



# Strengthening Multicultural Queensland Program

Building an inclusive, harmonious and united Queensland

## Funding Guidelines for Multicultural Projects



### Need help in your language?

If you have difficulty understanding this publication or other funding documents and need language assistance, please call **1800 512 451** and ask for an interpreter.



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## 1. About the Strengthening Multicultural Queensland (SMQ) program

Multicultural project funding, previously available under the Celebrating Multicultural Queensland program, will now be available under the new Strengthening Multicultural Queensland (SMQ) program.

The program will continue to provide funding towards multicultural projects that engage culturally diverse communities, groups and individuals, and the broader community, to partner and contribute to building an inclusive, harmonious and united Queensland.

Multicultural Affairs Queensland acknowledges the cultural diversity of First Nations peoples. However, for the purposes of these guidelines, the term 'culturally diverse' refers to people from migrant and refugee backgrounds, people seeking asylum and Australian South Sea Islander peoples.

### Outcomes-based model

The SMQ program uses an outcomes-based model, which focuses on achieving specific, measurable outcomes and long-term impacts.

Outcomes are the specific changes that result from your activity. Think of it as outcomes = results/changes. For example, improved intercultural connections, new skills or more confidence are all outcomes.

Focusing on measurable outcomes and supporting these with evidence-based evaluation can help to demonstrate and communicate how you are achieving your intended results.

This approach will allow us to better understand the impact of our grants, and to make informed decisions about how to allocate resources in the future.

The application form provides guidance on how to identify and measure outcomes for your project.

### Program objectives

The objective of the SMQ program, in alignment with the [Multicultural Queensland Charter](#), is to provide funding towards projects that:

- support the economic and social aspirations of people from culturally and linguistically diverse backgrounds;
- enhance community capacity to address emerging issues and improve access to services;
- increase cultural capability of services to support people from culturally and linguistically diverse backgrounds; and/or
- enhance the capacity of general community groups in connecting people from culturally and linguistically diverse backgrounds into a wide range of community activities.



## 2. Applicant eligibility

### You are eligible to apply if you are a:

- not-for-profit/charitable organisations legally registered in Australia;
- Local Government body;
- State School P&C Association;
- charitable institution established through specific legislation; or
- Queensland University.

### And you must:

- have a registered and active Australian Business Number (ABN);
- be an organisation based in Queensland; and
- have no overdue reports, service delivery or performance issues for funding provided by Multicultural Affairs Queensland.
  - You are ineligible if you have overdue progress or acquittal reports at the time a funding round closes. If you are required to submit a report but it is not yet due, you are still eligible to apply.
  - If you are unsure if you have any overdue reports or would like to organise alternate arrangements, please email [Funding@maq.qld.gov.au](mailto:Funding@maq.qld.gov.au) a minimum of seven (7) days before the funding round closes.

If you are not incorporated OR do not have an active ABN, you can ask an eligible organisation to auspice your application. If successful in receiving funding, the auspicating organisation will enter into a funding agreement, receive the funds, and carries the financial risk and legal responsibility for activities of the auspicated organisation.

### You are not eligible to apply if you are a:

- Individual or Sole Trader;
- Commercial entity;
- Queensland State School;
- Queensland Government department, agency or statutory authority;
- Australian Government department, agency or statutory authority;
- Diplomatic mission, consular post or other representative office;
- Political party;
- Union; or
- an organisation not operating and delivering active services in Queensland.



### 3. SMQ Projects

#### What is considered a project?

- Community-based activities to address an identified issue. Activities are conducted over an extended period with key deliverables/milestones and specified anticipated outcomes. For example, training workshops, skills development, capability development.
- A series of activities conducted over an extended period that generate benefits at an individual or community level, such as increased community participation, economic independence, or access to opportunities within a local community.

#### Funding rounds

**The 2024-25 funding round for multicultural projects will open on 16 September 2024 and will close on 12 November 2024. This will be for projects to be delivered from 1 July 2025.**

The funding round for multicultural events opens on 1 June and closes on 13 July each year. Please visit the [Celebrating Multicultural Queensland program](#) webpage for information about event funding.

