



**ACT**  
Government

# 2025 National Multicultural Festival Grant Program

## Grant Guidelines

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# 2025 National Multicultural Festival Grant Program

## 1 Introduction

The Community Services Directorate National Multicultural Festival (the Festival) Grant Program provides funding support for projects that promote community participation and cultural diversity, including language and social inclusion, at the Festival.

The Festival provides a unique opportunity for people across Australia to engage with the rich traditions and heritage of different cultures, celebrating the cultural diversity and social inclusion that our city proudly values.

## 2 Grant Program Aims

The Grant Program aims to facilitate community participation at the Festival to showcase cultural traditions and heritage; and provide a platform to keep multicultural traditions and celebrations alive and relevant. The Festival promotes equality, social cohesion and the sharing of cultural traditions and customs through music, dance, language, cultural displays, food, and workshops, contributing positively to building a community that respects and celebrates diversity.

## 3 ACT Government Objectives

### Aboriginal and Torres Strait Islander People

The ACT Government is committed to [Closing the Gap for Aboriginal and Torres Strait Islander peoples](#). The ACT Government and community partners are committed to self-determination as the guiding principle in the delivery of programs and services as outlined in the [ACT Aboriginal and Torres Strait Islander Agreement](#).

Consistent with the aims of the Grant Program, funding for projects, activities or initiatives (through Festival participation) that contribute towards the [ACT Aboriginal and Torres Strait Islander Agreement](#) targets and outcomes will be considered. Aboriginal and Torres Strait Islander led organisations and people are encouraged to apply to the Grant Program.

### ACT Wellbeing Framework

The Grant Program supports the implementation of the ACT Wellbeing Framework.

For more information, visit the [ACT Wellbeing Framework website](#).

## 4 Vision and Mission Statement, Festival Values

### Vision Statement

We aim to create a world-class National Multicultural Festival, enriching the lives of Canberrans and welcoming visitors to our vibrant city on traditional land, by bringing the community together.

### Mission Statement

- We are committed to preserving and promoting multicultural traditions and celebrations, ensuring they remain relevant and a vital part of our society, embracing both traditional and emerging cultures.
- We provide a unique and safe place for diverse multicultural communities to proudly showcase, celebrate, and share their rich cultures and customs, in a non-political environment.
- Our immersive festival experience welcomes people from across Australia and the world to engage themselves in our community's diverse customs and practices.

### Festival Values

- **Collaboration:** We unite different communities and audiences to create an inclusive, welcoming, and harmonious festival.
- **Diversity:** We are passionate about showcasing the heritage, culture, and customs of diverse communities, ensuring the vibrancy and relevance of emerging, past, present, and evolving culture and traditions.
- **Spirit of celebration:** We are here to create an event filled with passion, joy and pride, for community and everyone involved. The festival is a celebration of who we are as a community.
- **Inclusion and Respect:** Inclusivity is at the heart of what we do, fostering respectful participation and understanding of our different cultures.
- **Integrity:** We are founded on the principles of best practice, valuing strong relationships, and maintaining open, transparent communication conducted with honesty, integrity and professionalism.

## 5 Grant Program Eligibility Requirements

### Community Groups

Community Groups who meet the following eligibility requirements may apply:

- Groups that have been selected to participate in the Festival
- Groups that are incorporated associations
- Groups that are auspiced through an incorporated association
- Groups that have no overdue acquittal obligations for any previous Community Services Directorate Grants.

**All groups must demonstrate they meet the Cultural Showcase or Community Group Assessment Criteria to participate in the Festival to be considered for a Grant**

*Profit making groups, government entities, and registered political parties are not eligible to apply.*

### Incorporated associations

Incorporated associations who meet the following eligibility requirements may apply:

- Organisations which have been selected to participate in the festival
- Be a legally incorporated entity or supported by an incorporated auspicing association
- Be a registered not-for-profit or a charitable organization
- All organisations applying for grant funding must have no overdue acquittal obligations for any previous Community Service Directorate Grants.

**All groups must demonstrate they meet the Cultural Showcase or Community Group Assessment Criteria to participate in the Festival to be considered for a Grant**

A not-for-profit organisation can become a legally incorporated entity by applying through Access Canberra to become incorporated under the *Association Incorporation Act 1991*. Incorporation under the Act provides relatively inexpensive means for a group to acquire legal status as a corporate entity that is separate and distinct from that of the individual members.

