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| Pride Events and Festivals Fund 2024-25 |
| Frequently Asked Questions  |

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To receive this document in another format, email the Equality Unit
equality-grants@dffh.vic.gov.au

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With the exception of any images, photographs or branding (including, but not limited to theVictorian Coat of Arms, the Victorian Government logo or the Department of Families, Fairness and Housing logo), this work, *Pride Events and Festivals Fund 2024-2025 program guidelines: celebrating diversity and connection grants* is licensed under a Creative Commons Attribution 4.0 licence.

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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.

Available at [Victorian Government's Pride Events and Festivals Fund page](https://www.vic.gov.au/pride-events-and-festivals-fund) https://www.vic.gov.au/pride-events-and-festivals-fund

# Introduction

These frequently asked questions are for the Pride Events and Festivals Fund 2024-25 are to be read in conjunction with the program Funding Guidelines. https://www.vic.gov.au/pride-events-and-festivals-fund

## What are the key program dates?

| Date  | Activity |
| --- | --- |
| Wednesday, 14 August 2024 | Applications open |
| 19 August 2024, 21 August 2024 | Applicant Information Sessions |
| 5pm, Wednesday, 11 September 2024 | Applications close |
| September to November 2024  | Assessments, approvals, notification and contracting |
| 1 November 2024 to 30 November 2025 | Grant activities to be delivered  |
| Approximately one month before event | Progress report (large stream only) |
| 14 November 2025 | Final reports due |

These dates are subject to change*.*

## When does the application period close?

The application period is open for four weeks from Wednesday, 14 August 2024 to Wednesday, 11 September 2024 at 5:00pm. No applications will be accepted after this time.

Please note that the Equality Unit is staffed 9am to 5pm Monday to Friday.

See also *‘*[What do we do if we have technical problems when trying to submit the online form?](#_What_do_we)

**Can I make changes to my application once submitted?**

No, you will not be able to make any further changes or provide any missing documentation once the application has been submitted through the online grants portal.

You will be able to save a draft of your application and copies of the required supporting documentation within the online portal as you develop your application. However, once you submit your application it is considered final and is what your application will be assessed against.

**Can we submit multiple applications?**

Yes, however we strongly encourage you to submit only one application. Pride Events and Festivals Fund is a heavily oversubscribed program. It is anticipated that only one application from an organisation or business will be successful. It is important to note however, that the application can include multiple activities and services across your organisation.

**Where do I locate the application form?**

The application form can be location within the [Online Grant Application Portal](https://grantsgateway.dffh.vic.gov.au/s/login/SelfRegister) https://grantsgateway.dffh.vic.gov.au/s/login/SelfRegister. If this is the first time you have applied through this gateway, you will be required to create a log in account.

## When will successful applicants be announced?

The notification date for the outcome of your application will be confirmed closer to the date. We anticipate this to be in late October 2024. Once all applicants are notified, a full list of successful projects will be available on the [Pride Events and Festivals fund 2024-25](https://www.vic.gov.au/pride-events-and-festivals-fund), information page on the Victorian Government’s website https://www.vic.gov.au/pride-events-and-festivals-fund.

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

First payments are expected to be released in later October 2024. Successful grant recipients may commence grant activities from 1 November 2024.

## When will we need to complete grant activities?

Successful applicants will need to complete all grant activities by 30 November 2025.

Final reports will be due by 30 November 2025 but can be submitted earlier if your events occur earlier in the funding period.

# What support is available to applicants?

## Guidelines

The program Guidelines are available to assist with the application process. Additionally, the Department will provide support throughout the application process and encourages applicants to reach out with any questions. Contact details are on the final page of these FAQs.

The Guidelines are available on the Victorian Government’s [Pride Events and Festivals fund 2024-25](https://www.vic.gov.au/pride-events-and-festivals-fund) information page <https://www.vic.gov.au/pride-events-and-festivals-fund>

## Equality website resources

The Guidelines and these FAQs contain additional information that may be required to apply. Please ensure you have read both documents carefully and discussed any questions with the Equality Unit before applying.

Resources are available on the Victorian Government’s [Pride Events and Festivals fund 2024-25](https://www.vic.gov.au/pride-events-and-festivals-fund) information page <https://www.vic.gov.au/pride-events-and-festivals-fund>

## Webinars

To support organisations with the application process there will be two webinars. For more details, including webinar dates and times, please visit the [Pride Events and Festivals fund 2024-25](https://www.vic.gov.au/pride-events-and-festivals-fund) information page <https://www.vic.gov.au/pride-events-and-festivals-fund>

## Support

Throughout the application process, the Equality Unit is available to respond to questions about your application and eligibility, as well as to provide information, general advice and support as you navigate the application process.