#### Funding Categories

There are two categories for project funding under each funding round:

- **Category 1 – Empowering Multicultural Community (EMC) Projects**
- **Category 2 – Youth and Community Connection (Y&CC) Projects**

Applications under these categories **must demonstrate** that the project will engage people who identify as being from diverse cultural, religious and linguistic backgrounds, specifically people from migrant and refugee backgrounds, people seeking asylum, and/or Australian South Sea Islander peoples, as the target audience/participants for the project, including contributing towards the planning and delivery process.

Funding applications for projects to be delivered in regional areas are encouraged.

Applicants are strongly encouraged to establish partnerships with other organisations in the planning and delivery of projects. Visit the [Multicultural Resource Directory](#) to explore partnering opportunities with community associations and cultural groups across Queensland.

## Category 1 – Empowering Multicultural Community (EMC) Projects

<b>Funding purpose</b>	<p>To fund innovative and strategic projects that address barriers and create opportunities for people from culturally and linguistically diverse backgrounds leading to more inclusive, resilient, and cohesive communities.</p>
<b>Funding outcomes</b>	<ul style="list-style-type: none"> <li>• Increase knowledge, skills and capability of individuals.</li> <li>• Improve health and wellbeing.</li> <li>• Develop healthy relationships and social connection.</li> <li>• Enhance the cultural capability of mainstream organisations and services.</li> <li>• Enhance intercultural connections and social cohesion between individuals and groups from diverse cultural and faith backgrounds.</li> <li>• Enhance economic participation through direct support and opportunities.</li> </ul>
<b>Funding available</b>	<p><b>One-off funding of up to \$100,000 is available.</b></p> <p>Projects are to be delivered from 1 July 2025 and can be delivered over a two-year period to 30 June 2027.</p>
<b>Mandatory Criteria</b>	<p>The application <u>must</u> demonstrate:</p> <ul style="list-style-type: none"> <li>• alignment with the funding purpose and one or more of the funding outcomes;</li> <li>• the need for the project, including a brief description of evidence;</li> <li>• partnerships across diverse cultural groups, and/or general community groups such as community associations, sporting groups and service clubs, in the development and delivery of the project;</li> <li>• organisational experience in the delivery of community projects and working with diverse communities;</li> <li>• a clear project plan with practical strategies and deliverables, and realistic performance measures that align with the relevant outcome/s; and</li> <li>• a financial contribution, as well as the provision of a reasonable, clear and justified budget.</li> </ul>
<b>Desirable Criteria</b> (Not essential, but will strengthen the application)	<ul style="list-style-type: none"> <li>• Demonstrate engagement with participants, or with people working directly with potential participants, in the design and delivery of the project.</li> </ul>

