnerships@dffh.vic.gov.au

## What type of organisations are eligible?

Your organisation must be one of the following entity types:

* not-for-profit entity – organisations that provide services to the community and do not operate to make a profit for its members (or shareholders, if applicable)
* social enterprise – organisations that operate to intentionally drive social change with a defined social purpose and that derive most of its income from trade and reinvest profits to further its mission
* company incorporated – a company incorporated under the Corporations Act 2001
* incorporated associations – incorporated under state legislation. Commonly have ‘Association’ or ‘Incorporated’ or ‘Inc.’ in their legal name
* incorporated cooperatives – also incorporated under state legislation. Commonly have ‘Cooperative’ in their legal name
* Australian public/private company – an entity that has a separate legal existence from its owners. Companies may be for profit or not-for-profit.

Unincorporated associations and community organisations with no ABN are not eligible but can apply using an auspice (refer to pages 9 and 10 of the guidelines for further information on organisation eligibility.)

## How do we know if our organisation is a ‘legal entity’?

If you are unsure about your ‘entity status’, check your organisation’s details online at:

* For an [Incorporated Association](https://www.consumer.vic.gov.au/) – https://www.consumer.vic.gov.au/
* For a [Company](https://connectonline.asic.gov.au/) – <https://connectonline.asic.gov.au/>
* To [check your ABN](https://abr.business.gov.au/) – <https://abr.business.gov.au/>

## How do we know if our organisation is ‘not-for-profit?

If you are an incorporated association, this entity type is considered not-for-profit and requires no further documentation.

If you are not an incorporated association, you can confirm that your organisation is not-for-profit by showing that your organisation is either:

* registered with the [Australian Charities and Not-for-profits Commission](https://www.acnc.gov.au/charity/charities) - <https://www.acnc.gov.au/charity/charities>
* eligible through your organisation’s constitution, rules or governance documents. You must attach these documents to your application.

## Our organisation is a social enterprise, but we are an unincorporated entity, can we still apply?

No. All organisations supported through the MMG program must be legal entities. Even if you are an eligible social enterprise, with a purpose that relates to multiculturalism, the department cannot enter into a funding agreement with an unincorporated entity.

## Who is not eligible?

The following entities are not eligible for MMG 23-24 funding:

* state and federal government departments and agencies
* multicultural media organisations that receive service funding from state or federal Government (e.g. Planned Activity Groups)
* political parties and organisations
* public companies limited by shares (unless the foundational document can prove not-for-profit status)
* commercial enterprises
* Local Government Authorities (LGAs), including LGA-managed, operated, administered and regulated trusts. They can act as an auspice for an unincorporated community group
* registered public and private primary and secondary schools, preschools, TAFE institutes and universities (excluding community language schools that are eligible). They can act as an auspice for an unincorporated community group
* organisations that have failed to follow the terms and conditions of previously awarded grants
* hospitals and health service organisations.

## Our organisation or group is not eligible, are there any exceptions?

Applicants that are not incorporated or do not have an ABN may apply if supported by an eligible auspice organisation that has agreed to manage the grant for them (see below).

# Auspiced applications

## What is an auspice arrangement?

If your organisation is not incorporated or does not have an ABN, you may still apply if an eligible auspice organisation that has agreed to manage the grant supports you.

An auspice arrangement is when an organisation assists another to fund a grant activity or event. In this case, your community group or organisation is the grant recipient. The organisation auspicing is the auspice organisation.

A letter of support from the auspice organisation is mandatory for all applications with auspicing arrangements.

## What are the responsibilities of an auspice organisation?

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

* signing the grant funding agreement, referred to as a Victorian Common Funding Agreement
* communicating with the department on your organisation’s behalf in relation to the project
* all legal and financial responsibility for the grant on your organisation’s behalf
* receiving and distributing grant funds under the grant agreement
* completion of all grant activities
* submitting final reports and financial acquittals on your organisation’s behalf by the required due dates.

# The application process

You must submit all applications for the Multicultural Media Grant round online. Applications for the program must be submitted via the [Grants Gateway](https://grantsgateway.dffh.vic.gov.au/) https://grantsgateway.dffh.vic.gov.au.

## Will there be information sessions on the application process?

Yes, the department will hold a series of information sessions to outline eligibility requirements and assist you in the application process.

## What are the key dates?

**Opening date for applications**

* Friday 8 December 2023

**Closing date for applications (3pm AEDT)**

* Monday 29 January 2024

**Online information sessions:**

* Tuesday 12 December 2023
* Tuesday 19 December 2023
* Thursday 18 January 2024

Please note:

* We will not consider late or incomplete applications
* Past funding does not guarantee future funding or guarantee the same amount of funding received in the past.

