



Grant recipient checklist

OMI logo

- Download the '[Supported by OMI logo](#)'
- Include OMI logo on all promotional materials (print and digital) related to your event

Banners

- Email harmony@omi.wa.gov.au for an OMI banner order form
- Complete form accordingly and email it back to harmony@omi.wa.gov.au at least a week prior to your event
- You must have a banner on display for OMI funded events

Social media

- Tag @multiculturalwa and use #multiculturalwa for your shared social media content
- Send photos from the event to be featured in OMI's social media

Acknowledgments

- Include "This project or event has been supported by the Department of Local Government, Sport and Cultural Industries' Office of Multicultural Interests" on all media communications and promotional materials (posters, invitations, emails)

Events calendar

- Send project or event details to harmony@omi.wa.gov.au for promotion on OMI website and newsletter

Invitations to your event

Please send invitations to:

- *Hon Dr Tony Buti MLA, Minister for Citizenship and Multicultural Interests, Minister.Buti@dpc.wa.gov.au*
- *Ms Lanie Chopping, Director General, Department of Local Government, Sport and Cultural Industries dg.meetings@dlgsc.wa.gov.au*
- *Ms Kate Rowlands, A/Executive Director, Office of Multicultural Interests, Department of Local Government, Sport and Cultural Industries grants@omi.wa.gov.au*

What to do after your event

Please refer to the grant agreement for details of supporting material required to accompany the final project report, such as financial documentation, copies of project photos, promotional materials and media coverage.

Download the relevant [Final Report Form](#) for your grant category and save the form to complete it electronically.

If you have any questions, please contact harmony@omi.wa.gov.au or **6552 1761**