## Category 2 – Youth and Community Connection (Y&CC) projects

<b>Overview</b>	Community connectedness promotes a positive sense of wellbeing in young people. Young people can experience a range of barriers such as discrimination and prejudice, social isolation, and difficulties feeling a sense of belonging within the broader Australian culture and/or in maintaining a sense of identification with their culture of origin – all these barriers can hinder their participation in the community.
<b>Funding purpose</b>	To support innovative projects that assist to break down the barriers facing young people that can result in feelings of disengagement or disconnection with community. These projects will enable young people to feel heard, valued, supported and empowered, resulting in increased access to, and inclusion within the community.
<b>Funding outcomes</b>	<ul style="list-style-type: none"> <li>• Remove barriers to inclusion and belonging within the community.</li> <li>• Increase participants’ sense of belonging within the local and broader community.</li> <li>• Gain experience and/or mentoring to support social and economic participation in the community.</li> <li>• Build knowledge and skills to feel more confident within themselves and their abilities.</li> <li>• Improve opportunities to participate and engage within their local and broader communities.</li> </ul>
<b>Eligible Target group</b>	The project <u>must</u> include young people between the ages of 12 and 25 years.
<b>Funding available</b>	<p><b>One-off funding of between \$5,000 to \$100,000 is available.</b></p> <p>Projects are to be delivered from 1 July 2025 and can be delivered over a two-year period to 30 June 2027.</p>
<b>Mandatory Criteria</b>	<p>Projects under this category <u>must</u> be led and driven by young people, through:</p> <ul style="list-style-type: none"> <li>• organisations/groups consisting of young people; or</li> <li>• organisations engaging and involving young people at every stage of the project.</li> </ul> <p>The application <u>must</u>:</p> <ul style="list-style-type: none"> <li>• demonstrate a need for the project, including brief description of evidence of need;</li> <li>• align clearly with the funding purpose and one or more of the funding outcomes;</li> <li>• demonstrate that young people have had and will have meaningful input at every stage of the project, including identifying and providing evidence of the barriers/needs, planning and design, and delivery and evaluation;</li> <li>• demonstrate organisational experience in engaging, supporting and facilitating community projects led by young people, including at-risk and disengaged young people;</li> <li>• demonstrate a clear project plan with practical strategies and deliverables, and realistic performance measures that indicate benefits for young people from diverse backgrounds; and</li> <li>• demonstrate a financial contribution and provide a clear and justified budget (ineligible items or exceeded funding caps will not be supported).</li> </ul>



## 4. What can SMQ funding be used for?

Expenses must directly relate to the delivery of the project and be essential for its delivery.

- **Non-recurrent Salaries, Wages and On-costs** for short-term or casual workers and external consultants or contractors for the purpose of delivering and managing the project – **capped at 70%** of the SMQ program funding.
- **Equipment Hire.**
- **Venue Hire.**
- **Advertising and promotion.**
- **Food and Catering.**
- **Transport Assistance** to reduce barriers for people to participate in project activities.
  - this cost must be demonstrated as essential in engaging participants in project activities and does not include travel expenses for those delivering the project.
- **Purchase of capital equipment that is critical to project delivery or engagement of participants and is unable to be hired – capped at up to \$2,000** of the SMQ program funding (e.g. uniforms, sports equipment).
- **Auspicings Fees**, where an applicant requires an organisation to auspice the application.
- **Consumables and materials.**
- Other **administration** costs.

Further detail on expenses can be found in the [Glossary of Terms](#).

## 5. What can't SMQ funding be used for?

- **Capital expenditure** including:
  - the purchase, repair, extension, or renovation of buildings;
  - the purchase of motor vehicle/s;
  - office equipment such as computers, photocopiers; and
  - equipment that is not critical to the delivery of the project or engagement of participants.
- **Accommodation costs.**
- **Travel costs**, including airfares, fuel and project planning travel, that are not for participants to engage in project activities.
- **Any recurrent costs**, for example ongoing staff costs, established positions within the organisation, and core functions of the organisation.
- **Prizes, trophies, awards, donations, gifts, or souvenirs.**
- **Costs that are not essential or not related to the project.**
- **Retrospective funding** for project activities already underway or delivered.
- **For projects that have already been funded under other programs administered by Multicultural Affairs Queensland.**

SMQ funding rounds are extremely competitive due to the high volume of applications received. Applicants are encouraged to seek funding for their projects from multiple sources.



## 6. What applications will not be funded?

- Applications submitted by organisations who are **ineligible to apply** (refer to Section 3).
- Applications that **fail to address the program objectives, category's funding purpose, priorities and mandatory funding criteria**.
- Applications for activities focussed on delivering a **festival or event** (e.g. workshop/s for an event).
- Projects that **focus on competitions, commercial or fundraising activities**.
- Projects held **outside of Queensland**.
- Projects that have been **fully funded by another funding agency**.
- **Conferences, expos, seminars, symposiums, research and academic studies**.

