

# Celebrating 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.



Queensland  
Government

## Contents

<b>Multicultural Queensland Charter .....</b>	<b>3</b>
<b>1. About the Celebrating Multicultural Queensland program .....</b>	<b>4</b>
Program objectives .....	4
<b>2. Who is eligible to apply for CMQ Funding? .....</b>	<b>4</b>
<b>3. Who is not eligible to apply? .....</b>	<b>5</b>
<b>4. Multicultural Projects .....</b>	<b>5</b>
Funding rounds.....	5
What is considered a project?.....	5
Funding Categories .....	6
Category 1 – Economic and Social Participation (E&SP) Projects .....	6
Category 2 – Youth and Community Connection (Y&CC) projects.....	7
<b>5. What applications will not be funded? .....</b>	<b>8</b>
<b>6. What can CMQ funding be used for? .....</b>	<b>8</b>
<b>7. What can't CMQ funding be used for? .....</b>	<b>9</b>
<b>8. How to apply .....</b>	<b>9</b>
<b>9. Assistance.....</b>	<b>10</b>
<b>10. How will applications be assessed? .....</b>	<b>10</b>
<b>11. Funding decisions .....</b>	<b>11</b>
<b>12. Successful applications .....</b>	<b>12</b>
<b>13. Receiving the funding .....</b>	<b>13</b>
<b>14. Unsuccessful applications.....</b>	<b>14</b>
<b>15. Privacy.....</b>	<b>14</b>
<b>16. Glossary of Terms .....</b>	<b>15</b>
<b>Attachment 1 – Glossary of Expenditure Types .....</b>	<b>16</b>
<b>Attachment 2 – Sample Completed EFT Form.....</b>	<b>17</b>
<b>Attachment 3 – Sample invoice .....</b>	<b>18</b>
<b>Attachment 4 – Sample Budget Table.....</b>	<b>19</b>

# Multicultural Queensland Charter

The [\*Multicultural Recognition Act 2016\*](#) recognises the valuable contribution of culturally diverse groups to the Queensland community, promotes Queensland as an inclusive, harmonious and united community, and ensures services provided by government are responsive to the cultural diversity of our communities including:

- honouring the Aboriginal peoples and Torres Strait Islander peoples, the First Australians, whose lands, winds and waters we all now share, and their ancient and enduring cultures;
- acknowledging the achievements of our forebears, coming from many backgrounds, and that bringing together the cultures of people from many backgrounds forms an integral part of Queensland's identity; and
- recognising that diversity deepens and enriches our community and provides an invaluable asset for Queensland's future.

The ***Multicultural Recognition Act 2016*** establishes the Multicultural Queensland Charter, which has the following principles:

1. A shared commitment to Queensland and Australia, and a free and democratic society governed by the rule of law, fosters a strong and unified community.
2. The people of Queensland come from many diverse backgrounds and have worked, and continue to work together to build a prosperous, fair and harmonious Queensland.
3. The people of Queensland should be able to express and celebrate, in a lawful way, their cultural, linguistic and religious diversity.
4. Equal rights and responsibilities under the law and equitable access to the services provided or funded by the government for all people of Queensland helps build a fair community.
5. A shared commitment, among members of the Queensland community, to mutual respect, fair treatment and valuing the diversity of peoples in the community fosters a caring, safe and inclusive community.
6. The creation of opportunities that encourage the full participation of people from diverse backgrounds in the cultural, economic, political and social life of Queensland helps build a prosperous state.
7. Sustained, respectful and inclusive engagement between all individuals, groups and the government are a basis for mutual understanding.
8. A unified and harmonious community promotes a sense of belonging among its people and builds community confidence and resilience.

# 1. About the Celebrating Multicultural Queensland program

The Celebrating Multicultural Queensland (CMQ) program provides funding towards multicultural events and 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.

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.

