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Multicultural Festival Grants Program 2023

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 2023 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 2023 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, reading 'Zoe Bettison'.

Hon Zoe Bettison MP
Minister for Multicultural Affairs

About the 2023 Multicultural Festival

The 2023 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 in a large-scale, positive, and celebratory platform.

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

The 2023 Multicultural Festival is scheduled for Sunday 12 November in Victoria Square/Tarntanyangga, Adelaide.

Outcomes

The outcomes of the 2023 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.

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 Monday 3 April 2023 and close at 11pm on Wednesday 31 May 2023.

Funding categories

There are three categories of grants available for the 2023 Multicultural Festival:

- Performance
- Activity
- Stall

Funding category: Performance

Funding available: Up to \$500

Eligible projects

Type: Dance, song, music, demonstration, or a combination of any of these.

Performance area: performances could be on a raised or ground level stage, ground level activity area, or moving throughout the event area, including in-between the stalls and audience. The stage sizes and locations will be confirmed by event organisers with the successful participating groups closer to the event.

Examples:

- Roving – marching or drumming bands, conga lines, samba parades, lion dance.
- Stage/set area – dance performances, sport demonstrations, vocal and instrumental performances (all could be individuals, small or larger groups).

Important points to consider when applying for a performance grant

- **Performance times** – stage/set area performances **will be 10 minutes per group** to ensure a broader diversity of groups can participate (please note, **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 times** – **will be 10 minutes per group**, depending upon the group's capacity, program allowances or the type of performance and the length/size/space of the area they need to move through.
- 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.
- Costumes, music, and dance of participants must reflect that of the performing group's own cultural heritage and identity.
- Organisations must not promote religious or political advocacy that is not consistent with intercultural cohesion
- Roving (moving) performances are a great way to interact with the audience.
- 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).
- Provide all relevant information 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).
- 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.

Funding category: Activity

Funding available: Up to \$500

Eligible projects

Type: demonstrations, come and try activities, and workshops.

Activity area: there will be two activity areas with the exact size and locations to be confirmed by event organisers with successful participating groups closer to the event.

- an **outdoor floor space** for demonstrations, larger come and try activities, and workshops with an active or physical element
- an **undercover larger marquee** space will be set up with tables and chairs for craft type activities.

Examples:

- Demonstrations – fruit carving and martial arts where you can show the audience the activity.
- Come and try and workshops – arts and crafts such as origami, sugar skull or masque painting, basket weaving, and where the visitors can make something to take home. Or try a hands-on experience like learning to play a musical instrument, sing a song or do a dance.

Important points to consider when applying for an activity grant

- **Activity times outdoor space** – activities will be **programmed for 30 minutes**, unless otherwise negotiated between the event organisers and successful groups. This does not include set up/pack down times (please note, short/limited set-up and strike times will be available).
- **Activity times indoor space** – activities will be **programmed for 1 hour and 15 minutes**, unless otherwise negotiated between the event organisers and successful groups. This does not include set up/pack down times (please note, short/limited set-up and strike times will be available).
- The 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.
- Costumes, music, dance, activities, and workshops of participants must reflect that of the activity group's own cultural heritage and identity.
- Organisations must not promote religious or political advocacy that is not consistent with intercultural cohesion
- Provide all relevant information 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.
- Community group representatives and group coordinators will be required to attend mandatory information sessions in the lead up to the event.
- 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.

Funding category: Stall

Funding available: Up to \$250

Eligible projects

Type: cultural displays, food, and small demonstrations.

Stall set up: every successful group will be allocated **one whole stall of 3m x 3m in size**, with one stall sign, one trestle table and two chairs only. Stalls with onsite food preparation and cooking may be allocated an additional small amount of space for cooking only, if available. The exact size available and location of stalls to be confirmed by event organisers with successful participating groups closer to the event.

Stalls can be used to:

- showcase or sell art, craft, cultural food, traditional clothing, paintings, or other culturally specific items
- display educational material, interesting information and facts about the community's origins, traditions, and culture.

Important points to consider when applying for a stall

- Groups must be able to communicate and promote their culture. If a space bigger than 3m x 3m is required for a cultural display, community groups are encouraged to apply under the activity category.
- 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 remain and keep their stall open until the end of the event, even if items are sold out.
- Costumes, decorations, activities, and all other conduct of participants within the stall must reflect that of the group's own cultural heritage and identity.
- Organisations must not promote religious or political advocacy that is not consistent with intercultural cohesion
- Any food or drinks offered at stalls must be reflective of the community group's culture/origins/traditions (non-alcoholic drinks only and pre-packaged commercial products may be sold upon negotiation with event coordinators).
- The cooking and sale of food and goods must be approved by the event organisers and the venue, once participating groups and their offerings are confirmed. Limited number of onsite cooking stalls are available.
- All cooking methods will be subject to approval by event organisers and the venue. Please provide as much detail as possible in your application about 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).
- 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 and lawns.
- Stallholders will be required to arrive and set-up at a designated arrival time and location.

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- 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.
- If planning to cook or sell food, the people running the stall must be aware of food safety standards and Safe Food Handling requirements (more information and relevant guidelines will be provided to the successful participating groups at the mandatory event information sessions closer to the event).
- Participating groups will be required to adhere to all risk management, Work Health and Safety, City of Adelaide Guidelines, and COVID Safe requirements at the time of the event.
- 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).
- Provide all relevant information 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.
- All groups are encouraged to wear dress reflective of their culture when within the stall.
- Community group representatives and group coordinators will be required to attend mandatory information sessions in the lead up to the event.
- From March 2022, single-use plastic straws, stirrers and cutlery including bioplastic were prohibited in South Australia. Expanded Polystyrene clamshell containers, plates, bowls, or cups are also banned from March 2022 and cannot be used.
- From September 2023, single-use plastic plates and bowls will be phased out. 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 food, water, and power wastage. It is important to plan and coordinate the equipment and food for your stall accordingly.

Eligibility

Who is eligible?

To be eligible for funding, multicultural organisations must:

- be non-government and not-for-profit, and
- have a registered Australian Business Number (ABN), and
- provide satisfactory evidence that their core purpose is to deliver initiatives, services, or support for culturally and linguistically diverse communities in South Australia, and
- South Australian based, and
- incorporated under the *Associations Incorporation Act 1985* or
 - 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.

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

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, Wednesday 31 May 2023. Late or incomplete applications will not be accepted.

Supporting documentation

- 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 is eligible to apply
- 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? Demonstrated intercultural cohesion
Diversity	Is there a balance of cultures represented? Consideration will be given to first time participants

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:

- 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	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: <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.

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For more information:

Multicultural Grants Team

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