## 7. To submit an application

- Due to the high demand for funding, one application per category per organisation will be accepted.
- **Carefully read these guidelines** to ensure you are eligible and to determine whether your application meets the program requirements.
- **Read the Terms and Conditions** at [https://www.hpw.qld.gov.au/\\_data/assets/pdf\\_file/0011/3422/shortformtermsconditions.pdf](https://www.hpw.qld.gov.au/_data/assets/pdf_file/0011/3422/shortformtermsconditions.pdf)
- **Preview the sample Project Report templates** on the [SMQ program webpage](#).
- **Complete your application online** through SmartyGrants at <https://maq.smartygrants.com.au>.
  - Go to the [SMQ program webpage](#) for more information, including access to the application form.
  - Start completing your application early, including gathering supporting information and documentation, and allow adequate time to submit your application by the closing date.
  - Focus on the quality of your application and respond directly to assessment criteria.
- **Attach an Electronic Funds Transfer (EFT) form as part of the application**.
  - Submitting the EFT form does not guarantee your organisation will receive funding. Refer to [Attachment 2](#) for a sample of a completed form.
- **Submit the application before the closing date**. SmartyGrants will send you an acknowledgement email once you have successfully submitted your application.

**If you do not receive an acknowledgement email, your application has not been submitted.** Check your application for errors and resubmit. If your application does not submit, contact SmartyGrants Technical Support on (03) 9320 6888.

SmartyGrants will automatically close at 11.59pm on the closing date and will not allow applications past this time. Please ensure you allow adequate time to submit your application.

Applications and supporting documentation will not be accepted after this time to ensure fairness to all applicants.



## 8. Assistance

If you still have questions after reading these guidelines, you can contact Multicultural Affairs Queensland by email at [Funding@maq.qld.gov.au](mailto:Funding@maq.qld.gov.au).

If you need assistance with your SmartyGrants account, contact SmartyGrants Technical Support on (03) 9320 6888 or [service@smartygrants.com.au](mailto:service@smartygrants.com.au). Support Desk Hours are from 9:00am to 5:00pm AEST, Monday to Friday.

For help with completing your application form, refer to the *SmartyGrants – Help Guide for Applicants* at <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>.

For further help, you can visit the [Ethnic Communities Council of Queensland’s \(ECCQ\) website](#) for information on upcoming education workshops and to access their [Online Learning Hub](#) for easily accessible courses and resources.

To ensure everyone has the opportunity to submit an application, we accept applications in your preferred language.

If you are planning to submit your application in a language other than English, please email [Funding@maq.qld.gov.au](mailto:Funding@maq.qld.gov.au) before 4 November 2024.

## 9. How will applications be assessed?

An initial check will be conducted by Multicultural Affairs Queensland to ensure eligibility of the applicant and the proposed project. Only information that is included within the application form will be reviewed and assessed.

Applicants will be notified of an ineligible application within six (6) weeks of the closing date.

Eligible applications will be progressed to an **independent Assessment Panel** who will assess each application through a merit-based process against the following criteria:

- **Addressing the funding purpose, outcome/s and mandatory criteria**
  - The extent to which the proposed project aligns with the funding purpose, one or more of the funding outcomes and addresses the relevant eligible/mandatory criteria.
- **Benefits and delivery of the project**
  - **Category 1** – The application is based on sound evidence of need, is clear about the outcomes to be achieved, clearly demonstrates how the project will strengthen the community, and demonstrates how the project will be delivered.
  - **Category 2** – The application is based on sound evidence of need, clearly demonstrates the engagement of young people in leading and delivering the proposed project, is clear about the outcomes to be achieved, clearly demonstrates the benefits to young people, and demonstrates how the project will be delivered.
- **Value for money/cost effectiveness**
  - The extent to which the project has been costed realistically (justification of budget items), the level of contributions committed by the applicant organisation and/or level of funding obtained from other sources, and provides value for money as demonstrated in the project budget.
  - The application includes a budget table accurately listing the income and expenses for the delivery of your project. Refer to [Attachment 1](#) for an example of a completed budget table.



- **Project plan**

- The extent to which the application demonstrates partnerships in the planning and delivery of the project.
- The application includes a project plan that clearly identifies relevant activities and milestones to deliver the project that are realistic and achievable.

Applicants may be asked to submit further details or provide clarification during the assessment process.

