



# 2024–25

## Multicultural Festivals and Events Program

Program guidelines

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.

**To receive this document in another format, phone 1300 112 755, using the National Relay Service 13 36 77 if required, or email the Multicultural Affairs Programs and Grants team [multicultural-festivals.events@dpc.vic.gov.au](mailto:multicultural-festivals.events@dpc.vic.gov.au)**

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(DPC84)

# Message from the Minister for Multicultural Affairs



Multicultural festivals and events help Victorians to learn about our state's many cultures, to experience different traditions, and to showcase the pride we have in our multicultural society.

Our flagship Multicultural Festivals and Events program provides grants to bring these events to life. That's why I am so pleased to launch the 2024–25 program with more than \$2.4 million available in funding for events delivered between 1 July 2024 and 30 June 2025.

The Victorian Government recognises that multicultural communities in regional and rural areas can experience barriers when it comes to hosting events that celebrate their culture and traditions. We want to provide opportunities for these communities to come together and celebrate, with more than \$1 million available to support events in regional Victoria through the Regional Multicultural Festivals and Events Fund.

For the 2024–2025 program, we are looking for applications that support diverse groups within communities. This includes events by or for multicultural women, young people and people from the LGBTIQ+ community. Supporting new and emerging communities is a key priority for the Victorian Government and communities with large numbers of refugees are encouraged to apply for a grant.

Your events enrich our shared experience as Victorians. They foster connections across cultures and backgrounds. They celebrate the vibrant diversity that makes up our state.

I look forward to attending many of the events we fund this year and into 2025.

A handwritten signature in black ink, appearing to read 'Ingrid Stitt', written in a cursive style.

**Ingrid Stitt MP**  
Minister for Multicultural Affairs

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# What is the 2024–25 Multicultural Festivals and Events Program?

## Introduction

Victoria is Australia's most multicultural state. Multiculturalism is part of who we are, and something we celebrate. We host a variety of culturally significant events throughout the year. The Multicultural Festivals and Events (MFE) Program supports some of these events. It showcases cultural diversity in the Victorian community to unite and celebrate differences.

The program offers grants up to \$50,000 to support activities that promote and foster social cohesion. It has 2 objectives:

- program objective 1: to ensure Victorians can celebrate and preserve cultures, and share traditions
- program objective 2: to encourage the broader Victorian community to take part in events that further learning, understanding and respect for different cultures and traditions – funding will prioritise regional and rural communities, and new and emerging communities.

More than **\$1 million** is available over 2024–25, through the **Regional Multicultural Festivals and Events Fund (RMFEF)**. The RMFEF supports regional multicultural community organisations and any metropolitan organisations that deliver events across regional Victoria.

This will be the second allocation of funding from the \$5 million investment towards regional multicultural festivals and events over a 4-year period.

The RMFEF aims to:

- attract even more visitors to regional Victoria
- provide support to regional multicultural organisations so they can celebrate and share their culture.

The 2024–25 MFE Program is a grants program that is:

- open
- discretionary
- merit-based.

The Multicultural Affairs branch of the Department of Premier and Cabinet administers the program.

Important information to consider includes:

- The 2024–25 MFE Program has 2 funding rounds:
  - Round 1 is for events from July to December 2024
  - Round 2 is for events from January to June 2025.
- Organisations can receive funding for **one event** in the **2024–25 financial year**:
  - either an event between July – December 2024 or an event between January – June 2025. For example, if your organisation is approved for an event between July – December 2024, you **will not be eligible** to apply for an event between January – June 2025. This will ensure fair distribution and wider access of MFE funding to support more groups.
- Events previously funded are not guaranteed to receive funding, and the amount of funding may vary.
- Due to the competitive nature of the 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 or only partially funded.
- Organisations can only submit one application per funding round. The department will only assess one application per organisation in each round. Extra applications are not assessed. Auspice organisations can support an unlimited number of applications (see [‘Auspiced applications’](#) for more information).
- Avoid assuming you are successful or entering into financial or other commitments until you are formally notified of the outcome of your application.
- Recipients of government funding for a multicultural event in the same activity period for 2024–2025 **will not be eligible** to apply for the MFE competitive program.

Submit applications online at [MFE Program](#).

## Timeline

The timeline for the 2024–25 MFE Program includes:

### Round 1 applications:

- Applications open Wednesday 13 March 2024.
- Applications close Friday 19 April 2024 at 3 pm – the department will not accept late applications.
- Recipients must hold events between 1 July 2024 and 31 December 2024.
- The department will publish successful outcomes and notify applicants in June 2024.

### Round 2 applications:

- Applications open Thursday 19 September 2024.
- Applications close Friday 25 October 2024 at 3 pm – the department will not accept late applications.
- Recipients must hold events between 1 January 2025 and 30 June 2025.
- The department will publish successful outcomes and notify applicants in:
  - December 2024 – for January to March 2025 events
  - February 2025 – for April to June 2025.



## What grants are available?

An organisation can apply for one grant for their festival or event, within one of the following 3 funding streams:

Funding stream	Organisation type	Minimum attendance (people)	Required match funding ratio (organisation: grant)	In-kind	Grant funding available
Small stream (see ' <a href="#">Small stream up to \$5,000'</a> )	Metropolitan organisation or event	100	No matched funding required	Nil	Up to \$5,000
Small stream (see ' <a href="#">Small stream up to \$5,000'</a> )	New and emerging organisation, or rural and regional organisation or event	50	No matched funding required	Nil	Up to \$5,000
Medium stream (see ' <a href="#">Medium stream: \$5,001 to \$15,000'</a> )	Metropolitan organisation or event	500	No matched funding required	Nil	Between \$5,001 and \$15,000
Medium stream (see ' <a href="#">Medium stream: \$5,001 to \$15,000'</a> )	New and emerging organisation or rural and regional organisation or event	200	No matched funding required	Nil	Between \$5,001 and \$15,000 <sup>1</sup>
Large stream (see ' <a href="#">Large stream: \$15,001 to \$50,000'</a> )	Metropolitan organisation or event	1,500	\$1:\$1	50% matched funding can be provided in-kind	Between \$15,001 and \$50,000 <sup>2</sup>
Large stream (see ' <a href="#">Large stream: \$15,001 to \$50,000'</a> )	New and emerging organisation, or rural and regional organisation or event	600	\$1:\$3 Not required for rural and regional organisations or event.	100% matched funding can be provided in-kind	Between \$15,001 and \$50,000

1 Organisations are eligible for funding as per the attendance funding thresholds (see '[Medium stream attendance and funding thresholds'](#)).

