



Celebrate Together Grants 2019-20

Funding Guidelines



**Government
of South Australia**

Department of the
Premier and Cabinet

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Foreword



The Government of South Australia is committed to ensuring our diverse multicultural communities are well supported through quality services and programs, along with being encouraged to organise and host activities and events that showcase their rich diverse cultures and customs with the wider South Australian community.



The South Australian Government recently completed a review of multicultural grants initiatives to ensure funding better reflects the needs and aspirations of our growing multicultural communities. Based on the findings, Multicultural Affairs (Department of the Premier and Cabinet) has designed an equitable funding structure that aims to meet the needs across the sector and ensure more integrated and better services can be offered to our multicultural communities.

We are pleased to announce the opening of the Multicultural Grants Program 2019-20, featuring four streams of funding to support our multicultural communities:

- **Advance Together**
- **Celebrate Together**
- **Expand Together**
- **Stronger Together**

Our government recognises the important work and valuable contributions by our multicultural organisations to enrich South Australia's multicultural heritage and celebrate the unique cultural brand of our wonderfully diverse community.

We take this opportunity to outline our **Celebrate Together Grants**, which offers funding support to eligible multicultural organisations to help them host festivals and events, which showcase their rich diverse culture and customs with the wider South Australian community.

We encourage multicultural organisations to consider applying for funds through the **Celebrate Together Grants** to support their festivals and events in 2019-20.



Hon Steven Marshall MP
Premier of South Australia



Hon Jing Lee MLC
Assistant Minister to the Premier

About Celebrate Together Grants

The **Celebrate Together Grants** are administered by Multicultural Affairs within the Department of the Premier and Cabinet (DPC).

The grants provide one-off funding annually to eligible multicultural organisations for festivals and events, which celebrate multiculturalism and diversity and support an inclusive and cohesive society.

Grants will be awarded through one funding round in 2019-20. There are two categories of grants under the **Celebrate Together Grants**. **Large Grants** of up to \$30,000 (Thirty thousand dollars only) and **Small Grants** of up to \$5,000 (Five thousand dollars only) are available to eligible multicultural organisations for festivals and events to be delivered within 12 months, commencing in July 2019.

Multicultural Affairs will only accept up to two applications for the Celebrate Together Grants per organisation – for one *Large Grant* and one *Small Grant* – per year.

Applications open on 5 April 2019 and close on 17 May 2019 at 5pm

Outcomes

The **Celebrate Together Grants** invests in multicultural organisations to achieve one or more of the following outcomes:

- increase understanding of the culturally diverse community in which we live
- celebrate and showcase the culture and customs of South Australia's diverse multicultural communities with the wider community
- build a visible profile to highlight the unique cultural brand of South Australia
- support new and emerging communities to increase their skills and experience through delivering events
- foster partnerships (financial or non-financial) between culturally diverse communities and other sectors through shared hosting of festivals and events.

Funding categories

There are two categories of grants available in 2019-20:

Funding category	Funding available	Eligible projects
Large Grants	Up to \$30,000	Major events that attract significant attendance, celebrate and showcase the culture and customs of your organisation's community, and encourage participation of the wider South Australian community.
Small Grants	Up to \$5,000	Smaller festivals and events that will reach your organisation's community. Events that encourage participation of the wider South Australian community will also be considered favourably.

Planning document requirements

For applicants requesting *Large Grants* (more than \$5,000), the following planning documents must be completed as follows:

- **Project Plan** – providing an outline of how you plan to deliver your festival or event. For example, a list of activities and tasks involved in coordinating your festival or event and when each will be completed.
- **Communications Action Plan** – providing a summary of how you plan to promote your festival or event. For example, the tools and resources you'll use (i.e. Facebook posts, newspapers, newsletters, media release), and how and when you will use them to generate community interest or media coverage.
- **Risk Management Plan** – providing an overview of the main risks associated with delivering your festival or event, and how you plan to mitigate them.

Templates for these planning documents are available for download from the Multicultural Affairs website at www.multicultural.sa.gov.au.

Eligibility

Who is eligible?

To be eligible for funding, multicultural organisations must:

- be non-government, 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
- 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 organisations that are not incorporated or do not have an ABN may apply under the auspices of an eligible multicultural organisation. Auspice organisations must also meet the above eligibility criteria. There is no limit to the number of times an eligible organisation may auspice other organisations.

Who is not eligible?

The following are ineligible for funding:

- non-multicultural organisations
- organisations that have outstanding obligations 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
- for-profit organisations or private companies
- Commonwealth, state or local government department and agencies.

What can be funded?

Funding can be used for eligible expenses that directly relate to the coordination, management and delivery of the festival or event within South Australia.

What applications will not be supported?

The following will not be supported:

- retrospective funding for festivals or events that are held before July 2019
- to supplement the recurrent or ongoing costs of an existing organisation
- activities primarily aimed at meeting religious or political outcomes
- catering including food, beverages and consumables
- funds to distribute to other bodies or individuals

- funding for interstate or overseas artists, performers, facilitators or speakers
- funding for activities undertaken interstate or overseas
- prizes, competitions, donations or sponsorships
- volunteer honorariums, petrol expenses or other reimbursements
- marketing and promotion of organisation or existing services
- to purchase or lease buildings or land
- purchase of capital equipment (e.g. computers, photocopiers, fridges, vehicles)
- travel expenses including accommodation.

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 5pm, 17 May 2019. Late applications will not be accepted.

Supporting documentation required:

- copy of your organisation's Constitution, signed by two authorised members of your organisation's committee
- signed minutes from the most recent Annual General Meeting
- most recent end of year financial report
- quotes for items \$500 and over
- information about grant funding received by your organisation from other entities (most recent financial year).
- for applicants applying for *Large Grants*, completed planning documents
- support letters from partner organisations, if applicable.

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 are 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
Event purpose and outcomes	Does the application demonstrate the extent to which the festival or event will celebrate and showcase the culture and customs of one or more of South Australia's diverse multicultural communities with the wider community?
Community need	Does the application clearly identify the community need? Does it describe clearly how the need will be addressed through delivery of the festival or event?
Value for money	Is there evidence that the project has been costed realistically and provides value for money?
Organisational capacity	Does the organisation have capacity to carry out the proposed project? For applicants requesting <i>Large Grants</i> , does the application demonstrate the festival or event is supported by a comprehensive Project Plan, Communications Action Plan and Risk Management Plan? Partnerships will be considered favourably. Engagement with a quality improvement program will be considered favourably (e.g. Australian Service Excellence Standards).

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
- measure and report on the outcomes from the funded project
- have public liability insurance – a minimum of \$1 million or as required in your agreement
- appropriately acknowledge Multicultural Affairs, Department of the Premier and Cabinet as a funding source for the project.

Payment will be made in accordance with the terms and conditions of the agreement.

Reporting requirements

The reporting requirements for successful applicants will be outlined in the funding agreement. All successful applicants will be required to submit a final report, including a financial acquittal and receipts for all purchases over \$500.

Grant recipients are required to keep receipts for all purchased items.

Glossary

Term	Definition
Multicultural organisation	For an organisation to be defined '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 culturally and linguistically diverse communities in South Australia
Culturally and linguistically diverse communities	People from migrant and refugee backgrounds, particularly those from non-English speaking countries
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.

For more information:

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