The Assessment panel will recommend funding allocations through a merit-based process, taking into consideration:

- how strongly the application addresses the above criteria;
- the applicant's capacity to plan and deliver the proposed project;
- the geographic and demographic spread of available funds to avoid duplication;
- concentration of service delivery in a single area;
- how it compares to other similar projects in the same area;
- the in-kind and cash contributions committed by the applicant and/or level of funding obtained from other sources;
- the justification of budget items;
- any previous service delivery and performance issues; and
- for Category 2, the extent of the engagement of young people in the planning and delivery of the proposed project.

## 10. Funding decisions

The assessment process is expected to take several months.

All applicants will be notified by email of the outcome of their application **by 31 March 2025**. Go to the [SMQ program webpage](#) for relevant information and public notices.

**Due to the high demand for funding, successful applicants may be offered a lower amount of funding than requested.** In instances where the funding offered is less than the amount requested, we may request the applicant complete a *Variation Request Form* through SmartyGrants to advise any changes to the project, including activities, participation and timing, and to provide a revised budget to advise any changes in project expenditure.

There is no guarantee that previous successful applicants will receive funding or receive the same amount of funding previously provided.

**Funding decisions are final.**

Unsuccessful applications and funding offers to successful applicants will not be reconsidered.

## 11. Successful applications

All successful applicants will be required to:

<p><b>Enter into a funding agreement</b></p>	<ul style="list-style-type: none"> <li>• Comprises an approval letter, funding guidelines, your submitted application, and the Terms and Conditions, as amended from time to time.</li> <li>• “Particulars” in the Terms and Conditions means your submitted application.</li> <li>• Ensure you comply with any relevant laws and regulations, such as the requirements for working with children, in the delivery of the project.</li> <li>• One-off funding will be paid to successful organisations in a single instalment to the bank account nominated in the application’s EFT Form.</li> </ul>
<p><b>Hold public liability insurance to the value of not less than \$10 million.</b></p>	<ul style="list-style-type: none"> <li>• The successful applicant organisation, or auspice organisation, must hold public liability insurance to the value of not less than \$10 million that covers the project.</li> </ul>
<p><b>Acknowledge the Queensland Government funding</b></p>	<ul style="list-style-type: none"> <li>• The Queensland Government crest <u>must</u> be included on all promotional material associated with the funded project. The files for the crest and the instructions for their use will be provided to you by Multicultural Affairs Queensland.</li> </ul>
<p><b>Invite the Minister for Multicultural Affairs to funded project activities</b></p>	<ul style="list-style-type: none"> <li>• The Minister would welcome an opportunity to participate, if available. Multicultural Affairs Queensland will provide contact details for sending an invitation directly to the Minister’s office.</li> </ul>
<p><b>Submit online six-monthly <i>Project Progress Reports</i> (if relevant) and a <i>Project Acquittal Report</i> within six weeks after the completion of the funded project</b></p>	<ul style="list-style-type: none"> <li>• Funding recipients will receive email notification when report templates have been attached to the funding application in SmartyGrants. The reports must be submitted by the due date. <ul style="list-style-type: none"> <li>– We recommend you familiarise yourself with the sample progress and acquittal report available on the <a href="#">webpage</a> before you submit your application so you understand the reporting obligations, and can plan to capture the information needed to complete the report.</li> <li>– Multicultural Affairs Queensland may request the return of funds if they are unspent at the time of acquittal or due to breaches of the funding agreement.</li> </ul> </li> </ul>
<p><b>Notify Multicultural Affairs Queensland of any changes to the project contacts</b></p>	<ul style="list-style-type: none"> <li>• The organisation must advise the department in writing of any changes to the organisation and/or project contacts.</li> </ul>
<p><b>Submit an online <i>Variation Request Form</i> to request approval for any proposed changes to the funded project</b></p>	<ul style="list-style-type: none"> <li>• Approval must be sought as soon as you become aware of the need for any changes to the funded activities, dates, locations, budget or scope.</li> <li>• Complete the <i>Variation Request Form</i> through SmartyGrants. The form can be accessed via a link to ‘<i>Start a Variation Request</i>’ under the original grant application in SmartyGrants.</li> <li>• Changes to the project cannot be implemented until you have received approval from Multicultural Affairs Queensland. Not to do so will be a breach of the Terms and Conditions of the funding agreement and may require the organisation to return all funding.</li> <li>• <b>If the project is unable to be delivered, organisations must notify Multicultural Affairs Queensland immediately.</b></li> </ul>

