

Celebrating Multicultural Queensland program

**Building a United, Harmonious, and
Inclusive Queensland**

**2018-19 Funding Information Paper for
Multicultural Events**

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An electronic copy of this publication is available on the website at www.dlgrma.qld.gov.au/cm-q-grants.

Contents

1. Multicultural Queensland.....	4
2. About the Celebrating Multicultural Queensland program	5
Program objective	5
Funding rounds in 2018-19	5
3. Who is eligible to apply?.....	5
4. Multicultural Events.....	6
Funding purpose	6
Funding priorities	6
Funding available	6
Funding criteria	7
5. What can funding be used for?	8
6. What <u>can't</u> funding be used for?	8
7. What applications will <u>NOT</u> be funded?	9
8. How to apply	9
9. How will applications be assessed?	9
10. Funding decisions	10
Successful applications	10
Unsuccessful applications	11
11. Assistance.....	11
12. Other funding.....	11
• Federal Government	11
• Queensland Government	11
• Local Government	11
• Other funding programs	11

1. Multicultural Queensland

Queensland is a multicultural success story, being home to people who speak more than 180 languages, hold more than 110 religious beliefs, and come from more than 220 countries.

The **Multicultural Recognition Act 2016** recognises the valuable contribution of culturally diverse groups to the Queensland community, promotes Queensland as a united, harmonious and inclusive community, and ensures services provided by government are responsive to the cultural diversity of our communities.

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.

2. About the Celebrating Multicultural Queensland program

The Celebrating Multicultural Queensland (CMQ) program, in alignment with the Multicultural Queensland Charter, promotes:

- Queensland's multicultural identity
- community participation and intercultural connections
- increased understanding between diverse cultural groups and the wider community
- increased engagement of general community groups in connecting and welcoming migrants and refugees into a wide range of community activities.

Funding for the CMQ program has increased from \$1 million to \$2 million annually for three years from 2018-19 to 2020-21 for multicultural events and for projects that contribute to building a united, harmonious and inclusive Queensland.

Each year, the priorities and criteria for multicultural events and projects will be reviewed to ensure they align with Government goals.

Program objective

Engage migrants, refugees and the wider community in building a united, harmonious and inclusive Queensland.

Funding rounds in 2018-19

In 2018-19, the CMQ program will deliver two funding rounds:

- **Multicultural Events** – currently open (*From 7 August 2018 until 14 September 2018*)
- **Multicultural Projects** – will open later in the year.

3. Who is eligible to apply?

- Not-for-profit/charitable and incorporated organisations
- Local Government Authorities (LGAs)
- P&C Associations.

Eligible organisations and associations must:

- have a registered and current Australian Business Number (ABN) that is not for a commercial entity or individual, or complete a Statement by Supplier form, or hold an exemption from registration
- hold public liability insurance to the value of not less than \$10 million, or provide evidence of plans to obtain insurance to the value of not less than \$10 million to cover the proposed event

- have no overdue reports, or service delivery or performance issues for funding previously or currently provided by Multicultural Affairs Queensland. **Applicants with overdue Acquittal Reports at the time a funding round closes will be ineligible for funding.** To check if you are up to date with your reports, please email MAQfunding@dlgrma.qld.gov.au.

If you are not incorporated, you can ask a not-for-profit incorporated organisation to auspice your event. If successful in receiving funding, the auspicating organisation will be required to enter into a funding agreement, to receive the funds and to submit report/s. The auspicating organisation must have no overdue reports or performance issues for funding previously or currently provided by Multicultural Affairs Queensland.

Please note, it is strongly encouraged that partnerships between organisations are established in the delivery of events, especially for events with plans to involve multiple community groups. Partnerships are important for fostering innovation, cross-cultural collaboration, and whole-of-community engagement in building a united, harmonious and inclusive Queensland.

To explore partnering opportunities with community associations, cultural groups, and community organisations across Queensland, you can visit the *my community* directory website www.mycommunitydirectory.com.au/Queensland, or the Multicultural Resource Directory www.communities.qld.gov.au/multicultural/multicultural-communities/queensland-multicultural-resource-directory.

4. Multicultural Events

Funding purpose

Promotion of intercultural connections and inclusion – events should aim to build capacity to promote and celebrate the benefits of multiculturalism, supporting united, harmonious and inclusive communities.

An **event** is considered as *planning and delivery* of a:

- multicultural festival
- public or substantial gathering for the purpose of celebrating particular cultures or traditions
- cultural celebrations that involve people from a particular community or diverse cultural groups and the wider community.

