

Stronger Together

Local Council Major Festival Grant Funding Guidelines





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1. About the funding

Program aims

The Multicultural NSW Stronger Together Grants Program aims to support multicultural festivals, events and projects across NSW. We invest in activities that foster community harmony and celebrate cultural diversity as a precious part of our identity and way of life.

The Stronger Together Local Councils Major Festival Grant funding is available for Major Festivals within the Six-Cities Regions. Successful applicants will demonstrate how the major festival will build community social cohesion, benefit the local economy and how it will drive tourism for the area.

Available funding

Major Festival grant funding is available for a festival each year for two years. The funding will provide up to \$500,000 per year over 2-years to a total of \$1,000,000. The funding is available for major festivals within the Six-Cities Regions that enhance social cohesion, promote community harmony and showcase our state's diversity.

Funding is available for Major Festivals delivered between:

- 1 January 2023–31 December 2023 for year 1 (up to a total \$500,000)
- 1 January 2024–31 December 2024 for year 2 (up to a total \$500,000)

Covering 2 years, the festival would seek to build improvements from the first event in 2023 that will further support the delivery of the second event in 2024.

Applications that seek to split the \$500,000 funding over more than one festival to be held each year will be considered. Please note when making this request:

- The maximum funding available over the two years will be \$1,000,000 (\$500,000 per year).
- The details of the request for multi-festivals are to be submitted in one application (that is, multiple applications from the same council will not be accepted).

Partnering with Multicultural NSW

The Stronger Together Local Council Major Festival grant funding is a partnership with the NSW Government. The partnership requirements will be managed by Multicultural NSW.

Applicants must agree to the following Partnership Principles this grant:

Value Match

Applicants must value match the funding amount sought. This includes:

- A minimum 25% cash contribution
- Itemised In-Kind contribution
- Detail of other income sources such as sponsorships or other grant funding.

Multicultural NSW (MNSW) oversight and input on planning milestones

Participate in key progress meetings and information to be delivered in MNSW required format for:

- Phase 1–6-month scoping
- Phase 2–3-month defined plans drafted signage
- Phase 3–1-month finalised detail
- Phase 4–6-8 weeks post event

Planning information may be requested and required to be provided outside of the above timings.

Information Sharing and Analytics

Exclusive use of MNSW supplied QR code for attendee survey feedback at the festival

- Event staff should be included in festival operational budget to engage attendees with QR code for festival feedback
- Incentivising engagement with the survey is encouraged, such as giveaway competitions for local vendors.

Outcomes Measures and Reporting to be shared with MNSW

- Web based platforms impressions, reach and audience demographics
- Expected and actual attendance measurement
 - The event budget should include detail on how this will be achieved people counters or technology solutions
- Attendance demographics
- Multicultural Media Advertising. 10% of the advertising budget for the festival must be used to advertise across multicultural media outlets.

Multicultural NSW (MNSW) participation at the Festival

- Applicant to supply stall location and infrastructure for MNSW at the festivals cost
- Signage and event materials include Multicultural NSW logo
- Nominated NSW Government delegate attendance and speaking engagement where appropriate.

Funding Recognition

- The major festival is required to recognise the grant funding support as detailed by the terms and conditions of the grant agreement.

Accessibility

- The major festival must demonstrate consideration for accessibility. Each festival attendees needs will be unique. Consideration for the following items should be demonstrated in the festival planning and budget. If an accessibility item is not required for your festival, reasoning should be included in your application response.
- **Accessible communications**
How are materials accessible in language where appropriate, are materials accessible for vision and/or hearing-impaired persons
- **Accessible festival sites and facilities**
Has the festival site considered the following where appropriate:
 - Access ramps and correct width cable trays for wheelchairs and prams
 - Adult change and disabled bathroom facilities
- **Interpreters**
Has the event considered:
 - Translators, including AUSLAN interpreters.

Project Budget and Use of Funding

A detailed budget is required to be submitted with the grant application.

The budget will reasonable and accurate for the proposed activity.

The budget will additionally require progress updating for key project planning milestones in the format provided by Multicultural NSW. Key planning updates are required 6 months, 3 months and 1 month from the event date.