2 Organisations are eligible for funding as per the attendance and matched funding thresholds (see '[Large stream attendance and funding thresholds'](#)).



# Values of funded festivals and events

Events funded by the MFE Program must be respectful and open to all Victorian communities to attend.

## Victorian government values

Multiculturalism in Victoria is more than just diversity of:

- cultures
- languages
- faiths
- traditions.

It provides the:

- systems and supports that make our shared community stronger
- knowledge that sharing cultures and understanding our cultural differences is a strength
- 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
  - visa status
  - class
  - ability
  - age.

The contractual relationship between funded organisations and the department 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.

Please make sure that your event or festival is inclusive. Also consider an Acknowledgement of Country or a Welcome to Country. The accessibility of your event and its environmental impact is also important.

## Acknowledgment of Country or a Welcome to Country

An Acknowledgement of Country or a Welcome to Country is encouraged at all events. An Acknowledgement of Country recognises that Victoria has a strong and proud Aboriginal history, and it pays respect to the Traditional Owners.

For more information, visit [Welcome to Country and Acknowledgement of Traditional Owners](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

Your organisation must:

- consider accessibility as an important part of event planning
- make sure the event site is accessible to everyone. For example, make sure that entry to the event venue and to the toilets are wheelchair accessible.

## Environmental impact

Your organisation must:

- consider reducing its environmental impact
- make sure the event is environmentally sustainable and improves waste management, for example:
  - advertising online and reducing paper printing
  - reducing use of single-use plastics.

# Funding priorities

Celebrating cultural diversity and inclusion is important, regardless of background or location. The MFE Program recognises this.

Funding to rural and regional communities, and new and emerging communities is a priority. This is because they often have less access to resources and networks, and serve smaller populations.

Making it a priority will ensure these groups receive the necessary access to funding and support, by offering reduced attendance for small, medium and large stream events. Also, new and emerging community organisations and events have reduced matched funding requirements in the large stream. There is no matched funding requirement for rural and regional organisations and events.

For reduced attendance requirements, refer to '[Small stream eligibility criteria](#)', '[Medium stream eligibility criteria](#)' and '[Large stream eligibility criteria](#)'. For large stream matched funding information, refer to '[Matched funding for the large stream](#)'.

In addition, the department will prioritise applications that show engagement with the following groups:

- women
- young people
- LGBTIQ+ communities.

## Rural and regional organisations and events

This round includes delivery of the **Regional Multicultural Festivals and Events Fund (RMFEF)**. To be considered for this fund, organisations are asked in their application form whether they are:

- a regional organisation, or
- a metropolitan organisation delivering a regional event in partnership with a regional multicultural organisation.

Applicants need to meet the basic eligibility requirements of either the small, medium, or large stream to be considered under the dedicated RMFEF fund.

The RMFEF fund will also support the upskilling of multicultural regional communities to deliver events or festivals. Refer to page 18 for a list of supported costs.

There is an extra question in the application form about this component and organisations will need to explain how the workshop or training cost will support the organisation to deliver festivals and events. The written answer is assessed to determine suitability for funding and the cost must be clear, reasonable and demonstrate strong value for public money.

Applicants should note:

- There is **no cap** on how much funding can be requested for each regional festival (for large stream only). All requests are assessed based on the attendance thresholds and proposed budget expenditure.
- Matched funding will not be a requirement for eligible organisations for the RMFEF, even under the large stream.

Eligibility as a rural or regional organisation is based on your organisation being located outside the metropolitan Melbourne area, as defined by [Regional Development Victoria's list of Victoria's regions](https://www.rdv.vic.gov.au/victorias-regions#region-listing) <https://www.rdv.vic.gov.au/victorias-regions#region-listing>.

Metropolitan organisations delivering an event in rural or regional Victoria are also eligible for reduced requirements by partnering with a regional multicultural organisation. A letter of support from the regional partner organisation **must be attached in your application** to be eligible for reduced requirements.

## New and emerging community organisations and events

Those who have arrived as refugees or through a humanitarian visa may face unique challenges when resettling in Australia.

New and emerging community organisations often provide important settlement support and services to new arrivals. They also play a critical role in:

- developing strong community infrastructure
- building capacity of their members.

New and emerging communities who arrive in Australia under the [Refugee and Humanitarian program](https://immi.homeaffairs.gov.au/what-we-do/refugee-and-humanitarian-program) <https://immi.homeaffairs.gov.au/what-we-do/refugee-and-humanitarian-program>, face:

- a lack of established:
  - family networks
  - support systems
  - community structures
  - resources
- challenges in:
  - accessing mainstream services and support systems
  - attracting funds for community programs and infrastructure.

The department has created a prioritised list of new and emerging communities in consultation with the [Victorian Multicultural Commission \(VMC\)](https://www.multiculturalcommission.vic.gov.au) <https://www.multiculturalcommission.vic.gov.au>. Many of the listed communities have recently been or are currently part of Australia's Refugee and Humanitarian Program. The priority list comprises both countries of origin and specific ethnicities.

You can find the list at [Multicultural Festivals and Events program](https://www.vic.gov.au/multicultural-festivals-and-events-program) <https://www.vic.gov.au/multicultural-festivals-and-events-program>.

Organisations from these prioritised new and emerging communities are eligible for reduced requirements in this program, as they are in most need of support. Events that benefit these communities are also eligible.

**Note:** The department is open to adding other groups to this priority list. This is based on information provided and in consultation with [Victorian Multicultural Commission \(VMC\)](https://www.multiculturalcommission.vic.gov.au) <https://www.multiculturalcommission.vic.gov.au>. The published list is updated as these considerations take place across 2024–25.