Funding priorities

- To welcome migrants and refugees into local communities and to increase their sense of belonging.
- To promote an increased understanding and acceptance across the wider community of small and emerging communities and new arrivals.
- To celebrate, promote and increase opportunities for intercultural connections within local communities and across Queensland.

Funding available

Funding up to **\$20,000** per annum is available for **Established** and **New and Emerging events**. Pending availability of funds, multi-year funding or sponsorship may be offered to selected events.

Established events will not necessarily qualify for more funding than other new and emerging events. Funding allocations will be based on merit, an organisation’s capacity to contribute funding to event delivery, and justification of budget items. If a proposed event has obtained a certain level of funding from other sources, the host organisation must outline this funding in the proposed budget. This is to prevent any duplication of resources when funding is considered.

Funding criteria

	ESTABLISHED EVENTS	NEW and EMERGING* EVENTS
Mandatory Criteria	<ul style="list-style-type: none"> • A high profile event that has been undertaken annually in the past five years. • Has an average attendance of 8,000 or more for events in Brisbane, Logan and Gold Coast regions OR an average attendance of 5,000 or more outside of these regions. • Demonstrates how the event will benefit intercultural understanding and engagement. • Demonstrate how the event will encourage the participation of the wider community. • Demonstrate how people from diverse cultural backgrounds are involved in the event planning and delivery, including being a member of the organising committee/ working group. • Strong support and participation from diverse cultural groups (for example, provision of letters of support, a listing of supporting organisations/ cultural groups with their authorization). • Engages people from diverse age groups and the wider community, and have measures in place to ensure the proposed event is accessible by people with a disability. • Demonstrated financial contribution (cash and in-kind) from applicants seeking maximum funding. • At least 50 percent of the budget (excluding in-kind contributions) comes from private sponsors or other sources. • Itemised budget. 	<ul style="list-style-type: none"> • Describe why this is a new or emerging event and what communities it involves. • Describe how the event will benefit intercultural understanding, inclusion and/or engagement. • Demonstrate how the event will engage people from small or emerging communities and encourage participation from the wider community. • Engages people from diverse age groups and the wider community, and have measures in place to ensure the proposed event is accessible by people with a disability. • Itemised budget.
Desirable Criteria	<ul style="list-style-type: none"> • Demonstrate practical strategies to strengthen the event’s funding base to increase sustainability and to expand and develop the event annually. 	

*'Emerging' – An event with a plan to expand the attendance of the event and/or to increase participation of diverse cultural groups and the wider community.

5. What can funding be used for?

- Non-recurrent salaries and on-costs for fixed term or short-term/casual workers for the purpose of the event – *capped at 50% of the funding requested from MAQ*
- Equipment and venue hire – *capped at up to \$5,000 of the funding requested from MAQ*
- Advertising and marketing of the event – *capped at up to \$3,000 of the funding requested from MAQ*
- Catering – *capped at up to \$1,000 of the funding requested from MAQ*
- Costs of materials that are required for the event
- Telecommunication and other administration.

The event funding round under the Celebrating Multicultural Queensland program is extremely competitive due to the high volume of applications received. Applicants are encouraged to also seek additional funding from other sources and financial partners.

6. What can't funding be used for?

- Capital expenditure, for example:
 - the purchase, repair, extension or renovation of buildings
 - motor vehicles
 - stage/venue equipment
 - capital equipment of any kind.
- Purchase of equipment, for example:
 - office equipment such as computers, photocopiers
 - devices of any kind
 - musical instruments or costumes.
- Travel costs, however, in recognition of the needs of communities living in rural and remote areas, and the participation of those with a disability, subsidies for travel within Queensland to support engagement of event participants may be considered (prior approval to be received from the Department of Local Government, Racing and Multicultural Affairs through Multicultural Affairs Queensland will be required).
- Any recurrent costs, for example:
 - ongoing staff costs
 - established positions within the organisation
 - core functions of the organisation.
- Costs that are not essential or not related to the proposed event.
- Retrospective funding for the event already underway or completed.

7. What applications will NOT be funded?

- Applications from ineligible applicants such as State and Federal Government entities and Statutory Authorities. (**Refer to Section 3 for eligible organisations.**)
- Individuals or organisations based outside of Queensland who do not have operations in Queensland. (**Refer to Section 3 for eligible organisations.**)
- Applications that fail to address the program objective, priorities and mandatory funding criteria.
- Events that have a focus on competitions, commercial or fundraising activities.
- Events held outside of Queensland.
- Events that have been fully funded by another funding agency.
- Conferences.

