MULTICULTURAL COMMUNITY INFRASTRUCTURE FUND 2019-20

Program Guidelines

Applications open 26 November 2019
Applications close 20 February 2020
Submit your application at
The Victorian Government is proud of its ongoing support for Victoria’s vibrant multicultural communities.

For many, the heart of community is the facilities and spaces which bring people together. Safe and inclusive facilities are integral to the realisation of Victoria’s Multicultural Policy Statement to help everyone participate in a stronger, safer and more harmonious community.

I am pleased to announce the 2019-20 round of the Multicultural Community Infrastructure Fund (MCIF) to help support our diverse communities to maintain and upgrade their community facilities and infrastructure.

Grants awarded under the program will strengthen participation in our thriving, multicultural society and have an enduring impact on the character of our State.

Each year the Victorian Government receives an increasing number of applications for grants within the Multicultural Affairs portfolio from community groups across Victoria. This reflects Victoria’s growing multicultural community and cultural diversity.

This grants round introduces some program improvements to streamline the application process and focuses on supporting smaller scale projects; projects for emerging communities; and projects within regional communities.

By working together with Victoria’s culturally and linguistically diverse communities, we can help build a Victoria where everyone is afforded the freedom, safety and right to preserve and share cultural traditions.

On behalf of the Victorian Government, I encourage community organisations to apply for a grant under the MCIF program and continue to embrace and be proud of their cultural heritage.

Hon Richard Wynne MP
Minister for Multicultural Affairs
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1 MULTICULTURAL POLICY STATEMENT

Victorian. And proud of it. is Victoria’s Multicultural Policy Statement. It sets out the Victorian Government’s ambition with a range of policies, programs and services that encourage every one of us to participate in a stronger, safer and more harmonious community.

The Multicultural Policy Statement is underpinned by the Victorian Values Statement (the Values), a set of shared values that form the foundation of our cohesive, multicultural society. All grant applications need to demonstrate alignment to the Values.

### Victorian Values Statement

#### 1. One law for all

Everyone is equal under the law. All Victorians have the same legal rights, responsibilities and protections. As Victorians, we all have rights under the law and responsibilities towards each other. By respecting our mutual rights and responsibilities, we can ensure a safe and cohesive society.

#### 2. Freedom to be yourself

Everyone is free to be themselves and to feel safe in being true to themselves. The Government wants every Victorian to be able to celebrate their culture with pride and practice their traditions in peace. The freedom to be yourself includes freedom of speech, expressions of gender, sexuality and religion, and peaceful assembly; it does not allow people to break the law or to impinge on the safety or freedom of others.

#### 3. Discrimination is never acceptable

Everyone has a responsibility to promote inclusion and participation and to reject exclusion, racism and all forms of violence. A society free of discrimination is better able to tackle problems like economic and social disengagement and improve health and wellbeing for all.

#### 4. A fair go for all

Everyone deserves a fair go in life. That means giving every Victorian – no matter where they live, their circumstances, or their background – the support they need to enjoy the Victorian way of life. This includes quality education and healthcare, accessible transport, equity in employment and a safe place to live.

#### 5. It is up to all of us to contribute to a Victoria we can be proud of

We all want similar things – the opportunity to thrive, for our successes to be recognised, and for our families and loved ones to be safe, secure and happy.
2 WHAT IS THE MULTICULTURAL COMMUNITY INFRASTRUCTURE FUND?

The Multicultural Community Infrastructure Fund (MCIF) offers grants to Victoria’s culturally diverse communities to help them maintain, upgrade and renovate community infrastructure.

The MCIF is for small capital infrastructure projects which will be completed within 12 months of being funded. Projects must be finalised by 31 May 2021.

Grants range from $10,000–$100,000.

The total cost of your project cannot be more than five times the grant you are seeking.

The MCIF is underpinned by Victoria’s Multicultural Policy Statement which ensures that every Victorian can thrive in a peaceful and prosperous society; with a shared sense of belonging, respect, acceptance and contribution.

