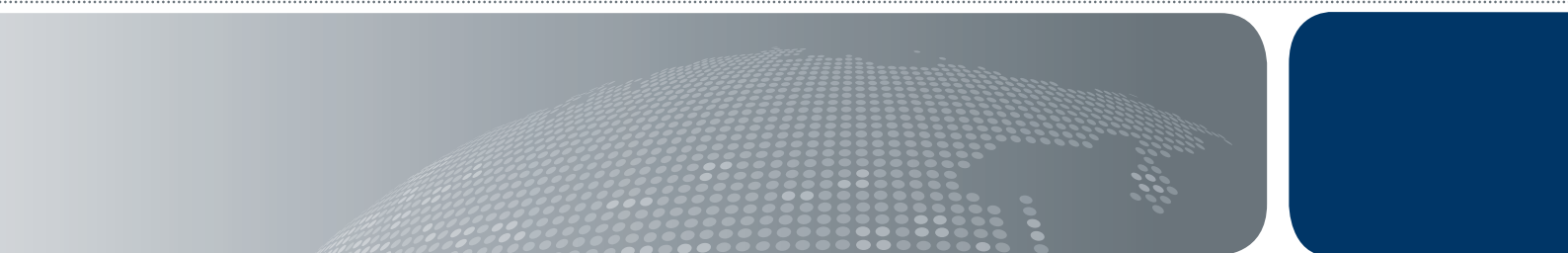




Australian Government
**Department of Immigration
and Citizenship**

Diversity and Social Cohesion Program Multicultural Arts and Festivals Grants

Application Information Booklet



Contents

Key information	2
Purpose	2
Discretionary program	2
Funding	3
Obtaining and submitting an application	3
Acknowledgment of applications	3
Eligibility	3
How will the department assess your application?	4
Grant offers	5
Insurance	5
Public liability insurance	5
Professional indemnity insurance	5
Workers' compensation insurance	5
Disclosure of information	5
Freedom of information	6
Frequently asked questions	6

Multicultural Arts and Festivals Grants

Key information

For enquiries relating to the Multicultural Arts and Festival Grants, contact the Diversity and Social Cohesion Program helpdesk:

- 1800 453 004 (Monday to Friday 9 am to 5 pm AEDT excluding ACT public holidays)
- email comprog@immi.gov.au

Note: Departmental staff are unable to comment on the eligibility of an organisation, an applicant, the suitability of a project or provide a pre-assessment of an application. Please refer to the eligibility section of this booklet for more information.

Documentation relating to the Multicultural Arts and Festivals Grants is available at www.immi.gov.au/living-in-australia/delivering-assistance/government/government-programs/settlement-programs/dscp/. Please email completed applications to dscp.applications@immi.gov.au

Purpose

The Multicultural Arts and Festivals Grants (MAFG) are a subset of the Diversity and Social Cohesion Program (DSCP). The MAFG provide community organisations with assistance to host multicultural arts and festivals projects, providing opportunities for Australians of all backgrounds to come together and experience different cultural traditions.

The MAFG support Aim 1 of the DSCP which is 'to promote respect, fairness and a sense of belonging for Australians of every race, culture and religion.' The aim primarily focuses on promoting inter-community harmony and understanding.

Some objectives under Aim 1 include:

- addressing racism and prejudice at the community level
- raising awareness of all Australians to build greater respect and understanding of diversity
- promoting the importance of mutual respect, understanding and fair treatment of all people, regardless of cultural, racial or religious differences
- promoting harmony between groups of people from different cultural, racial and religious backgrounds
- promoting the understanding of Australia's democratic principles, rights and obligations
- promoting the benefits of living in a culturally diverse society (including through participation in Harmony Day or other similar activities)
- providing, as feasible, practical and effective means of addressing systemic issues of racism and discrimination.

The program also seeks to combat racial and religious discrimination and to promote understanding, tolerance and harmony among all racial, faith and ethnic groups in accordance with Australia's international obligations, particularly obligations arising under the *International Convention on the Elimination of All Forms of Racial Discrimination*.