Eligible new and emerging community organisations and events must either have:

- a majority of your organisation's members are from new and emerging communities with recent humanitarian needs, or
- plans to deliver an event primarily benefitting a new and emerging community or communities with recent humanitarian needs.

All applications for new and emerging events must:

- advise which community or communities from the priority list they identify with
- explain how they will benefit from the event, otherwise you will not qualify for the reduced requirements.

Unless the event primarily benefits a new and emerging community from the priority list, organisations will not be eligible for reduced threshold requirements, if they:

- only represent a range of multicultural communities, including some new and emerging communities from the priority list
- only partner with new and emerging communities or community organisations from the priority list.

## Who can apply

To be eligible for this program, your organisation **must**:

- have a current Australian Business Number (ABN). To check your ABN, visit [Australian Business Register](https://abr.business.gov.au/) <https://abr.business.gov.au/>
- have no overdue final reports from previous department-funded grants, including from Multicultural Affairs, by 19 April 2024 for applications under Round 1 and by 25 October 2024 for applications under Round 2. If you are unsure whether your organisation is up to date with all grant reporting, email the Multicultural Affairs Programs and Grants team [multicultural-festivals.events@dpc.vic.gov.au](mailto:multicultural-festivals.events@dpc.vic.gov.au)
- be a legal entity that is either not-for-profit or a social enterprise.

### Not-for-profit legal entity

You must clearly validate that your organisation is a **legal entity** by showing your organisation is either:

- registered with Consumer Affairs Victoria *Associations Incorporation Reform Act 2012* as an incorporated association. This entity type is considered not-for-profit
- registered as a company under the *Corporations Act 2001* via the Australian Securities and Investments Commission (ASIC)
- incorporated through an *Act of Parliament*.

To check if your organisation is:

- an incorporated association, visit [Consumer Affairs Victoria](http://www.consumer.vic.gov.au) <http://www.consumer.vic.gov.au>
- registered as a company, visit [Australian Securities and Investments Commission](https://connectonline.asic.gov.au/RegistrySearch/faces/landing/SearchRegisters.jspx?_adf.ctrl-state=wwx5ic0pt_4) [https://connectonline.asic.gov.au/RegistrySearch/faces/landing/SearchRegisters.jspx?\\_adf.ctrl-state=wwx5ic0pt\\_4](https://connectonline.asic.gov.au/RegistrySearch/faces/landing/SearchRegisters.jspx?_adf.ctrl-state=wwx5ic0pt_4).

If you are not an incorporated association, you must also clearly validate that your organisation is **not-for-profit** by showing that your organisation is either:

- registered with the Australian Charities and Not-for-profits Commission
- eligible through your organisation's constitution, rules or governance documents.



## Social enterprise

If your organisation is a **social enterprise**, it:

- must have a clearly stated purpose or mission that is related specifically to supporting multiculturalism
- must attach their constitution with their application and must still be a legal entity, for example, a company.

Social enterprises:

- have an economic, social, cultural or environmental mission that is consistent with a public or community benefit
- derive a large part of their income from trade
- reinvest the majority of their profit surplus in the fulfilment of their mission (at least 50%).

Unincorporated associations and community organisations with no ABN are not eligible but can apply using an auspice. See [‘Auspiced applications’](#) for more information.

## Auspiced applications

Auspice arrangements are only permitted:

- under the small and medium stream of the MFE Program
- in the large stream for new and emerging community organisations, and rural and regional organisations.

## 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. Your community group or organisation is the grant recipient. The organisation auspicing is known as the auspice organisation.

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

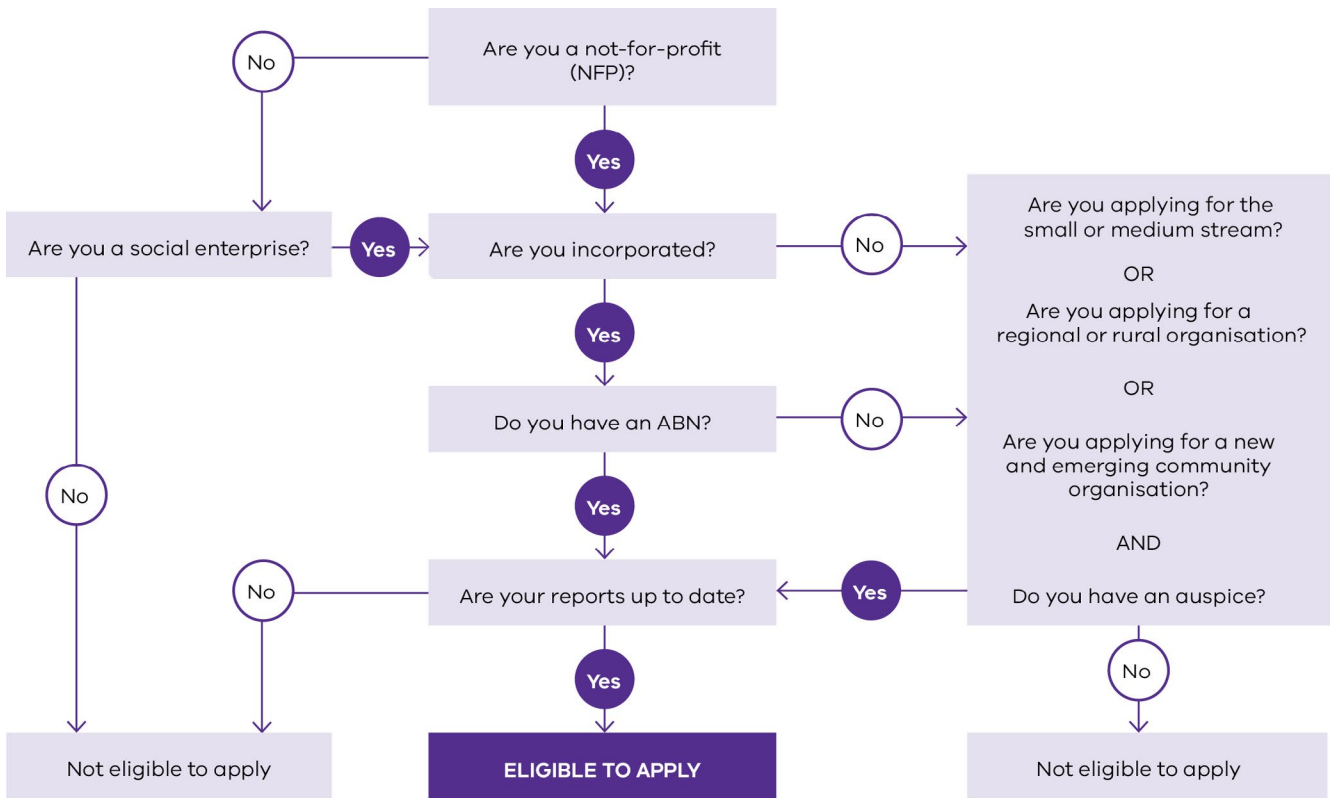
## What are the responsibilities of an auspice organisation?