Successful applications will be advertised on Queensland Government websites. **An applicant must inform Multicultural Affairs Queensland if the organisation does not want their contact information made public.**

Please contact Multicultural Affairs Queensland by email at [Funding@maq.qld.gov.au](mailto:Funding@maq.qld.gov.au) if you have any questions about requirements under the funding agreement.



## 12. Unsuccessful applications

All unsuccessful applicants will be notified by email of the outcome of their application.

If you are unsuccessful, other funding programs or grant opportunities managed by the different levels of government and private sectors may be of interest:

- **Australian Government** – Funding programs available within the Australian Government.  
<https://www.grants.gov.au/>  
<https://www.communitygrants.gov.au/>  
<https://www.business.gov.au/Grants-and-Programs>
- **Queensland Government** – Funding programs available within the Queensland Government.  
<http://www.grants.services.qld.gov.au>
- **Local Government** – Contact details for local councils to discuss funding programs available.  
<https://www.statedevelopment.qld.gov.au/local-government/local-government-directory/search-the-local-government-directory>
- **Other funding options** – Government and philanthropic funding opportunities available:  
<https://www.qcross.org.au/grants/>
- **Ethnic Communities Council of Queensland (ECCQ)** website at <https://eccq.com.au/strengthening-communities/strengthening-multicultural-community-associations/> to access easily accessible online resources and information on education workshops.
- **Community Door** is a resource and information hub managed by the Queensland Council of Social Service for Queensland's community services sector. For resources and links to fundraising, philanthropy, grants and funding sources, go to <https://communitydoor.org.au/resources/fundraising-and-philanthropy#0-text-nav-item-3>.

Unsuccessful applicants can ask for feedback on their application up to four weeks after they are notified of the outcome.

## 13. Privacy

We treat your personal information according to the *Information Privacy Act 2009*. This includes letting you know:

- what personal information we collect;
- why we collect your personal information; and
- who we give your personal information to.

In submitting an application, you agree to the Queensland Government collecting your personal information, including your name, contact details and role in your organisation, for the purpose of grants administration. If you do not provide this information, we cannot assess your application.

The Queensland Government may also use and disclose information collected about you under this application in any other Queensland Government business or function. This includes disclosing funding information on our website and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us in your application, including personal information, with other State entities, the responsible Minister and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by law.