This eligibility driven, merit-based program is competitive. We receive more applications than is possible to fund. Even many successful applicants will only get part of what they requested. Please make sure you read these guidelines carefully to give your application the best possible chance of success.

Note on GST:

» If your organisation is registered for GST and if your grant application is successful, you will be paid GST on top of the amount awarded

» If your organisation is not registered for GST and if your grant application is successful, you will receive just the grant amount awarded – GST will not be added on top.


What are our objectives?

The objectives of the MCIF are:

1. to support and improve Victoria’s multicultural facilities to ensure communities can meaningfully celebrate, preserve and share their traditions

2. to help upgrade facilities that will be home to cross-cultural partnerships and activities that enhance social cohesion within Victoria

3. better, more secure, safe, accessible and higher quality multicultural community facilities.

You will have to match our funding

Successful projects within metropolitan Melbourne must match our funding dollar for dollar. For example, if we grant you $10,000, you will need to match this contribution with $10,000.

For regional and rural projects, you must match our funding with one dollar for every three dollars we grant. For example, if we grant you $12,000 you will need to match this contribution with $4,000.

Please note for all applications, up to 25 per cent of your matched funding contribution can be through in-kind services or support. For definitions and examples of ‘in-kind support’, visit [https://www.vic.gov.au/grants-understanding-kind-contributions](https://www.vic.gov.au/grants-understanding-kind-contributions)

Evidence of matched funding must be provided for all applications.

Matched funding ensures project viability and demonstrates community commitment to finalising the project.
What we are looking for

Your application must align strongly with the MCIF’s objectives and Victoria’s Multicultural Policy Statement.

Priority will be given to your project if it supports one or more of the following:

» culturally diverse regional communities
» new and emerging multicultural communities
» enhancing whole-of-community access to facilities.

All projects must start as soon as possible and be finished no later than 31 May 2021.

We like innovative approaches

We welcome innovative approaches to better meet community needs. Examples of innovative approaches include:

» cross-cultural or multi-use arrangements (e.g. shared use of facilities with other multicultural groups)
» project scopes or project types (e.g. community vegetable gardens or language learning centres)
» different project arrangements and partnerships (e.g. working with councils or other local partners)
» projects which support or integrate other complementary Victorian Government objectives (e.g. environmental sustainability, transitioning into employment, social purchasing).
3 WHO CAN APPLY?

You must be either:

» a not-for-profit entity registered under the Corporations Act 2001 (Cth) or the Associations Incorporation Reform Act 2012 (Vic), or

» a social enterprise with a clearly stated purpose or mission related specifically to supporting multiculturalism.

And you must have:

» a current Australian Business Number (ABN), and

» no outstanding accountability reports or final reports required for any Multicultural Affairs funded grants. Please email multicultural.infrastructure@dpc.vic.gov.au if you are unsure if your organisation is up to date.

Auspice arrangements are not permitted under the MCIF program.

Please note, we will only consider one application per organisation to the MCIF or Indian Community Infrastructure Fund (ICIF) which are being run at the same time.

4 WHO CAN NOT APPLY?

» individuals and sole traders

» organisations that:

» are primarily commercial or established to make a profit (except social enterprises)

» have failed to comply with the terms and conditions of previously awarded grants

» can’t demonstrate ability to meet their project’s ongoing maintenance and operational costs

» groups whose projects are the responsibility of another government portfolio

» applications for extensions or further works to projects previously funded by Multicultural Affairs or the Department.
5 WHAT PROJECTS MIGHT BE FUNDED?

» Works on an existing community facility like:
  » maintenance—painting, tiling or structural repairs such as roofing, plumbing or flooring works
  » upgrades—kitchen or bathroom upgrades, energy efficiency improvements
  » renovations—extensions or internal remodelling to improve accessibility or create new rooms, kitchen or bathroom replacement, heating and cooling systems

» security upgrades to an existing community facility which are not electronic in nature—securing doors or windows, security lighting, facade works, fencing and perimeter security
  » outdoor areas—pergolas, playgrounds, fencing, garden beds.