## Auspecting Arrangements

If you are a Community Group or organisation that is not legally incorporated (unincorporated) then you may ask an incorporated association to auspice an application on your behalf. An auspicating body is an organisation that accepts the legal responsibility including financial accountability for a project. If your organisation is not a legal entity, you will need to arrange for an organisation that has legal status to act as an auspicating body.

The auspicating organisation must provide a letter of support with the application stating they will;

- Be the applicant for this grant funding and if successful contract directly with the Community Services Directorate for the receipt of grant funding, and comply with all grant funding contractual obligations, including the provision of financial acquittal documentation.
- Be the entity that will accept the grant funding for the project and administer the funding in accordance with the Grant Guidelines and Letter of Offer.
- Disburse grant funding to the auspicated party in accordance with the Grant Guidelines and Letter of Offer and not unreasonably withhold funding from the auspicated party for the implementation of the project.

## 6 Grant Funding process

The 2025 Grant Program is a non-competitive funding process that assists eligible Festival participants to receive a contribution to support their performances/activities for the 2025 Festival.

The total funding available for the 2025 National Multicultural Festival Grant Program is **\$220,000**.

As there are no goods or services being exchanged, and the grant is intended as a **contribution** to your performance, GST is not applicable to grant payments.

For the 2025 Festival, all applications will be assessed in two stages;

1. The Festival will determine your acceptance to perform/participate in the 2025 Festival, based on the Cultural Showcase or Community Group Assessment Criteria
2. Once accepted to the Festival, if eligible, you will receive a grant. You may not receive the full amount outlined in these guidelines, depending on the number of accepted applications for the Grant Program 2025 that the Community Services Directorate receives.

***All decisions of whether to award a grant, or on the amount of any grants, are at the sole discretion of the Community Services Directorate.***

## 7 Grant Funding Categories

There are two application categories for the 2025 Grant Program funding;

1. Cultural Showcase
2. Community Group/s

### 1. Cultural Showcase

A Cultural Showcase brings together a variety of different performers from various culture/s, countries, or as part of an identified theme (e.g., poetry, pop culture etc.) to deliver a series of performances within an allocated time on stage. The Festival is committed to being inclusive, equitable and celebrating all cultures, with new and returning participants all made to feel welcome and having fair opportunity to perform at the Festival.

A Cultural Showcase Coordinator is an individual who oversees the planning and delivery of a Cultural Showcase, including consulting with, scheduling, and managing performers, working with support volunteers and the stage MC for the Showcase, and liaising with the Festival team to coordinate the presentation.

A Cultural Showcase Coordinator will have valuable relationships and established connections within the communities they are representing. They should possess a combination of community-oriented values, strong interpersonal and organisational skills, and the ability to collaborate with diverse groups of performers and stakeholders.

***For the 2025 Festival Grant Program, Cultural Showcases will source and pay for professional groups and non-performer costs under their grant funding (as for the 2024 Festival).***

***Community Groups are required to apply independently for a Festival Grant (i.e. – not through the Showcase Coordinator) and can nominate if they would like to be part of a Cultural Showcase.***

#### **How it will work:**

1. Cultural Showcase Coordinators register an Expression of Interest (EOI). This EOI is to include a draft program outlining nominated performance time and requested duration, specifically featuring professional performance groups. Showcase Coordinators are also encouraged to include nominated Community Groups whom they wish to include in their Showcase program.
2. The Cultural Showcases who are accepted through the EOI process will enter into negotiations with the Festival after Community Group applications have closed. These



negotiations will determine the details of the Cultural Showcase performance, which will include a combined allocation of stage time for both professional and community group performers.

3. A base amount of time will be allocated to every Cultural Showcase, and additional time will be negotiated based on the program provided.
4. Once negotiations are complete the Cultural Showcase Coordinator will receive a Letter of Offer outlining:
  - allocated performance time;
  - approved professional acts; and
  - Community Groups included in each Cultural Showcase program

The Letter of Offer will detail the approved grant funding amount, approved use of the grant funding and grant funding acquittal requirements.