## Program objectives

The objectives of the CMQ program, in alignment with the [Multicultural Queensland Charter](#), is to provide funding towards events and projects that promote:

- Queensland's multicultural identity;
- intercultural connections and community participation;
- increased understanding between culturally diverse groups;
- increased opportunities to support the economic and social aspirations of people from culturally diverse backgrounds;
- increased community capacity to address emerging issues and foster access to services; and/or
- increased engagement of general community groups in connecting and welcoming people from culturally diverse backgrounds into a wide range of community activities.

## 2. Who is eligible to apply for CMQ Funding?

- Not-for-profit/charitable organisations legally registered in Australia;
- Local Government bodies;
- State School P&C Associations;
- Charitable institutions established through specific legislation;
- Social enterprises; and
- Queensland Universities.

### **Eligible organisations must have:**

- **a registered and active Australian Business Number (ABN);**
- **a main business location within Queensland**, or a physical office within Queensland for organisations with head offices outside of Queensland;
- **no overdue reports, or service delivery or performance issues** for funding provided by the Department of Environment and Science.
  - Applications that have been submitted by funded organisations with overdue progress or acquittal reports at the time a funding round closes will be considered ineligible. If an organisation is required to submit a report but it is not yet due, they are still eligible to apply. If you are unsure if you have any overdue reports or would like to organise alternate arrangements, please email [MAQfunding@des.qld.gov.au](mailto:MAQfunding@des.qld.gov.au) before the funding round closes.

### 3. Who is not eligible to apply?

- Individuals;
- Commercial entities;
- Queensland State Schools;
- Queensland Government departments, agencies and statutory authorities;
- Australian Government departments, agencies and statutory authorities;
- Diplomatic missions, consular posts and other representative offices;
- Political parties;
- Unions; and
- Organisations with a main business location outside of Queensland, or those without a physical office within Queensland.

**If you are not incorporated or do not have an active ABN**, you can ask an eligible organisation to auspice your project. If successful in receiving funding, the auspicing organisation will enter into a funding agreement, receive the funds, and will carry the financial risk and legal responsibility for activities of the auspiced organisation. A **signed letter from the auspicing organisation** must be provided with the application detailing the support to be provided to the applicant and certifying that the auspicing organisation will be responsible for ensuring the funding is paid to the applicant and applied toward the funded project efficiently and in accordance with the terms of the funding.

### 4. Multicultural Projects

#### Funding rounds

Funding rounds for Multicultural Projects **open on 1 October and close on 12 November each year** for projects to be delivered in the following financial year, for example:

- **Funding round opening on 1 October 2022 is for projects to be delivered from 1 July 2023**
- **Funding round opening on 1 October 2023 is for projects to be delivered from 1 July 2024.**

Funding rounds for **Multicultural Events** open on 1 June each year. If you are looking for funding for an event or festival, go to [www.des.qld.gov.au/cm-q-program](http://www.des.qld.gov.au/cm-q-program) for more information.

#### What is considered a project?

- Community-based activities to address an identified issue. Activities are conducted over a period of time with key deliverables/milestones and specified anticipated outcomes. For example, training workshops, skills development, capability development.
- A series of activities conducted over a period of time 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 Categories

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

- **Category 1 – Economic and Social Participation (E&SP) Projects**
- **Category 2 – Youth and Community Connection (Y&CC) Projects**

Applications under the following 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 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.

<b>Category 1 – Economic and Social Participation (E&amp;SP) Projects</b>	
<b>Funding purpose</b>	The purpose of the funding is to support innovative projects that provide pathways to economic and social participation.
<b>Funding outcome</b>	Projects funded will increase participation in the cultural, economic, and social life of Queensland.
<b>Funding available</b>	<b>One-off funding of up to \$50,000 is available</b> Projects are to be delivered from 1 July 2024 and can be delivered over a two-year period to 30 June 2026.
<b>Mandatory Criteria</b>	The application <b>must</b> demonstrate: <ul style="list-style-type: none"> <li>• need for the project, including brief description of evidence of need;</li> <li>• alignment with the funding purpose and the funding outcome;</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 needs-based projects and working with diverse communities;</li> <li>• a clear project plan with practical strategies and deliverables, and realistic performance measures that indicate increased economic and/or social participation for people from CALD backgrounds; and</li> <li>• a financial contribution, as well as the provision of a clear and justified budget (ineligible items or exceeded funding caps will not be supported).</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>

