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| Pride Events and Festivals Fund2024–2025 program guidelines |
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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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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 978-1-76130-622-8 **(pdf/online)**

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

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Contents

[Message from the Minister for Equality 4](#_Toc172534582)

[Pride Events and Festivals Fund 2024–2025 5](#_Toc172534583)

[Celebrating diversity, connection and inclusion 5](#_Toc172534584)

[The program’s goals 6](#_Toc172534585)

[Available funding 8](#_Toc172534586)

[Funding agreements 8](#_Toc172534587)

[Final reports and financial acquittals 8](#_Toc172534588)

[Possible applicants 9](#_Toc172534589)

[Who can apply? 9](#_Toc172534590)

[Can I apply as a partnership? 9](#_Toc172534591)

[Can I have an auspice arrangement? 9](#_Toc172534592)

[Who cannot apply? 10](#_Toc172534593)

[Funding 11](#_Toc172534594)

[What activities will we fund? 11](#_Toc172534595)

[What activities will not be funded? 11](#_Toc172534596)

[Small stream (up to $10,000) 12](#_Toc172534597)

[Large stream (between $10,001 and $25,000) 13](#_Toc172534598)

[Assessment criteria 16](#_Toc172534599)

[Assessment criterion 1: Event rationale 17](#_Toc172534600)

[Assessment criterion 2: Event impact 17](#_Toc172534601)

[Assessment criterion 3: Event planning and delivery 17](#_Toc172534602)

[Assessment criterion 4: Evaluation 18](#_Toc172534603)

[Assessment criterion 5: Event sustainability (large stream only) 18](#_Toc172534604)

[Application and assessment process 19](#_Toc172534605)

[How to apply 19](#_Toc172534606)

[Assessment process 19](#_Toc172534607)

[Best practice inclusive events 20](#_Toc172534608)

[Acknowledgment of Traditional Owners or Welcome to Country 20](#_Toc172534609)

[Accessibility 20](#_Toc172534610)

[Environmental impact 20](#_Toc172534611)

[Community safety 20](#_Toc172534612)

[More information 22](#_Toc172534613)

[Information sessions 22](#_Toc172534614)

[Contact the Equality Unit 22](#_Toc172534615)

[Useful resources 22](#_Toc172534616)

# Message from the Minister for Equality

As part of the Victorian Government’s ongoing commitment to fostering safe, resilient, and sustainable communities, I am delighted to once again invite LGBTIQA+ communities to apply for funding through the Pride Events and Festivals Fund (PEFF).

This fund provides financial support to events and initiatives that foster social connections, strengthen community networks and participation, and uphold Victoria's leadership in celebrating the diversity of LGBTIQA+ communities and their culture.

Since its inception in 2018, PEFF has proudly supported over 200 LGBTIQA+ events and festivals throughout the state, offering communities an opportunity to derive strength from their shared experiences and identities.

In 2024-2025, the program again includes 2 funding streams. Smaller events or festivals can apply for grants of up to $10,000. Larger events can apply for between $10,001 and $25,000 with a strong emphasis on identifying how these events can be made sustainable for future years.

The Victorian Government remains committed to celebrating the rich diversity within LGBTIQA+ communities. The PEFF 2024-25 program continues the focus on diversity and intersectionality so the many groups in our LGBTIQA+ communities can actively take part in building equality. This approach recognizes and addresses the compounded discrimination and challenges faced by individuals and communities with intersecting identities.

To support this, the program will prioritise applications that celebrate:

* bi+ communities
* intersex communities
* asexual communities
* trans and gender diverse communities
* LGBTIQA+ people with disability
* LGBTIQA+ Aboriginal and Torres Strait Islander communities
* LGBTIQA+ culturally and linguistically diverse communities
* LGBTIQA+ faith-based communities
* older LGBTIQA+ people
* LGBTIQA+ organisations or events in peri-urban, regional and rural areas.

I encourage potential applicants to attend the information sessions to learn more about PEFF and how to make strong applications that support and celebrate our LGBTIQA+ communities.

