

# 2024–25 Chinese Community Infrastructure Fund

Program guidelines



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## Acknowledgement

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.

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(DPC72)

# Victorian Government values

Multiculturalism in Victoria is more than just diversity of cultures, languages, faiths and traditions. It is providing the systems and supports that make our shared community stronger. It is the knowledge that sharing cultures and understanding our cultural differences is a strength. It also provides a sense of belonging that contributes to the community harmony Victorians are so proud of.

The Victorian Government is committed to:

- protecting the rights of all Victorians to be free from racism, vilification and discrimination of any kind
- building community harmony
- ensuring every Victorian feels safe and can participate in all aspects of Victorian life, irrespective of Aboriginality, gender, sexual orientation, ancestry, faith, language, culture, migration or visa status, class, ability and age.

The contractual relationship between funded organisations and the Department of Premier and Cabinet 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.



# Message from the Minister for Multicultural Affairs



I'm pleased to announce the launch of the Chinese Community Infrastructure Fund grant program.

The Victorian Government is committed to celebrating the diversity of our state. We recognise the importance of having safe, accessible and culturally appropriate spaces for our communities to gather, that enables all Victorians to have accessible spaces to celebrate and preserve culture and traditions.

Victoria's Chinese communities are some of our most longstanding and established communities who continue to make lasting contributions to our state every day.

This grant program will enable our Chinese communities to upgrade, renovate, extend, or construct community facilities. It will fund facilities that enable Chinese community members to celebrate and share traditions, build connections, foster a more inclusive society and continue to thrive in our state.

Investing in these meaningful spaces will contribute to fostering Victoria's social cohesion and will support the wellbeing of Chinese Victorians.

The Victorian Government is proud to deliver this program that will ensure Chinese Victorians remain connected, can preserve their cultural identity and can participate in all aspects of our vibrant multicultural society.

A handwritten signature in black ink, appearing to read 'Ingrid Stitt', located below the text of the Minister's message.

**Ingrid Stitt MP**  
Minister for Multicultural Affairs

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# Program objective

The aim of the 2024–25 Chinese Community Infrastructure Fund (CCIF) program is to support Victoria’s diverse **Chinese community organisations** to upgrade, renovate, extend, or construct their community facilities. This will give Chinese Victorians safe and secure places to celebrate and share their histories and traditions, build connections, and thrive. This is regardless of members age, abilities, language, ancestry, or location. Program funding will contribute to the cost of upgrades. Organisations should not rely solely on the program to fund their project.

The 2024-25 CCIF acknowledges the importance of upgrading community infrastructure for Victoria’s Chinese communities. The program will offer grants of up to \$400,000 for Chinese community infrastructure projects that will:

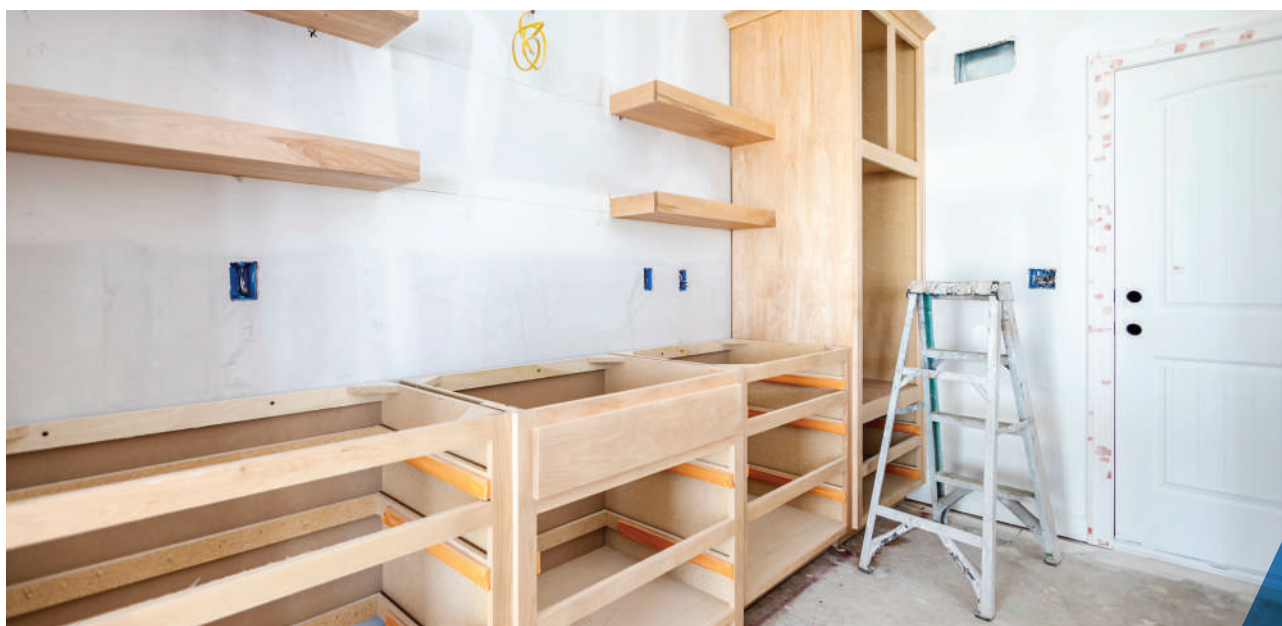
- support Victoria’s Chinese communities to celebrate and share their history and traditions
- build community connections and networks to participate in society
- help communities to access social and cultural opportunities.

