

Pride Events and Festival Fund 2019-20

Frequently Asked Questions (FAQs)

These frequently asked questions are for the 2019-20 round of the Pride Events and Festival Fund (Events Fund) and are to be read in conjunction with the Events Fund guidelines available online at the [Equality website](#). If you have further questions or would like to discuss your eligibility or application, please contact the Department of Premier and Cabinet (DPC): equality@dpc.vic.gov.au.

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What are the dates of the 2019-20 round?

Date	Activity
19 September – 14 October	Applications open
September – October	<i>Assessments, approvals, notification and contract establishment</i>
November 2019 – December 2020	Grant activities to be delivered

These dates are subject to change.

When does the application period close?

The application period is open for **four** weeks from Monday 16 September at 9am and will close Monday 14 October 2019 at 2pm. No applications will be accepted after this time. Please note, DPC Equality Branch is staffed 9am – 5pm Monday to Friday.

See also '*What do I do if I have technical problems when trying to submit the online form?*' for further advice.

When will successful applicants be announced?

The date for notification of grant outcome will be confirmed closer to the date. Once notifications have been made, successful applicants will be publicly announced by the Minister for Equality, and a full list of successful organisations and groups will be available online at the Equality website.

When should we receive funds and be able to start our activities?

Grant funds should be paid before 2 December 2019. Successful grant recipients may commence grant activities from 1 November 2019.

When will we need to complete grant activities?

Successful grant recipients will need to be complete all grant activities and submit your final acquittal report between 2 December 2019 – 31 January 2021.

What support is available to applicants?

DPC recognises LGBTIQ sector organisations, groups and individuals often operate with limited resources. To reduce the burden on applicants in this round, there will only be one application stage where DPC will score applications before submitting recommendations to the Minister for Equality for the final decision.

The [Pride Events and Festivals Guidelines](#) is a resource available to all applicants to assist with the application process. Additionally, DPC will provide support throughout the application process and encourages applicants with questions to call or email (contact details are on the last page).

Equality website resources

The [Guidelines](#) and this FAQ document contain all the information required to submit an application for the Events Fund. Please ensure you have read both documents carefully and discussed any questions with DPC Equality Branch before submitting an application. Resources will be available online at the [Equality website](#).

DPC Equality support

Throughout the application process, DPC Equality is available to respond to questions about the Events Fund, applicant and proposed activity eligibility, as well as to provide information, general advice and support as you navigate the application process.

Please note, DPC Equality is unable to tell you what to apply for and cannot assist with drafting or proof reading of your application. For more information regarding what feedback is available and how your application will be assessed, see also '*Will I get feedback on my application?*' and the Events Fund [Guidelines](#) respectively.

Funding

What amount of funding is available?

\$152,000 is available for the 2019-20 round of the Events Fund. Organisations are invited to apply for grants up to a maximum of \$10,000.

Is there a limit on the number of organisations or groups that can receive funding each year?

There is no set number of applicants that will receive funding in this round. The number of successful applications will depend on the calibre and quantity of applications and the funding pool available. There are no set quotas for recipients from specific subsets of LGBTIQ communities, however the assessors will seek to spread the benefit of funding broadly across LGBTIQ communities.

Can an organisation submit more than one application?

Yes. Organisations, groups and individuals may submit multiple applications. DPC Equality recommends considering what capacity you have to deliver these events. If you do submit more than one application, perhaps consider how you can partner with other organisations or community groups to make sure that your community engagement and delivery effectively align with the program's objectives.

What activities are unlikely to be funded?

There are some activities which are unlikely to be funded:

- **Flights, accommodation, or travel reimbursement**

These items do not fall within the objectives of this program. There may be exemptions for regional and rural applications, or applications that demonstrate that activities will not be possible without bringing someone to deliver an event.

- **Ongoing running costs such as phone, internet or industry memberships etc.**
These grants are intended as one-off financial supports for organisations, groups and individuals to run and deliver events. They are not intended to support ongoing costs.
- **Events after 31 December 2020**
The 2019-20 Events Fund is intended to support events being held in 2019 and 2020. If your activities are likely to run after 31 December 2020, it is recommended that you apply for the next round of the Events Fund for 2021.
- **Purchase of capital equipment**
These grants will focus on delivering events. If there is a specific piece of equipment that your event requires to be successful, please contact DPC prior to submitting your application.

If you are unsure about whether your proposed activities will be eligible, please contact DPC to discuss.