## 14. Glossary of Terms

<b>Acquittal</b>	This report is required to be completed by grant recipients to provide information on how funds have been administered in accordance with the terms and conditions of the funding agreement. An acquittal report summarises how the funded activity was delivered against the objectives of the grant as well as including a budget to provide details on how the funds were spent.
<b>Advertising and promotion costs</b>	This is the eligible cost for advertising, marketing and promotion of the project and activities and includes posters, flyers, banners, signage and website maintenance. <i>It excludes printing and stationery costs, and any marketing staff and management salaries.</i>
<b>Auspice</b>	An agreement where one organisation (the 'auspicing organisation') agrees to administer funding on behalf of a group that is not incorporated (the 'auspiced organisation'). If the funding application is successful, the auspicing organisation carries the financial risk and legal responsibility for activities of the auspiced organisation. The auspicing organisation will sign the agreement and will receive and administer the funding to the auspiced group to deliver the funded activity.
<b>Auspicing fees</b>	This is a fee paid by a non-profit organisation to another organisation for providing auspicing support.
<b>Australian South Sea Islander peoples</b>	Australian South Sea Islander peoples are the Australian-born direct descendants of people who were brought (in the main) to Australia between 1863 and 1904 to work as indentured labourers in the primary industries.
<b>Charitable institutions</b>	Institutions established through specific legislation, for example institutions granted letters patent under the <i>Religious Educational and Charitable Institutions Act 1861 (Qld)</i> .
<b>Criteria</b>	An element or standard by which the application will be judged or decided.
<b>Culturally and linguistically diverse</b>	For the purposes of this program, culturally and linguistically diverse people are people from migrant and refugee backgrounds, people seeking asylum, and Australian South Sea Islander peoples.
<b>Equipment hire costs</b>	This is an eligible cost for the hiring or operating leasing costs of equipment by the non-profit organisation to support the delivery of project activities.
<b>Food and catering costs</b>	This is an eligible cost for any food or catering required for the delivery of the project.
<b>Funding/grant</b>	Funding or a grant is a sum of money given to groups or organisations for a specified purpose directed at achieving objectives and outcomes consistent with specific guidelines and policies.
<b>Health and safety costs</b>	This is an eligible cost and can be for first aid costs for project activities.
<b>Incorporated</b>	Being incorporated means an organisation has a legal identity of its own, recognised by State and Federal Governments, and is separate and distinct from the individuals who form or make up the group.
<b>Ineligible</b>	Applicants or items that are not permitted under the relevant guidelines.
<b>In-kind contribution</b>	Includes an estimated value for non-cash contributions such as services, equipment, venues, time and materials.
<b>Intercultural</b>	Intercultural is the interaction between people from two or more different cultural backgrounds.
<b>Local Government</b>	Bodies constituted under the <i>Local Government Act 2009 (Qld)</i> and <i>City of Brisbane Act 2010 (Qld)</i> .

<b>Management Fees</b>	This is an eligible cost for overseeing and executing administrative tasks associated with the delivery of the project.
<b>Non-recurrent salaries, wages and on-costs</b>	Payments and wages for short-term or casual workers delivering the project is an eligible cost and includes relevant on-costs associated with employing someone, including Payroll Tax, Workers Compensation, Superannuation, and Long Service Leave.
<b>Not-for-profit/charitable organisations</b>	Not-for-profit organisations legally registered in Australia and are either an Incorporated Association, Company, Cooperative or Indigenous Corporation.
<b>Postage, freight and courier costs</b>	This is an eligible cost for freight, postage, stamps, and courier costs associated with the delivery of the project.
<b>Printing and stationery costs</b>	This is an eligible cost for relevant printing and stationery required for project activities such as photocopying and purchasing of paper. * It excludes the costs associated with printing promotional materials such as posters, flyers, banners and signage (these are allocated to Advertising and Promotion costs).
<b>Progress report</b>	This report provides an update on the progress of project activities against project deliverables and can be used to advise of any issues with project delivery.
<b>Objectives</b>	Objectives are the big picture aims or goals which a policy, plan, program or project seeks to achieve. For example, targeted activities to engage regional multicultural communities.
<b>Outcome</b>	Outcomes are the changes that have occurred for the beneficiaries of your initiative. Generally, outcomes can be framed as an increase or decrease in one or more of the following: <ul style="list-style-type: none"> <li>• skills, knowledge, confidence, aspiration, motivation;</li> <li>• actions, behaviour, change in policy; and/or</li> <li>• social, financial, environmental, physical conditions.</li> </ul>
<b>Telephone and fax charges and Internet</b>	These are eligible costs associated with telephone, mobile telephone, fax and internet required for the delivery of the project.
<b>Transport assistance costs</b>	This is an eligible cost if it is providing transport assistance to reduce the barriers for people to participate in project activities. * It excludes the costs associated with travel expenses for those delivering the project.
<b>Utilities costs</b>	These are eligible costs associated with electricity, gas and excess water rates used in the delivery of project activities.
<b>Venue hire</b>	An eligible cost for the hiring of a venue for the delivery of project activities (e.g., workshops).



## Attachment 1 – Sample Budget Table

The application includes a budget table to indicate the income and expenses for the delivery of your project. The Sample Income and Expenses tables are provided below for your information.