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 event
- all legal and financial responsibility for the grant on your organisation’s behalf
- receiving and distributing grant funds under the grant agreement
- ensuring all grant activities or events are completed
- submitting final reports and financial acquittals on your organisation’s behalf by the required due dates.

Use the following chart to check whether your organisation is eligible.

**Figure 1: Organisation eligibility chart**



## Who cannot apply

Organisations that **cannot** apply include:

- unincorporated associations (unless applying with an eligible auspice)
- state and federal government departments and agencies
- individuals and sole traders
- partnerships
- 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 comply with the terms and conditions of previously awarded grants
- groups whose projects are the responsibility of another Victorian Government department
- hospitals and health service organisations.



# What types of events and activities are funded?

All events must meet the objectives of this program by:

- showcasing and sharing cultures and traditions
- being accessible and free to attend by the broader Victorian community (promotional material for all events must show entry to the event is free).

The program can fund either standalone events lasting one day, or a series of events up to 30 days, if there's a clear cultural link and explanation in the application. Multiple events without a clear link or running over 30 days will not be supported.

The types of activities that will be considered include:

- celebrations of significant cultural days
- multicultural performances and cultural exhibitions
- events that promote cultural dialogue and understanding across communities.

Organisations planning face-to-face events are encouraged to consider digital elements, for example, live-streaming, to extend the reach of their event to audiences across the state. Digital only events will **not** be supported through the program.





# What types of events and activities are not funded?

This MFE Program **does not** support:

- contemporary sporting tournaments
- digital campaigns
- digital only events
- invite-only or members-only events – this includes VIP events/areas or events which exclude other event attendees
- events that promote or are held for political purposes
- conferences
- paid ticketed events
- fundraising events
- events that exclude or offend other parts of the community
- events that pollute the environment or purposefully destroy or waste natural resources
- events that are entirely based on commercial activities
- a specific event in the same year that the MFE Program or another grants program run by the department has already funded
- events that are supplementing recurrent or ongoing costs of an organisation
- events that are dependent on recurrent annual funding
- events or related deliverables funded under an election commitment
- events where advertisement is only promoted in a language other than English
- events that run for more than 30 days
- performance or talent showcase only events
- gala dinners
- events held in restaurants
- events held at residential settings or private offices\*.

The MFE Program also **does not** support activities that:

- are funded primarily under another state, federal or local government program
- are within the responsibility of another state, federal or local government program
- have already started or have been completed. This includes any activities undertaken prior to the notification of the application outcome
- are private sector projects undertaken because of a Victorian Government contract.

*\*Events held at residential settings or private offices are considered closed events which do not attract the public and are not supported. Organisations with established community facilities which can host open events meeting the minimum attendance requirement can be supported.*

# What costs are supported?

Face-to-face event costs that the MFE Program **does** support include:

- artist and performer fees
- catering for the general public at the event
- venue hire
- security expenses
- short-term staffing costs, for example, event and project management related to the event
- advertising, publicity, promotion, marketing, stationery, printing and publishing
- event equipment hire and cleaning
- auspicings fees
- transport costs for attendees and performers within Victoria, for example, bus hire, public transport or petrol costs directly related to an event activity.

## RMFEF additional supported costs

The following costs are supported **only** under the RMFEF:

- event/project management training for volunteers or staff
- communications training, for example, developing promotion material, online engagement
- volunteer management training – to recruit and train volunteers
- event skills training, for example, first aid, food handling
- cultural competency training
- venue hire – if required to host workshops, this may be supported.

Hybrid event costs that the MFE Program **does** support include:

- digital equipment hire
- one-off venue or studio hire – for live streaming and online performances
- administration, for example, streaming membership
- short-term employment of a one-off digital specialist to assist with the event
- podcast development and programming
- videocast development and programming.

**Note:** Supported costs are all subject to an assessment of whether they represent value for money.

If you are unsure about whether a cost can be supported under the MFE Program, please speak to the MFE team before submitting your application.

## What costs are not supported?

The MFE Program **does not** support:

- materials and consumables. Only up to 15% of MFE funds can be used on this cost – disposable catering like cutlery or event décor, including flowers
- ongoing administration or staffing costs. Costs for staffing must only be for staff contracted temporarily for the delivery of the event, such as an event coordinator. Organisations must provide evidence of this arrangement as part of the acquittal process
- ongoing salary subsidies, except where a salary subsidy, for example, from a project partner, provides administrative or project management support. Organisations must provide evidence of this arrangement as part of the acquittal process
- purchase of:
  - vouchers, including food and gift vouchers
  - unfixed, mobile or transferable assets, such as event equipment – tents, chairs, stages, lighting, stands, microphones
  - cultural or religious items
  - costumes
  - alcohol
  - digital equipment, such as laptops
  - rapid antigen tests for event attendees or the wider community
  - gift packages, prizes or awards

- ongoing operating costs
- public liability insurance
- digital capability and website development costs
- private dining, for example, at a restaurant for members or volunteers only
- set-up or running costs of a business or organisation including subscriptions and licences
- travel outside Victoria
- funding for people or organisations that are interstate or from overseas to visit Victoria, for example, to cover accommodation, international flights, and visas
- any costs to meet regulatory requirements, such as permits, registrations
- accommodation costs.



