



CITY OF  
**PORT PHILLIP**

# **2011/12 Multicultural Celebration Fund Guidelines**

*Port Phillip, a city where culturally diverse communities enrich our city in many different ways. Their contribution to the economic, social and public life of this city and to the community is invaluable.*

## 2011 MULTICULTURAL CELEBRATION FUND

- The City of Port Phillip is seeking applications for the 2011 Multicultural Celebration Fund to host events that celebrate cultural and / or religious days of significance and the contributions these groups make to the City of Port Phillip.
- The grants should be for no more than \$400 *although please note that there are limited funds, which may mean groups don't get funded, or may receive less than requested*
- Applications forms are available from the website at:  
**[www.portphillip.vic.gov/multicultural\\_celebration\\_fund.html](http://www.portphillip.vic.gov/multicultural_celebration_fund.html)**

Or by phoning Cristina Del Frate on 9209 6385.

Applications are open all year and are to be sent to:  
Cristina Del Frate  
City of Port Phillip  
Multicultural Celebration Fund  
Community Development  
Private Bag No. 3, St Kilda Vic 3182  
Or  
Email: [cdelfrat@portphillip.vic.gov.au](mailto:cdelfrat@portphillip.vic.gov.au)

### **1. Introduction**

The City of Port Phillip encompasses a widely diverse mix of cultures and languages. According to the 2006 Australian Census, 16.6% of Port Phillip residents were born in non English speaking countries, and 19.5% of people speak a language other than English at home.

The City of Port Phillip's Multicultural Strategic Framework is based on three key principles: valuing cultural diversity, improving service delivery and increasing participation. In particular, mechanisms which value migrants and refugees' contribution through cultural markers and celebrations, and promoting multicultural gatherings, events and festivals were highlighted.

The purpose of this program is to support small events that celebrate cultural or religious days of significance that aim to:

- encourage the participation of multicultural groups in celebrating their cultural heritage;
- promote awareness of cultural diversity, community contributions, mutual respect and understanding amongst the wider community

- empower multicultural communities to participate in Council initiatives and processes.

## **2. Assessment criteria**

Council is seeking applications for Multicultural Celebration activities that take place between June 2011 – July 2012, that:

- Celebrate a specific cultural or religious day of significance.
- Will be inclusive to all the community and demonstrate the value of Port Phillip's rich multicultural heritage.
- Increase the participation of and inclusion of communities who may be marginalised, disadvantaged or have special needs
- Demonstrate consultation with community members that results in activities that are culturally / religiously significant.

A clear and concise outline of purpose, program and projected budget / costs is required. An application form is attached.

An Assessment Panel, consisting of staff members from the City of Port Phillip Community Development department will assess applications. Each application will be assessed according to its merits and avoidance of duplicity of events.

## **3. Who is eligible to apply?**

Multicultural Community groups and organisations that are local in Port Phillip that provide services that primarily benefit culturally and linguistically diverse communities and that are either incorporated under the *Associations Incorporation Act*, or auspiced by an Incorporated Association and are deemed to be non-profit, as classified by the Australian Taxation Office (section 103A(2) (c) of the *Income Tax Assessment Act 1936*, are eligible to apply. Parent groups that are not incorporated are encouraged to find an auspice body for application purposes.

Proposals from individuals or groups that are not auspiced are also invited to apply. It is recommended that you speak to the Project manager to discuss your application, as certain conditions apply.

***Please note: Groups and organisations are limited to a maximum of ONE successful application per financial year.***

#### **4. What will not be funded/not eligible**

Multicultural Community Festival Grants are **not** for:

- i) Items that are part of an organisations core business or of their normal operating expenses eg. Public liability, utilities, staff costs
- ii) Applications submitted by individuals
- iii) State-wide organisations or projects
- iv) Projects that could be funded from other sources e.g. fees, sponsorships etc.
- v) Private profit-making organisations
- vi) New building projects, capital works, significant capital equipment (\$1,000 or more) or facility maintenance organisations seeking
- vii) Retrospective funding for projects that have already started or have been completed.

#### **5. Grant conditions**

1. All activities must be held during the June 2011-July 2012 period.
2. All organised events and activities must involve local residents.
3. An official application form must be completed in full and all relevant documents must be submitted if your application is to be considered.
4. All organised funded activities are to be open to all City of Port Phillip residents.
5. If Council's grant is not spent it must be returned to the Council. Failure to do so will forfeit any future financial assistance from Council.
6. Funded organisations are required to acknowledge the support of the City of Port Phillip in any promotional or publicity material for the funded project.
7. An accountability form must be completed and returned within 30 days of holding the event.

All applicants must complete the evaluation form, to be submitted 30 days after the event. Evaluation forms will be sent to successful applicants.

#### **6. Information about funds**

Grant funding will be distributed depending on the amount of funds approved and the type of grant application. For example, if the grant organisation has an ABN number, council support will take the form of cash grants made out in a cheque to the applicant organisation or auspice organisation.

For individuals and organisations without ABNs, their proposal will be assessed and suitable forms of payment will be discussed with the applicant.

Evaluation and reporting and grant conditions remain regardless of the application.

## **7. Applicant Responsibilities**

### ***Public Liability Insurance***

Consideration of all insurance needs to occur but particular consideration should be given to public liability insurance. Public Liability covers incidents that occur within a building or during a function or activity conducted by a group. We encourage groups to investigate all their insurance requirements with their insurance company, insurance broker or professional adviser and ensure activities and board / committee members are adequately covered. Groups not covered by Public Liability Insurance are encouraged to seek an auspice to cover their insurance requirements.

### **Privacy Statement**

The information requested by the City of Port Phillip in this application form is to be used for the purposes of determining whether or not an organisation is eligible for funding. The City of Port Phillip also uses the information supplied to distribute mail of interest such as: events, and funding opportunities.

Information about groups may also be provided to Council departments for the purposes of compiling directories of multicultural organisations in Victoria.

Organisations that do not wish to be on this mailing list should notify the City of Port Phillip.

**For further information please ring Cristina Del Frate on 9209 6385  
Or email [cdelfrat@portphillip.vic.gov.au](mailto:cdelfrat@portphillip.vic.gov.au)**