



Multicultural Festival Grants Program 2024 Funding Guidelines



**Government
of South Australia**

Department of the
Premier and Cabinet

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Foreword



As Minister for Multicultural Affairs, I am pleased to announce the opening of the **Multicultural Festival Grants** program to support the 2024 Multicultural Festival.

The Multicultural Festival is organised by Multicultural Affairs and is the State Government's flagship event for promoting and showcasing multiculturalism in South Australia.

The State Government recognises the important work and valuable contributions of our multicultural organisations towards enriching South Australia's multicultural heritage.

If you are an eligible multicultural organisation, I encourage you to apply for the Multicultural Festival Grants to support your participation in the 2024 Multicultural Festival and showcase your rich diverse cultures with South Australians.

The State Government looks forward to supporting you and working with you to celebrate our proud, multicultural state!

A handwritten signature in blue ink that reads "Zoe Bettison". The signature is fluid and cursive, with a long horizontal line extending to the right.

Hon Zoe Bettison MP
Minister for Multicultural Affairs

About the 2024 Multicultural Festival

The 2024 Multicultural Festival (Festival) is organised by Multicultural Affairs, Department of the Premier and Cabinet, and is the State Government's flagship event for promoting and showcasing multiculturalism in South Australia.

The Multicultural Festival provides an opportunity for the wider community to experience and enjoy a diverse range of cultures and traditions, and includes community groups from new, emerging and established South Australian multicultural communities.

The Festival embodies the concept of interculturalism, which describes a dynamic inclusion of and interaction between all cultures within the community, from which all of society benefits.

The event has been held every second year since 2013 and as part of the 2022 election commitments, the State Government committed to delivering the Multicultural Festival annually.

The Festival features multiple performances, intercultural activities, and stalls for community groups to showcase their cultural heritage through art, craft, food, dance, music, and activities on a large-scale, positive, and celebratory platform.

The event gives all South Australians the opportunity to engage with others, share traditions, and build relationships, awareness and connections between cultures and communities.

The 2024 Multicultural Festival event date and location will be announced at a later time.

Outcomes

The outcomes of the 2024 Multicultural Festival are to:

- strengthen intercultural understanding among South Australians
- encourage all South Australians coming together to recognise cultural diversity as a positive influence in the community
- provide a platform to celebrate new and emerging cultures, or communities that may not have the capacity to hold events that attract large-scale attendance
- promote a stronger South Australia by enriching multiculturalism and celebrate our cultural heritage.

About the grant

The Multicultural Festival Grants support community groups to participate in the Multicultural Festival. The purpose of the funding is to contribute towards the costs associated with participating in the event.

Funding is not intended to cover the entire costs incurred by a community group.

Community groups from all eligible South Australian multicultural communities are encouraged to participate and apply for a grant, whether the community group is large or small, well known, established, or a newly arrived and emerging community.

There are three categories of grants available in 2024:

- **Performance** grants of up to \$500 (Five hundred dollars only)
- **Activity** grants of up to \$500 (Five hundred dollars only)
- **Stall** grants of up to \$250 (Two hundred and fifty dollars only)

Multicultural Affairs will only accept **one application per organisation per Multicultural Festival Grant category** unless the organisation is sponsoring another organisation.

For example, an organisation can apply for one performance grant and for one stall grant but cannot apply for two performance grants or two stall grants.

Applications open at 11am on Friday 5 April 2024 and close at 11pm on Sunday 19 May 2024.

Important requirements

The following applies to all applications in every category of the Multicultural Festival Grants:

- Organisations must ensure that their performances, activities and stalls promote Australia's multicultural diversity and its model of integration and social cohesion.
- Participating groups will be required to adhere to all risk management, Work Health and Safety, Safe Food Handling requirements, City of Adelaide Guidelines, and COVID Safe requirements at the time of the event.
- Community group representatives and group coordinators will be required to attend mandatory information sessions in the lead up to the event.
- Community group representatives are required to share all relevant information with their group members who are participating on the day.
- Participating groups will be required to submit a detailed online Requirements Form for approval by the deadline.
- All community group members participating on event day will be required to complete an online Pre-event Registration Form.
- Participating groups must provide and seek approval for all printed materials to be used and/or displayed at the event, prior to the event.