Eligibility

How do I know if my organisation or group is a ‘legal entity’?

If you are unsure about your entity status, you can check online by searching your legal name or Australian Business Number (ABN) on the Australian Business Register using [ABN Lookup](#). If you are registered your entity status will be listed. Common examples of a legal entity include an incorporated association, company, partnership or trust.

If your organisation or group is not a legal entity, your organisation or group will need to enter into an auspice arrangement with a legal entity so that the legal entity can enter into a funding agreement on your behalf. If your application does not have an associated legal entity when the full application period closes, then your application will not be eligible for funding.

If you have any questions or are unsure about your organisation's ability execute a funding agreement with the State, please call DPC to discuss well in advance of submitting your application.

Where do we find an auspice?

If you are unsure where to seek an auspice, you can consider starting a conversation with:

- Larger LGBTIQ organisations
- Organisations with which you have an existing relationship
- Larger organisations providing similar sector services
- Local councils.

DPC cannot assist you directly with arranging an auspice. However, below are several links that may be useful regarding auspicing:

- [What is auspicing?](#)
- [Not-for-profit Law Guide – A guide to auspicing for auspicing organisations and those delivering auspiced projects](#)

Can my organisation/group apply if it is not an LGBTIQ exclusive organisation?

Yes. However, applications must show how these events will benefit LGBTIQ communities. An organisation's core objectives do not need to be solely for LGBTIQ communities, but it will be vital to show how the applicant will continue to work with and support LGBTIQ communities.

When should we consider a partnership application?

A partnership application should be considered for events or festivals that would benefit multiple groups or people. For example:

- An event that brings together two groups e.g. a social trans and gender diverse youth group and a local netball league
- Individual events that may fit into a broader festival
- Groups or organisations that have similar objectives in delivering an event e.g. a disabilities performance troupe and comedians.

If you believe the event or festival you are contemplating has the opportunity for your identified issue to benefit other organisations or groups, consider starting a conversation about a partnership application.

Applicants who submit an application as part of a partnership may still submit an application as an individual organisation or group (see also '*Can an organisation submit more than one application?*').

How do we submit a partnership application?

One organisation will submit the application on behalf of the organisations or groups that are partnering on the application. The 'organisation or group details' and all contact details for the primary contact will need to be from this organisation.

What should we think about when creating a budget?

As there will only be a single application stage, it is important that you provide as comprehensive a budget as possible. The greater the level of detail in your budget, the easier it will be for DPC to assess the value and reach of your proposed event or festival. Please feel free to submit any quotes you have gathered for your proposed activities, although this is not a necessity.

When considering whether to apply, please consider:

- How would you manage funds if you were successful?
- Do you have a separate bank account for the organisation?
- Who will be responsible for managing the money?
- Who will keep records of expenditure as you go so you are able to report back to DPC Equality?

What is an 'in-kind' contribution?

'In-kind' support refers to an estimation of the non-financial contributions and support towards your activities. Examples include volunteer work hours, donated goods or services and pro-bono consulting. Estimating the value of these contributions, particularly when your activities would not be possible without them, acknowledges the financial amount that would have had to be paid for if the contributions did not exist.

Can we include the auspice fee in our budget?

Yes. Auspices which agree to manage funds for an organisation or group may require an auspice fee. You will need to discuss and negotiate any fees as these will need be included in your grant budget. Under this grants program, an auspice fee cannot be greater than 10 per cent of the total requested amount.

Can we claim administrative costs associated with the activities?

It is understood that many organisations and groups in the LGBTIQ sector operate with minimal staff and volunteers. You may request reasonable administrative costs for work associated with implementing and delivering the proposed event or festival. Administration costs can account for no more than 10% of the total funds requested. This must remain limited to the scope of grant activities and is not intended as staff costs or wages for business-as-usual administrative duties.

These grants are intended as one-off grants for events and festivals and are not intended to fund ongoing staff costs for business-as-usual activities.

Will my grant application be fully funded?

The Events Fund will be extremely competitive. For any given project, the allocated funding will typically be only a contribution towards the total expected expenditure. Applicants are strongly encouraged to secure other funding sources and financial partners for their events and not rely solely on grant funding for event viability.

How do we decide what to apply for?

Is there anything we should consider before choosing our grant activities for the event or festival?