## Key terms

A **Chinese community organisation** is defined as an organisation that is owned and managed by a Chinese ancestry, language, faith or cultural community which services Chinese community member needs, customs and traditions. The organisation will exist to support people from Chinese ancestry, cultural, language or faith groups.

A **Chinese community facility** is defined as a building / facility run by a Chinese community organisation where members of the community may gather for group activities, education sessions, social support, and other purposes. The locations may or may not be open to broader groups of people.

Eligible Chinese community facilities include temples, community centres, halls and hubs, youth centres and camp facilities, museums, theatres and galleries.



# Funding and projects priority

The 2024–25 CCIF grant program is an open and competitive program assessed on eligibility and merit. The Multicultural Affairs Division of the Department of Premier and Cabinet (the department) runs the program.

The Victorian Government is committed to building a safe, inclusive, and accessible community that recognises, celebrates, and addresses people’s diverse and intersecting experiences, needs, and identities. The CCIF recognises the importance of upgrading community infrastructure for Victoria’s Chinese communities, regardless of background or location.

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## **The assessment process will prioritise applications that clearly show that the proposed project will specifically benefit – regional and/or rural Chinese communities**

Priority applications from regional or rural Chinese Victorian communities will automatically receive extra points in the assessment of the application. They will not need to provide matched funding (refer to matched funding requirements for applications on page 14).

The program prioritises regional or rural located projects and organisations because they often:

- are smaller communities
- have more limited access to supporting resources and networks
- have less funds for infrastructure projects.

To claim regional or rural funding priority, applications must confirm the project will be located or delivered in a regional or rural area outside metropolitan Melbourne. Refer to the [Regional Development Victoria’s list of regional and rural councils](https://www.rdv.vic.gov.au/victorias-regions#region-listing) <<https://www.rdv.vic.gov.au/victorias-regions#region-listing>> for eligible local government areas.

Metropolitan based organisations applying to deliver projects in regional or rural Victoria are also eligible to claim priority and not required to provide matched funding.

Program funding also aims to support diversity among Victoria’s Chinese communities and to encourage organisations to take an inclusive and intersectional approach in these projects. There is an expectation that all applicants consider the different needs and experiences of community members including, for example, Chinese Victorian women, seniors, LGBTIQ+ people, youth and children. Applications which clearly outline how their proposed project is inclusive and benefits marginalised groups within the whole community will also be considered positively in assessment.

## Regional project example

- ✓ Total Project Cost: \$28,000 / Grant Amount Requested: \$28,000
- ✓ Matched funding: Not required as the project is located in southwest Victoria

### Project summary 1

- The carpet in the auditorium of a Chinese community hall in Warrnambool is worn and in disrepair.
- The community hall is a central gathering place for the community where people come together for celebrations and events. The hall plays a pivotal role in sharing local and wider news and information. The hall is open seven days a week.
- The carpet needs replacing to prevent an OHS risk to visitors.

### Project outcome 1

- The facility now safely hosts community events and activities for the local Chinese community. It also hosts events from the wider community including lectures, video screenings, public meetings, and live performances.

Not all applications will be successful. Only the most competitive will be offered funding. Successful applications may only be offered part of the funding amount requested.

Applicants can strengthen their applications by responding carefully to all questions in the application form and providing strong evidence of both the need for their project and the project's expected impact. High scoring applications are likely to:

- Answer all questions, using data to strengthen their response.
- Provide all the mandatory documents and the additional documents (only applications providing all the mandatory documents will be assessed).

- Ensure the required Project Plan document clearly describes the activities for which funding is sought, confirms the selected contractor/s and timelines to do the work and that the Project Plan information matches all the attached mandatory quotes.
- Show strong, regular usage of the project facility by community members and groups (using the mandatory Timetable of Facility Use document).

## Key dates and timelines

- **Applications open** on Saturday 21 September 2024
- **Submit your application** between Saturday 21 September 2024 and Monday 2 December 2024
- **Applications close** at 3.00pm on Monday 2 December 2024 (late applications will not be accepted).
- Projects receiving a grant of \$75,000 or less must complete in under 6 months.
- Projects receiving a grant of over \$75,000 must complete in under 12 months.

## Information sessions

To support organisations to prepare their applications, the department will hold information sessions delivered as webinars.

All details, including webinar dates and times, are available at the [CCIF webpage](https://www.vic.gov.au/chinese-community-infrastructure-fund) <<https://www.vic.gov.au/chinese-community-infrastructure-fund>>.

## Funding available

- Up to \$400,000 is available per project to upgrade, renovate, extend or build community infrastructure.
- Only one application per organisation.



# What the grant money can be used for

## Eligible grant activities – what will be funded

Grant activities that are eligible for funding include:

- **construction, trades and works to create a new Chinese community facility**
- **construction, trades and works on an existing Chinese community facility** including:
  - **maintenance** – painting, tiling or structural repairs such as roofing, plumbing or flooring works
  - **upgrades** – kitchen or bathroom upgrades and energy-efficiency improvements such as solar power or double glazing
  - **renovations** – alterations, extensions or internal remodelling to improve accessibility or create new rooms, kitchen or bathroom replacement, and heating and cooling systems
  - **security elements** – CCTV installation, securing doors or windows, security lighting, facade works, fencing and perimeter security
  - **outdoor areas** – staging, pergolas, playgrounds, fencing and garden beds (note: plants are ineligible)
- **pre-construction activities for a new or existing Chinese community facility** such as:
  - feasibility studies
  - business case development
  - conceptual design
  - architectural or planning-related works (excluding planning permit or building permit application fees or tribunal costs)
- **project management costs paid to a professional contractor** (using up to 10 per cent of the total grant amount requested) – these require a quote from a professional consultant and cannot be from a staff member.