As we continue into the third year of *Pride in our future: Victoria’s LGBTIQA+ strategy 2022–2032*, I am proud of the Victorian Government’s continuing investment into the celebration of our diverse LGBTIQA+ communities.

**Hon Harriet Shing MP**
Minister for Equality

# Pride Events and Festivals Fund 2024–2025

## Celebrating diversity, connection and inclusion

The Pride Events and Festivals Fund (PEFF) has run annually since 2018-2019.

PEFF supports events and festivals for LGBTIQA+ communities and all Victorians to connect, celebrate diversity, build resilience and promote inclusion.

PEFF is one of many ways the Victorian Government supports and celebrates LGBTIQA+ communities across the state.

The program funds activities across Victoria that:

* promote LGBTIQA+ arts and culture
* create opportunities for LGBTIQA+ communities to connect with each other
* celebrate the diversity of LGBTIQA+ communities
* raise awareness to combat LGBTIQA+ discrimination
* improve the sustainability of LGBTIQA+ events.

Since the program began, **213** diverse events have been funded across Victoria.

To support a diverse range of events across Victoria in 2024-2025, funding will be allocated across 2 streams:

* **small stream** – grants of **up to $10,000** for small events and festivals for LGBTIQA+ communities.
* **large stream** – grants of **between $10,001 and $25,000** for large events and festivals for LGBTIQA+ communities.

PEFF 2024-2025 plays a critical role in meeting *Pride in our future*’s vision of creating safe, strong and sustainable LGBTIQA+ communities. By supporting much-needed LGBTIQA+ community events and festivals, the program aims to:

* strengthen social connection and cohesion
* strengthen community networks and participation
* ensure Victoria leads the way in celebrating LGBTIQA+ culture.

All LGBTIQA+ people should be able to engage fully and meaningfully in community life, including through events and community activities.

These events must recognise and address the many factors that shape the identities of LGBTIQA+ Victorians. They should embrace and celebrate diversity as a way of creating inclusive, safe and supportive experiences.

PEFF-funded events will continue to increase the visibility of marginalised community members. They will promote understanding and embrace the complexity of people’s lived experiences. Events that are accessible, safe, inclusive and affirming will enrich the lives of LGBTIQA+ people.

The PEFF 2024-2025 program will focus on events that celebrate the diversity of LGBTIQA+ communities. This includes:

* Intersex communities
* Bi+ communities
* Asexual communities
* Trans and gender diverse communities
* Older people
* People with disabilities
* Culturally and linguistically diverse communities (CALD)
* Aboriginal and Torres Strait Islander communities
* Communities from low socio-economic status backgrounds
* Faith-based communities
* Peri-urban, regional and rural communities (including border communities)

Peri-urban areas also include interface areas that are at the borders between established urban and regional areas but may be included in a metropolitan or urban local government area (LGA). They are often considered as semi-regional as they have characteristics of both urban and regional or rural areas.

If your event supports any of the listed LGBTIQA+ diverse communities, you should highlight this in your application.

PEFF 2024-2025 welcomes applications from organisations running online or in-person events or a mix of both. These activities should address the challenges of social isolation. They should also give people ways to connect with their peers across the broader community.

## The program’s goals

We want to ensure PEFF supports events that connect communities, celebrate diversity, build resilience and promote inclusion.

Applicants must show how their event supports each of the following goals:

* celebration and social connection
* accessibility and inclusion
* diversity and intersectionality
* capacity building and sustainability (**note**: only applicable for the **large** stream).

### Celebration and social connection

Events should celebrate LGBTIQA+ communities and offer meaningful opportunities for LGBTIQA+ communities to connect in safe and supportive ways.

#### Examples of how to show support of this goal:

* Strengthen LGBTIQA+ communities’ pride, places and history.
* Combat social isolation and build community resilience through representation, participation and celebration.
* Build the public profile, visibility and understanding of LGBTIQA+ communities to address homophobia, transphobia, biphobia and discrimination.
* Increase representation for at-risk groups to connect with community.
* Include people isolated geographically or by age.