For more information, help with your application or to check if you have an outstanding final report, contact the Equality Unit at equality-grants@dffh.vic.gov.au and request a call back.

**Please note:** The Department is unable to tell you what to apply for and cannot assist with drafting or proofreading your application. For more information regarding what feedback is available and how your application will be assessed, see ‘Will I get feedback on my application?’ and the Guidelines.

# Funding

## What amount of funding is available?

The total available funding is $400,000.

You can apply for funding for eligible events under **one of 2 program streams**.

The **small stream** provides grants of **up to $10,000** for small events and festivals

The **large stream** provides grants of **between $10,001 and $25,000** for large events and festivals Organisations applying under the large stream must demonstrate consideration for capacity building and event sustainability in their application.

**Please note:** this is a competitive grant round and not all applicants will be successful in obtaining funding*.*

## What activities will not be funded?

The following activities will **not** be eligible for funding:

* activities that do not align with the program’s principles and goals
* the creation or commissioning of new artistic works or other creative endeavours (note: events that present or display existing artistic works are eligible)
* costs associated with applicants attending events hosted by other organisations (e.g. the costs of a community stall at a regional festival)
* commercial or fundraising activities
* activities that promote or are held for politically-partisan purposes
* invite-only or members-only events
* activities that pollute the environment or purposefully destroy or waste natural resources
* events that supplement an organisation’s recurrent or ongoing costs
* events that are dependent on recurrent annual funding
* activities that take place outside of Victoria
* activities occurring outside the funding period
* salaries for staff (not including event-specific staff contracted for the project period)
* buying alcohol
* building works
* interstate and international travel
* items not clearly described or noted as ‘miscellaneous’ or ‘contingency’ in the application and/or budget
* retrospective funding for projects or programs that have already started or are complete
* applications from organisations that failed to meet the terms and conditions of other DFFH grants.

If you are unsure whether your proposed activities are eligible, please contact the Equality Unit to discuss at equality-grants@dffh.vic.gov.au and request a call back.

# Organisational eligibility

Your organisation must meet the following eligibility criteria.

**You must be either:**

* a not-for-profit or peak community body based in Victoria that is an incorporated legal entity under the *Corporations Act 2001* (Cth) or the *Associations Incorporation Reform Act 2001* (Vic) or a similar type of organisation, or
* a social enterprise with a clearly stated purpose or mission related specifically to supporting LGBTIQA+ communities.

**You must have:**

* a current Australian Business Number (ABN)
* at least $10 million in public liability insurance to cover all aspects of funded activity for the term of the funding agreement – or an auspice arrangement with this insurance cover
* no overdue reporting requirements from previously funded grants from DFFH. This includes reports, acquittals, evaluations and any requests DFFH has made of your organisation.

Unincorporated associations and community organisations with no ABN are not eligible. However, they can apply using an auspice (see [Can I have an auspice arrangement?).](#_Can_I_have)

## My group/organisation is based in another state, are we eligible to apply?

This will depend on the specific structure of your organisation, however if you have staff, volunteers or operations that are based in Victoria then you may be eligible to apply for funding through Pride Events Festival Fund.

We would strongly encourage partnerships between organisations, so if there is a fully Victorian-based community organisation or group who you could partner with on this event, this approach may help to strengthen your application.

Please email equality-grants@dffh.vic.gov.au for more specific advice on your organisation’s eligibility.

## Can councils apply?

No, however councils can partner with an LGBTIQA+ organisation that wants to run an eligible event or activity. Check the section on Auspice agreements in the guidelines for more information.

## **How do I know if my organisation or group is a ‘legal entity’?**

If you are unsure about your entity status, you can check online by searching your legal name or Australian Business Number (ABN) on the Australian Business Register using the ABN Lookup at [www.abr.business.gov.au](http://www.abr.business.gov.au). If you are registered, your entity status will be listed. Common examples of a legal entity include an incorporated association, company, partnership or trust.

If your organisation or group is not a legal entity, you will need to enter into an auspice arrangement with a legal entity who will enter into a funding agreement on your behalf. If your application does not have an associated legal entity when the full application period closes, your application will not be eligible for funding.

If you have any questions or are unsure about your organisation's ability to enter into a funding agreement with the Department, please contact the Equality Unit at equality-grants@dffh.vic.gov.au and request a call back to discuss.

## Can I have an auspice arrangement?

Yes, auspice arrangements are available to applicants of the Pride Events and Festivals Fund 2024-25.

# Event eligibility

## We would like to host an event for a specific group of our community that would be safer for participants if it were exclusively for this group (e.g. a Rainbow Mob or transgender exclusive event). Is this type of event eligible?