Funding restrictions, minimum contributions or obligations apply for the following items:

- **Value Match**
Applicants must value match the funding amount sought. This includes:
 - A minimum 25% cash contribution
 - Itemised In-Kind contribution
 - Detail of other income sources such as sponsorships or other grant funding
 - Projects that do not demonstrate the required value match will not be funded.
- **Catering**
No more than 10% of the budget can be used for catering.
- **Administration**
No more than 20% of the budget can be used for council administrative costs related to the grant funded project delivery. Administration costs do not include event delivery staffing such as security, casual event crew or supplier costs.
- **Insurances**
No portion of the grant funding can be used towards insurance costs. Including, but not limited to, Public Liability Insurance, Workers Compensation Insurance and Volunteers Insurance
- **Capital Expenditure or Purchases**
No portion of the grant funding can be used towards capital expenditure or purchase costs. Including, but not limited to, building costs or maintenance and equipment purchase.
- **Cash Prizes or Gifts**
No portion of the grant funding can be used towards cash Prizes or gifts, including gift vouchers.

- **Independent Audit Fees**
No portion of the grant funding can be used towards financial independent audit fees.
- **Multicultural Media Advertising**
A minimum of 10% of the advertising budget for the festival must be used to advertise across multicultural media outlets.

Release of funds

Release of funds. Funding will not be released until all requested documentation has been provided to Multicultural NSW.

Year 2 funding will not be released until after the Year 1 event has successfully acquitted the grant. Acquitting the grant includes providing appropriate financial statements and completing project reporting in the templates provided by Multicultural NSW.

What will not be funded

The following activities are excluded from receiving grant funding:

- party political activities
- applications that seek support for supplementing, increasing or continuing ongoing service delivery or for funding the core business of the organisation commercial or fundraising activities
- capital expenses, including but not limited to building works (including maintenance) and equipment purchases

Grant funding will not be awarded to any local council that:

- does not demonstrate a commitment to multicultural principles
 - has Redress sanctions as described in the National Redress Scheme
 - is subject to a winding up order or has an appointed administrator
 - is bankrupt
 - has no sound financial management and governance
 - is located outside of the Six-Cities Region
- See Appendix 1.**

Available funding pool

Multicultural NSW always receives more funding applications than the available total amount of funding. Therefore, successful applications will be of a high standard based on the criteria and considerations outlined above. The limited funding pool and competitive assessment process also means that sometimes even strong applications will be unsuccessful.

2. How to apply

Applications open on Friday 9 September 2022 and close at 3pm Friday 7 October 2022. The closing date and time is a strict deadline. No extensions to the deadline will be permitted.

Multicultural NSW uses the online program SmartyGrants for all grant submissions, accessible through a portal on the Grants page on the Multicultural NSW website and via the link available on the grant funding information page. For more information please visit:

<https://multicultural.nsw.gov.au/grants/>

Through the Multicultural NSW portal, applicants are required to log in via SmartyGrants to access the online application form. If the applicant organisation has previously used SmartyGrants to apply for a grant, then they will already be registered and can use existing usernames and log in details, and do not need to set up a new registration/account.

All required attachments **MUST** be uploaded through the online application form in SmartyGrants.

Please do not upload documents that have not been requested.

The online application form includes an application checklist to help ensure all the required information is provided. All required fields marked with an * must be completed.

Multicultural NSW will not accept applications unless they are submitted online through the SmartyGrants portal.

Incomplete and/or non-compliant applications will not be eligible.

All queries during the application must be submitted in writing **before 10am Friday 30 September 2022**, via email to: **grantsinfo@multicultural.nsw.gov.au**



3. Criteria – what are we looking for?

The following criteria and considerations are used in the consideration of grant applications.

