

Page 1: Instructions and Eligibility Check

* indicates a required field

Instructions

You will be issued with a unique reference number when you start your application. Please quote this reference number in any correspondence or queries regarding your application. Your application can be completed in more than one session. You can save your progress and return to complete your application later. **Remember to save your application form regularly to avoid losing data.**

Deadline for submitting your application is at 3:00 pm (AEDST), Wednesday 8 January 2025. The closing date and time is a strict deadline. No extensions to the deadline will be permitted.

Once you have submitted your application, a confirmation email will be sent to your nominated email address (attached to your SmartyGrants account). If you have not received this email, it means that you have not officially submitted your application. This confirmation email will also include a copy of your application for reference. Please keep the confirmation email and the copy of your application in a safe place as part of your records as you may need to refer to it later.

Your application is not officially submitted until you have received an email. Simply hitting the save button in the online system does not officially submit your application. If you **'review and submit'** your application and there are unanswered required questions, they will be marked in red. Click 'Go to page' to complete the question, then click 'Review and Submit' again. Please note, by clicking 'Go to page', your application form will be in edit mode. Your application cannot be varied once submitted. If you realise that you have made an error once you have submitted your application, please contact us for assistance before the closing deadline by calling the Grants team on 02 8255 6779 or email grantsinfo@multicultural.nsw.gov.au.

For any technical difficulties or issues with SmartyGrants, please e-mail: service@smartygrants.com.au

Multicultural NSW assess all applications on merit through a competitive process. We will contact you if we have any questions regarding your application.

Thank you!

Multicultural NSW Grants Team

ELIGIBILITY CHECK

PLEASE REMEMBER TO SAVE YOUR APPLICATION EVERY 20 MINUTES TO AVOID LOSING DATA

1. Is the applicant a Council under the Local Government Act *

Yes

No

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2. Is the Major Festival located in NSW? *

Yes

No

3. Confirm that the Festival will be delivered between 1 February 2025 - 28 February 2026 *

Yes

No

1 February 2025 - 28 February 2026

4. Has the Council acquitted all Multicultural NSW grants that are due for acquittal? *

Yes

No

5. Confirm you understand if successful in receiving grant funding you will be required to provide all appropriate insurances and licenses *

Yes, I understand

No, I will not be able to provide this

6. Confirm none of the following are applicable to the applying Council: *

- No redress or sanctions
- Not subject to a winding up order or has an appointed administrator
- Not bankrupt
- No financial and organisational mismanagement

If applicable, all 4 must be selected. Please see <https://www.nationalredress.gov.au/> for more information about Redress sanctions.

Refer to the [Grant Guideline](#) for Excluded Activities, activity not eligible for funding consideration and organisation eligibility requirements.

7. Is the Festival an excluded activity? *

No

Yes

If any of these eligibility criteria are not met you will not be able to proceed with the application.

Page 2: Applicant Council

* indicates a required field

Organisation Details

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Name of the Council *

Organisation Name

Names of community organisations or businesses that the Council is partnering with or plans to partner with to deliver the Festival

Please complete if community partners have already been identified. A response to this question is not mandatory at this stage of the planning and application process.

Street Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Contact Person for this Application and Festival

Name *

Title

First Name

Last Name

Position Title *

Telephone *

Must be an Australian phone number

Mobile *

Must be an Australian phone number

Email *

Must be an email address

Council Details

Only Councils registered under the Local Government Act and located within the Six-Cities Regions are eligible under this Grants Program

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8. Type of Organisation *

Local Council

9. ABN Number *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

10. How many full-time equivalent employees (FTE) does the Council have? *

- 1 - 19 FTE employees
 20 - 199 FTE employees
 200 and more FTE employees

Page 3 - About the Festival

* indicates a required field

Festival Details

11. Name of Festival *

12. Brief description of the Festival *

Word count:

Provide a short description of your Festival. What are you doing? Why is it important? Why will people want to attend?

13. Start Date of Festival *

Must be a date and between 1/2/2025 and 28/2/2026.

14. End Date of Festival *

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Must be a date and between 1/2/2025 and 28/2/2026.