## How do I apply for the small stream ($7,500)?

The application form for small stream applicants is shorter and has less requirements than the large stream application form. You will need to meet the program objectives and provide mandatory documentation that shows evidence of your media work and audience reach. We also request a simple budget highlighting value for money.

## How do I apply for the large stream ($7,501 to $25,000)?

The large stream is for larger organisations that have broad reach across the state.

The application form for the large stream is more detailed, with extra assessment criteria. It also requires mandatory documentation including financial statements, budget and quotes for items over $10,000.

Applications under this stream need to meet all eligibility criteria and address the assessment criteria.

Find document requirements for the large stream on page 16 of the guidelines.

## Can our organisation submit more than one application?

We recommend carefully preparing your application and any mandatory documentation before submitting to ensure you send one, high quality application. If you send more than one application, only your original submission will be assessed. In the ‘Grants’ section of the program guidelines there is a checklist you can complete prior to starting your online application to make sure you have everything you need to submit a strong application.

## Our organisation has submitted our application but need to make changes or add attachments – can we do this?

We recommend reading the guidelines to confirm the requirements and mandatory documentation for the stream you are applying under before submitting an application, to ensure you have correctly completed your application.

If the round is still open for applications (between 8 December 2023 and 29 January 2024) and you have submitted your application, contact the Multicultural Affairs Partnerships team who can assist with the process to make the required changes.

You cannot make any changes to the application once the round closes for application submission (after 3pm, Monday 29 January 2024).

## What if I miss the deadline for submitting my application – can I get an extension?

We cannot allow for any extensions for applications. Applications will close at 3pm on Monday 29 January 2024.

## We need support to apply online, where can we get help?

If you are having problems, such as the form is not loading or submitting, then using a different internet browser can sometimes help. If this does not work, please contact the Multicultural Affairs Partnerships team on 1300 112 755 who will assist where possible. Please allow at least three business days for support and note that the Grants team is not available on weekends or public holidays.

# Application questions and guidance

To assist applicants, the application guidance document outlines the application process and helps organisations preparing an application.

The [Grants to support multicultural communities](file:///C%3A/Users/vid8mrr/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/Z5AFLP4F/%28https%3A/www.vic.gov.au/grants-support-multicultural-communities) webpage (https://www.vic.gov.au/grants-support-multicultural-communities) also has the following resources for applicants and grant recipients:

* How to access the Grants Portal: Instructions on how to access the Department of Families Fairness and Housing (DFFH) Grants Portal when applying for a Multicultural Grant Program.
* How to write a grant application: Tips to help organisations and community groups write a good grant application.
* Grant terminology explained: Definitions of key multicultural grant program terminology.
* Auspice arrangements: Information organisations need to know when applying for a multicultural grant under an auspice or partnership arrangement.

# The assessment process

## How will applications be assessed?

DFFH assesses applications based on the eligibility criteria of the applicant, eligibility of proposed activities and their alignment with program objectives.

DFFH will recommend grant recipients to the Minister for Multicultural Affairs. All decisions made about the funding application and assessment process by DFFH or the Minister for Multicultural Affairs are final.

The guidelines detail the assessment process.

## Will I get feedback on my application?

Please call the Multicultural Affairs Partnerships team at 1300 112 755 if you want feedback on your application result. Please note it may take up to 4 weeks to provide feedback given the volume of grants received under this program. Your outcome letter will detail how to request feedback.

## Can I ask for a reassessment?

No. All decisions by the Minister for Multicultural Affairs are final.

We encourage any unsuccessful organisations to contact us at 1300 112 755 or dffh-fvec-ma-partnerships@dffh.vic.gov.au to discuss future applications to ensure they meet the program objectives and eligibility criteria.

# Successful applications

## When will successful applicants be announced?

Successful organisations will be announced in April 2024. Successful organisations will enter into a Victorian Common Funding Agreement (VCFA) with the Victorian Government. The VCFA will be between the successful organisation or auspice organisation and the Victorian Government.

The VCFA will include the terms and conditions of the grant including the payment schedule, use of funds, term of the agreement and reporting requirements. Grant payments may be made in one or multiple instalments.

You must sign the VCFA and return it within 30 days of notification, or we may withdraw the offer of funding.

## When should we receive funds and be able to start our activities?

You can expect to receive the funds in May 2024.