### Accessibility and inclusion

Events should address barriers that stop LGBTIQA+ people from taking part in community life in fair and meaningful ways.

#### Examples of how to show support for this goal:

* Clear and effective accessibility measures that ensure LGBTIQA+ people with disabilities can take part fully.
* Address barriers that prevent marginalised communities from fully taking part in events. Examples of marginalised communities include LGBTIQA+ people from culturally diverse backgrounds, geographically isolated communities and financially restricted audiences.
* Give audiences ways to access events online. This gives more people the chance to take part, regardless of where they live in Victoria or how they prefer to connect with people.

### Diversity and intersectionality

Intersectionality refers to the ways that different aspects of a person’s identity can expose them to overlapping forms of discrimination and marginalisation.

This is an approach to understanding how social meanings related to the way we categorise and identify people can overlap and interconnect. This creates different layers and types of discrimination or disadvantage for people or groups.

Events should recognise the many factors that shape the identity of LGBTIQA+ Victorians. Events should embrace diversity as a way of creating positive and inclusive experiences for all.

Events that apply an intersectional lens should consider:

* gender
* sexual orientation
* sex characteristics
* ethnicity
* language
* faith
* class
* socio-economic status
* disability
* age.

#### Examples of how to show support for this goal:

* Celebrate the diversity of LGBTIQA+ communities. Highlight people who have been marginalised or isolated because of their multidimensional identities and complex lived experiences.
* Create inclusive programs and safe spaces that understand and are sensitive to the needs of diverse and intersectional LGBTIQA+ communities.
* Directly consult LGBTIQA+ communities while planning events. This will help you to better understand your audiences and their unique lived experiences.
* Highlight Victoria’s rich diversity that is mirrored across LGBTIQA+ communities, including but not limited to people with disabilities, Aboriginal and Torres Strait Islander, multifaith and CALD communities.

### Capacity building and sustainability (Large stream only)

Events should build the knowledge, skills, processes, and resources of LGBTIQA+ events and their people, equipping them to expand their event, embed sustainability and resilience in their operations, and continue to celebrate and support LGBTIQA+ Victorians.

Applicants should be considering how to develop strategic plans for the long-term sustainability of LGBTIQA+ events and festivals. This includes support to promote long-term viability, reduce reliance on external funding and increase ongoing capacity.

## Available funding

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 for LGBTIQA+ communities**.**

The **large stream** provides grants of **between $10,001 and $25,000** for large events and festivals for LGBTIQA+ communities. Organisations applying under the large stream must:

* demonstrate consideration for capacity building and event sustainability in their application.

**All approved projects must be completed and funds spent by 30 November 2025.**

Due to the competitive nature of this program, we may allocate less than the requested amount to successful applicants.

You should plan for contingencies and consider other funding sources and options in case your application is unsuccessful.

Do **not** assume you are successful or enter into financial or other commitments until you are formally notified of the outcome of your application.

All funded events should be free or low cost. Applications for events where tickets are **$15 or less** will be prioritised to facilitate accessibility for attendees.

## Funding agreements

Successful organisations and auspice bodies must enter into a Victorian common funding agreement (VCFA) with the Department of Families, Fairness and Housing (DFFH), represented by the Equality Unit. The VCFA is a contract that outlines the terms and conditions of the grant including:

* use of funds
* term of the agreement
* reporting requirements.

The VCFA is also outlines the roles and responsibilities of both DFFH and the funded organisation.

For more information about entering into a VCFA with the department, email the Equality Unit
equality-grants@dffh.vic.gov.au to request a call back.

## Final reports and financial acquittals

If you are successful in receiving funding, your organisation will need to submit a final report and financial acquittal after your event to show successful delivery.

Final report and budget acquittals must be completed to satisfy the acquittal requirements of your grant and the terms of the Victorian Common Funding Agreement.

Failure to acquit the grant can impact an organisation’s ability to receive Victorian Government funding in the future and may result in a request for a return of funds from the department.

More information about final reports and financial acquittals, including templates and due dates, will be given to successful grant recipients.