## Small stream (up to \$5,000)

The small stream is for smaller events.

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

Applications under this stream need to meet all the eligibility criteria outlined below to be recommended to receive the funding requested (no more than \$5,000).

These criteria are in the following table. Use it as a checklist before you submit your application.

### Small stream eligibility criteria

Does your application meet this eligibility criteria? Please mark 'yes' or 'no' with a

Criteria	Description	Does your application meet this eligibility criteria?
MFE objectives	<p>The event must meet and clearly demonstrate alignment with both the objectives listed in the <a href="#">'Introduction'</a>.</p> <p>The event is either a stand-alone or a series of events with the same theme and focus, lasting no longer than 30 days.</p>	<input type="radio"/> Yes <input type="radio"/> No
All Victorians welcome	<p>The event must be open and free for the Victorian public to attend, not just the organisation's members.</p> <p>The application must outline how the event will be promoted to members of the public.</p> <p>The promotional material for the event must clearly state that entry is free.</p>	<input type="radio"/> Yes <input type="radio"/> No
Attendance requirements	<p>Metropolitan organisations must have a minimum of 100 people attend the event.</p> <p>Rural and regional, and new and emerging community organisations and events must have a minimum of 50 people attend the event.</p>	<input type="radio"/> Yes <input type="radio"/> No
Budget	<p>Costs must be accurate, reasonable and demonstrate good value for public money.</p> <p>The budget section must be completed, with grant funds requested broken down by expenditure.</p> <p>Any unsupported costs will be removed from the eligible grant funding offered (see <a href="#">'What costs are not supported'</a>).</p>	<input type="radio"/> Yes <input type="radio"/> No

Criteria	Description	Does your application meet this eligibility criteria?
Mandatory documentation for auspiced grants only	A current letter of support is required from an auspice organisation, where auspicing arrangements are in place.	<input type="radio"/> Yes <input type="radio"/> No
Mandatory documentation for a social enterprise	The organisation's constitution or foundation documents are required.	<input type="radio"/> Yes <input type="radio"/> No
No outstanding final reports	All overdue final reports from previous department-funded grants, including Multicultural Affairs, must be submitted by closing date of the round.  To check your organisation is up to date with reporting, contact the Multicultural Affairs Programs and Grants team by: <ul style="list-style-type: none"> <li>• phone on 1300 112 755</li> <li>• or email <a href="mailto:multicultural-festivals.events@dpc.vic.gov.au">multicultural-festivals.events@dpc.vic.gov.au</a>.</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No
A complete application form	All questions in the application form must be addressed clearly and provide details of the proposed event activities.  If you leave sections blank, your application will be deemed ineligible.	<input type="radio"/> Yes <input type="radio"/> No



## Medium stream (\$5,001 to \$15,000)

The competitive medium stream is for larger events.

The application form for the medium stream has additional assessment criteria.

Applications under this stream need to meet all eligibility criteria and address the assessment criteria, including attendance requirements.

These criteria are in the following table. Use it as a checklist before you submit your application.

### Medium stream eligibility criteria

Does your application meet this eligibility criteria? Please mark 'yes' or 'no' with a

Criteria	Description	Does your application meet this eligibility criteria?
MFE Program objectives	<p>The event must meet and clearly demonstrate alignment with both the objectives listed in the <a href="#">'Introduction'</a>.</p> <p>The event is either a stand-alone or a series of events with the same theme and focus, lasting no longer than 30 days.</p>	<input type="radio"/> Yes <input type="radio"/> No
All Victorians welcome	<p>The event must be open and free for the Victorian public to attend, not just the organisation's members.</p> <p>The application must outline how the event will be promoted to members of the general public.</p> <p>The promotional material for the event must clearly state that entry is free.</p>	<input type="radio"/> Yes <input type="radio"/> No
Attendance requirements	<p>Metropolitan organisations must have a minimum of 500 people attend the event. However, to be eligible to receive the full amount, see <a href="#">'Medium stream attendance funding thresholds'</a>.</p> <p>Rural and regional, and new and emerging community organisations and events, must have a minimum of 200 people attend the event. However, to be eligible to receive the full amount, see <a href="#">'Medium stream attendance funding thresholds'</a>.</p>	<input type="radio"/> Yes <input type="radio"/> No
A complete application form	<p>All questions in the application form must be addressed clearly, and provide details of the proposed event activities.</p> <p>If you leave sections blank, your application will be deemed ineligible.</p> <ul style="list-style-type: none"><li>• A Project Plan template must be attached.</li></ul>	<input type="radio"/> Yes <input type="radio"/> No

Criteria	Description	Does your application meet this eligibility criteria?
Budget	<p>Costs must be clear, accurate, reasonable and demonstrate strong value for public money.</p> <p>The budget section must be completed, with grant funds requested broken down by expenditure.</p> <p>Any unsupported costs will be removed from the eligible grant funding offered (see '<a href="#">What costs are not supported</a>').</p> <p>Check that the requested grant amount aligns with the minimum attendance thresholds (see '<a href="#">Medium stream attendance and funding thresholds</a>').</p>	<input type="radio"/> Yes <input type="radio"/> No
Mandatory documentation for auspiced grants only	<p>A current letter of support is required from an auspice organisation, where auspicings arrangements are in place.</p>	<input type="radio"/> Yes <input type="radio"/> No
Mandatory documentation for a social enterprise	<p>The organisation's constitution or foundation documents are required.</p>	<input type="radio"/> Yes <input type="radio"/> No
Additional mandatory documentation	<p>Quotes for expenditure items of \$10,000 and over, where MFE Program funds will be used to support the cost, or if costs can be broken down, attach these figures in a separate budget document (see '<a href="#">Mandatory documentation requirements for medium and large stream</a>').</p>	<input type="radio"/> Yes <input type="radio"/> No
No outstanding final reports	<p>All overdue final reports from previous department-funded grants, including Multicultural Affairs, must be submitted by closing date of the round.</p> <p>To check your organisation is up to date with reporting, contact the Multicultural Affairs Programs and Grants team by:</p> <ul style="list-style-type: none"> <li>• phone on 1300 112 755</li> <li>• or email <a href="mailto:multicultural-festivals.events@dpc.vic.gov.au">multicultural-festivals.events@dpc.vic.gov.au</a>.</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No

## Medium stream attendance and funding thresholds

Minimum attendance thresholds apply and vary, depending on how much grant funding is being requested. Refer to the following table.