## When will grant activities need to be completed?

You must complete the grant activities by December 2024, if you have not used the funding in full, you need to return the remaining amount.

## Who signs the funding agreement?

The funding agreement is between the successful multicultural media 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.

An authorised representative must sign the funding agreement. This is someone in the organisation with the authority to enter into a legal agreement for the organisation (for example, President, CEO, Chair).

If an auspice supports you, the funding agreement is between the Victorian Government and the auspice, so an authorised representative from the auspice organisation must sign it (not by someone from the multicultural media group).

## What if I cannot get my funding agreement and other documents back by the due date?

We ask you to get in touch with the Multicultural Affairs Partnerships team as soon as possible to discuss your options and state your intention to accept the offer of funding. Call 1300 112 755 or email dffh-fvec-ma-partnerships@dffh.vic.gov.au.

If we do not hear from you within the 30 days, we will assume you have declined and withdraw the offer of funding.

## Should we acknowledge the Victorian Government for the funding?

You must acknowledge the Victorian Government in speeches and presentations, and mentioned in any media releases, flyers, programs, or other documents relating to your funded program.

Suggested acknowledgements include:

* Made possible by the Victorian Government through the Multicultural Media Grant Program
* With thanks to the Victorian Government and the Multicultural Media Grant Program
* Funding provided by the Victorian Government through the Multicultural Media Grant Program.

For more information, see:

Our webpage for ‘[Branding requirements for multicultural grant recipients’](https://www.vic.gov.au/branding-requirements-multicultural-grant-recipients) at https://www.vic.gov.au/branding-requirements-multicultural-grant-recipients

The Acknowledgement and Publicity Guidelines attached to your funding agreement

[Brand Victoria](https://www.vic.gov.au/brand-victoria-using-our-logos) at https://www.vic.gov.au/brand-victoria-using-our-logos for guidance and downloadable versions of the Victorian Government logo.

# Activities and reporting

At the end of the funding period, we require you to submit a final report outlining the use of funding, evidence of expenditure and the activities achieved by your group.

To complete the final report, you must have spent all funding and completed all activities before you submit your report.

If you have completed your activities before the end date, you can submit your report early and close your grant.

DFFH will provide report templates to groups via email.

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

Please contact the Multicultural Affairs Partnerships team as soon as possible if you are not able to finish your activities or spend all the money. It is best to contact us early if you have issues to discuss your options:

* if you have not signed a funding agreement, the offer of funding can be withdrawn with no further action required
* if you have signed the agreement and funds paid, you must return the funds. The Multicultural Affairs Partnerships team will assist you to cancel your funding agreement so you can apply for other funding in future
* if you have only spent some of the grant funds, you can return the unspent funds, but you will still need to submit a final report and evidence of expenditure for the money you 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 grants in the future.

If you don’t inform us about issues with your funding or activities before you send the final report, it may delay the acquittal of your final report. This makes you ineligible to apply for other grant funding or receive any more funds under existing grants.

## How do we contact the Multicultural Affairs Partnerships team?

If you have any questions about the MMG 2023-24 grant program or the application process, you can contact us using one of the methods below.

**Email**: dffh-fvec-ma-partnerships@dffh.vic.gov.au

**Call**: 1300 112 755 and ask to speak with the ‘Multicultural Partnerships team

## Interpreters

If you need an interpreter, call the Translating and Interpreting Service (TIS National) on 131 450 then ask for 1300 112 755.

## Hearing impairments

If you are deaf, hearing-impaired, or speech-impaired please call the department via the National Relay Service:

Teletypewriter (TTY) users call 13 36 77 then ask for 1300 112 755

Voice Relay – Speak and listen users call 1300 555 727 then ask for 1300 112 755 Multicultural Affairs Department of Families, Fairness and Housing.

**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.**

**Alternative format**

To receive this document in another format, contact the **Multicultural Affairs Partnerships team** by phone 1300 112 755, or emaildffh-fvec-ma-partnerships@dffh.vic.gov.au.

**Help for people with hearing or speech communication difficulties**

Contact us through the National Relay Service (NRS). For more information, visit [National Relay Service](https://www.accesshub.gov.au/about-the-nrs) https//www.accesshub.gov.au/about-the-nrs to choose your preferred access point or call the NRS Helpdesk on 1800 555 660.

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

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In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.

ISBN 978-1-76130-376-0 Word

Available at Multicultural [vic.gov.au – Media Grants program](https://www.vic.gov.au/multicultural-media-grants-program) https://www.vic.gov.au/multicultural-media-grants-program

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