It is strongly encouraged that partnerships between organisations be established in the planning and delivery of projects. To explore partnering opportunities with community associations, cultural groups, and community organisations across Queensland, you can go to:

- the My Community Directory website at [www.mycommunitydirectory.com.au/Queensland](http://www.mycommunitydirectory.com.au/Queensland), or
- the Multicultural Resource Directory at <https://www.des.qld.gov.au/multicultural-affairs/multicultural-communities/mailling-list-resource-directory/directory>.

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

<b>Overview</b>	<p>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 of these barriers can hinder their participation in the community.</p>
<b>Funding purpose</b>	<p>The purpose of this funding category is to support innovative projects that can assist with breaking down the barriers facing young people that can result in feelings of disengagement or disconnection with community. These projects will enable young people to <b>feel heard, valued, supported and empowered</b>, resulting in increased access to, and inclusion within the community.</p>
<b>Funding outcomes</b>	<p>Funded projects will support young people to:</p> <ul style="list-style-type: none"> <li>• remove barriers to inclusion and belonging within the community;</li> <li>• increase their sense of belonging within their 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>	<p>The project <b>must</b> include young people between the ages of <b>12</b> and <b>25</b> years.</p>
<b>Funding available</b>	<p><b>One-off funding of between \$5,000 to \$120,000 is available.</b>          Projects are to be delivered from 1 July 2024 and can be delivered over a two-year period to 30 June 2026.</p>
<b>Mandatory Criteria</b>	<p>Projects under this category <b>must be led and driven by young people</b>, through:</p> <ul style="list-style-type: none"> <li>• organisations/groups consisting of young people; <b>OR</b></li> <li>• organisations engaging and involving young people at every stage of the project.</li> </ul> <p><b>The application must:</b></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, the planning and design, and the delivery and evaluation;</li> <li>• demonstrate organisational experience in engaging, supporting and facilitating young people-led and driven community projects, 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 CALD diverse backgrounds; and</li> <li>• demonstrate a financial contribution, as well as the provision of a clear and justified budget (ineligible items or exceeded funding caps will not be supported).</li> </ul>

## 5. 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 that have a primary **focus on the delivery of an event**.
- Projects that have a **focus on competitions, commercial or fundraising activities**.
- Projects held **outside of Queensland**.
- Projects that have been **fully funded by another funding agency**.
- **Conferences, research and academic studies**.
- Applications requesting project funding for a **multicultural festival or cultural event**, or for a project with funding sought mainly for the purpose of delivering a multicultural event.

**Funding rounds under the CMQ program 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 can CMQ funding be used for?

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

- **Non-recurrent Salaries, Wages & 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 CMQ program funding
- **Equipment Hire**
- **Venue Hire**
- **Advertising & Promotion** of the project
- **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
- **Purchase of specialist equipment that is critical to the project delivery or engagement of participants and is unable to be hired.**
  - **capped at up to \$2,000 per annum** of the CMQ program funding, for example:
    - stage/venue equipment
    - musical instruments
    - costumes or uniforms
    - sports equipment
- **Auspicing Fees**
- **Consumables and materials** that are required for the project
- Other administration required for the project.

Further detail on expenses can be found in in [Attachment 1 – Glossary of Expenditure Types](#)



## 7. What can't CMQ 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
  - 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 costs 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.