#### **Cultural Showcase Coordinator Assessment Criteria**

- **Alignment:** The application demonstrates that the showcase aligns with the aims of the Grant Program and adds cultural value to the 2025 National Multicultural Festival. The application will promote festival values and reflect the vision and mission statement. The Festival is a family friendly event. All performance content will be assessed for suitability within the program and to determine a suitable performance time, using [Australian Classification ratings](#) for guidance.
- **Outcomes:** The application demonstrates that the performers have relevant experience to enhance the cultural presentation of the showcase. This will require a draft performance program demonstrating the cultural relevance and quality of suggested performers - please use template provided. A video of performers will be required.
- **Capability:** The application demonstrates that the applicant has the relevant skills and experience to undertake the role of the Cultural Showcase Coordinator. This will require evidence to be provided including a resume or letter of recommendation. Consideration of the quality of previous showcases presented at the festival will be taken into account.
- **Budget:** The application demonstrates a realistic performance schedule and associated budget, including quotes for professional acts and other inclusions for the showcase. The program will be assessed on the diversity of cultural offering and proposed expenditure, that it is realistic and provides good value for money. Please use template provided.

## Eligible projects/items

Applications in this category may include:

- Professional performer/presenter fees<sup>^</sup>
- Decorations (such as banners, fabric, or branding for the performance area)<sup>~</sup>
- Showcase Coordinator administration or curatorial fees up to a maximum of \$50 per hour of showcase programming
- Interstate travel fees for professional performers +
- Public Liability Insurance (PLI) up to maximum of \$100 as a contribution PLI cover for a 1-to-3-day policy during the Festival dates. Groups with an annual policy will not be eligible for this funding.

## Projects or items that cannot be funded

- Community Group/s funding (including performance fees – groups must apply individually)
- Costumes or makeup for performers
- AV or production equipment
- Printing, stationary or administration costs
- Marketing, promotion or photography costs
- Performer refreshments, gifts or prizes

Please note this list is an indication of items that cannot be funded, however is not exhaustive. Refer also to section below 'what grant funding cannot be used for' in general grant exclusions on page 15.

Applications for this category are available to a **maximum of \$8,000**.

<sup>^</sup> Professional Performer definition – individuals or groups who are engaged in an activity as a paid occupation rather than an amateur. Professional performers derive their main source of income from their art/craft, and will have a dedicated website and ABN to support their business.

<sup>~</sup> Please note that banners that are purchased with this grant cannot have the year printed on them to ensure they can be used for multiple Festivals

+Interstate travel fees are only available to groups who are travelling from outside the ACT and surrounding regions.

The Canberra Region is defined in the Canberra Region Local Industry Participation Policy as the area comprising the Australian Capital Territory and the New South Wales Member Councils including Bega Valley, Eurobodalla, Goulburn-Mulwaree, Hilltops, Queanbeyan – Palerang, Snowy Monaro, Upper Lachlan and Yass Valley.

*After a Community Performance Group is accepted into a Cultural Showcase, the Cultural Showcase Coordinator will be responsible for their coordination and scheduling within the allocated Cultural Showcase stage time.*

***Cultural Showcase Coordinators are encouraged to reach out to Community Groups they usually work with and encourage them to apply through the Community Group application process.***

## 2. Community Groups

Community Groups are required to apply independently through the Festival application process. Community Groups can nominate if they would like to be part of a Cultural Showcase listed in the application form.

*\*Successful Cultural Showcases will be listed as options to select in the application form, so that community groups can request to be part of a Cultural Showcase and are informed who the appointed Cultural Showcase Coordinator will be.*

Community Groups will also have the option to nominate to be considered as Volunteer Performers (with no funding) for the Festival. This option allows the Festival team to consider performances as part of the Festival program who are still able to perform should they not be eligible for grant funding.

### How it will work:

1. Community Groups will apply by providing performance information, including the number of performers, type of presentation and requested duration of performance
2. Community Groups are welcome to request to be part of a Showcase as part of the application. This will be reviewed in consultation with Showcase Coordinators
3. Once all applications have been reviewed, successful groups will be sent a formal Letter of Offer outlining acceptance into the festival and inclusion into a Showcase if requested

The Letter of Offer will detail the approved grant funding amount, approved use of the grant funding and grant funding acquittal requirements.