# Possible applicants

## Who can apply?

Your organisation must meet the following eligibility criteria.

**You must be either:**

* A community, 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.

**At the time of application, 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 apply as a partnership?

We strongly encourage partnerships between eligible organisations and:

* other community organisations
* advocacy groups
* peak bodies.

If you are a mainstream community-based provider, or non LGBTIQA+ organisation, you must demonstrate sustained commitment to working either in partnership with LGBTIQA+ led organisations or directly with meaningful co-designed involvement with LGBTIQA+ communities.

A strong partnership may help your event to better engage with diverse LGBTIQA+ communities and priority groups.

You must outline proposed partnerships in your application, including financial and in-kind contributions.

The following can act as an auspice for unincorporated community groups:

* LGAs
* registered primary and secondary schools
* registered preschools
* registered TAFE institutes and universities.

## Can I have an auspice arrangement?

An auspice is an organisation that manages grant funding on behalf of another organisation.

If your organisation is not eligible to receive funding directly through this program, you may nominate an auspice organisation to apply for a grant on your behalf.

Any organisation that meets the eligibility criteria may act as an auspice (see **Who can apply?**).

If you plan to have your grant managed by an auspice organisation, make sure that the auspice organisation submits the application on your behalf.

If your application is auspiced by an organisation, you can include any associated auspice fees in your funding request. Included auspice fees must **not be more than 10 per cent** of your total funding request.

If the application is successful, the auspice organisation will receive the funds. They will be responsible for overseeing the project, including reporting on and acquitting funds.

Make sure you understand your obligations to your auspicing body.

## Who cannot apply?

The following cannot apply for these grants:

* unincorporated associations (unless applying with an eligible auspice)
* state and federal government departments, agencies and programs
* public-private companies
* individuals and sole traders
* commercial enterprises
* trusts
* local government authorities (LGAs) including LGA-managed, operated, administered and regulated trusts
* registered primary and secondary schools, preschools, TAFE institutes and universities
* mainstream hospitals and health service organisations
* applicants with overdue or outstanding reports from previous or current DFFH grants.

To check if you are up to date with required reporting, email the Equality Unit
equality-grants@dffh.vic.gov.au.

# Funding

## What activities will we fund?

The following are examples of activities that the program may fund.

* Events and festivals celebrating LGBTIQA+ community arts, culture, music and history.
* Forums, conferences, hackathons and guest speaker series.
* Events that promote LGBTIQA+ intersectionality, designed for or in consultation with diverse LGBTIQA+ communities.
* Community capacity building events that connect diverse communities and allies.
* Events that promote a greater understanding of LGBTIQA+ issues and address homophobia, transphobia, biphobia and discrimination in community settings.
* Events that promote visibility and harness connections for LGBTIQA+ Aboriginal and Torres Strait Islander communities across Victoria.

This year, activities can be run online, in-person or use a mix of both.

## 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.

We encourage applicants to proactively reach out to the Equality unit to discuss proposed project activities. This will help to make sure proposed activities are eligible and meet program objectives. If you are not sure if your proposed event is eligible for funding, email the Equality Unit
equality-grants@dffh.vic.gov.au and request a call back.

## Small stream (up to $10,000)

The small stream is for small events and festivals for LGBTIQA+ communities.

Applicants for this stream can request up to $10,000.

The small stream application form is shorter and has less requirements than the large stream application.

To be recommended to receive funding, applications must:

* meet all the eligibility criteria (see **Table 1**)
* answer the application questions
* provide required documentation (see **Table 2**).

Use the **Small stream eligibility checklist** before you submit your application.

### Small stream eligibility checklist

Does your application meet all requirements? Please mark ‘Yes’ or ‘No’ or ‘NA’ (if not applicable).