Attendance (metropolitan organisations)	Attendance (rural and regional, or new and emerging organisations or events)	Maximum funding eligibility
500	200	\$5,001
1,000	400	\$10,000
1,500	600	\$15,000





## Large stream (\$15,001 to \$50,000)

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

The application form for the large stream is more detailed, with additional assessment criteria. It also requires mandatory documentation and matched funding contributions.

Note: Organisations eligible under the RMFEF can apply for over \$50,000 in the large stream.

Applications under this stream need to meet all eligibility criteria and address the assessment criteria, including attendance requirements.

These criteria are in the following table. Use it as a checklist before you submit your application.

### Large stream eligibility criteria

Does your application meet this eligibility criteria? Please mark 'yes' or 'no' with a

Criteria	Description	Does your application meet this eligibility criteria?
MFE Program objectives	<p>The event must meet and clearly demonstrate alignment with both the objectives listed in the <a href="#">'Introduction'</a>.</p> <p>The event is either a stand-alone or a series of events with the same theme and focus, lasting no longer than 30 days.</p>	<input type="radio"/> Yes <input type="radio"/> No
All Victorians welcome	<p>The event must be open and free for the Victorian public to attend, not just the organisation's members.</p> <p>The application must outline how the event will be promoted to members of the general public.</p> <p>The promotional material for the event must clearly state that entry is free.</p>	<input type="radio"/> Yes <input type="radio"/> No
Attendance requirements	<p>Metropolitan organisations must have a minimum of 1,500 people attend the event. However, to be eligible to receive the full amount, see <a href="#">'Large stream attendance funding thresholds'</a>.</p> <p>Rural and regional, and new and emerging community organisations and events, must have a minimum of 600 people attend the event. However, to be eligible to receive the full amount, see <a href="#">'Large stream attendance funding thresholds'</a>.</p>	<input type="radio"/> Yes <input type="radio"/> No
A complete application form	<p>Address all questions in the application form and provide details of the proposed event activities. If you leave sections blank, your application will be deemed ineligible. You must attach a:</p> <ul style="list-style-type: none"><li>• Project Plan template</li><li>• Total Event Budget document.</li></ul>	<input type="radio"/> Yes <input type="radio"/> No

**Does your application meet this eligibility criteria?**

Criteria	Description	Does your application meet this eligibility criteria?
Budget	<p>Costs must be clear, accurate, reasonable and demonstrate strong value for public money.</p> <p>The budget section must be completed, with grant funds requested broken down by expenditure. Any unsupported costs will be removed from the eligible grant funding offered (see <a href="#">‘What costs are not supported’</a>).</p> <p><b>Note:</b> Check that the requested grant amount aligns with the minimum attendance thresholds (see <a href="#">‘Large stream attendance and funding thresholds’</a>).</p> <p>A Total Event Budget document must be attached showing all income and expenditure for the event.</p> <p><b>Note:</b> Check that the requested grant amount aligns with the minimum matched funding requirements and this is clearly demonstrated in the Total Event Budget document (see <a href="#">‘Matched funding for the large stream’</a>).</p>	<input type="radio"/> Yes <input type="radio"/> No
Matched funding	<p>All large stream applications must provide matched funding (see <a href="#">‘Matched funding for the large stream’</a>).</p>	<input type="radio"/> Yes <input type="radio"/> No
Mandatory documentation for auspiced grants only	<p>Provide a current letter of support from an auspice organisation, where auspicating arrangements are in place (<b>Note:</b> Auspicating arrangements are available for new and emerging community organisations, and rural and regional organisations only).</p>	<input type="radio"/> Yes <input type="radio"/> No
Mandatory documentation for a social enterprise	<p>The organisation’s constitution or foundation documents are required.</p>	<input type="radio"/> Yes <input type="radio"/> No
Additional mandatory documentation	<p>Quotes for expenditure items of \$10,000 and over, where MFE Program funds will be used to support the cost, or if costs can be broken down, attach these figures in a separate budget document (see <a href="#">‘Mandatory documentation requirements for medium and large stream’</a>).</p>	<input type="radio"/> Yes <input type="radio"/> No
No outstanding final reports	<p>All overdue final reports from previous department-funded grants, including Multicultural Affairs, must be submitted by closing date of the round.</p> <p>To check your organisation is up to date with reporting, contact the Multicultural Affairs Programs and Grants team by:</p> <ul style="list-style-type: none"> <li>• phone on 1300 112 755</li> <li>• or email <a href="mailto:multicultural-festivals.events@dpc.vic.gov.au">multicultural-festivals.events@dpc.vic.gov.au</a>.</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No

## Large stream attendance and funding thresholds

Minimum attendance thresholds apply and vary, depending on how much grant funding is being requested. Refer to the following table.

Attendance (metropolitan organisations)	Attendance (rural and regional, or new and emerging organisations or events)	Maximum funding eligibility
1,500	600	\$15,001
2,000	800	\$20,000
3,000	1,200	\$30,000
4,000	1,600	\$40,000
5,000+	2,000+	\$50,000

### Matched funding for the large stream

The MFE Program provides an opportunity for the Victorian Government to co-invest in multicultural festivals and events. It forms part of the eligibility criteria for the large stream. Matched funding is not required under the small or medium stream. Matched funding is not required for large stream applications under the RMFEF program. Funding provided under the MFE Program is considered a contribution to total event costs, and events should not rely on the contributions of this program. Your matched funding can come from:

- your organisation
- other sources, such as partners and other grants.

A portion of matched funding can be contributed in-kind. It is important to consider that different ratios apply. Organisations applying under the large stream will only be eligible to receive the amount of funding they have matched, according to the requirements in the following table.