Any fixed assets to be bought with the grant funding must be clearly listed in the application form and are subject to the department's approval. It is important to note that:

- Assets must be closely related to the facility's use.
- Acceptable assets are fixed, non-transferable and part of the fabric of the building.
- Assets cannot total more than 40 per cent of the overall grant amount requested (with the exception of energy sustainability or efficiency projects where the 40 per cent asset cap is not applied).

# Possible project examples

## Project example 2

- ✓ Total Project Cost: \$120,000 / Grant Amount Requested: \$80,000 / Match funding: \$40,000

### Project summary 2

- An upgrade of the kitchen in the existing facility leased by the Chinese Victorian community in Springvale.
- The kitchen was cramped and outdated, restricting the number of people who could use the facility at one time.

### Project outcome 2

- The renovation has improved the kitchen's layout to allow more access for community members and new larger hobs, oven, dishwasher and waste system support higher capacity cooking for larger events. It now offers greater capacity to support events and cultural festivals.
- Several local community groups have already expressed an interest in increasing their use of the upgraded kitchen.

## Project example 3

- ✓ Total Project Cost: \$2,400,000 / Grant Amount Requested: \$400,000 / Match funding: \$2,000,000

### Project summary 3

- Construction of a communal facility for women to create an environment for the women to socialise, seek support, access education and make new connections.
- The organisation has an existing facility on a large block of land but wants to construct an additional facility on that land to create a facility offering a range of programs and services for the women in the community including a drop-in service and advice on childcare.
- Thanks to a donation and their own fundraising, the organisation has most of the money needed to fund the construction and has also completed town planning.

### Project outcome 3

- The newly constructed facility now runs weekly language lessons, offers a VCAL program and a homework club including a series of health education programs. It does this in partnership with the local medical practice.
- The organisation offers cooking lessons and workshops. It also provides food relief and is now exploring options to establish a women-run social enterprise.
- The organisation can now run daily mothers' groups and talking circles.

# What the grant money cannot be used for

## Ineligible grant activities – what will not be funded

Grant activities that are not eligible for funding include:

- projects that do not align with the objective of the 2024–25 CCIF program
- the purchase of:
  - land, property and/or buildings
  - unfixated, mobile or transferable assets such as sporting equipment, phones, computers, tablets, desks, chairs, gardening equipment, plants, musical instruments, domestic refrigerators, domestic freezers, small removable kitchen equipment like blenders, microwaves and toasters
  - assets, materials and products from overseas suppliers (contractors must be based in Victoria)
- already completed or partly completed projects, works or activities
- contingency costs for the project
- planning permit and building permit application fees or tribunal costs
- projects that have previously received funding from Multicultural Affairs or the department; for example, if your organisation received funding within the last five years to upgrade a kitchen, you cannot apply for more funds to buy commercial kitchen equipment
- decorative or ornamental projects
- constructing new or extending existing properties on leased land
- projects for infrastructure, facilities or land that is privately owned and not accessible by community members (community infrastructure facilities must have public access – accommodation, for example, is not considered public access)
- activities at education, health or emergency services facilities
- organisations or projects that are the responsibility of another ministerial portfolio
- works at a property owned by another state or the Commonwealth Government
- infrastructure located outside of Victoria
- projects advancing political activities
- projects solely advancing religious activities (for example, infrastructure exclusively used for worship – to be funded, it must be open for wider community use)
- recurrent or ongoing costs of an existing organisation (such as rent and utilities)
- staff salaries
- project management costs that are greater than 10 per cent of the total grant amount requested (any project management fees must be for an external, professional project manager, not a staff member or volunteer of your organisation)
- ongoing maintenance (such as cleaning and gardening) or administration costs
- funding that could have a negative impact on existing businesses and services
- inappropriate use of public funds not matching the CCIF objective or Victorian values.

## Previously funded projects

Organisations can apply for funding for a new project at a location that has previously received funding from Multicultural Affairs or the department. However, the previously funded project must be complete and acquitted.

For example, an organisation may have already received funding for a kitchen replacement, which is now complete. You can now apply for funding to upgrade the bathrooms at the same property.

If you're not sure whether your project costs or activities are eligible, please email the [Multicultural Affairs Programs and Grants Team](mailto:multicultural.infrastructure@dpc.vic.gov.au) <multicultural.infrastructure@dpc.vic.gov.au> before starting your application.

# Organisation and project eligibility

## Eligibility

The same eligibility requirements apply to all applicant organisations and projects.

To be eligible for the program, your application must:

- meet the organisation eligibility criteria
- include only eligible grant activities that align with the CCIF objective (See Pages 11 and 12)
- submit all mandatory documents (See Pages 16 and 18)
- meet any matched funding requirements (See Page 14)
- have no outstanding reports to the Department of Premier and Cabinet
- not be the responsibility of another ministerial portfolio (such as health or education)

Only eligible applications will move to the assessment stage.

## Who is eligible to apply for a grant?

### Organisation eligibility

- Your organisation **must be an incorporated legal entity** registered under the *Corporations Act 2001* (Cth) or the *Associations Incorporation Reform Act 2012* (Vic) or incorporated through an *Act of Parliament*

and

- Your organisation **must have a current Australian Business Number (ABN)** matching the applicant organisation's name

and

- Your organisation must be a **not-for-profit Chinese Community Organisation** which you must confirm by showing that your organisation is either:

- registered with the Australian Charities and Not-for-profits Commission

or

- registered with Consumer Affairs Victoria as an incorporated association

or

- a social enterprise with a clearly stated purpose or mission related to supporting Chinese communities in Victoria (Social enterprises must attach their constitution, rules or governance documents with their application).