Funding categories

There are three categories of grants available for the 2024 Multicultural Festival:

Performance	
Funding available	Up to \$500
Eligible projects	Dance, song, music, or a combination of these.
Performance area	A raised stage (set area), or moving throughout the event area, including in-between the stalls and audience (roving). Stage sizes and locations will be confirmed by event organisers closer to the event.
Examples	<p>Roving: marching or drumming bands, conga lines, samba parades, lion dance (groups only).</p> <p>Stage/set area: dance performances, vocal and instrumental performances (individuals or groups).</p>
Important notes	<p><u>Cultural guidelines:</u></p> <ul style="list-style-type: none">• Performances must not promote religious or political advocacy that is not consistent with intercultural cohesion.• Performances must not display any article, clothing, flag, sign, picture or printed material that is either not eligible for display or is considered offensive or substandard.• Costumes, music, and dance of participants must reflect that of the performing group's own cultural heritage and identity.• Use of any commercial music is not permitted without prior approval by event managers.• Performance group participants are required to wear cultural or traditional dress reflective of their culture during the performance. <p><u>Performance safety guidelines:</u></p> <ul style="list-style-type: none">• Performances must not use or display toy or replica weapons.• Performance group participants will be responsible for adhering to all safety and protective requirements as instructed by event organisers, for example the use of protective equipment to prevent damage to the venue or event equipment.• Performance group participants must not bring equipment that will not fit within their designated performance space. <p><u>Performance guidelines:</u></p>

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- **Performance times** will be **10 minutes per group** to ensure a broad diversity of communities can participate.
 - Stage (set area) performances: this **includes stage set and strike times**, therefore if your group takes two minutes to set-up, your performance time will be eight minutes.
 - Roving (moving) performances: exact timings will depend on the group's capacity, program allowances, the type of roving performance and the length/size/space of the area they need to move through.
 - Performance group participants are required to adhere to their allocated performance time and must not play music or provide pre-recorded music over the allocated time.
 - Stage sizes, performance times and roving performance routes will be finalised closer to the event and will be confirmed with successful groups.
 - Performing groups are encouraged to choose lively performances and bright costumes that best represent their culture.

Important instructions:

- If successful, all performance groups will be required to provide proof of public liability insurance – a minimum of \$1 million or as required in your agreement.
- Provide all relevant information in your application to assist the assessment panel, including a detailed running schedule of the planned performance, the number of performers, any previous performance experience/reviews, and available resources (e.g., costumes, music and/or props).
- Community groups with another idea for performances are encouraged to apply but may consider applying under the activity category (e.g., martial arts demonstration or 'come and try' activities).

Activity	
Funding available	Up to \$500
Eligible projects	Demonstrations, come and try activities, and workshops.
Activity area	<p>There will be two activity areas with the exact size and locations to be confirmed by event organisers closer to the event.</p> <ul style="list-style-type: none"> • Outdoor space for demonstrations, larger come and try activities, and workshops with an active or physical element • Indoor space (large marquee) with tables and chairs for art and craft type activities
Examples	<p>Demonstrations:</p> <ul style="list-style-type: none"> • show visitors an activity, e.g., cultural dance, fruit carving or martial arts. <p>Come and try and workshops:</p> <ul style="list-style-type: none"> • visitors make something to take home, e.g., arts and crafts such as origami, sugar skull or masque painting, or basket weaving • visitors learn through a hands-on experience, e.g., playing a musical instrument, singing a song or learning a dance. <p>Please note that the activity area is an interactive space, and while demonstrations are welcome, groups are required to ensure there is a participation and interactive element to their activity.</p>
Important notes	<p><u>Cultural guidelines:</u></p> <ul style="list-style-type: none"> • Activities must not promote religious or political advocacy that is not consistent with intercultural cohesion. • Activities must not display any article, clothing, flag, sign, picture or printed material that is either not eligible for display or is considered offensive or substandard. • Costumes, music, dance, activities, and workshops of participants must reflect that of the activity group's own cultural heritage and identity. • Groups must be able to communicate and promote their culture. Consider which members of the community group would be able to run the activity and share the required information and cultural knowledge with the Festival's visitors. • Activity group participants are required to wear dress reflective of their culture when within the activity. <p><u>Activity safety guidelines:</u></p> <ul style="list-style-type: none"> • Activities must not use or display toy or replica weapons.