15. Expected number of attendees *

Must be a whole number (no decimal place).

16. Where will the Festival be held *

Please provide the primary location of the festival. Note providing the location in this form is not booking the venue. You must book the venue with the relevant landowner.

17. Community Group Festival *

18. Have you delivered this Festival / Event before? *

- Yes
 No

Previous Festival Delivery

19. When was the last time you ran this Festival? *

20. Where did you deliver the last Festival? *

21. How many people attended the last delivery of this Festival? *

Must be a number.

Key Delivery Details

A Festival will either run on 1 day or over consecutive days. For example, a festival may run on both a Saturday and Sunday of the same weekend. This would be running for 2 consecutive days.

22. How many consecutive days will the festival run? *

- 1 day
 2 Days
 Other:

23. How many hours are you planning to run your Festival for each day? *

Must be a number.

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24. Venue / Landowner Confirmation or Endorsement

Attach a file:

Funding Request and Budget Information

* indicates a required field

If building on an existing festivals success, confirm past and current funding sources for the past three years

25. Name of the Funding Source

Amount

Name of the Funding Source	Amount
	Must be a dollar amount.
	\$
	\$
	\$

PART E: TOTAL PROJECT BUDGET AND USE OF FUNDING

26. Outline your Festival / Event budget. Clear item descriptions must be given (venue hire, sound & equipment etc).

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 of 25% cash contribution
 - Detail of other income sources such as sponsorships or other grant funding
- No more than 20% of the budget can be used for catering.
- No more than 25% 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.
- 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.

Refer to the [Grant Guidelines](#) for more information.

The budget **MUST** balance (**TOTAL INCOME = TOTAL EXPENDITURE**). Please include these areas in your budget INCOME and EXPENDITURE columns. All figures are GST exclusive.

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The below budget includes some helpful prompts. Please adjust the line items as required. Note: You can add more rows as needed.

Income	\$ Amount	Expenditure Details	\$ Amount
		(eg venue hire, sound & equipment, activities, staff related costs etc)	
Amount sought from Multicultural NSW cannot exceed \$500,000	Must be a dollar amount		
Multicultural NSW Grant - no more than \$500,000		Venue Hire - If your venue is being provided free of charge or as in-kind by the landowner put \$0	
Councils Cash Co-Contribution		Marketing	
Sponsor Income		Multicultural media advertising (Minimum 10% of the advertising budget)	
Stalls Income			
Other Grant Income			
Other Income			
Total Income		Total Expenditure	

Do you have Value-In-Kind?

In-kind services and contributions are **valued at their fair market value or at their actual cost**. In other words, they are valued at what you would pay for them if they were not donated.

27. Do you have Value-In-Kind services supporting your Festival that you would like to outline?

- Yes
- No

List your value in-kind

Value in-kind items	\$

PART F: TOTAL INCOME EXPENDITURE

28. What is the grant funding amount requested in this application? *

\$

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Amount sought from Multicultural NSW cannot exceed \$500,000

29. What is the total estimated income for the Festival/s? *

\$

This number/amount is calculated.

30. What is the total estimated expenditure for the Festival/s? *

\$

This number/amount is calculated.

31. Value in-kind total

This number/amount is calculated.

Major Festival/s Program Alignment and Multicultural NSW 2021-2025 Strategic Priorities Alignment

* indicates a required field

Major Festival Program Alignment

32. How does your festival plan to represent the diversity of the local community? *

*

33. How will the Festival be inclusive and accessible? *

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

35. How will the Festival reach and engage with the broader community? *

36. How will the festival be delivered in a compliant and safe way? *

37. Does your council agree to (where appropriate) develop in-language festival communications and print materials? *

- Yes
 No

38. How will the festival measure success and outcomes? *

Major Festival/s Multicultural NSW 2021-2025 Strategic Priorities Alignment

39. How will the festival align with Multicultural NSW strategic priorities? *

Please refer to our [strategic priorities](#) list for further information.