- Your organisation must have no outstanding project reports from previous Multicultural Affairs portfolio grants.

### Definition of social enterprises

Social enterprises are organisations that:

- are led by an economic, social, cultural or environmental mission that is consistent with a public or community benefit
- get most of their income from trade
- reinvest most their profit or surplus to fulfil their mission (at least 50 per cent).

### Auspiced applications

If your organisation is not incorporated or does not have an ABN, you may still apply if you are supported by an eligible auspice organisation. This organisation must agree to manage the grant for you.

You must include a letter of support from the auspice organisation in your application.

Auspice organisations must meet the organisation eligibility criteria (page 12).

Auspice organisations must meet all the requirements of the grant funding. They must ensure the project is completed and contractors have been paid. The CCIF funding does not cover administrative and operational costs, and contractors must be paid for the project to be considered complete. The auspice organisation is responsible for submitting milestone reports including the final report and acquittal.

Auspice organisations can include local councils, schools and TAFEs.

## What are the responsibilities of an auspice organisation?

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

- signing the funding agreement
- all legal and financial matters of the grant on your organisation's behalf
- receiving and distributing all grant funds to the contractors under the funding agreement
- ensuring all grant activities are completed in line with the funding agreement
- submitting progress and final reports and financial acquittals on your organisation's behalf.

## Who is not eligible to apply for a grant?

Organisations that are not eligible for 2024–25 CCIF program funding include:

- any organisation which is not a Chinese community organisation
- unincorporated legal entities
- individuals and sole traders
- organisations that:
  - are commercial or set up to make a profit (except social enterprises)
  - have not complied with the terms and conditions of previous grants
  - cannot show their ability to meet their project's ongoing maintenance and running costs
- groups whose projects sit in another ministerial portfolio (such as health, education or sport and recreation)
- public companies limited by shares (unless a foundational document can prove not-for-profit status)
- commercial enterprises

- local governments (councils) including council-managed, operated, administered and regulated trusts (unless they are acting as an auspice for an unincorporated community group)
- TAFE institutes and universities (unless they are acting as an auspice for an unincorporated community group)
- registered pre-, primary and secondary schools.

To check if your organisation is:

- an Incorporated Association, go to [Consumer Affairs Victoria <consumer.vic.gov.au>](http://consumer.vic.gov.au)
- a Company Limited by Guarantee, go to [ASIC Connect <connectonline.asic.gov.au/>](http://connectonline.asic.gov.au/)
- registered with the Australian Charities and Not-for-profits Commission (ACNC), go to the ACNC website [acnc.gov.au/charity](http://acnc.gov.au/charity)
- a registered business, go to [ABN Lookup <abr.business.gov.au/>](http://abr.business.gov.au/).

To check if your organisation is up to date with grant reporting requirements:

- email [multicultural.infrastructure@dpc.vic.gov.au](mailto:multicultural.infrastructure@dpc.vic.gov.au)

## Other eligibility requirements

### Matched and additional funding

The 24–25 CCIF program offers an opportunity for the government to co-invest in Chinese community infrastructure projects. All applications for projects that are not targeting regional or rural located priority projects must include evidence of their ability to Match Funding.

If relevant, all organisations must also include evidence of their ability to provide the Additional Funding required to close any funding gap between the Grant Amount Requested and the Total Project Cost.

Without this evidence, the application will not be assessed. Matched or Additional Funding shows your organisation’s commitment to completing the project.

Acceptable evidence of funding sources include:

- bank statements in the name of the applicant organisation
- an approved bank loan to the applicant organisation
- evidence of other funding sources to meet any project funding shortfall (for example, other grants or loans that would meet at least the minimum cash contribution requirement).

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### Metropolitan Melbourne organisations and projects

Matched Funding required: 1:2

Minimum of one dollar from your organisation for every two dollars of government funding.

For example, if the 2024–25 CCIF grants you \$90,000, you will need to match this contribution with \$45,000.

In-kind contributions are not eligible for consideration as part of your matched funding contribution.

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### Priority applications

Matched Funding is not needed for priority projects which are projects located in a regional or rural area of Victoria.

A metropolitan Melbourne organisation may also apply as a priority application and will not be required to provide Matched Funding – but only if the project is entirely located in a regional or rural area of Victoria.

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# Mandatory documents

**The following documents are mandatory. They must be included for your application to be eligible.**

Funding applications for pre-construction activities such as feasibility studies or architectural plans do not need all of the mandatory documents. However, they must include:

- the selected contractor quote
- a basic project plan
- financial statements.

If applicable, they should also provide the evidence of matched funding.



# Mandatory documents for projects costing \$75,000 or less

The following documents are mandatory for applications with a requested grant amount and total project cost of \$75,000 (excluding GST) or less. They must be included for your application to be eligible.