The DSCP seeks to address social cohesion issues, for example, through capacity building of communities and longer-term settled groups who continue to face social cohesion pressures, such as racism and discrimination due to their cultural, racial or religious diversity. Under the MAFG, projects that seek to address social cohesion issues will be highly regarded.

Discretionary program

The MAFG is a discretionary, merit-based grants program. Decisions to award grants are made by the Minister for Multicultural Affairs. The Minister's decision is final and there is no review or appeal process.

Funding

Funding of \$125 000 per financial year is available for MAFG until 2014-15. Funding of up to \$5000 is available for each project.

Obtaining and submitting an application

The application form is available to download from the website at

www.immi.gov.au/living-in-australia/delivering-assistance/government-programs/dscp/_pdf/mafg-application-form.doc

The completed form must be emailed as an attachment, with your supporting documentation, to dscp.applications@immi.gov.au

In the heading of your email, please type MAFG, and the state or territory in which your project is to be conducted, and your organisation's name. For example: MAFG, NSW, English Migrants' Association.

Please note that information provided in your application form is the primary source of information used to assess your application. Even if you have previously received funding from the department, you will still need to include all relevant information about your organisation and proposed project in your new application.

If you are seeking funding for more than one project, you will need to complete a separate application form for each project.

Acknowledgment of applications

Applications will be acknowledged through a system-generated email. Please keep a record of this email. It is confirmation that the application has been submitted. The submission of an application form is not a guarantee that it will be successful. Please note that under the *Criminal Code Act 1995* (Commonwealth), it is an offence to provide false or misleading information to an Australian Government entity.

Eligibility

To be eligible for funding, organisations must be incorporated, not-for-profit organisations.

Examples of eligible organisations include: schools, non-profit organisations, service clubs, faith groups, art organisations, sporting bodies, community organisations, youth organisations, local government authorities, and universities and colleges of education.

Organisations must also hold public liability insurance to the value of not less than \$10 million per occurrence.

The following groups are not eligible for MAFG funding:

- individuals
- political organisations
- for-profit organisations
- unincorporated organisations (with the exception of government schools)
- Australian or state/territory government agencies
- organisations outside Australia.

MAFG objectives: A project is a structured multicultural festival or multicultural arts activity or set of activities, designed and delivered by the organisation. Projects should be consistent with the objectives of the program, to:

- encourage social cohesion and mutual understanding through the sharing of different cultural experiences,
- seek to educate groups about other cultures through information sharing, and/or
- address a genuine social cohesion issue, such as tensions between groups in a community.

Funding will not be available for:

- Harmony Day events or activities
- retrospective funding for projects already underway or completed
- subsidy of general ongoing administrative costs (for example, electricity or rent) of an organisation
- major capital expenditure such as on buildings, motor vehicles, computers and sound systems (although equipment can be hired for project work)
- projects that are the responsibility of other agencies, such as those that address anti-social behaviour, family issues and crime
- the delivery of settlement services (for example casework and assistance to access mainstream services)
- projects focused on accessing services (for example raising cross-cultural awareness amongst service providers)
- projects that address employer discrimination, as this issue falls under the purview of other Australian Government agencies
- projects that are primarily focused on curriculum development, academic research or teacher development
- translations and reprinting of existing materials or publication of existing manuscripts
- travel to conferences and short training programs.

How will the department assess your application?

Applications will be considered on an individual basis on their own merit.

Criteria	Description
1. Alignment of project objectives	<p>Your project:</p> <ul style="list-style-type: none"> • should be clearly defined • should fulfil the objectives of the MAFG program, as outlined in the eligibility section on page 3.
2. Engagement with the broader community	<p>Your project should:</p> <ul style="list-style-type: none"> • provide an opportunity for Australians of all backgrounds to come together and experience different cultural experiences • identify more than one community who will be engaged by the project • engage and be entirely accessible to the broader community (including being in a publicly accessible location, being advertised widely, and having free entry).
3. Budget	<p>Your application should:</p> <ul style="list-style-type: none"> • contain a realistic and complete budget for your project • demonstrate your organisation's ability to successfully manage government grants or budgets in general • identify that the funding will be spent only on eligible items.