For example, if you are a metropolitan organisation applying for \$50,000 and can only demonstrate (through the budget section) that you can contribute \$25,000 as matched funding, you will only be considered eligible to receive up to \$25,000.

### What is an in-kind contribution?

An in-kind contribution is a contribution of goods or services to your event, other than money, that would normally have a financial value. Some examples include:

- volunteer labour
- donated goods (such as an event space, equipment or food)
- donated services (such as project management or security).

All large stream applications must provide matched funding. The following table should guide you in meeting the matched funding.

Criteria	Metropolitan organisations and events	New and emerging community organisations and events
Minimum matched funding requirement	Organisation \$1:\$1 Grant (minimum of one dollar for every dollar of Victorian Government funding).	Organisation \$1:\$3 Grant (minimum of one dollar for every three dollars of Victorian Government funding).
Cash contribution requirement	At least 50% of the matched contribution must be provided in cash (the remaining 50% can be through in-kind contributions).	Not required.
In-kind	Up to 50% of the organisation's matched contribution can be provided in-kind.	Up to 100% of an organisation's matched contribution can be provided in-kind.
Example	<p>If we grant you \$10,000, you will need to match this contribution with \$10,000.</p> <p>In this example, up to \$5,000 of your matched funding can be an in-kind contribution.</p>	<p>If we grant you \$12,000, you will need to match this contribution with \$4,000.</p> <p>In this example, all \$4,000 of your matched funding can be an in-kind contribution.</p>



# Mandatory documentation requirements for medium and large stream

## Quotes for expenditure items of \$10,000 and over

For medium and large stream applications to be eligible, you must attach evidence of expenditure for all budget items of \$10,000 and over, where MFE Program funds will be used to support the cost. Evidence of expenditure includes quotes, and must be for the event that the applicant is seeking funding for.

Your organisation does not need to supply quotes if you can break down items further within a separate budget attached to the application. For example, if performer/artist fees exceed \$10,000 in total, but the total is made up of multiple fees, this can be explained in the budget as, for example, 3 individual artists costing \$3,500 each, to a total of \$10,500.

Documentation will be deemed **ineligible** if the:

- quote does not include the letter head of the company providing the service or item
- quote does not match the budget activity, service or item and cost
- quote was obtained earlier than 24 months before the application deadline
- separate budget does not match costs within the application's budget section.

## A letter of support from a partnering community organisation

It is not an eligibility requirement for medium and large stream applicants to identify a community organisation you are working with. However, it is strongly recommended, and forms part of the 'Assessment criteria'. If you do identify a partner organisation, you must attach a letter of support from the community organisation you are working with to plan and deliver the event.

A letter of support from a state MP, council representative, business, or other non-community organisation does not constitute a letter of support from a partnering community organisation.

Applicants must specify the nature of the partnership within the application. Outline the key responsibilities between your organisation and the partnering community organisation.

Applicants are strongly encouraged to work with the following to show cross-cultural partnerships:

- a new and emerging community organisation, or
- an organisation from outside your own community.

Intercultural and interfaith partnerships are also strongly encouraged. The letter of support must include the name of your organisation as the applicant organisation and the name of your event.

# How are medium and large stream applications assessed?

All eligible medium and large stream applications are subject to a competitive process. They have a higher level of scrutiny and must address further criteria and meet all the eligibility requirements listed in the table under '[Medium stream eligibility criteria](#)' and '[Large stream eligibility criteria](#)'. Only those applications scoring high enough against the assessment criteria can be supported.

In addition to an eligibility assessment, medium and large stream applications will be assessed against their response to the assessment criteria in the following table.

**Note:** The department encourages organisations applying under the large stream to attach supporting documentation to strengthen their applications.

## Assessment criteria

Assessment criteria	Criteria measures	Weighting
Alignment with MFE Program objectives	<p>Applications must address and show strong alignment with the MFE Program objectives.</p> <p>Applications need to highlight there is a specific need for the event, for example, an anniversary, and the extent to which the festival or event will celebrate and showcase the culture and customs of one or more of Victoria's diverse multicultural communities (Objective 1).</p> <p>Applications must show how the wider community will be engaged through broad promotion. There must be evidence of how all Victorians will be encouraged to attend the event – what activities the wider community can participate in, and how this will further learning and understanding (Objective 2).</p>	40%
Engagement with priority groups	<p>Applications must identify whether their event will primarily target one of the below priority groups to score on this criterion. The priority groups for the MFE Program are:</p> <ul style="list-style-type: none"><li>• new and emerging communities</li><li>• regional communities</li><li>• women</li><li>• young people</li><li>• LGBTIQ+ communities.</li></ul> <p>An overview of how this is the case needs to be provided. For example, the event is led by women, or the event is taking place in regional Victoria and will therefore have regional communities as the core audience.</p> <p>To score highly on this criterion, applicants should specify how their event will target one or more of the above priority groups. Organisations targeting new and emerging communities should consider the guidance on page 11.</p>	10%

Assessment criteria	Criteria measures	Weighting
Budget	<p>The proposed festival or event must demonstrate strong value for public money, with accurate and reasonable costs that can go towards the delivery of an event.</p> <p>All costs must be clearly listed, including specifically detailing how the MFE Program grant funds will be spent.</p> <p>Quotes for all costs are encouraged, and are mandatory for items \$10,000 and over, where MFE Program funds will be used to support the cost.</p> <p><b>Additionally for the Large stream only:</b></p> <ul style="list-style-type: none"> <li>quotes for all costs are encouraged to substantiate budget items and this will ensure a higher score on this criterion</li> <li>a Total Event Budget document must be attached, outlining all expenditure items and sources of income.</li> </ul>	20%
Demonstrated capacity	<p>The application demonstrates how the organisation has the capacity to successfully deliver a festival or event. This will be assessed according to:</p> <ul style="list-style-type: none"> <li>a clear and detailed project plan, including timeframes and tasks across all parts of the event cycle (pre-event planning, at-event and post-event).</li> <li>details of a previous event that has been delivered with the same attendance figures, or evidence of existing resources, expertise or equipment that your organisation has, to successfully deliver the planned event.</li> <li>organisations are encouraged to provide a list of previous events and the resources available to them.</li> </ul> <p><b>Additionally for the Large stream only:</b></p> <ul style="list-style-type: none"> <li>organisations are encouraged to attach a more detailed project plan to score higher on this criterion</li> <li>organisations are encouraged to attach evidence of a previous event or the existing resources, expertise or equipment that your organisation has to score higher on this criterion.</li> </ul>	20%