Table 1: Small stream eligibility criteria checklist

| Criterion | Description | Application meets criterion?(Yes, No or NA) |
| --- | --- | --- |
| Organisational eligibility | Your organisation:* is one of the eligible organisation types listed in **Who can apply?**, or
* has an auspice arrangement with an eligible organisation.
 |  |
| PEFF goals | The event meets and clearly shows it supports all 3 goals listed in **The program’s goals** |  |
| All Victorians welcome | The event:* is open to the Victorian public
* has free or low-cost admission
* is not just for the organisation’s members.
 |  |
| Budget | Costs are accurate, reasonable and show good value for public money.Budget section is completed, with grant funds requested broken down by expenditure type.Expenses should be supported by quotes from suppliers where applicable, or by cost estimates.**Note**: Any unsupported costs will not be included in grant funding if offered (see **What activities will not be funded?**). |  |
| No outstanding final reports | All overdue final reports from previous DFFH grants (including the Equality portfolio) submitted by **Wednesday, 11 September 2024**.To check your organisation is up to date with reporting, email the Equality Unit  equality-grants@dffh.vic.gov.au. |  |

Table 2: Small stream documentation checklist

| Documentation | Description | Application includes documentation(Yes, No or NA) |
| --- | --- | --- |
| Mandatory Public Liability Insurance (PLI) Certificate | A current certificate of Public Liability Insurance (if using auspice, auspice organisation to upload their PLI certificate) |  |
| Mandatory documentation **for auspiced grants only**  | A current letter of support from an auspice organisation, where auspicing arrangements are in place |  |
| Mandatory documentation **for social enterprise only** | The organisation’s constitution or foundation documents |  |
| Complete application form | All questions in the application form answered clearly and provide details of the proposed event activities.**Note**: If you leave sections blank, your application will be ineligible. |  |

## Large stream (between $10,001 and $25,000)

The large stream is for large events and festivals for LGBTIQA+ communities.

Organisations applying under this stream must also show consideration for event sustainability over time and capacity building in their application.

Matched funding is not required for this round of PEFF; however, we strongly encourage organisations to consider in-kind and other funding sources as part of their event planning to demonstrate sustainability.

In line with the program’s aim to build self-sustaining and resilient LGBTIQA+ community events, organisations can only receive annual funding through PEFF for **3 consecutive years at most** starting from 2023-24**.**

To be recommended to receive funding, applications must:

* meet all the eligibility criteria (see **Table 3**)
* answer the application questions
* provide required documentation (see **Table 4**).

Use the **Large stream eligibility checklist** before you submit your application.

### Large stream eligibility checklist

Does your application meet all requirements? Please mark ‘Yes’, ‘No’ or ‘NA’ (if not applicable).

Table 3: Large stream eligibility criteria checklist

|  |  |  |
| --- | --- | --- |
| Criterion | Description | Application meets criterion?(Yes, No or NA) |
| Organisational eligibility | Your organisation:* is one of the eligible organisation types listed in **Who can apply?**, or
* has an auspice arrangement with an eligible organisation.
 |  |
| PEFF goals | The event meets and clearly shows it supports all 4 goals listed in **The program’s goals**. |  |
| All Victorians welcome | The event:* is open to the Victorian public
* has free or low-cost admission
* is not just for the organisation’s members.
 |  |
| Demonstrate sustainability and capacity building | Address the event sustainability and capacity building assessment criterion in the application form. |  |
| Budget | Costs are accurate, reasonable and show good value for public money.Any in-kind and other contributions if relevant.Budget section is completed, with grant funds requested broken down by expenditure type.Expenses should be supported by quotes from suppliers where applicable, or by cost estimates.**Note**: Any unsupported costs will not be included in grant funding if offered (see **What activities will not be funded?**). |  |
| No outstanding final reports | All overdue final reports from previous DFFH grants (including the Equality portfolio) submitted by **Wednesday, 11 September 2024**.To check your organisation is up to date with reporting, email the Equality Unit equality-grants@dffh.vic.gov.au. |  |

Table 4: Large stream documentation checklist

|  |  |  |
| --- | --- | --- |
| Documentation | Description | Application includes documentation?(Yes, No or NA) |
| Mandatory Public Liability Insurance (PLI) Certificate | A current certificate of Public Liability Insurance (if using auspice, auspice organisation to upload their PLI certificate) |  |
| Mandatory documentation **for auspiced grants only** | A current letter of support from an auspice organisation, where auspicing arrangements are in place |  |
| Mandatory documentation **for social enterprise only** | The organisation’s constitution or foundation documents. |  |
| Complete application form | All questions in the application form answered clearly and provide details of the proposed event activities.**Note**: If you leave sections blank, your application will be ineligible. |  |

# Assessment criteria

A panel will assess applications against the following weighted assessment criteria:

* small stream – see **Table 6**
* large stream – see **Table 7**.