Eligibility criteria

To be eligible for a **Stronger Together Local Council Major Festival Grant**, applicants must:

- be a local council in the Six-Cities region (**See Appendix 1**)
- be located within NSW
- if building on an existing festivals success, confirm past and current funding sources for the past three years
- have acquitted all prior grants from Multicultural NSW
- demonstrate how the festival aligns with Multicultural NSW's strategic plan (**See here**)
- demonstrate how the festival will measure outcomes
- demonstrate that the festival is cost effective and viable with an accurate budget
- have all appropriate insurances, licences and permits
- submit an application online through the Multicultural NSW approved SmartyGrants portal before the closing date with all aspects of the application form completed
- deliver the festival(s) twice over the 2 delivery periods:
 - Year 1, 1 January 2023–31 December 2023
 - Year 2, 1 January 2024–31 December 2024
- promote the NSW Government funded project as per partnership terms outlined in the grant agreement
- commit to delivering the festival in line with NSW health guidelines and COVID-19 regulations
- clearly demonstrate festival value match and show co-contributions towards the festival. The festival will not be funded if there is no co-contribution. A minimum of 25% cash co-contribution is required. In-kind contributions must be itemised.

- confirm other funding sources that are contributing to the total festival budget
- commit to spending a minimum of 10% of the advertising budget for the festival across multicultural media outlets to ensure the event is accessible by multicultural communities.

Applications must address how the Major Festival will:

- Build community resilience & social cohesion
- Deliver local community economic benefit
- Be inclusive and accessible
- Reach and engage with the broader community
- Be delivered in a compliant and safe way
- Demonstrate value for money, including demonstrating value-match (**See Project Budget and Use of Funding**)
- Where appropriate develop in-language festival communications and print materials
- **Link to Multicultural NSW's 2021-2025 Strategic Priorities:**
 - **Sector Capability**
 - Developing programs and services to meet the needs of culturally diverse communities.
 - Building resources that enhance leadership, engagement, communications, service delivery and planning capability for culturally diverse communities.
 - **Community Resilience**
 - Building and maintaining networks across the community that can solve respond to problems and actively support social cohesion.
 - **Settlement**
 - Establishing programs that help new arrivals to thrive in new locations.
 - **A Shared Sense of Value**
 - Building programs with strong intercultural and interfaith networks.

The following criteria and considerations are applied in the assessment of grant applications.

- **Application meets eligibility criteria and is not an excluded activity**
 - Applications from ineligible organisations or excluded activities will not be considered.
- **Application form is complete and submitted on time**
 - Applications that are not submitted online through the Multicultural NSW approved SmartyGrants portal before the closing date with all aspects of the application form completed (including all required supporting documentation, financial statements, insurances etc) will not be considered.
- **Application is appropriate to the Stronger Together Grants Program**
 - Successful applications will clearly and convincingly demonstrate how funded major festival will support the grant criteria.
- **Application demonstrates capacity to successfully deliver the Major Festival**
 - Successful applications will clearly demonstrate the organisation's capacity to deliver the major festival once per year over the 2-year funding period and within budget.
 - Applications should clearly identify resources that will be committed to ensure the major festival is a success. An event delivery plan and risk mitigation strategy must be included with all applications.
- **Application presents good value for money**
 - Successful applications will clearly demonstrate value for money and value match with a well-considered, proportionate, clearly itemised budget.
 - **Stronger Together Grants** will be awarded for major festivals that support a diverse range of community celebration or need, and for a diverse range of approaches.
 - Applications are assessed in comparison to all other applications and in comparison to similar applications in terms of locality, cultural focus, and type of activity or approach.
- **Multiple applications**
 - Eligible local councils can submit one application only. Multiple applications will not be considered.



4. Assessment Process

Grants are awarded on merit following a competitive assessment process.

All applications for grants are initially reviewed by a Multicultural NSW Grants Officer to ensure mandatory compliance with eligibility criteria and required documentation.

Compliant applications are then assessed by an Assessment Panel convened by Multicultural NSW.

Please note that the project budget will be assessed. All applications must submit a clear and complete project budget outlining project expenditure. The **Project Budget and Use of Funding** items should be considered and outlined in your budget.

The Assessment Panel will make recommendations for grant funding to the Delegated Approver who will approve successful applications. Both successful and unsuccessful grant applications will be notified in writing. Multicultural NSW does not provide feedback regarding applications.