Assessment criteria	Criteria measures	Weighting
Partnerships and collaboration	<p>The application demonstrates how the organisation is working with community organisations in the planning and delivery of the festival or event. Applicants are strongly encouraged to work with a new and emerging community organisation, or an organisation from outside your own community, to demonstrate cross-cultural partnerships. Intercultural and interfaith partnerships are also strongly encouraged.</p> <p>Providing a support letter from the partnering organisation is mandatory to score on this criterion.</p> <p>To score highly against this criterion, applicants must provide details of at least one community organisation they are working with in the application form, including:</p> <ul style="list-style-type: none"> <li>• the name of the organisation</li> <li>• the roles or tasks assigned to the partner organisation</li> <li>• the benefits of this collaboration.</li> </ul>	10%



## Assessment process overview

Small stream applications will undergo an eligibility assessment. See:

- [‘Small stream eligibility criteria’](#).

Medium and Large stream applications will undergo an eligibility assessment followed by an assessment of the responses to the assessment criteria. See:

- [‘Medium stream eligibility criteria’](#)
- [‘Large stream eligibility criteria’](#)
- [‘Assessment criteria’](#).

A panel will then review applications in all streams. The panel includes representatives from the Victorian Multicultural Commission and other relevant experts.

The Minister for Multicultural Affairs makes the final decision, based on recommendations from the assessment panel. The department will advise your organisation whether you are or are not successful.

All decisions made by the department or the Minister for Multicultural Affairs are final. This includes decisions made in relation to any aspect of the funding application and assessment process to:

- offer or award a grant under this program, or
- withdraw the offer or cancel the grant funding agreement.

## Submitting your application

During the application process:

- Read the 2024–25 MFE Program guidelines carefully before starting your application online.
- Make sure your event meets the eligibility criteria for the stream you are applying under. Use the checklist in the guidelines to prepare all the supporting documentation.
- Attend an information session. For more information, visit [MFE Program](https://www.vic.gov.au/multicultural-festivals-and-events-program) <https://www.vic.gov.au/multicultural-festivals-and-events-program>.
- Start the application as early as possible. Leave enough time to fill out all the questions and upload the correct documentation. Please note that our new application form will not allow you to proceed if you have not met the eligibility criteria.
- Be aware of the closing date and time for the round. Submit your online application form by 3 pm on the closing date. Answer all questions and attach all mandatory supporting documentation. If not, the department will consider your application ineligible and will not assess it.
- The department will not consider late or incomplete applications.

# Successful grant recipients

## Funding agreements

If successful, your organisation must enter into a Victorian Common Funding Agreement (VCFA) with the department. This must happen within 30 days of your funding offer. If a grant offer is not accepted during this period, the department may withdraw the grant.

The funding agreement will outline:

- the grant terms and conditions, including use of funds
- key deliverables and due dates
- reporting requirements.

The department will make grant payments according to set milestone deliverables. The milestones will be set out in the funding agreement.

The department will send successful applicants their VCFA electronically. Hard copies of the VCFA will not be sent or accepted.

Your organisation must complete the online signing of the VCFA by the specified cut-off date. Failure to do so will result in the cancellation of the VCFA and no funding will be provided.

The department will publish successful event details at [Multicultural Festivals and Events program](https://www.vic.gov.au/multicultural-festivals-and-events-program) <https://www.vic.gov.au/multicultural-festivals-and-events-program>, including:

- organisation name
- event name and grant funding provided.

Your organisations must use all funds during the activity period as outlined in the funding agreement. In addition, your organisation must meet any funding conditions set out in the letter of offer or funding agreement. This includes the following requirements:

- minimum attendance
- matched funding
- the minimum cash requirement (if applicable).

Failure to meet these requirements may mean your organisation will need to return funding to the department.

Organisations are no longer required to submit evidence of their public liability insurance with their funding agreements. However, this continues to be a condition of funding. All events supported through the program must have active public liability insurance to cover the event.

## GST and grants awarded under this program

If your organisation is successful in receiving a grant and is:

- registered for GST, you will be paid GST on top of the amount awarded
- not registered for GST, you will only receive the grant amount awarded – GST will not be added on top.

The Australian Taxation Office (ATO) considers grants and sponsorships as taxable income.

The ATO can help with information on tax, including GST. For more information, call 13 28 66 or visit [ATO](https://www.ato.gov.au) <https://www.ato.gov.au>.

## Final reports

If you are successful in receiving funding, your organisation will need to submit an online final report aligned with the requirements. Online final reports are submitted through the Grants Gateway portal.

# Do you need more information or help?

## Information sessions

To support you with the application process, there will be a series of information sessions delivered as webinars.

All details, including webinar dates and times, will be available at [MFE Program](https://www.vic.gov.au/multicultural-festivals-and-events-program) <https://www.vic.gov.au/multicultural-festivals-and-events-program>.

## Contacting the Multicultural Affairs Programs and Grants team

For more information, help with your application or to check if you have any outstanding final reports, contact the Multicultural Affairs Programs and Grants team by:

- phone on 1300 112 755
- or email [multicultural-festivals.events@dpc.vic.gov.au](mailto:multicultural-festivals.events@dpc.vic.gov.au).

## More information

Visit [MFE Program](https://www.vic.gov.au/multicultural-festivals-and-events-program) <https://www.vic.gov.au/multicultural-festivals-and-events-program> for more information on:

- frequently asked questions
- application form guidance.

Visit [Multicultural grant resources](https://www.vic.gov.au/applying-and-reporting-multicultural-grants) <https://www.vic.gov.au/applying-and-reporting-multicultural-grants>, for other resources, including:

- how to write a grant application
- grant terminology explained
- understanding in-kind contributions
- auspice and partnership applications
- case studies.