Table 6: Small stream: Grants up to $10,000

| Criterion | Weight |
| --- | --- |
| Event rationale | 30 per cent |
| Event impact | 30 per cent |
| Event planning and delivery | 30 per cent |
| Evaluation | 10 per cent |

Table 7: Large stream: Grants between $10,001 and $25,000

| Criterion | Weight |
| --- | --- |
| Event rationale | 25 per cent |
| Event impact | 30 per cent |
| Event planning and delivery | 25 per cent |
| Evaluation | 10 per cent |
| Capacity building and sustainability | 10 per cent |

The online application form includes questions for each assessment criterion. **Note**: All applications must also include a budget breakdown and a project plan.

You can upload relevant supporting material to help the panel understand your proposed event. **Note**: This is not essential, and we will not penalise you for not doing so.

As reflected in the criteria, we will favour activities that work with and engage priority LGBTIQA+ groups including:

* people with disabilities
* Aboriginal and Torres Strait Islander communities
* culturally and linguistically diverse communities
* faith-based communities
* asexual people
* intersex people
* trans and gender diverse people
* older LGBTIQA+ people
* bi+ communities.

Applications from groups based in regional and rural Victoria are also strongly encouraged.

At least **25 per cent** of successful recipients will be from regional and rural areas.

## Assessment criterion 1: Event rationale

**What is your event? (200 words)**

* Clearly describe your event including planned activities and locations.
* You should include your proposed timelines for planning and delivery (making sure they fall within the grant period)

**What is the purpose of your event? (200 words)**

* What are the goals for your event?
* Why do LGBTIQA+ communities need this event? You could include evidence like survey data or anecdotal evidence.
* Will this event benefit the broader Victorian community or just LGBTIQA+ communities?

## Assessment criterion 2: Event impact

**Who is the audience for your event, including any priority cohorts? (250 words)**

* Be specific about who you think will attend your event. For example, instead of just saying “All LGBTIQA+ people are welcome”, say “Based on previous events we have held and the communities who use our services, we think that mostly rainbow families will attend this event.”
* Priority cohorts include older LGBTIQA+ people, people with disabilities, asexual people, intersex people, bi+ communities, trans and gender diverse communities, culturally and linguistically diverse communities, Aboriginal and Torres Strait Islander communities, communities from low socio-economic status backgrounds, faith-based communities, and peri-urban, regional and rural communities (including border communities).
* You must describe how you are **actively engaging with priority cohorts** for your event. This could include partnering with another group whose members are from this cohort to ensure your event is targeted, accessible and meets their needs.
* Are your priority cohorts involved in the planning and design of your event? If not, why not?

## Assessment criterion 3: Event planning and delivery

**Please describe your organisation’s capacity to deliver this event (300 words)**

* Who is on your event management team? What are their relevant skills and experiences?
* How will you promote your event to your target audience (including specific LGBTIQA+ communities and the broader community, where relevant)?
* Will any aspects of this event be available online for audiences to take part?
* Is the event free to attend?

### Tips

To address this criterion, we want to know about the planning for your event.

It is okay if you are still in early planning stages. The assessment panel will need a level of detail that lets them understand:

* how your proposed event will be run
* whether those plans are realistic and achievable.

You can upload a project plan that includes planning timelines, milestones and key activities (a template is available).

**Practical budget with supporting documentation**: include a detailed and balanced event budget by completing the budget table in the application form. Show the overall income and expenditure for the event, including in-kind contributions supporting the event.