You must clearly list any assets you want to buy in the project application form. These are subject to approval by the Department.

Please note that equipment or assets cannot cost more than 40 per cent of the grant you request.

If you’re not sure if your project costs are eligible, please email the Programs and Grants Team: multicultural.infrastructure@dpc.vic.gov.au
6 WHAT YOUR APPLICATION NEEDS

Your project must start quickly and be finished no later than 31 May 2021. After that date, grant payments will cease. They cannot be carried forward or made available to pay for incomplete project activities in following financial years.

Your application must:

» come from an eligible organisation (see ‘Who can apply?’)

» clearly address one or more of the MCIF objectives

» meet a community need, have undergone sufficient planning and be ready to proceed

» demonstrate the minimum requirement for matched funding

» demonstrate evidence of land title or a lease agreement (of no less than three years)

» supply quotes from registered contractors or cost estimates from quantity surveyors for any works (for any amount). Works over $20,000 require two quotes

» clearly show the project will be completed before 31 May 2021

» include all relevant supporting documentation.

Extra consideration will be given to applications that:

» are from a regional or rural area of Victoria

» are from a new and emerging community

» increase the shared use of a community facility by more than one multicultural group

If we fund your project, we reserve the right to place restrictions on what the funding can and cannot be used for.
7 WHAT WE WILL NOT SUPPORT

» applications from ineligible applicants
» applications that do not address the MCIF’s objectives and assessment criteria
» applications that are not complete
» applications that are not submitted on time.
We also will not support:
» un-fixed, mobile or transferable assets like computers, gardening equipment, musical instruments, small removable kitchen equipment like blenders, microwaves, toasters, etc
» projects that currently have funding or have received funding in the past from Multicultural Affairs or the Department
» completed projects
» buying land
» purchase of assets, materials and products for the project from overseas
» design, architecture and planning costs
» planning and building permit fees
» CCTV and other electronic security infrastructure
» predominantly decorative or ornamental projects
» projects to create or enhance privately owned land or facilities, unless there’s an existing, satisfactory long-term lease agreement (minimum of three years) between the applicant and the asset owner
» projects advancing political activities
» projects advancing religious activities (e.g. enhancement of infrastructure exclusively used for worship—unless it is open for wider community use)
» construction or enhancement of schools or emergency service centres
» supplementing recurrent or ongoing costs of an existing organisation
» ongoing maintenance or administration costs
» staff salaries
» funding that could have a negative impact on existing businesses and services, or compete with other local commercial interests as per the National Competition Policy
» funding for infrastructure or property owned by another state, local government or the Commonwealth of Australia
» inappropriate use of public funds which are inconsistent with the MCIF objectives and Victorian Values.
8 HOW WE WILL ASSESS YOUR APPLICATION

Initially, we will assess and weigh your project against the MCIF’s eligibility and assessment criteria. Following an eligibility and merit assessment, the application will be assessed by a panel that includes representatives from the Victorian Multicultural Commission and other relevant independent experts.

The final decision is made by the Minister for Multicultural Affairs. Once a decision has been made, we will advise you if you have been successful or not.

Please note that the Department of Premier and Cabinet can decide to change the MCIF guidelines at any time.

All grant applications will be assessed against the following criteria

1. Does your project have merit and fill a community need?
   » Your project must have a clear vision and scope that achieves the program objectives
   » Your project must address a clear need or gap in community infrastructure
   » Your application must describe how benefits will continue in future years after your project ends.

2. Does your project benefit any of the priority groups?
   » The project will benefit one or more of Victoria’s culturally diverse communities
   » Preference will be given to projects supporting (one or more) of the following priority groups or communities:
     » culturally diverse regional communities
     » new and emerging communities.