### **Community Group/s Assessment Criteria**

- **Alignment:** The application demonstrates that the performance aligns with the aims of the Grant Program and adds cultural value to the 2025 National Multicultural Festival. The application will promote festival values and reflect the vision and mission. The Festival is a family friendly event. All performance content will be assessed for suitability within the program and to determine a suitable performance time, using [Australian Classification ratings](#) for guidance.

- **Outcomes:** The application demonstrates cultural relevance and high performance value to the festival, in comparison to other performances or applications from similar cultural groups. To support the application a video is required, which represents the style and quality of performance being presented.
- **Budget:** The application demonstrates a realistic performance schedule and associated budget, including quotes for professional acts and other inclusions for the showcase. The program will be assessed on the diversity of cultural offering and proposed expenditure, that it is realistic and provides good value for money. Please use template provided.

Each Community Group must nominate a primary contact person or their organisation who will be sent all correspondence relating to the festival, including the grant funding Letter of Offer, performer contract and general Festival information. A secondary contact is required to be nominated also in the event the primary contact person isn't able to be contacted.

#### **Notification of outcome**

All applicants will be notified of the outcome of their applications in writing. Successful applicants will be advised in writing by the Minister for Multicultural Affairs, and a Letter of Offer will be sent by the Community Services Directorate.

## **8 Community Grant Funding Sub-Categories**

The following sub-categories are available to Community Groups applying for Grant funding.

### **Community Funding Sub-Categories**

- A. Community stage performance**
- B. Community workshop**
- C. Cooking demonstration**
- D. Parade participation**
- E. Interstate/Overseas travel contribution**
- F. Public Liability Insurance contribution**

**Grant funding is intended as a contribution towards costs to participate in the Festival. It is not intended to cover all costs associated with your performance or activity in the Festival.**

Some categories have individual caps for specified items, please ensure that you read and understand these. The Grant Program aims to achieve an even distribution of funds to all eligible applicants.

Multiple applications for different categories are invited, with the exception of;

#### Category D – Parade participation grant

This category is exclusive to Parade Participants who are **not** performing onstage.

**Available funding for each of the above categories is outlined below.**

#### A. Community stage performance grant

Applicants for this category may be eligible for a **maximum of \$700** as a contribution to assist with activities such as hall hire for rehearsals, choreographer fees or tuition, cultural costumes, banners or stage props, or the purchase of a cultural instrument.

- **Participation fee** for groups can be used for up to \$20 per person or a maximum of \$400 per group.

Acquittal evidence required includes:

- o food or travel receipts **or** a list of names receiving the funds, with an email address for each person who received funds
- o a photo of the group beside the stage at the Festival.

- **Costumes** can be used for up to \$150 per person or a maximum of \$700 per group

Acquittal evidence required includes:

- o receipts for all items purchased
- o photos of the group onstage and in costume.

- **Performance support** can be used for up to a maximum of \$700 for cultural instruments, hall hire or choreographer

Acquittal evidence required includes:

- o Receipts for goods or service purchases including cultural instruments
- o Invoices for presenters or collaborators producing the performance
- o Evidence of the presenter/collaborators experience in producing performances
- o Photo of group rehearsing for choreographer/hall hire
- o Photo of instrument being used on stage if used as a cultural instrument

*Please note that banners that are purchased with this grant cannot have the year printed on them to ensure they can be used for multiple Festivals.*

## B. Cooking demonstration grant

Applicants for this category may be eligible for a **maximum of \$250** as a contribution to the purchasing of ingredients and traditional or cultural cooking equipment, for your cooking demonstration at the Festival.

- Acquittal evidence required includes:
  - o Receipts for cooking ingredients
  - o Receipts for traditional or cultural cooking equipment
  - o Photos of cooking demonstration at the Festival

*Please note this grant does NOT cover non cultural cooking utensils or equipment.*

## C. Community workshop grant

Applicants for this category may be eligible for a **maximum of \$800** as a contribution towards workshop relevant materials for the presenter and participants within the workshop.

