



2017 MULTICULTURAL FESTIVAL

Grants are now open

Apply by 30 April at
multicultural.sa.gov.au



Government of South Australia
Multicultural SA

Multicultural Festival Grants Funding Guidelines



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About the Multicultural Festival Grants 2017

South Australia is home to many cultures and the Multicultural Festival held in Rundle Mall, Adelaide in November 2017, is an opportunity to showcase, promote and celebrate South Australia's multiculturalism.

The Multicultural Festival contributes to our government's priority to develop Adelaide's potential as a vibrant cultural centre and attractive tourist destination. All South Australians are invited to participate in new cultural, language and faith experiences, and the development of a South Australian ethos of mutual respect, curiosity, openness and acceptance that will enable us to learn from and capitalise on the benefits of our multicultural society.

The festival has been held every second year since 2013 and will feature multiple stages, 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 forum. It gives people the opportunity to engage with others, share traditions, build relationships, awareness and connections between the different cultures and communities.

The Multicultural Festival Grants 2017 will support community groups to participate in the festival. The purpose of the funding is to contribute towards the costs associated with participating in the festival. Funding is not intended to cover the entire costs incurred by a community group.

Community groups from all 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.

The Multicultural Festival Grants 2017 open on Wednesday, 1 March 2017 and close midnight, Sunday 30 April 2017. These guidelines explain how to apply for a grant to participate in this year's festival.

Aim of the Multicultural Festival

The aim of the festival is to:

- strengthen cultural understanding among South Australians
- encourage all South Australians to recognise cultural diversity as a positive influence in the community
- provide a forum to celebrate new and emerging cultures, whose communities may not have the capacity to hold events that attract large-scale community attendance
- promote multiculturalism and community harmony.



Who can apply

Eligible community groups must:

- be non-government, not-for profit, South Australian community-based organisations
- be incorporated under the *Associations Incorporation Act 1985*
- have a registered Australian Business Number (ABN)
- have complied with reporting requirements for past completed projects.

Community groups that are not incorporated or do not have an ABN can apply if they are able to secure an eligible organisation to sponsor (auspice) their participation. The sponsoring organisation will be responsible for submitting the application, the legal and financial accountability of the grant, and will be required to enter into the grant agreement. Sponsor organisations will receive funding and be responsible for acquitting the funding.

Accountability requirements

All organisations approved for funding will be required to:

- sign a grant agreement with the Department for Communities and Social Inclusion and comply with its requirements, including appropriate reporting and financial acquittals
- maintain financial records in accordance with generally accepted accounting principles and comply with relevant laws in force in South Australia.

Participation categories

The Multicultural Festival will provide a number of opportunities for community groups to participate and share their culture. To support the diverse participation of multicultural community groups in the festival, successful groups will receive a grant to contribute to the costs of participating.

Community groups are encouraged to be innovative and creative in the way they participate.

The Multicultural Festival has three participation categories:

1. Performance
2. Activity
3. Stall

More details about each category, including the grant amount and important points to consider when applying, are outlined on pages 5 to 7.



Category 1 - Performances

Grant amount: \$500

Types of performances: 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 will be confirmed by event organisers with the successful participating groups.

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

- Performance times - stage/set area performances will be 10 minutes for each group to ensure a broader diversity of groups can participate.
- Roving (moving) performances times - may be up to 15 minutes, depending upon the group's capacity, 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.
- 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).



Category 2 - Activity

Grant amount: \$500

Types of activities: demonstrations, come and try activities and workshops, and individual experiences.

Activity areas: there will be two activity areas with the exact size to be confirmed by event organisers closer to the event. These areas will be:

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

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 and sugar skull or masque painting, basket weaving, and language writing where the visitors can come and 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.
- Individual experiences – cultural face painting, henna tattooing, hair braiding, tea or coffee readings.

Important points to consider when applying for an activity

- 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.
- 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.
- The activity areas will be set-up for a range of different community groups and different activities throughout the day, which means the set up and space is flexible and may change during the day. This will be confirmed by the event organisers with the successful groups.
- 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.



Category 3 - Stall

Grant amount: \$250

Types of stalls: cultural displays, food and small activities

Stall set up: every successful group will be allocated one whole stall 3m x 3m in size

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

- If a space bigger than 3m x 3m is required for a cultural display, community groups are encouraged to apply under the activity category.
- Which members of the community group would be able to run the stall on the day, and would they be able to share the required information with the festival's visitors?
- How the stall would be decorated to best represent the community group's culture and traditions?
- Any food or drinks offered at stalls must be reflective of the community group's culture/origins/traditions (non-alcoholic drinks only).
- The sale of food and goods will be approved by the event organisers and the venue, once participating groups and their offerings are confirmed.
- If planning to offer food, consider whether the people running the stall are aware of food safety standards and safe food handling rules and practices (more information and relevant guidelines will be provided to the successful groups at event information sessions closer to the event).
- What equipment would the community 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.



Assessment Criteria

Applications will be assessed by an assessment panel to ensure that a good mix of community groups are represented at the event. This approach is to ensure groups with a range of different experiences are involved from a diverse range of cultures and ethnicities.

It assures a balance between the activities, performances, and stalls and a mix of experienced and less experienced organisations from both established and the new and emerging cultures, and ensures a variety of food options, entertainment and hands on experiences.

The performance/activity/stall applications will be assessed using the following criteria:

- Evidence that the proposal has a detailed, well-planned, and organised structure
- Evidence of adequate resources to undertake the specific category of funding (please refer to the points in the above category sections)
- Evidence of a quality proposal and final product (include details of previous experience, reviews, or letters of support)
- Proposal meets the needs of the venue and audience (size, type, space and family friendly)

Grant process

There are three participation categories (performance, activity and stall) available to community groups through the Multicultural Festival Grants. Community groups are able to submit more than one application and can apply in more than one category, for example, an organisation can submit an application for a performance and an application for a stall.

During the grant assessment process, a staff member from the Department for Communities and Social Inclusion may contact the applicant, if additional information or clarification about the application is required. This does not guarantee the success of the application.

Space in the festival is limited and groups should be aware that submitting an application does not guarantee their participation in the festival.

All applying organisations will receive written notification of the outcome of their grant application via notification letter.



Successful applicants

Successful applicants will be required to sign a grant agreement with the Department for Communities and Social Inclusion. The grant agreement will provide details of the grant amount and the terms and conditions of funding.

After the event, the funded organisation must complete the grant agreement's expenditure statement and provide it to the department.

Grants will only be paid after the Multicultural Festival when the participating group has met the obligations of the grant agreement, i.e. when the group has returned the grant agreement's expenditure statement to the department.

Successful applicants will be required to participate in an information session about this year's Multicultural Festival and work with the Department for Communities and Social Inclusion, in preparation for the Multicultural Festival event.

How to apply

- Read these funding guidelines
- Contact the Multicultural Festival Grants team between Monday and Friday, 9am to 5pm on 1300 650 985 or via email GrantsSA@sa.gov.au
- Use the application forms on the Multicultural SA website, accessed through the Grant Information section www.multicultural.sa.gov.au

When to apply

The Multicultural Festival Grants 2017 will open on Wednesday, 1 March 2017 and close midnight, Sunday 30 April 2017.

Grant applications under each participation category will be assessed and applicants will be notified of the outcome by 31 July 2017.

Incomplete applications will be deemed a lower priority and/or considered ineligible.

For more information

Visit: www.multicultural.sa.gov.au

Call: 1300 650 985

Email: GrantsSA@sa.gov.au