## 8. How to apply

- **Due to the high demand for funding, only one application per category per organisation can be accepted under this project funding round.**
- **Ensure you carefully read these guidelines** to determine whether your application meets the program requirements for **project funding**.
- **Complete your application online** through SmartyGrants at <https://maq.smartygrants.com.au>.
  - Go to the [CMQ program website](#) for more information, including access to the application form, sample report forms and contact details for any technical issues.
  - Ensure you start completing your application early, including gathering supporting information and documentation. This will ensure you have adequate time to submit a completed application by the closing date.
  - Responses to the application questions must be provided in the form and cannot be submitted as attachments or links.
  - When completing the budget table within the application:
    - only seek funding for eligible items and do not exceed the capped amounts – refer to [What can CMQ funding be used for?](#) and [What can't CMQ funding be used for?](#) for more information.
    - itemise the list of expense items, the amount of CMQ funding that will contribute to that expense, and the total amount of that expense.
    - itemise each expense with a clear explanation of what the expense is for. (For example, write *'Transport hire for people to participate in project activities'* rather than *'Travel expenses'*)
    - if the project has obtained or is seeking additional income from other sources, these funds must be outlined in the budget. Applicants may be asked to submit more details or provide clarification during the assessment process.
    - an example budget table can be found at **Attachment 4** – Sample Budget Table
  - When including costs in the budget table:
    - if your organisation **IS** registered for GST, you are required to provide the **GST exclusive** amount for the expenditure

- if your organisation is **NOT** registered for GST, you are required to provide the **GST inclusive** amount for the expenditure
  - for advice on GST, it is advised to seek independent professional advice on taxation obligations or seek assistance from the ATO on 13 28 69 or via its website at [www.ato.gov.au](http://www.ato.gov.au). Multicultural Affairs is unable to provide advice on the applicant's particular taxation circumstances.
- **Attach an Electronic Funds Transfer (EFT) form as part of the application.**
  - To ensure funding is provided to successful applicants as quickly as possible after the funding announcement, EFT forms are required to be uploaded as part of your application.
  - The EFT form provides the department with the organisation's bank account details required for the direct deposit of the funds.
  - **Submitting the EFT form does not guarantee your organisation will receive funding.**
- **Submit the application before the due date.** An acknowledgement email from SmartyGrants will be sent to you 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.**

## 9. Assistance

If you still have questions after reading these guidelines, you can contact the Department of Environment and Science by email at [MAQfunding@des.qld.gov.au](mailto:MAQfunding@des.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.

Please refer to the [SmartyGrants—Help Guide for Applicants](#) for assistance on completing your application form.

For further assistance, you can also 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.

**If you would like to submit your application in language, please contact the Department of Environment and Science by email at [MAQfunding@des.qld.gov.au](mailto:MAQfunding@des.qld.gov.au) for further information. Please ensure you contact the department one (1) week prior to the funding round closing.**

## 10. How will applications be assessed?

An initial check will be conducted by the department to ensure eligibility of the applicant and to confirm the application aligns with the funding guidelines. The assessment of applications is performed through SmartyGrants so only information that is included within the application form will be reviewed and assessed.

If an application is ineligible, applicants will be notified within six (6) weeks after the funding round has closed.

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 inclusive, based on sound evidence of need, is clear about the outcomes to be achieved, and demonstrates how the project is to 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, and clearly demonstrates the benefits to young people.
- **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 indicating the income and expenses for the delivery of your project which is to be completed accurately. Refer to **Attachment 4** for an example of a completed budget table.

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 and any previous performance issues;
- the geographic and demographic spread of available funds to avoid duplication;
- concentration of service delivery in a single area.
- the in-kind and cash contributions committed by the applicant and/or level of funding obtained from other sources; and
- the justification of budget items.
- for Category 2: the extent of the engagement of young people in the planning and delivery of the proposed project.

## 11. Funding decisions

Recommendations for funding are forwarded to the Director-General for the Department of Environment and Science for consideration and approval.

Funding outcomes for multicultural projects are expected to be announced by the Minister for Multicultural Affairs by **31 March** each year.

All applicants will be notified by email of the outcome of their application. Refer to the [department's website](#) 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 offer is less than the amount requested, the department will request the applicant to complete a *Project Update Form* attached to the application to advise of any changes to the project, including activities, participation and timing, and to provide a revised budget to advise of the changes in project expenditure.**

The CMQ program is highly competitive, and funding is provided through an independent, merit-based process. There is no guarantee that previous successful applicants will receive funding, or receive the same amount of funding as previously provided.

Funding decisions are final. Unsuccessful applications, and funding amounts offered to successful applicants, will not be reconsidered.