- Acquittal evidence required includes:
  - o Receipts for goods or service purchases
  - o Workshop materials and equipment required to present the workshop
  - o Invoices for presenters or collaborators producing the workshop
  - o Evidence of the presenter/collaborators experience in producing the workshop
  - o Photo of workshop at the Festival

## D. Parade participation grant

Applicants for this category may be eligible for a **maximum of \$500** as a contribution towards cultural costumes, banners or choreographer fees or hall hire for rehearsals.

- Acquittal evidence required includes:
  - o Receipts for costumes, materials, banners
  - o Invoices for services including choreography and rehearsal spaces
  - o Evidence of the presenter/collaborators experience in producing the workshop
  - o Photo of group rehearsing for choreographer/hall hire
  - o Photo of group in the parade at the Festival

*This category is exclusive to Parade Participants who are NOT performing onstage*

## E. Interstate/Overseas travel grant

Applicants for this category may be eligible for a **maximum of \$1,200** as a contribution towards travel, accommodation and meal needs whilst travelling to, and performing at the Festival. Applicants in this category will **not** be eligible if they live in Canberra and surrounding regions.

- Acquittal evidence required includes:
  - o Receipts for travel, accommodation

*Funding in this category can be used for up to \$500 per person or a maximum of \$1,200 across all members of a group.*

*The Canberra Region is defined in the Canberra Region Local Industry Participation Policy as the area comprising the Australian Capital Territory and the New South Wales Member Councils including Bega Valley, Eurobodalla, Goulburn-Mulwaree, Hilltops, Queanbeyan – Palerang, Snowy Monaro, Upper Lachlan and Yass Valley.*

## F. Public Liability Insurance

Applicants for this category may be eligible for a **maximum of \$100** as a contribution to Public Liability Insurance cover for a 1-to-3-day policy during the Festival dates.

Groups with an annual policy will not be eligible for this funding.

- Acquittal evidence required includes:
  - o Receipt for 1 – 3 day Public Liability cover and copy of the Certificate
  - o If multiple performance groups who are part of the same organisation apply, only one will receive it as it can be applied for the overarching organisation.

## 9 What funding cannot be used for

The following are general exclusions and apply to all grant categories.

- Purchase of equipment that is not essential to cultural or traditional activities (e.g., industrial cooking equipment, audio visual equipment, musical instruments, etc.)
- Gifts or vouchers for performers, presenters, or attendees
- Commercial and fundraising projects and events
- Set-up or running costs of a business or organisation, including salaries, memberships, and subscription fees
- Existing general office administration and operational costs such as phone, stationery, rent and/or utilities costs
- Retrospective costs including projects or purchases which have already taken place and money spent. This includes the repayment of debts

- The purchase of photocopiers, computers, machinery, vehicles, or capital equipment of any kind
- Costs which are for current or ongoing salaries (note that salaries for new, non-ongoing projects is permitted)
- Events that promote or are held for a political purpose
- Activities, events, or projects/performances that do not contribute to or meet the aims and priorities of the Program
- Activities, events, or projects/performances that are not held at or part of the 2025 Festival
- Items not declared in the grant application and therefore unapproved
- Activities that would normally be funded under other ACT Government grant programs for example the Participation (Multicultural) Grants.

**Applicants who have failed to provide satisfactory acquittal reporting for any previous Community Services Directorate funding will not be eligible to apply for future grants.**

## 10 Accepting a grant

### Grant Agreement

Successful applicants will be required to enter into an Agreement. This will be via a Letter of Offer with the Community Services Directorate for which grant funding will be provided. The Letter of Offer will include:

- How to accept an Offer
- Detail the grant amount to be funded
- Detail the purpose or activity for which the grant is given
- The term of your funded activity in which the grant amount must be fully expended
- How to acquit your Grant funds when the project has been completed

Funds must be spent only on items and activities listed in your Letter of Offer and will include conditions of what the funding cannot be spent on.

### Changes to project

Your grant is funded based on the details of your performance and approved time slot in the Festival only. If you are unable to perform in your allocated time slot or spend the funds on anything that is not allowed, you will be required to return the full grant amount that was paid by the Community Services Directorate.

### Grant and project promotion

The names, project descriptions and funding amounts of all successful applications will be posted on the [ACT Government Grants website](#). By accepting a grant, you agree to this and to the ACT Government Media team contacting you to discuss publishing a story on how the grant was used.