INCOME			
Funding Requested			Amount
Amount of SMQ Funding Requested			<b>\$72000</b>
Additional Income	Funding Source Description	Status of Funds	Amount
Applicant's cash contribution		Confirmed	\$2000
Applicant's in-kind contribution	Volunteer Costs to plan and deliver workshops	Confirmed	\$4000
Corporate sponsorship	Kellogg's	Confirmed	\$2500
Other QLD Government grant	Department of Health	Unconfirmed	\$4000
Other (please specify)			\$0
<b>TOTAL INCOME</b>			<b>\$84500</b>

EXPENDITURE			
Expenditure Type	Description (if required)	SMQ Funding Amount	Total Amount
Non-recurrent salaries and on-costs <i>(capped at 70% of SMQ funding)</i>		\$50000	\$55000
Equipment hire	Computers	\$5000	\$5000
Venue hire	Hall hire for workshops	\$6000	\$6000
Publications and information resources	Purchase of education booklets for project workshops	\$2000	\$2500
Advertising and promotion	Printing posters & online advertising	\$3500	\$4000
Food and catering	Catering for 4 x workshops	\$1500	\$2500
Transport assistance	Minibus hire for people to participate in project activities	\$1500	\$2000
Auspicings fees		\$500	\$1000
Other (please specify)	In-kind Volunteer Costs to plan and deliver workshops	\$0	\$4000
Equipment purchases	Description	SMQ Funding Amount	Total Amount
Capital expenditure <i>(capped at \$2,000 of SMQ funding)</i>	Basketball uniforms	\$2000	\$2500
<b>TOTAL EXPENSES</b>		<b>\$72000</b>	<b>\$84500</b>

	Total Income	Total Expenses	Deficit / Surplus	SMQ Funding Amount
<b>TOTAL INCOME AND EXPENSES</b>	<b>\$84500</b>	<b>\$84500</b>	<b>\$0</b>	<b>\$72000</b>


## Attachment 2 – Sample Completed EFT Form

A sample of a completed EFT Application form is provided below for your information. Please ensure all fields are completed and it is signed by two members of your executive or committee.

*Incorrect or incomplete forms will delay the processing of payments.*

### EFT Application Form

Electronic Deposit of Vendor Payments



Ensure only one email address and one phone number is provided.  
All remittances from the Queensland Government will be sent to this email address

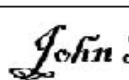

**Clear form**

The collection of personal information on this form and any attachments is authorised under the *Financial Accountability Act 2009* for the purpose of administering vendor account setups and maintenance. Your personal information will not be disclosed to other parties without your consent unless required or authorised by or under law.

To be completed by the applicant			
Applicant's Name: (Business Name if applicable)	ABC Association Inc		
ABN:	12 345 678 910	Telephone:	(07) 1234 5678
Postal Address:	1 Smith Street, Brisbane QLD	Postcode:	4001
E-mail for Remittance:	accounts@abcassociation.com.au		
Remittance advices will be sent to the above email address			

**We hereby agree that all payments are to be made by way of Electronic Funds Transfer (EFT) to the following account:**

**BANK ACCOUNT DETAILS**

Name of Financial Institution:	Bank of Australia		
Bank Account Name:	ABC Association		
BSB No. (6 Digits)	123 456	Account Number:	9876 54321
On Behalf of The Grantee	Note: Please ensure that this form is signed and certified as correct by <u>two</u> members of your executive or committee responsible for your activities.		
Authorised Person One			
Full Name:	John Doe		
Position:	President		
Signature:			
Authorised Person Two			
Full Name:	Mary Smith		
Position:	Treasurer	Date:	02/01/2023
Signature:			

**For Office Use Only**

Name:	Vendor No:	Grant ID:
Signature:	Date:	

EFT Application Form - version 2.2

Ensure you provide the names and position titles of both authorised persons

Ensure two people complete/verify the form details and sign with a signature. Typing a name or initials (e.g. JD) is not permitted

Ensure the BSB has 6 digits and the account number is correct

Ensure you include the name of your bank and the name of your account