## 12. Successful applications

All applicants successful in receiving funding 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> </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>• Ensure the Queensland Government is acknowledged in your annual report and in any promotional materials, including on your website.</li> <li>• The Queensland Government crest <b>must be</b> 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 the department.</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. The department 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 the report template has been attached to the funding application in SmartyGrants. The report must be submitted by the due date. <ul style="list-style-type: none"> <li>○ It is recommended that you familiarise yourself with the sample progress and acquittal report available on the <a href="#">website</a> before you submit your application so you understand the reporting obligations, and ensure that you have a plan to capture the information needed to complete the report.</li> <li>○ The department may request the return of the funds if they are unspent at the time of acquittal or due to breaches of the funding agreement.</li> </ul> </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>• Send an email to <a href="mailto:MAQfunding@des.qld.gov.au">MAQfunding@des.qld.gov.au</a> to request a <i>Variation Request Form</i> be attached to your application in SmartyGrants.</li> <li>• Approval must be sought as soon as you become aware of the need for any changes to the funded activities, dates, locations or scope. <ul style="list-style-type: none"> <li>○ Where relevant, changes must also be endorsed in writing by the auspicing organisation.</li> </ul> </li> <li>• Changes to the project cannot be implemented until you have received approval from the department – 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 the department immediately.</b></li> </ul>

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

Please contact the department via [MAQfunding@des.qld.gov.au](mailto:MAQfunding@des.qld.gov.au) if you have any queries about requirements under the funding agreement.

## 13. Receiving the funding

### If the applicant/auspice organisation is registered for GST:

- One-off funding will be paid to successful organisations in a single instalment to the bank account nominated in the application's EFT Form.
- The department will automatically add GST to the approved funding when raising the recipient created tax invoice. You must remit the GST amount to the Australian Taxation Office (ATO).
- The department will issue recipient created tax invoices on the organisation's behalf with the payment and the following conditions will apply:
  - the organisation and the department must be registered for GST when the Tax Invoice is issued;
  - the organisation will not issue a Tax Invoice for the one-off funding under this Agreement;
  - the organisation acknowledges that it is registered for GST and agrees to notify the department if the organisation ceases to be registered or if ceases to satisfy any of the requirements relating to Recipient Created Tax Invoices; and
  - the department acknowledges that it is registered for GST and agrees to notify the organisation if the department ceases to be registered or if it ceases to satisfy any of the requirements relating to Recipient Created Tax Invoices.

### If the applicant/auspice organisation is not registered for GST:

- An *'Invoice Submission Form'* will be attached to the funding application in SmartyGrants to allow you to submit an invoice to the department for the approved funding amount. Invoices **cannot** be accepted if provided outside of SmartyGrants.
- One-off funding will be paid in a single instalment to the bank account nominated in the application's EFT Form, and subject to the submission of the invoice through SmartyGrants.
- Any funding paid to you will not include a GST component.
- **If the invoice is not submitted by the due date, the offer of funding will be withdrawn, and notice will be given to you in writing.**

### If the applicant/auspice organisation is a local government:

- Following changes to the Goods and Services Tax (GST), funding payments to local governments are not subject to GST. Councils are to submit an invoice that does **not** include GST.
- An *'Invoice Submission Form'* will be attached to the funding application in SmartyGrants to allow you to submit an invoice to the department for the approved funding amount. Invoices **cannot** be accepted if provided outside of SmartyGrants.
- One-off funding will be paid in a single instalment to the bank account nominated in the application's EFT Form, and subject to the submission of the invoice through SmartyGrants.
- Any funding paid to you will not include a GST component.
- **If the invoice is not submitted by the due date, the offer of funding will be withdrawn, and notice will be given to you in writing.**

## 14. Unsuccessful applications

All applicants unsuccessful in receiving funding:

- will receive a notification letter by email with relevant feedback provided by the assessment panel ;
- can go to the following links for a range of additional funding programs or opportunities that are managed by the different levels of government and private sectors:
  - **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 programs** – Government and Philanthropic funding opportunities available:  
<https://www.qcross.org.au/grants/>
- can go to the Ethnic Communities Council of Queensland (ECCQ) website at <https://eccq.com.au/strengthening-communities/strengthening-multicultural-community-associations/> to access online and easily accessible resources and information on education workshops.
- can go to Community Door, a resource and information hub managed by the Queensland Council of Social Service (QCOSS) for Queensland's community services sector, including resources on fundraising, philanthropy, and links to grants and funding sources. For further information, go to <https://communitydoor.org.au/resources/fundraising-and-philanthropy#0-text-nav-item-3>.

Applicants may request additional feedback on their application up to four weeks after they are notified of the outcome.

## 15. Privacy

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

- 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 in any other Queensland Government business or function. This includes disclosing funding information on the Department of Environment and Science 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.

## 16. 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>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 receives and administers the funding to the auspiced group so that the auspiced group can complete the funded activity.
<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</i> (Qld).
<b>Criteria</b>	An element or standard by which the application will be judged or decided.
<b>Culturally diverse</b>	People from migrant and refugee backgrounds, people seeking asylum, and Australian South Sea Islander peoples.
<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, applications and policies.
<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</i> (Qld) and <i>City of Brisbane Act 2010</i> (Qld).
<b>Non-recurrent salaries, wages and on-costs</b>	Payments and wages for short-term or casual workers for the purpose of delivering the project. On-costs are the additional 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 one of the following entity types: <ul style="list-style-type: none"> <li>• Incorporated Association</li> <li>• Company</li> <li>• Cooperative</li> <li>• Indigenous Corporation</li> </ul>
<b>Progress report</b>	This report will provide 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</li> <li>• Social, financial, environmental, physical conditions.</li> </ul>
<b>Queensland Universities</b>	Universities established under a university Act.


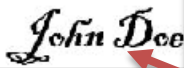

## Attachment 1 – Glossary of Expenditure Types

Expenditure Type	Description of Expense
Advertising & Promotion	This expenditure type covers all advertising, marketing and promotion fees paid by non-profits while marketing, advertising and promotion of events and services, etc. It <i>includes</i> all printing relating to promotional material and website maintenance, design, content (not capitalised) and <i>excludes</i> any marketing staff and management salaries.
Auspicing Fees	This expenditure type represents fees paid by a non-profit organisation to another organisation for providing auspicing support. The auspicing organisation signs agreements, carries financial risk and legal responsibility for activities of the auspiced organisation.
Cleaning & Pest Control	This expenditure type represents all costs attached to general cleaning and cleaning materials, including waste disposal.
Equipment Hire	This expenditure type represents all hiring or operating leasing costs of equipment by the non-profit organisation.
Fees and Permits	This expenditure type represents any fees and permits that are specifically required for the event
Food and Catering	This expenditure type represents any food and catering costs incurred by the non-profit organisation.
Health & Safety	This includes first aid costs
Performers and Entertainment	Costs relating to entertainment and performers should be included in this expenditure type.
Postage, Freight and Courier	This expenditure type represents all freight, postage, stamps, franking costs and courier costs incurred by the non-profit organisation.
Printing & Stationery	This expenditure type includes all administrative costs associated with printing and stationery incurred by the non-profit organisation such as photocopying and purchase of paper. * It excludes the costs incurred in printing promotional materials (these are to be allocated to Advertising and Promotion).
Non-recurrent Salaries, Wages & On-costs	This expenditure type represents all salaries and wages paid to staff employed by the non-profit organisation on a short-term or casual basis for the delivery of the event. On-costs are the additional costs associated with employing someone including: Payroll Tax, Workers Compensation, Superannuation, and Long Service Leave.
Security Expenses	This expenditure type represents the costs of security paid for the event.
Telephone & Fax Charges & Internet	This expenditure type represents all telephone, mobile telephone, and fax costs incurred by the non-profit organisation. Internet costs are included here as these are usually included on the telephone bill.
Transport Assistance	This expenditure type represents costs to provide transport assistance to reduce barriers for people to attend the event.
Utilities	This expenditure type includes the cost of utilities during the event (e.g. electricity, gas and excess water rates).
Venue Hire	It includes venue and exhibition costs such as theatre, performance, rehearsal or exhibition space, front of house costs.