Mandatory document	Requirements
<b>Project plan</b>	<p>You must use the <b>2024–25 Chinese Community Infrastructure Fund’s project plan template</b> &lt;<a href="https://www.vic.gov.au/chinese-community-infrastructure-fund">https://www.vic.gov.au/chinese-community-infrastructure-fund</a>&gt; for this.</p> <p>The detailed project plan must include all the items to be purchased and all activities to be completed with the grant funds.</p> <p>All selected contractors must be confirmed and listed when you apply with their quotes attached.</p> <p>If you intend to contract a professional project manager, this should be included in the project plan and the quote attached.</p> <p>For pre-construction activities, your selected contractor will be your service provider – for example, your architect or feasibility study consultant.</p> <p>Applicants must clearly identify how the grant funding and your matched or additional funding contribution (if applicable) will be applied against each contractor.</p>
<b>Quotes or cost estimates</b>	<p>Quote(s) from your Selected Contractor(s) must be supplied for <b>all</b> project activities – matching the Project plan.</p> <p>Quotes must be no older than 60 days before the date of application and should be current at the date of application.</p> <p>All project costs and quotes must exclude GST.</p> <p>If quotes or costs do not clearly exclude GST, the department will assume these are GST inclusive, and will reduce your request by 10 per cent.</p>
<b>Timetable of activities, meetings and events</b>	<p>You must use the <b>2024–25 Chinese Community Infrastructure Fund’s timetable of use template</b> &lt;<a href="https://www.vic.gov.au/chinese-community-infrastructure-fund">https://www.vic.gov.au/chinese-community-infrastructure-fund</a>&gt; for this.</p> <p>Include a timetable of community activities, meetings and events held at the project location for the two weeks before the date the CCIF program applications close.</p>
<b>Land title</b> or <b>Lease agreement (and permission)</b>	<p>Include a copy of the current land title or signed lease agreement.</p> <p>If the property is leased, include written permission from the property owner or landlord consenting to the work.</p>



Mandatory document	Requirements
<b>Evidence of matched funding or additional funding (if applicable – refer to page 14)</b>	<p>Acceptable evidence of your additional funding available to meet the balance of any matched funding requirement or the additional funding difference between the requested grant amount and the total project cost includes:</p> <ul style="list-style-type: none"> <li>• your organisation’s current bank statement at date of application showing a balance that at least meets the funding gap (account must be in the name of the applicant organisation)</li> <li>• an approved bank loan for an amount that at least meets the funding gap (must be in the name of the applicant organisation and for the purpose of the proposed project)</li> <li>• evidence of other confirmed funding sources that will be used to make up any project funding shortfall (for example, other grants or loans that would meet at least the minimum cash contribution requirement).</li> </ul> <p><b>Note:</b> Statutory declarations and personal bank account balances of members of the organisation are not an acceptable form of matched funding evidence.</p>
<b>Financial statement</b>	<p>Include your organisation’s financial statement for 2023–24. (You may have already provided these to Consumer Affairs Victoria [through myCAV] or to the Australian Charities and Not-for-profits Commission.) If your financial statements are in another format, check with the department first.</p>
<b>Public liability insurance</b>	<p>Include evidence of your public liability insurance.</p> <p>A certificate of currency for public liability insurance with a minimum cover of \$10 million for any one incident is required.</p> <p>Note: Insurance from the Multicultural Seniors Grants Program cannot be accepted.</p>
<b>Auspice letter of support (if applicable)</b>	<p>Include a letter of support from your auspice organisation (if you are using one).</p>

Note: you may still be asked to provide a Planning Approval waiver from your contractor as part of the assessment process.

# Mandatory documents for projects costing more than \$75,000

The following documents are mandatory for applications with a requested grant amount or a total project cost **more than** \$75,000 (excluding GST). They must be included for your application to be eligible.

Mandatory document	Requirements
Planning Approval 'waiver'	<p>All organisations <b>must</b> provide:</p> <ul style="list-style-type: none"><li>• appropriate 'waiver' evidence from your local council, surveyor or lead contractor (such as an email or letter from the planning department, your surveyor or your lead contractor) that no Planning Approval is required for your project</li></ul> <p><b>or</b></p> <ul style="list-style-type: none"><li>• A copy of the Planning Permit and Endorsed Plans if they are required for your project.</li></ul> <p>Note that any projects requiring Planning Approval which have not yet received the Planning Approval are not eligible to apply.</p> <p>Note that any Projects which provide their Planning Approvals may be asked to provide a Building Permit before receiving funds.</p>
Building Permit 'waiver'	<p>All applications which include a component of construction or building activity costing over \$75,000 <b>must</b> provide:</p> <ul style="list-style-type: none"><li>• Appropriate 'waiver' evidence from your building surveyor or lead contractor (such as an email or letter from your surveyor or lead contractor that no Building Permit is required for your project</li></ul> <p><b>or</b></p> <ul style="list-style-type: none"><li>• A copy of the actual Building Permit or your application for a Building Permit if your project does require one.</li><li>• If a project has multiple components, each less than \$75,000, which are clearly unrelated to building or construction work (such as kitchen or bathroom upgrades) then no Building Permit waiver is required.</li><li>• For construction or building project components costing more than \$200,000, the evidence that no building permit is required must be provided by a surveyor.</li></ul>