Events funded through Pride Events and Festivals Fund should be open to the public for any person across the state to attend or participate. Events cannot be invite-only or members-only events. However, the department notes the importance of culturally safe events for specific groups within Victoria’s LGBTIQA+ communities that would benefit from events exclusively for people from that specific group.

We would encourage applicants to apply for these events and note in their application why the event should be exclusive to the identified specific group. It should be clear in the application that any person who meets the criteria for that group would be able to attend, even if they do not have a history or affiliation with the hosting organisation.

For example, if a transgender peak body is proposing to host a games night for trans and gender diverse young people under 25, any trans or gender diverse young person should be able to attend this event. It cannot be exclusive to only staff, members, volunteers or supporters of the peak body.

## For ticketed events, is there a maximum ticket price for eligible events?

There is no maximum ticket price for events funded through Pride Events and Festivals Fund. However, to ensure accessibility of events to a wide audience, we strongly recommend that events be priced as low as possible with relevant concessions discounts available. Previous rounds of Pride Events and Festivals Fund have placed a maximum cost of $15 for tickets which may be helpful in determining the ticket prices for your events.

In the assessment process, we will be prioritising events that are low cost to ensure accessibility. If your event needs to have higher priced tickets in order to be financially sustainable, please include details about this in your application so that it can be considered during assessment.

## Can our event/s run over several months?

All events must take place within the project timeframes (from 1 November 2024 until 30 November 2025). Organisations may deliver a once-off, standalone event, or several events across the year.

# Completing your application

## What should we think about when creating a budget?

It is important that you provide a comprehensive budget as part of your application. There is a section in the application form for you to do this.

Including detail in your budget will make it easier for the Equality Unit to assess the value and reach of your proposed activity.

When considering whether to apply, please consider:

* + - how you will manage funds
		- if you have or need a separate bank account for the organisation
		- the person/people to be responsible for managing the grant
		- how you will keep records of expenditure to report back to the Equality Unit.

## Will my grant application be fully funded?

The Pride Events and Festivals Fund 2024-25 is competitive, and you may not receive the full amount requested.

Applicants should not assume they have been successful or enter financial or other commitments until they receive formal notification on the outcome of their application.

All applicants should consider other funding sources and options should their application be unsuccessful.

# Application process

## How do we apply?

To ensure a fair and equitable process, **no applications will be accepted after the closing date.**

|  |  |
| --- | --- |
| Step | Action |
| Step 1  | Read the Funding Guidelines to ensure your organisation and project are eligible. |
| Step 2 | Consider the assessment criteria in terms of your project. |
| Step 3 | Attend one of the scheduled online program information webinars, or if unable to attend check online for the presentation slides. |
| Step 4 | Discuss your application by emailing equality-grants@dffh.vic.gov.au and requesting a call back. |
| Step 5  | Submit your application by **5:00pm Wednesday, 11 September 2024** via [Online Grant Application Portal](https://grantsgateway.dffh.vic.gov.au/s/login/SelfRegister) https://grantsgateway.dffh.vic.gov.au/s/login/SelfRegister |

Eligible applications will be assessed by a panel consisting of representatives from the Department of Families, Fairness and Housing.

## What do we do if we have technical problems when trying to submit the online form?

If you are having technical problems, for example, the form is not loading or submitting properly, try using a different internet browser.

If this does not work, please contact the Department via equality-grants@dffh.vic.gov.au and request a call back. A member of the team will assist wherever possible. Please allow at least two business days for someone to respond and note that we are not staffed on weekends.

We strongly encourage you to not submit your application at the last minute in case you do experience technical problems. However, if you do have issues just before the deadline, please email the Department with details of the issue and we will be able to support you.

We will not be able to support you if your request for support is sent after the deadline of 5pm on Wednesday, 11 September.

## Will we get feedback on our applications?

All applicants will be notified of the outcome of their application by email.

If you are unsuccessful and would like feedback, please send an email to equality-grants@dffh.vic.gov.au advising you would like feedback on your application and request a call back.

Please note that all decisions made by the Minister are final.

**Please note:** The Equality Unit cannot advise applicants on what activities they should apply for, and cannot assist with drafting or proofreading of applications (for more information regarding what support is available, please see [What support is available to applicants?](#_What_support_is))

# How do we contact the Department?

If you have any questions relating to your application, please contact the Department Families, Fairness and Housing.

|  |  |
| --- | --- |
| **Email:**  | equality-grants@dffh.vic.gov.au with your enquiry or request a call back |
| **Website:** | [Pride Events and Festivals fund 2024-25](https://www.vic.gov.au/pride-events-and-festivals-fund) information page https://www.vic.gov.au/pride-events-and-festivals-fund  |