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
- **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**

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- 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

40. Partnership Declaration

If successful in receiving grant funding, the applying council agrees to the Partnership Principles for this grant program

DECLARATION

* indicates a required field

By clicking the submit button you are confirming to Multicultural NSW that the management committee has endorsed this application. The management committee declares that they:

- Are not aware of any circumstances which adversely affect or might adversely affect the Council's ability to carry out the Festival.
- Have read and understood the [Grants Program Terms and Conditions](#) and if awarded a grant, acknowledge that an agreement based on those terms and conditions will apply to the grant.
- Agree to comply with those terms and conditions in acquitting the grant.
- The information contained in this application is true and correct in every detail and have ensured that all required information is enclosed.
- Understand that if successful in securing a grant, the funds must be spent by 30 June 2026.

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- Understand that if successful in securing a grant, the Council will be required to complete a short survey that may be published on Multicultural NSW website and other communication channels.
- Understand that if successful in securing a grant, the Council will be required to participate in meetings with Multicultural NSW as required to share updates, insights and learnings.
- The information in this application may be disclosed to other government agencies, reviewers and staff assisting with the administration or promotion of NSW government funding programs administered by Multicultural NSW. Please refer to our Privacy Policy on our website.
- Understand that if successful in securing a grant, key funding information including, Council's name, funding amount, event date & location may be published by Multicultural NSW or shared with third parties

DISCLAIMER

Submission of an application does not guarantee funding. The costs of producing an application are borne by the applicant. The grant giving agency reserves the right to withdraw funding. Applicants should ensure that they have read all relevant program materials in order to be fully informed about the program's requirements.

Use of Information Information received in applications for funding is treated as confidential. However, documents held by the grant giving agency are subject to the Government Information (Public Access) Act 2009. This means that the information contained in application forms and other relevant documents may be released in response to a request lodged under this Act.

In order to adequately assess applications for funding and implement the funding program, information contained in the application and its attachments may be shared with delegated officers of the grant giving agency or shared with other government agencies should it be deemed appropriate.

***By signing below, you declare that all information provided as part of this application is true and correct, and that you are authorised to submit this application on behalf of the of the Council. You also declare that you have read and understood the above checklist, the Multicultural NSW Grants Program Guidelines and the Terms and Conditions.**

Date *

Must be a date

Signatory 1 Information

Signatory 1 *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signatory 1 Position *

Signatory 1 Phone Number *

Must be an Australian phone number.

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Form Preview

Signatory 1 Email *

Must be an email address.

Signatory 2 Information

Signatory 2 *

Title

First Name

Last Name

Signatory 2 Position *

Signatory 2 Phone Number *

Must be an Australian phone number.

Signatory 2 Email *

Must be an email address.

Attachments

* indicates a required field

ATTACHMENTS

PLEASE CHECK THAT THE FOLLOWING DOCUMENTS ARE ATTACHED

The following attachments are included:

Maximum 25MB but suggest no more than 5MB

A copy of the organisation's ABN and GST registration confirmation from the Australian Taxation Office *

Attach a file:

A copy of the organisation's most recent financial statements approved by the directors of the organisation with statements being not more than two years old at the time of submitting this application, including contact details for the auditor (in accordance with the requirements of the organisation's constitution). *

Attach a file:

Last annual report *

Attach a file:

Detailed Budget *

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Attach a file:

Where more than 1 festival is being applied for please separate the festival budgets. Recommended you outline the per year costings

Optional: Other supporting information

Attach a file:

Such as previous data if you are applying for support for an event that has previously taken place

The Council, understands if the application is successful, it will be required to provide a copy of our Public Liability Insurance (certificate of currency) before any funds will be released to the nominated account of the Council. *

Yes, I understand this requirement

Please note that if the above documents are not provided, your application will not be considered for funding.

How did you hear about us?

**Where did you hear/
learn about this
program? ***

YOUR APPLICATION WILL NOT REACH MULTICULTURAL NSW UNTIL YOU CLICK THE SUBMIT BUTTON.

PLEASE ENSURE YOU CLICK THE SUBMIT BUTTON WHEN YOUR APPLICATION IS COMPLETE.