Mandatory document	Requirements
<b>Project plan</b>	<p>You must use the <b>2024–25 Chinese Community Infrastructure Fund’s <a href="https://www.vic.gov.au/chinese-community-infrastructure-fund">project plan template</a></b> &lt;<a href="https://www.vic.gov.au/chinese-community-infrastructure-fund">https://www.vic.gov.au/chinese-community-infrastructure-fund</a>&gt; for this.</p> <p>The detailed project plan must include all the items to be purchased and all activities to be completed with the grant funds.</p> <p>All selected contractors must be confirmed and listed when you apply with their quotes attached.</p> <p>If you intend to contract a professional project manager, this should be included in the project plan and the quote attached.</p> <p>For pre-construction activities, your selected contractor will be your service provider – for example, your architect or feasibility study consultant.</p> <p>Applicants must clearly identify how the grant funding and your matched or additional funding contribution (if applicable) will be applied against each contractor.</p>
<b>Quotes or cost estimates</b>	<p>Quote(s) from your Selected Contractor(s) must be supplied for <b>all</b> project activities – matching the Project plan.</p> <p><b>Note:</b> For any individual project components over \$100,000 you need to provide / attach at least two separate contractor quotes.</p> <p>Quotes must be no older than 60 days before the date of application and should be current at the date of application.</p> <p>All project costs and quotes must exclude GST.</p> <p>If quotes or costs do not clearly exclude GST, the department will assume these are GST inclusive, and will reduce your request by 10 per cent.</p>
<b>Timetable of activities, meetings and events</b>	<p>You must use the <b>2024–25 Chinese Community Infrastructure Fund’s <a href="https://www.vic.gov.au/chinese-community-infrastructure-fund">timetable of use template</a></b> &lt;<a href="https://www.vic.gov.au/chinese-community-infrastructure-fund">https://www.vic.gov.au/chinese-community-infrastructure-fund</a>&gt; for this.</p> <p>Include a timetable of community activities, meetings and events held at the project location for the two weeks before the date the CCIF program applications close.</p>
<b>Risk plan</b>	<p>You must use the <b>2024–25 Chinese Community Infrastructure Fund’s <a href="https://www.vic.gov.au/chinese-community-infrastructure-fund">risk plan template</a></b> &lt;<a href="https://www.vic.gov.au/chinese-community-infrastructure-fund">https://www.vic.gov.au/chinese-community-infrastructure-fund</a>&gt; for this.</p> <p>The detailed risk plan must outline project risks and strategies for managing these risks.</p>

Mandatory document	Requirements
<p><b>Land title</b></p> <p>or</p> <p><b>Lease agreement (and permission)</b></p>	<p>Include a copy of the current land title or signed lease agreement.</p> <p>If the property is leased, include written permission from the property owner or landlord consenting to the work.</p>
<p><b>Evidence of matched funding or additional funding (if applicable – refer to page 14)</b></p>	<p>Acceptable evidence of your additional funding available to meet the balance of any matched funding requirement or the additional funding difference between the requested grant amount and the total project cost includes:</p> <ul style="list-style-type: none"> <li>• your organisation’s current bank statement at date of application showing a balance that at least meets the funding gap (account must be in the name of the applicant organisation)</li> <li>• an approved bank loan for an amount that at least meets the funding gap (must be in the name of the applicant organisation and for the purpose of the proposed project)</li> <li>• evidence of other funding sources that will be used to make up any project funding shortfall (for example, other grants or loans that would meet at least the minimum cash contribution requirement).</li> </ul> <p><b>Note:</b> Statutory declarations are not an acceptable form of matched funding evidence.</p>
<p><b>Financial statements</b></p>	<p>Include your organisation’s financial statement for 2023–24. (You may have already provided these to Consumer Affairs Victoria [through myCAV] or to the Australian Charities and Not-for-profits Commission.) If your financial statements are in another format, check with the department first.</p>
<p><b>Public liability insurance</b></p>	<p>Include evidence of your public liability insurance.</p> <p>A certificate of currency for public liability insurance with a minimum cover of \$10 million for any one incident is required.</p>
<p><b>Auspice letter of support (if applicable)</b></p>	<p>Include a letter of support from your auspice organisation (if you are using one).</p>

# Additional documents for all projects

The following documents are not mandatory but providing them will strengthen the application.

<b>Additional document</b>	<b>Requirements</b>
<b>Photographs</b>	<p>To help assessors understand the project site and 'need', please include photographs of the existing site that your application relates to (for example the existing kitchen to be upgraded, rooms to be renovated or land to be built on).</p> <p>Include no more than four photos, all pasted into one Word or pdf document, providing a description of each photo.</p>
<b>Project drawings / Schematics</b>	<p>To help assessors understand the layout of the project site and the activities being undertaken, simple drawings, diagrams or, if available, professional drawings or schematics can be helpful.</p>
<b>Other optional documents</b>	<p>You may submit other documents to support your application such as a Letter of Support from other organisations using the facility or other supporting local organisations.</p>

# Assessment process overview

**Stage 1. Eligibility assessment** – the department reviews all applications and attached documents to decide on eligibility.

**Stage 2. Merit-based assessment** – the department assesses eligible applications against the assessment criteria, based on responses provided in the application form and the attached documents.

**Stage 3. Assessment panel** – a panel reviews the department’s application recommendations. The panel includes representatives from the Multicultural Affairs portfolio, the Victorian Multicultural Commission and subject matter experts from across the Victorian Public Service.

**Stage 4. Ministerial approval** – the Minister for Multicultural Affairs makes the final decision based on the recommendations following the assessment panel.

**Stage 5. Application outcome** – the department notifies all organisations in writing, whether their grant application is successful or not.

All decisions by the department or the Minister for Multicultural Affairs are final. This includes decisions on any aspect of the funding application, eligibility and assessment process and:

- any decision to offer or award a grant under this program
- any decision to withdraw the offer or cancel the grant funding agreement.

## How your application will be scored

The assessment criteria and weightings are explained in the table on the following page.