3. Is your project feasible and ready to proceed?
   » Your project is well-planned with appropriate approvals and risk management in place
   » You’re ready to start:
     » If it involves property: We have to see evidence of an existing Land or Property title or lease agreement (of no less than three years)
     » If it involves permits: You must have all the relevant approvals and permits in place or be able get these within two months of being successful and receiving a Letter of Offer
   » Your project will be delivered by an organisation with appropriate administration, project management and governance expertise, and financial stability.

4. The budget
   » You can demonstrate your capacity to match our funding
   » Your project is:
     » financially ready to start and has a clear approach, with realistic time frames
     » based on sound cost estimates and offers value for money
     » an appropriate use of public funds
     » appropriately insured and covered for any other liabilities.
Documentation to attach to your application

» a project plan—including whether you intend to use a project manager

» evidence of funding source(s) to meet the matched funding requirement—for example, bank statements, a record of investment, your bank loan or confirmation of funding from financial partners

» evidence of any applicable licences, building or planning permits in place, or evidence that you’ve applied for them

» your organisation’s financial statements for the last three years—as already provided to Consumer Affairs Victoria (through myCAV) or to the Australian Charities and Not-for-profits Commission, or in another format the Department agrees is acceptable

» a copy of the current land title or lease agreement (no less than 3 years) for the site of the proposed project

» cost estimates or quotes for works of any cost—please note any project works over $20,000 need two quotes

» concept designs and /or site plans for the upgrading of facilities or new works your application relates to (if applicable and where relevant)

» no more than ten photos, less than 2MB each, of the existing site your application relates to (e.g. the kitchen area you want to upgrade or renovate)

» a Certificate of Currency for public liability insurance with a minimum cover of $10 million for any one occurrence

» a Certificate of Currency for workers’ compensation insurance if paid staff will work on the project.
9 HOW TO APPLY?

Complete the online application form at: www.vic.gov.au/multicultural-community-infrastructure-fund

You must attach and submit all supporting documentation with your application, or your application will be considered ineligible and not assessed.

Submit your application by 20 February 2020. Late or incomplete applications will not be considered.

For more information, or help with your application, contact the Programs and Grants Team:

Ph: 1300 366 356
Email: multicultural.infrastructure@dpc.vic.gov.au
If successful, you must enter a Victorian Common Funding Agreement (VCFA) with the Department. This outlines:

» the grant’s terms and conditions, including use of funds
» agreement terms
» key deliverables and due dates
» all the reporting requirements.

Successful applicants have 60 business days (only) from the Offer of Funding to enter a VCFA. If you do not think you can return the VCFA in this time, immediately contact the Programs and Grants Team to discuss the issue. Organisations who miss the deadline, risk losing the offer of funding.

You must begin your project within three months of the Letter of Offer—or else the funding may be withdrawn (unless an alternative arrangement is pre-negotiated and pre-approved). Funding is only for the financial year in which it is allocated in the VCFA and will not be carried forward or made available by the Department to pay for incomplete project activities in following financial years.

Successful applicants will have their project details (including name, project description and grant funding provided) published at www.vic.gov.au/multicultural-community-infrastructure-fund

For more on the VCFA, please contact the Community Grants team at multicultural.infrastructure@dpc.vic.gov.au or on 1300 366 356.

Funding Conditions

The MCIF is a discretionary, merit-based grant program. All decisions by the Department or Minister for Multicultural Affairs in relation to any aspect of the funding application and assessment process, including any decision to offer or award a grant under this program, or to withdraw the offer or cancel the grant funding agreement, are final.

Successful applicants will be paid, based on completion of project milestones and deliverables. The final financial milestone will not be processed until all requirements outlined in the agreement, including the final report, are completed to our satisfaction.

Some definitions

Multicultural Community Infrastructure/ Facilities

These are facilities, buildings, land and other property owned or leased by ethno-specific or multicultural community groups, used primarily by Victoria’s culturally diverse communities.