Grant offers

The process of assessment and decision making may take **several months**, so please take account of this time period when submitting your application ahead of your proposed project.

If your application for funding is not successful, the department will notify you as soon as possible.

If you are awarded funding for your project, the department will write to you, outlining the amount of funding awarded. The amount of MAFG funding offered may be less than the amount requested in your application. In such cases, you will be asked to revise your budget and project in line with the funding offered.

In order for payments to be made, successful applicants will be asked to provide a valid tax invoice to the department, and to complete a form outlining financial institution details.

A requirement of the funding agreement is that successful applicants complete an End of Project Report, which must be returned to the department within 30 days of the completion of the project. Funded organisations must return any unspent or uncommitted funds within 30 days of the return date of the End of Project Report.

Organisations are required to maintain their status as eligible organisations throughout the term of funding agreements and the period required to return the End of Project Report and any unspent or uncommitted funds to the department.

Insurance

Public liability insurance

It is a mandatory requirement that organisations have a public liability insurance policy in place for their project with a minimum of \$10 million cover per occurrence. Public liability insurance protects you and your organisation against the financial risk of being found liable to a third party for death or injury, loss or damage of property or 'pure economic' loss resulting from your negligence. You must include a copy of the public liability insurance certificate covering your project with your application.

Professional indemnity insurance

If your project involves the delivery of professional services, the department requires you to hold a professional indemnity insurance policy for your project, to the value of no less than \$5 million per claim made, and in the aggregate. In this case, you must provide the department with a Certificate of Currency evidencing your professional indemnity insurance cover.

Workers' compensation insurance

If you have paid employees working on your project, it is your responsibility as an employer to maintain current workers' compensation insurance (as required by your relevant state or territory law), to protect yourself and your workers from financial hardship in the event of a workplace injury. If you have paid employees working on your project, you must provide the department with evidence of your workers' compensation insurance cover.

Disclosure of information

The department reserves the right, in its absolute discretion and without any liability to any applicant, to disclose, at any time, any information contained in or relating to any information provided as a part of your application, to any Australian Government department, agency, authority, minister or as required by law.

In the interests of avoiding duplication and for efficiency, applicant information may be shared with other relevant government agencies as part of the assessment process. This is intended to prevent duplication in the provision of government services.

Freedom of information

The *Freedom of Information Act 1982* (FOI Act) gives members of the public a right of access to documents and information held by the Australian Government and its agencies. The objectives of the FOI Act are concerned with ensuring that the right of access to documents is as comprehensive as it can be, limited only where a stronger public interest lies in withholding access to documents.

All documents provided to the department under the MAFG are subject to requests for access under the FOI Act and may be released to third parties under the Act. If your organisation believes that documents provided to the department contain sensitive material about your organisation's business, commercial or financial affairs or personal information about any individual please indicate this on the documents so that consideration can be given to non-disclosure of the documents in the event of a request under the FOI Act.

Frequently asked questions

Can my organisation apply for funding under the DSCP as well as the MAFG?

Yes. Your organisation may apply for funding under both programs. If you apply for funding for the same project under both programs, you must identify this in both applications.

If my application is unsuccessful, can I re-apply?

You cannot re-apply for funding under the MAFG for the same project, unless your project has changed substantially.

My organisation has applied for incorporation but it has not been finalised yet. Can I still apply?

No. If the organisation seeking funding is not incorporated at the time of applying for funding, the organisation is not eligible for MAFG funding.

My organisation is not incorporated. How can I apply for funding?

You may be able to work with an established incorporated organisation to develop a project proposal and submit an application. The incorporated organisation would be responsible for submitting the application, managing the funds, reporting on progress and making sure the project is completed.

My organisation does not have public liability insurance. How can I apply for funding?

You may be able to work with an established organisation which has public liability insurance, to develop a project proposal. The established organisation with the public liability insurance cover would be responsible for submitting the application, receiving the funding, managing the funding, reporting on progress and making sure the project is completed.

We have already started the project. Are we eligible for funding?

No. The department will not provide retrospective funding.