## Merit-based assessment

Assessment criteria	Criteria measures	Weighting
<b>Project scope, need and alignment with the objective of the 2024–25 CCIF program</b>	<p>The application and project plan should clearly describe the project.</p> <p>It should validate the community “need” for the project by explaining and providing information on:</p> <ul style="list-style-type: none"> <li>the typical usage levels for the facility being upgraded and any use by other organisations</li> <li>the need, opportunity, problem or issue related to the facility.</li> </ul> <p>The application must show strong alignment to the program objective and the extent to which the project will:</p> <ul style="list-style-type: none"> <li>support Victoria’s Chinese community organisations to upgrade their community facilities – providing Chinese community members with safe and secure facilities in which to celebrate and share their history and traditions, build connections and thrive.</li> </ul> <p>Applications which clearly outline how their proposed project will benefit diversity and specific groups within the whole community such as women will also be considered positively in assessment.</p>	<b>30%</b>
<b>Meets priority</b>	<p>The program’s funding priority and assessment process will prioritise applications when the proposed project is located in a regional or rural area of Victoria.</p>	<b>20%</b>
<b>Value for public money</b>	<p>Value for money is assessed against the project budget and long-term benefit to the community and project sustainability.</p> <p>The application must attach all quotes for all project activities.</p> <p>The 2024–25 CCIF grant program is competitive. The funding request should match the scale of the project in terms of benefits and outcomes for the community. The department will consider a range of factors here including:</p> <ul style="list-style-type: none"> <li>previous funding provided to applicant organisations</li> <li>part or additional funding towards the Total Project Costs being provided by the applicant organisation</li> <li>the relative financial stability of the applicant organisation through its financial statement.</li> </ul>	<b>20%</b>

Assessment criteria	Criteria measures	Weighting
<b>Project feasibility, readiness and organisational capability</b>	<p>The application shows that the project is well planned and can be delivered in a reasonable timeframe.</p> <p>The application includes a detailed project plan that confirms:</p> <ul style="list-style-type: none"> <li>• key activities and milestones</li> <li>• the selected contractors that will do the work</li> <li>• a breakdown of how the funding will be spent</li> <li>• a list of any assets to be bought with the funding.</li> </ul> <p>The application shows the capability of the organisation to deliver the project by outlining:</p> <ul style="list-style-type: none"> <li>• relevant project management experience or evidence of the organisation’s plans to source expertise to deliver the project</li> <li>• evidence of financial viability, including ability to meet any additional funding gap to the Total Project Cost (current bank statements and financial statements required)</li> <li>• any relevant experience and evidence of managing government grant funding.</li> </ul>	<b>30%</b>



# How to apply

## Applications open on Saturday 21 September 2024

- Submit your application by completing the online application form <<https://www.vic.gov.au/chinese-community-infrastructure-fund>>.
- Read these program guidelines carefully and:
  - make sure your organisation and project meet the eligibility criteria before you start an application
  - attend an information session (refer to the 2024–25 Chinese Community Infrastructure Fund website <<https://www.vic.gov.au/chinese-community-infrastructure-fund>> for details)

if you have any questions about your proposed project or the application process, email the Multicultural Affairs Programs and Grants Team <[multicultural.infrastructure@dpc.vic.gov.au](mailto:multicultural.infrastructure@dpc.vic.gov.au)> or phone 1300 112 755.

## Submitting your application

Complete the online application form on the 2024–25 Chinese Community Infrastructure Fund website <<https://www.vic.gov.au/chinese-community-infrastructure-fund>>.

You must answer all the questions. Incomplete applications will not be eligible.

Submit all the mandatory documents. If you do not include all the mandatory documents, your application will be ineligible.

**Applications close at 3:00pm on Monday 2 December 2024.**

The Grants Portal, where applications are made, closes electronically at 3pm and so all applications must be completed with all attachments already uploaded before 3pm.

Late applications cannot be accepted.

You will be notified of the outcome of your application once all applications have been assessed.



# Successful grants

If your application is successful, project details (project name, description and successful grant amount) will be published on the [2024–25 Chinese Community Infrastructure Fund website](https://www.vic.gov.au/chinese-community-infrastructure-fund) <<https://www.vic.gov.au/chinese-community-infrastructure-fund>>.

## Funding agreements

If successful, you must enter a Victorian Common Funding Agreement (VCFA) with the department within a specified timeframe. If a funding offer is not accepted during this period, it may be withdrawn. The VCFA outlines:

- the grant's terms and conditions, including use of funds
- key milestones, deliverables and due dates
- that all funded activities must be completed by or earlier than the date specified in the VCFA
- reporting requirements – organisations will need to submit all grant reports (progress and final reports), including photographs and a financial acquittal, with final invoices and evidence that these invoices have been paid. Department staff may also visit the sites of funded projects.

## Funding conditions

Successful organisations will be paid based on completing project milestones and deliverables, as outlined in the VCFA. The final payment will not be approved and processed until all requirements are completed to the department's satisfaction.

## A note about GST

If your organisation is registered for GST, you will be paid GST on top of the amount awarded.

If your organisation is not registered for GST, you will receive just the grant amount awarded. GST will not be added on top.

## Acknowledging the Victorian Government's support

Successful organisations need to acknowledge the Victorian Government's support of your project. Promotional guidelines form part of the VCFA. They include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases, social media or promotional material.

# Need more information or help?

## Information sessions

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

Webinar details, including dates and times, are available on the [2024–25 Chinese Community Infrastructure Fund website](https://www.vic.gov.au/chinese-community-infrastructure-fund) <<https://www.vic.gov.au/chinese-community-infrastructure-fund>>.