Before choosing activities for your proposal, consider the following:

1. What is your current capacity?

The purpose of these grants is to celebrate LGBTIQ communities, not burn you out. Applying for a grant, managing the activities and ongoing reporting can be time-consuming. Before anything else, start with the question 'what can we manage?'. If you have limited time to give or a small number of people, be realistic about the scale of activities you can manage if successful.

2. What is the core purpose of the event or festival?

It is good to have a clear and agreed understanding of this before you begin your application. It will help you frame a strong argument for how the proposed event will increase visibility or positively impact LGBTIQ communities. This will assist you in clearly articulating why you believe the activities should be funded.

How do we identify the need for this event or festival?

It's important to identify the problem *before* you identify the solution. Grant proposals are stronger when there is a clearly defined and manageable issue that the activities address, rather than working backwards from a solution.

Make time to discuss the grant proposal with your board, committee or members

A wide variety of views can provide valuable input and different perspectives when identifying the need for an event or festival.

Discuss your challenges

Brainstorm a list of problems or issues that you have identified. Consider the following for your discussion:

- Which community groups that we service are marginalised?
- Why will an event be the solution to the identified issue?
- What communities/group/individuals have we engaged?
- What do we require to put on a successful event?
- What in-kind support is available for us to deliver this event?
- What skills do we have, and what do we need?
- How will this be valuable to the broader community?

First, identify as many issues as you can. Then, look to see if there are any common themes or logical groupings of issues that could potentially be addressed by an event or festival.

How do we choose the best event or festival?

Once you have identified the needs within the community, you can now discuss possible events to address these needs. Identify a list of potential events, communities involved, attendance numbers, venues and so on. Look at how you may be able to achieve multiple objectives through particular activities. Consider which communities will benefit from your event.

Consider the following:

- What would you need to do to run a successful event?
- What costs are involved in running the proposed event?
- Do you have the appropriate permits to deliver our events if we are using public spaces?
- Have you factored in appropriate timelines?
- How many issues are being addressed by similar events or festivals?
- What AV requirements will you need?
- Who will be project managing the event?
- What would success look like for you?
- How will you evaluate the success?

How can we make our event accessible?

DPC recommends all events consider accessibility needs to ensure that they are inclusive to everyone. This means working with Aboriginal communities, people living with a disability and people from culturally and linguistically diverse backgrounds.

Consider the following:

- Is our event wheelchair accessible?
- Do we need AUSLAN Interpreters?
- Have we put contact details on the communications so people can discuss their accessibility needs?

For larger events, you may also consider the following:

- Will you have a Welcome to Country?
- Can you translate your communications?

Application process

How do we apply?

Visit the Victorian Government's [Equality website](#) and follow the link to the Pride Events and Festivals page, then click on the 'Submit Application' button to access the online application portal. The [Guidelines](#) contain more information on how to apply.

What do we do if we have technical problems when trying to submit the online form?

If you are having technical problems – for example, the form is not loading or submitting properly – using a different internet browser can sometimes help. If this does not work, please contact DPC who will assist wherever possible. Please allow at least two business days' notice, noting that the Branch is not staffed on weekends.

Will we get feedback on our applications?

Yes. Successful and unsuccessful applicants will receive a phone call to notify them of the outcome of their grant application, at which point verbal feedback will be available. Please note, all decisions made by DPC and the Minister are final.

Please note, DPC cannot tell you what to apply for and cannot assist with drafting or proof reading of your application (for more information regarding what support is available, please see '*What support is available to applicants?*')

If we apply this year, can we also apply next year?

Yes. Previous applicants, including successful applicants, may apply again in consecutive years. If you were previously successful, there is no guarantee you will be successful again. If your application was previously unsuccessful and you would like to re-apply for the same event or festival, we recommend you discuss your application with DPC before submitting again.

Please note: If you have an existing grant across any DPC grants stream (including outside of Equality) and have outstanding deliverables, you may be ineligible to receive funding under this round of the Events Fund. If you have outstanding grant deliverables, we strongly encourage you to contact DPC to discuss the status of your grant.

How do we contact DPC Equality?

If you have any questions relating to the Events Fund, your eligibility or application, please contact DPC:

Email: equality@dpc.vic.gov.au
Phone: (03) 700 51305 (Rowena Doo)
Website: <http://www.vic.gov.au/equality.html>

Please note - Phone calls from DPC will appear as an 'unknown caller'. If we are unable to return your call, we will leave a message, so please be sure to check your messages.