## 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		 <small>QUEENSLAND GOVERNMENT</small>	
Electronic Deposit of Vendor Payments		<p>The attached form is 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.</p>	
<input type="button" value="Clear form"/>			
<b>To be completed by the applicant</b>			
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		
Remittance advices will be sent to the above:			
<p><b>We hereby agree that all payments are to be made by way of Electronic Deposit to the following account:</b></p>			
<b>BANK ACCOUNT DETAILS</b>			
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	<p>Note: Please ensure that this form is signed and certified as correct by <b>two</b> members of your executive or committee responsible for your activities.</p>		
<b>Authorised Person One</b>			
Full Name:	John Doe		
Position:	President		
Signature:			
<b>Authorised Person Two</b>			
Full Name:	Mary Smith		
Position:	Treasurer	Date:	02/01/2023
Signature:			
<b>For Office Use Only</b>			
Name:	Vendor No:	Grant ID:	
Signature:	Date:		

EFT Application Form - version 2.2

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

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

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

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

# Attachment 3 – Sample invoice

An example of a completed invoice showing all relevant information that is required to be included.

**ABC Company**  
ABN: 12 345 878 910

1 Smith Street  
Brisbane QLD 4567  
(07) 1234 5678  
accounts@abccompany.org.au

## INVOICE

Invoice number  
**INVOICE # 001**

Date: **01/01/2021**

TO:  
Department of Children, Youth Justice and Multicultural Affairs  
PO Box 15009  
CITY EAST QLD 4002  
Email [MAfunding@cyjma.qld.gov.au](mailto:MAfunding@cyjma.qld.gov.au)

QTY	DESCRIPTION OF SUPPLY	UNIT VALUE	TOTAL
1	2020-21 Celebrating Multicultural Queensland program – Project funding round – MAQ01234 – 'Delivery of Multicultural Project'	\$38,000	\$38,000
<b>TOTAL AMOUNT PAYABLE</b>			<b>\$38,000</b>

Please make payment within **14 days**.

FUNDS TO BE DEPOSITED INTO THE FOLLOWING ACCOUNT

Account Name: **ABC Company**

BSB: **123 456**

Account Number: **9876 54321**

## Attachment 4 – 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.

Funding Requested			Amount
Amount of CMQ Funding Requested			71500
Additional Income	Funding Source Description	Status of Funds	Amount
Applicant's cash contribution		Confirmed	\$2000
Applicant's in-kind contribution			0
Corporate sponsorship	Kellogg's	Confirmed	\$2500
Other State Government grant	Department of Health	Unconfirmed	\$4000
Other (please specify)			\$0
<b>TOTAL INCOME</b>			<b>\$80000</b>

Expenditure Type	Description (if required)	CMQ Funding Amount	Total Expense Amount
Non-recurrent salaries and on-costs <i>(capped at 70% of CMQ funding)</i>		\$50000	\$55000
Equipment Hire	Lighting and sound equipment	\$5000	\$5000
Venue Hire		\$6000	\$7000
Publications & Information Resources	Purchase of education booklets for project workshops	\$2000	\$2500
Advertising & Promotion		\$3500	\$4000
Food and Catering	Catering for 4 x workshops	\$1500	\$2000
Transport Assistance	Minibus hire for people to participate in project activities	\$1500	\$2000
Capital expenditure - equipment purchase <i>(capped at \$2,000 per annum)</i>	Basketball uniforms	\$2000	\$2500
<b>TOTAL EXPENSES</b>		<b>\$71500</b>	<b>\$80000</b>

	Total Income	Total Expenses	Deficit / Surplus	CMQ Funding Amount
<b>TOTAL INCOME AND EXPENSES</b>	<b>\$80000</b>	<b>\$80000</b>	<b>\$0</b>	<b>\$71500</b>