5. Funding agreements

Terms and Conditions will apply to the grant funding agreement. Successful organisations are required to review the Terms and Conditions and declare that they have read and understand them. They will acknowledge that an agreement based on those Terms and Conditions will apply to the grant. If a grant is awarded, they will agree to comply with these Terms and Conditions in acquitting the grant.

If funding is awarded, the Multicultural NSW Grants Program Terms and Conditions will apply to the grant funding agreement.

Applicants will be required to:

- review the Terms and Conditions and declare in their application that they have read and understood them
- acknowledge that an agreement based on the Terms and Conditions will apply to the grant
- if awarded a grant, agree to comply with the Terms and Conditions in acquitting the grant.

Successful applications for funding must be delivered on time and on budget. No extensions to the completion deadline will be provided.

Reporting expectations

The NSW Government requires consistent and accurate reporting of funding expenditure to ensure accountability. The provision of progress and completion reports are a condition of funding.

All successful applicants will be required to provide regular progress reports. Successful applicants will need to provide data against a range of program measures.

At the end of the grant project completion date, successful applicants will be required to provide a letter of acquittal, signed by the CEO and Chair (or equivalent suitable position holders), stating that funds have been expended for the purposes intended, detailing expenditure and any surplus funds.

Acquittal for this grant requires independent audit of the grant financial statements and information. Grant funding cannot be used for the independent audit. The applying organisation should consider this cost in their budgeting and other funding sources required to complete the mandatory reporting.

A completion report will also be required providing data against a range of program measures.

All progress reporting and completion reports will be required to be submitted to the grants team in the method requested. All reporting must reference the original application ID number.

Acquittal reporting will be due within 2 months of your project completion date.

For more information, **visit multicultural.nsw.gov.au**



Appendix 1

List of Local Councils within the Six Cities Regions

LOCAL COUNCIL	SIX CITIES REGION
Central Coast Council	Central Coast City
Blacktown City Council	Central River City
Canterbury Bankstown Council	Central River City
Cumberland Council	Central River City
Georges River Council	Central River City
Council of the City of Parramatta	Central River City
Sutherland Shire Council	Central River City
The Hills Shire Council	Central River City
Bayside Council	Eastern Harbour City
Burwood Council	Eastern Harbour City
City of Canada Bay Council	Eastern Harbour City
The Council of the Shire of Hornsby	Eastern Harbour City
The Council of the Municipality of Hunters Hill	Eastern Harbour City
Inner West Council	Eastern Harbour City
Ku-ring-gai Council	Eastern Harbour City
Lane Cove Municipal Council	Eastern Harbour City
Mosman Municipal Council	Eastern Harbour City
North Sydney Council	Eastern Harbour City
Randwick City Council	Eastern Harbour City
Council of the City of Ryde	Eastern Harbour City
Strathfield Municipal Council	Eastern Harbour City
Council of the City of Sydney	Eastern Harbour City
Waverley Council	Eastern Harbour City
Willoughby City Council	Eastern Harbour City
Woollahra Municipal Council	Eastern Harbour City
The Council of the Municipality of Kiama	Illawarra-Shoalhaven City

LOCAL COUNCIL	SIX CITIES REGION
Shellharbour City Council	Illawarra-Shoalhaven City
Shoalhaven City Council	Illawarra-Shoalhaven City
Wollongong City Council	Illawarra-Shoalhaven City
Cessnock City Council	Lower Hunter and Greater Newcastle City
Lake Macquarie City Council	Lower Hunter and Greater Newcastle City
Maitland City Council	Lower Hunter and Greater Newcastle City
Newcastle City Council	Lower Hunter and Greater Newcastle City
Port Stephens Council	Lower Hunter and Greater Newcastle City
Blue Mountains City Council	Western Parkland City
Camden Council	Western Parkland City
Campbelltown City Council	Western Parkland City
Fairfield City Council	Western Parkland City
Hawkesbury City Council	Western Parkland City
Liverpool City Council	Western Parkland City
Penrith City Council	Western Parkland City
Wollondilly Shire Council	Western Parkland City