Consider including **quotes from suppliers** for the necessary expenses for the project, or **cost estimates** where a quote is not possible or practical.

## Assessment criterion 4: Evaluation

**How will you be measuring the success of your event? (200 words)**

* This should relate to your goals or outcomes, and should include several ways that you will be getting information (e.g. surveys, external evaluations, number of people attending the event etc.)
* A good evaluation process will help you to acquit funding, inform future planning, and create a better understanding of LGBTIQA+ communities.

## Assessment criterion 5: Event sustainability (large stream only)

**How is your organisation considering ongoing sustainability of this event? (250 words)**

* Describe whether your organisation has additional funding or resources to continue supporting:
	+ this event’s sustainability (if a recurring or ongoing event)
	+ other future events for Victoria’s LGBTIQA+ communities (if a new or one-off event)?
* How is your event designed to be scalable and adaptable to changing circumstances and resources?
* How will this grant opportunity help to build staff or volunteer skills and capabilities in running events?

### Tips

**Long-term viability beyond the funding period**: consider the event’s sustainability in terms of financial, operational and community support.

**Scalable and adaptable**: consider things like flexibility in venue selection, program format, operational processes to accommodate different budgets and conditions.)

**Build skills and capabilities**: consider things like strategies to build a strong team, foster a positive work culture and share knowledge between events.)

We strongly encourage large stream organisations to use **in-kind and other funding sources** to deliver this event.

Organisations applying for funding through the large stream can only receive annual funding through PEFF for **3 consecutive years at most** starting from 2023-24**.**

If you have any questions about the application process, email the Equality Unit equality-grants@dffh.vic.gov.au to request a call back.

# Application and assessment process

## How to apply

**Step 1**: Organisations can apply through the DFFH Grants Gateway: [http://grantsgateway.dffh.vic.gov.au/s/login/](https://grantsgateway.dffh.vic.gov.au/s/login/?ec=302&startURL=%2Fs%2F)

**Step 2**: Consider the assessment criteria in terms of your project.

**Step 3:** Attend an online information session to find out more and ask questions.

**Step 4**: If needed, discuss your application – email the Equality Programs unit
equality-grants@dffh.vic.gov.au.

**Step 5:** Complete your application and submit by **5pm on Wednesday, 11 September 2024.**

To ensure a fair process, we will **not** accept applications after the closing date.

## Assessment process

**Step 1:** Once applications have closed, the Equality Unit checks that your organisation and proposed activities are eligible.

**Step 2:** Eligible applications are independently assessed and scored against the assessment criteria outlined in this document by the Equality Unit.

**Step 3:** The independently scored applications are reviewed and endorsed by an expert panel of representatives from the department and other relevant Victorian Government representatives.

**Step 3:** The endorsed applications are provided to the Minister for Equality with funding recommendations.

**Step 4:** Minister for Equality approves funding recommendations.

**Step 5:** All applicants are emailed with the outcome of their application.

**Step 6:** Personalised feedback will be provided to applicants on request.

Other considerations during assessment include the following:

* At least 25 per cent of successful applicants will be based in rural/ regional Victoria.

**All decisions made by the Minister for Equality are final.**

# Best practice inclusive events

PEFF-funded events must be respectful and accessible for all LGBTIQA+ communities to attend.

Please ensure your event or festival is inclusive by considering the following.

## Acknowledgment of Traditional Owners or Welcome to Country

We encourage an Acknowledgement of Traditional Owners or a Welcome to Country at all events.

An Acknowledgement of Country recognises that Victoria has a strong and proud Aboriginal history by paying respect to the Traditional Owners.

Learn more about providing an Acknowledgement of Traditional Owners or Welcome to Country at your event at the [First Peoples – State Relations website's Welcome to Country and Acknowledgement of Traditional Owners page](https://www.firstpeoplesrelations.vic.gov.au/welcome-country-and-acknowledgement-traditional-owners) <https://www.firstpeoplesrelations.vic.gov.au/welcome-country-and-acknowledgement-traditional-owners>.