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- Activity group participants will be responsible for adhering to all safety and protective requirements as instructed by event organisers, for example the use of protective equipment to prevent damage to the venue or event equipment.
 - Activity group participants must not bring equipment that will not fit within their designated activity space.
 - Activity group participants are required to remain and keep their activity open until the end of their programmed time, even if activity items are no longer available for use.

Activity guidelines:

- **Activity times** will be programmed as below, unless otherwise negotiated between the event organisers and successful groups. This does not include set-up and pack down times (please note, short/limited set-up and pack down times will be available).
 - **Outdoor space:** 30 minutes
 - **Indoor space:** 60 minutes
- Activity areas will be set-up for a range of different groups and activities, which means the layout and space is flexible and may change during the day. This will be confirmed by the event organisers with the successful participating groups.
- Space, sizes and activity times will be finalised closer to the event and will be confirmed with successful groups.

Important instructions:

- If successful, all activity groups will be required to provide proof of public liability insurance – a minimum of \$1 million or as required in your agreement.
- Provide all relevant information in the application to assist the assessment panel, including a detailed running schedule with the timelines to set up/pack down, a clear description of the activity and the materials required.
- Explain any specific requirements for space or equipment in the application.

Stall	
Funding available	Up to \$250
Eligible projects	Cultural food and drinks, cultural displays or sales, and small cultural demonstrations or activities.
Stall area	<p>Every successful group will be allocated one whole stall of 3m x 3m in size, with <u>one</u> stall sign, <u>one</u> trestle table and <u>two</u> chairs.</p> <p>Some stalls may be allocated a small amount of additional space for cooking only, if available.</p> <p>The final decision on the group's allocated stall location will be made by event organisers in line with the finalisation of the program.</p>
Stall types	<p>If allocation for the stall type you select in your application is exhausted, you may be allocated a different stall type by the panel. This will be discussed with successful applicants by event organisers closer to the event.</p> <p>Type of stalls to apply for:</p> <ul style="list-style-type: none"> • Cultural Display AND/OR Pre-cooked Food Stall – includes: <ul style="list-style-type: none"> ○ no sale of food or drinks ○ <u>OR</u> sale of pre-cooked or pre-packaged food, or pre-made drinks only (for example, premade cakes, sweets, cold donuts, biscuits, lollies, can or bottle cold drinks, pre-made traditional drinks, such as teas) ○ no onsite cooking at all ○ showcase or sell cultural art, craft, traditional clothing, paintings, or other quality culturally specific items ○ display educational material, interesting information and facts about the community's origins, traditions, and culture ○ small cultural activity that can be completed within the 3m x 3m stall (e.g., henna painting, hair braiding, turban tying, craft activity, trying on clothes, etc.) • Lower-risk Cooking Stall – includes: <ul style="list-style-type: none"> ○ sale of food or drinks ○ lower-risk onsite cooking, heating or food preparation ○ the use of ONLY electrical cooking equipment (e.g., air fryers, electric frypans, rice cookers, kettles, toasters, electric ovens, microwave, bain maries, etc.) ○ no use of higher-risk cooking equipment permitted

- Please note, if applying for this stall you may not be approved to also have large cultural displays or any activity in your stall due to limited space and safety (you will still be required to decorate your stall to showcase your culture)
- **Higher-risk Cooking Stall** – includes:
 - sale of food or drinks
 - the use of higher-risk cooking equipment with an open flame, use of gas, or hot oil (e.g., gas BBQ, coal BBQ, deep fryers, hopper cookers, paella pans, etc.)
 - in addition to higher-risk cooking equipment, you may also use electrical cooking equipment (e.g., air fryers, electric frypans, rice cookers, kettles, toasters, electric ovens, microwave, bain maries, etc.)
 - Please note, if applying for this stall you may not be approved to also have large cultural displays or any activity in your stall due to limited space and safety (you will still be required to decorate your stall to showcase your culture)

Important notes

Cultural guidelines:

- Stallholders must not promote religious or political objectives that do not advance the interests of an intercultural and cohesive society.
- Stallholders must not display any article, clothing, flag, sign, picture or printed material that is either not eligible for display or is considered offensive or substandard.
- Costumes, decorations, activities, and all other conduct of participants within the stall must reflect that of the group's own cultural heritage and identity.
- ALL food offered at stalls must be reflective of the community group's culture/ origins/ traditions.
- NO non-cultural pre-packaged commercial food products are permitted (e.g., packets of popcorn, chips, non-cultural biscuits, chocolate bars or sweets, etc.)
- Commercial drinks are permitted (e.g., canned or bottled drinks such as water, Sprite, Pepsi, etc), however, drinks that represent your community group or culture are preferred and recommended.
- Groups must be able to communicate and promote their culture. Consider which members of the community group would be able to run the stall and share the required information and cultural knowledge with the Festival's visitors.
- Stallholders are required to wear dress reflective of their culture when within the stall (with reasonable safety considerations).

Stall safety guidelines:

- Stallholders must not sell, use or display toy or replica weapons at the event.
- Stallholders will be responsible for adhering to all safety and protective requirements as instructed by event organisers, for example the use of protective equipment to prevent damage to the venue, lawns or event equipment.
- Stallholders will be required to arrive and set-up at a designated arrival time and location.
- Stallholders will be responsible for having all electrical equipment tagged and tested prior to the event or use of the equipment will not be permitted at the venue.
- Stallholders must not bring equipment that will not fit within their designated stall space. This means all cooking and menu plans must also be suitable for the space available.
- If a space bigger than 3m x 3m is required for a cultural activity, groups are encouraged to apply under the activity category.
- Stallholders are required to remain and keep their stall open until the end of the event, even if items are sold out.

Food and cooking stalls guidelines:

- All alcohol is strictly prohibited
- Cooking stalls may serve **up to a maximum of six (6) food menu items**, however, multiple serving size options can be provided for each menu item (e.g., one chicken curry dish could be offered in entrée and main size).
- The cooking and sale of food, and menus, must be approved by the event organisers and the venue. Event organisers may request updates to menu items before providing approval.
- Limited number of onsite cooking stalls are available.
- All cooking methods and menus will be subject to approval by event organisers and the venue. Please provide as much detail as possible in your application about your menu items and what onsite cooking equipment you would like to use at the event (please note, some cooking equipment is prohibited and will be discussed with successful participating groups, if required).
- If planning to cook or sell food, members running the stall must be aware of food safety standards and Safe Food Handling requirements.
- Stallholders are required to follow all Single Use Plastic guidelines at the time of the event and are encouraged to use

biodegradable and sustainable packaging to reduce environmental impacts.

- We ask all stallholders to be conscious of fuel, food, water, and power wastage. It is important to plan and coordinate the equipment and food for your stall accordingly.

Important instructions:

- If successful, all stallholder groups will be required to provide proof of public liability insurance – a minimum of \$1 million or as required in your agreement.
 - Provide all relevant information in the application to assist the assessment panel, including the number of people running the stall throughout the day, and the timelines anticipated for setting up the stall and packing up at the end of the day.
 - Provide detailed information and diagrams of what equipment the group need to bring and how would it fit into the stall space provided (for example, cooking and refrigeration facilities).
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Eligibility

Who is eligible?

To be eligible for funding, multicultural organisations must:

- be non-government and not-for-profit, and
 - incorporated under the *Associations Incorporation Act 1985*, or
 - an Australian Public Company Limited by Guarantee under the *Corporations Act 2001*, or
 - a Statutory Authority established through an Act, or
 - registered with the Australian Charities and Not-for-Profit Commission with a comparable legal status.
- have a registered Australian Business Number (ABN)
- provide satisfactory evidence that their core purpose is to deliver initiatives, services, or support for culturally and linguistically diverse communities in South Australia
- be South Australian based

Not for profit multicultural groups that are unincorporated or do not have an ABN may be sponsored by an eligible multicultural organisation who applies on their behalf.

There is no limit to the number of times an eligible organisation may sponsor other organisations.

Who is not eligible?

The following are ineligible for funding:

- organisations that have outstanding acquittal reports for previously awarded grants
- educational institutions or related representative bodies, e.g., schools and/or their parents' associations, universities, and for-profit childcare centres
- individuals or organisations applying on behalf of an individual
- Commonwealth, State or Local Government department and agencies
- Organisations that have demonstrated religious or political advocacy that is not aligned with intercultural cohesion.