## Contacting the Multicultural Affairs Programs and Grants Team

For more information on the program, email [multicultural.infrastructure@dpc.vic.gov.au](mailto:multicultural.infrastructure@dpc.vic.gov.au) or phone 1300 112 755 during business hours.



# Glossary

Term	Definition
	<b>2024–25 Chinese Community Infrastructure Fund (CCIF) – specific definitions:</b>
<b>Chinese Community Facility (or building)</b>	<p>A building / facility run by a Chinese community organisation where members of the community may gather for group activities, education sessions, social support, and other purposes. The locations may or may not be open to broader groups of people.</p> <p>Chinese community facilities eligible to apply include temples, community centres and halls and hubs, youth centres and camp facilities, museums, theatres, and galleries.</p>
<b>Chinese community organisation</b>	<p>An organisation that is owned and managed by a Chinese ancestry, language, faith or cultural community which services Chinese Victorian Community member needs, customs, and traditions. The organisation will exist to support people from Chinese ancestry, cultural, language or faith groups.</p>
	<b>Community Infrastructure program-specific definitions:</b>
<b>Additional Funding</b>	<p>The amount of any 'funding gap' between the Grant Amount Requested and the Total Project Cost – which your organisation will be required to evidence it can pay.</p>
<b>Auspice organisation/ agreement</b>	<p>An organisation that agrees to manage grant funding on behalf of an applicant organisation. For example, a small community group with limited resources may ask a larger not-for-profit to receive and manage grant funding on its behalf. In this case, the applicant organisation still manages the contractors to undertake the project activities.</p> <p>The auspice organisation receives and distributes all grant funds (100 per cent of funding) under the funding agreement to the community delivering the project.</p>
<b>Feasibility study</b>	<p>An assessment of how practical a project is. It aims to identify:</p> <ul style="list-style-type: none"><li>• the strengths and weaknesses of the proposed project</li><li>• the risks associated with the project</li><li>• resources required</li><li>• costs of the project.</li></ul>
<b>Grant Amount Requested</b>	<p>This is only the funding \$ that you are applying for and that 2024–25 CCIF may provide.</p>

<b>Term</b>	<b>Definition</b>
<b>Match(ed) Funding</b>	<p>The amount your organisation will be required to pay as its monetary contribution towards the Total Project Cost:</p> <ul style="list-style-type: none"> <li>• for metropolitan Melbourne organisations this will be \$1 for every \$2 provided by the CCIF grant</li> <li>• for organisations and projects located in regional or rural Victoria, no Match(ed) Funding is required</li> <li>• for all organisations, Additional Funding may still be required – depending on the Total Project Cost.</li> </ul>
<b>Need</b>	<p>Clearly explaining your “need” or problem provides the assessor with the rationale for funding.</p> <p>Your explanation should be objective and supported by data and/or other relevant resources that help to substantiate the need to fund the opportunity for your community and / or the problem with your organisation’s facility.</p> <p>Remember that assessors are reviewing competitive applications which are all from Chinese community organisations so take the opportunity in the application form to explain why your facility is different and make the case for your organisation’s relative need for funding.</p>
<b>Planning Approval</b>	<p>This means both the Planning Permit <b>and</b> the Endorsed Plans. A Planning Permit alone is not a full Planning Approval.</p>
<b>Regional or rural location</b>	<p>A project location which is outside metropolitan Melbourne but within Victoria.</p>
<b>Social enterprise</b>	<p>An organisation:</p> <ul style="list-style-type: none"> <li>• being led by an economic, social, cultural or environmental mission that is consistent with a public or community benefit</li> <li>• deriving most of its income from trade</li> <li>• reinvesting most of its profit or surplus in fulfilling its mission (at least 50 per cent).</li> </ul>
<b>Total Project Cost</b>	<p>Declaring the Total Project Cost is important as the department must be able to understand if the proposed project to be funded by CCIF is only part of a bigger project for which your organisation must be able to show it has the required funds.</p> <p>For example, are the kitchen and bathroom costs in the 2024–25 CCIF project only part of a much bigger building extension or construction project.</p> <p>Total Project Cost = both the Grant Amount Requested to pay only for the kitchen and bathroom + All Other Project Contractors Costs to build and fit-out the completed extension or newly constructed building.</p>

Term	Definition
<b>Diversity Definitions:</b>	
<b>Gender</b>	<p>Part of how you understand who you are and how you interact with other people. Many people understand their gender as being a man or woman. Some people understand their gender as a mix of these or neither. A person's gender and their expression of their gender can be shown in different ways, such as through behaviour or physical appearance.</p> <p>A person's gender does not necessarily mean they have particular sex characteristics or a particular sexuality, or vice versa.</p>
<b>LGBTIQA+</b>	<p>The Victorian Government uses the acronym LGBTIQA+ (Lesbian, Gay, Bisexual, Trans and gender diverse, Intersex, Queer, and Asexual). This is an inclusive umbrella abbreviation of diverse sexualities, genders and sex characteristics.</p>
<b>Intersectionality</b>	<p>Systems of power and privilege that can overlap to create unique experiences of discrimination and disadvantage. It's a way of thinking about compounding forms of discrimination, examining privileges and asking questions about who might be excluded.</p>
<b>Intersectional approach</b>	<p>An approach that examines and addresses the interconnected nature of attributes of a person or group of people that create overlapping and interdependent systems of disadvantage or discrimination. This includes through religion, ancestry, gender, sex, sexual orientation, age, language or communication requirements and ability.</p>