## Accessibility

You must consider accessibility as an integral part of event planning and running. You must ensure the event is accessible to everyone.

Learn more about how to make your event accessible by reviewing:

* the [Victorian Government website’s Accessibility guidelines for government communications page](https://www.vic.gov.au/accessibility-guidelines-government-communications#making-events-and-venues-accessible) <https://www.vic.gov.au/accessibility-guidelines-government-communications>

To embed accessibility in the program, funded events should be **free or low cost**.

## Environmental impact

Reduce environmental impact by ensuring the event:

* is environmentally sustainable
* improves waste management.

Examples include:

* advertise online to reduce paper printing
* produce digital event collateral wherever possible to reduce printing
* reduce use of single-use plastics.

## Community safety

All applicants must consider community safety during event planning. You must ensure risks associated with the event are managed accordingly.

Possible strategies include:

* plan your event in advance with Victoria Police
* consider other marketing approaches
* do not share identifiable information to ensure safety
* ensure strong engagement with stakeholders
* put in place communication and safety plans.

Costs associated with ensuring participant and attendee safety and security at events can be included in your application.

This may include:

* hiring security personnel
* relevant staff training or development
* digital security expenses for online events.

### Victoria Police

Victoria Police can work with event organisers to support the safety of attendees at LGBTIQA+ community events.

Victoria Police encourages all event organisers to:

* prepare risk assessments and safety plans for LGBTIQA+ events (where risk has been identified)
* engage local police as early as possible.

Police will offer support with the aim of ensuring the event can proceed as planned.

LGBTIQA+ liaison officers (LLOs) can provide specialist support and serve as a contact point for LGBTIQA+ communities.

Based on community feedback, Victoria Police has published a list of LLOs on the [Victoria Police website](https://www.police.vic.gov.au/LGBTIQA-liaison-officers) https://www.police.vic.gov.au/LGBTIQA-liaison-officers.

For more information, contact local police or email a LLO **LLO-Coordintor-Mgr@police.vic.gov.au****.**

More information on event safety for event organisers is available on [Victoria Police‘s Events page](https://www.police.vic.gov.au/events) https://www.police.vic.gov.au/events.

# More information

## Information sessions

To help people with the application process, the Equality Unit will host 2 online information sessions. These sessions will include an overview of the program and information on how to apply.

Information sessions are free to attend. Due to limited capacity, registrations are essential.

Visit the Victorian Government's Pride Events and Festivals Fund page <https://www.vic.gov.au/pride-events-and-festivals-fund> for more on the information sessions, including:

* dates
* topics
* how to book.

## Contact the Equality Unit

Email the Equality Unit equality-grants@dffh.vic.gov.au with any questions or to request a call back:

* for more information
* for help with your application
* to check if you have any outstanding final reports,

## Useful resources

More information and resources are available on the Victorian Government’s Pride Events and Festivals Fund page <https://www.vic.gov.au/pride-events-and-festivals-fund>.

Supporting information available includes:

* frequently asked questions
* information session times (including booking information)
* template documents to help with your application.

Other useful resources:

* [Victorian Government's Pride in our future: Victoria’s LGBTIQA+ strategy 2022–2032 page](https://www.vic.gov.au/pride-our-future-victorias-lgbtiq-strategy-2022-32) <https://www.vic.gov.au/pride-our-future-victorias-lgbtiq-strategy-2022-32>
* [Coronavirus Victoria's Protect yourself and others page](https://www.coronavirus.vic.gov.au/health-advice) <https://www.coronavirus.vic.gov.au/health-advice>
* [Victorian Government's LGBTIQA+ inclusive language guide page](https://www.vic.gov.au/inclusive-language-guide) <https://www.vic.gov.au/inclusive-language-guide>.
* [Victorian Government’s How to write a grant application page](https://www.vic.gov.au/how-write-good-grant-application)
<https://www.vic.gov.au/how-write-good-grant-application>.
* [Victorian Government’s Grant terminology explained page](https://www.vic.gov.au/grant-terminology-explained)
<https://www.vic.gov.au/grant-terminology-explained>.