If you do not want your name published, or to be contacted by the ACT Government Media team please let the Grant Officer know when you accept your grant.

## 11 Acquittal and Reporting Requirements

All successful applicants must expend the funds within the periods nominated in the Letter of Offer. For the 2025 National Multicultural Festival Grant Program, the successful recipients must submit the completed acquittal and expenditure report by **31 March 2025**.

An acquittal is a signed declaration, submitted at the end of the activity, stating that funding was used for the agreed purpose. This includes providing copies of receipts as proof of expenditure.

Please review the Grant Guidelines and your Letter of Offer when completing your acquittal form to ensure you have not included items that are not funded or excluded.

### Acquittal process

The acquittal of the grant will be managed through Smarty Grants. Instructions will be provided to successful applicants in their Letter of Offer. You will need to create a log in to complete your acquittal if you don't already have a Smarty Grants account.

The funds must be expended in accordance with the conditions outlined in the Letter of Offer, and all receipts must be retained and submitted with the acquittal.

For receipts provided in a language other than English, please provide a translation or summary of what was purchased in English. This also included the exchange rate to Australian Dollars at the time of your purchase.

### Unspent funds

Any unspent funds must be returned to the Community Services Directorate. Please contact the Community Services Directorate Grants team via email to [CSDgrants@act.gov.au](mailto:CSDgrants@act.gov.au) to advise them of unspent funds and they will provide you with bank details to transfer unspent funds.

***Please note: To be eligible for funding in any future Community Services Directorate grants rounds, applicants must meet all acquittal and reporting requirements.***

## 12 Grant Program Timeline

### **Cultural Showcase Applications**

Applications open 5 June 2024

Applications close 1 July 2024

Link to apply is [here](#)

### **Performer Applications**

Applications open 8 July 2024

Applications close 12 August 2024

Link to apply is [here](#)

**Late applications will not be accepted**

Showcase Coordinator Applications open	5 June 2024 – 1 July 2024
Showcase applications assessed	1 July 2024 – 8 July 2024
Community Performer applications Open	8 July 2024 – 12 August 2024
Community Performer applications assessed	12 August 2024 – 26 August 2024
Grant Eligibility checks	12 August 2024 – 26 August 2024
Consultation with Showcase Coordinators	26 August 2024 – 2 September 2024
Grant outcome notifications	13 September 2024 – 15 October 2024

## 13 Application support and feedback

### Application support

To apply to be part of the 2025 Festival, you need to register on the links provided above. Once you've registered, you will be sent an automatic link to complete your application form.

You can login with your provided link at any time to update your information while your form is still in progress and has not been completed.

Once you have fully completed the form and pressed SUBMIT on the final page you will not be able to access the form again.

Please remember to click the button at the bottom of the page to save your progress as you are filling out the form.

You must have all the information required for this application filled in and submitted before the closing date listed above.

While completing the form, you may use your web browser's back button to return to a previous page and make edits.

**Applying to be part of the Festival does not automatically guarantee inclusion in the festival entertainment program. Nor does it automatically guarantee that you will be eligible for a grant. Applications will be assessed, and you will be notified in July of the outcome of your application.**

### Support with your application

The National Multicultural Festival team will hold community information sessions to assist you with your application. Information sessions will be notified on the National Multicultural Website, newsletter and social media.

If you have questions about your participation in the Festival, the Festival Team are happy to discuss your application via email [inbox@multiculturalfestival.act.gov.au](mailto:inbox@multiculturalfestival.act.gov.au) or phone 02 6207 8698.

## Feedback

### Providing feedback

Applicants are encouraged to complete the feedback questions at the end of the application form. This feedback assists to improve grant programs, processes, and service delivery. You can also email feedback to the Community Services Directorate Grants team at [CSDGrants@act.gov.au](mailto:CSDGrants@act.gov.au).

### Requesting feedback

Community Services Directorate supports your right to ask questions about the grant application process. If your application has not been successful, email the Community Services Directorate Grants team at [CSDGrants@act.gov.au](mailto:CSDGrants@act.gov.au), quoting your application ID number and outlining your specific concerns. The Community Services Directorate will provide a response as soon as possible. This information also assists to improve grant programs, processes, and service delivery.