What applications will not be supported?

The following will not be supported:

- activities primarily aimed at meeting religious or political advocacy that do not advance the interests of an inclusive and cohesive Australian society
- engaging in, or promoting/demonstrating, activities that are deemed unlawful
- engaging in, or promoting/demonstrating, activities that may be a risk to public safety
- engaging in, or promoting/demonstrating, activities that have potential to cause damage to the Government Parties reputation.

How to apply?

- Carefully read these guidelines before you apply.
- Check that your organisation is eligible to apply. If you are unsure, please contact the Multicultural Grants Team on 1300 239 468.
- Complete and submit your application at www.multicultural.sa.gov.au by 11pm, Sunday 12 May 2024. Late or incomplete applications will not be accepted.

Supporting documentation

Consider attaching supporting documentation that demonstrates your previous event experience, including:

- Copy of your organisation's **Constitution**
- Photographs
- Videos
- Reviews
- Letters of support

It is recommended that each attachment is no larger than 5 MB, and the total of all attachments does not exceed 25 MB.

How are applications assessed?

Stage one – application screening

Once the round has closed, the applications are screened to check that:

- the applicant organisation and project is eligible
- the application has been completed in full and all supporting documentation has been provided
- the applicant does not have any outstanding obligations for previously awarded grants.

Applications that do not meet stage one requirements will not progress to stage two.

Stage two – assessment against criteria

Applications that progress to stage two will be assessed by a panel.

The panel will assess all applications on merit using the following criteria:

Criteria	Description
Quality	Is there evidence of the resources required, previous experience, reviews, or letters of support? Is there evidence that details of the event have been planned?
Meets the purpose of the event	Does the type, space and size of the planned event meet the aims, and needs of the audience and venue? Does the type of the planned event meet the purpose of promoting or showcasing the country or culture of the applicant? Demonstrated intercultural cohesion
Public interest and safety	Does the organisation demonstrate community and cultural harmony? Does the organisation or proposed application impose a threat to public safety? Does the organisation's constitution refer to political alignment? Has the organisation recently participated in any political activities that do not advance the interests of an inclusive and cohesive society?
Diversity	Is there a balance of cultures represented? Consideration will be given to first time participants, new or emerging community groups

Notification

All applicants will be notified in writing of the outcome of their applications.

Unsuccessful applicants are encouraged to contact the Multicultural Grants Team on 1300 239 468 to receive feedback on their application.

Funding agreement

Successful applicants will receive an agreement detailing the terms and conditions of the funding provided.

All applicants will be required to sign the agreement and comply with its conditions, which will include requirements to:

- refrain from the sale, use or display of toy or replica weapons, including at the Multicultural Festival
- seek prior approval to use or display all printed materials including, without limit, banners, flags, signage, branded marketing collateral, and menus.
- report on how you have spent the money provided
- provide a copy of public liability insurance – a minimum of \$1 million or as required in your agreement

- appropriately acknowledge Multicultural Affairs, the Department of the Premier and Cabinet as a funding source for the project.

Payment will be made after attendance at the event in accordance with the terms and conditions of the agreement.



Glossary

Term	Definition
Multicultural organisation	For an organisation to be defined as 'multicultural', the Department of the Premier and Cabinet must be satisfied that the organisation's core purpose is to deliver initiatives, services, or support for one or more culturally and linguistically diverse communities.
Culturally and linguistically diverse communities	Culturally and linguistically diverse refers to people from migrant and refugee backgrounds within the South Australian community. The term acknowledges that groups and individuals differ according to language, religion and spirituality, racial backgrounds, and ethnicity.
New and emerging communities	<p>People from new and emerging communities are sometimes identified as higher-need or at-risk due to the length of time they have spent in refugee camps and the additional resources and support they may need to address the settlement challenges they face. New and emerging communities are those:</p> <ul style="list-style-type: none"> • with a small population • where most members are recent arrivals to Australia • where most members entered through Australia's humanitarian program • lacking established family networks, support systems, community structures and resources compared with established communities.
Partnerships	Financial or non-financial collaborations between two or more organisations to deliver the project.
South Australian based	A registered South Australian business address.

For more information:

T 1300 239 468

Multicultural Grants Team

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Multicultural Affairs, Department of the Premier and Cabinet

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