8. How to apply

Ensure you carefully read this Funding Information Paper to determine whether your application meets the program requirements.

Applications are submitted online through SmartyGrants. Visit the website at www.dlgrma.qld.gov.au/cm-q-grants for more information, including access to the application form, a guide to assist you to register and to complete the form, and a telephone number for any technical issues.

If you do not have an internet connection or are unable to access the online application form, you can contact Multicultural Affairs Queensland on (07) 3027 2474 to request a hard copy of the application form. You can post your completed application form to Multicultural Affairs Queensland, Department of Local Government, Racing and Multicultural Affairs, GPO Box 806, BRISBANE QLD 4001.

Ensure you submit the completed application by the closing date as LATE APPLICATIONS WILL NOT BE ACCEPTED. If you have successfully submitted your application, you will receive an acknowledgement email from SmartyGrants.

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.

9. How will applications be assessed?

An initial check will be conducted by Multicultural Affairs Queensland to ensure eligibility of the applicant and the application aligns with the funding requirements.

An independent assessor will then conduct a pre-assessment of each application against the following assessment criteria to determine whether to progress the application to the independent Grants Assessment Panel for final assessment.

Addressing funding priorities and criteria

- The extent to which the proposed event aligns with one or more of the funding priorities and addresses the mandatory criteria.

Benefits and delivery of the event

- The application is clear about how the event is to be delivered and how it is inclusive.

Value for money/cost effectiveness

- The extent to which the event has been costed realistically and provides value for money as demonstrated in the event budget.

The independent Grants Assessment Panel will assess each application against the abovementioned criteria to determine whether to recommend for funding.

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

10. Funding decisions

The process of assessment and decision making may take several months.

Funding outcomes for multicultural events under the Celebrating Multicultural Queensland grants program are announced by the Minister for Multicultural Affairs. Refer to the Multicultural Affairs Queensland website at www.dlgrma.qld.gov.au/cm-q-grants for relevant information and public notices. Applicants will be notified by email of the outcome of their application.

FUNDING DECISIONS ARE FINAL AND UNSUCCESSFUL APPLICATIONS WILL NOT BE RE-CONSIDERED.

Due to high demand, successful applicants may be offered a lower amount of funding than requested. In instances where funding approved is less than the requested amount, negotiation may be required to ensure the event is still viable with the reduced funding.

Successful applications

All applicants successful in receiving funding will be required to:

- enter into a funding contract, or sponsorship agreement, and comply with the requirements and conditions of the agreement.
- complete an **Electronic Funds Transfer form** that provides the department with your bank account details required for the direct deposit of the funds.
- **if registered for GST**, complete an **Agreement to Issue Recipient Created Tax Invoice form** which allows the department to create an invoice on your behalf **OR if not registered for GST**, to provide an invoice.

Completing and providing the above forms back to the department by the due date indicates your acceptance of the funding. **Successful applicants who do not submit the completed forms by the due date are indicating their non-acceptance of this funding and the offer may be withdrawn.**

Successful applications will be advertised in Queensland Government publications and websites. An applicant must inform the Department of Local Government, Racing and Multicultural Affairs, through Multicultural Affairs Queensland, if the organisation does not want their contact information made public.

All funded events are to **acknowledge Queensland Government funding** with the use of a logo. This will be provided to you by the department.

All successful organisations are to **submit an online Acquittal Report**, or sponsorship final report, within six (6) weeks after the completion of their event. You will receive email notification when the report template has been attached to your application in SmartyGrants.

PLEASE NOTE: Acquittal Reports must be submitted by the due date specified in your funding contract. **Organisations who have overdue reports at the time a funding round closes, will be ineligible to apply.**

If you are an organisation receiving funding from Multicultural Affairs Queensland for the first time, and have any queries about your requirements under the funding contract, you may contact Multicultural Affairs Queensland for advice.

IMPORTANT TO NOTE – As the Celebrating Multicultural Queensland program is highly competitive, and funding is provided through a merit-based process, there is no guarantee that successful recipients will receive funding when next applying for an event.

Unsuccessful applications

All applicants unsuccessful in receiving funding can:

- request feedback on their application by emailing MAQfunding@dlgrma.qld.gov.au
- contact the **Community Funding Access Advisor** at MDA Ltd on (07) 3337 5400 or email mehrang@mdaltd.org.au who can assist in identifying other possible funding options
- refer to the **Section 3. Other funding**, for links to funding programs.

11. Assistance

If after reading this Funding Information Paper you still have questions, you can contact Multicultural Affairs Queensland by emailing MAQfunding@dlgrma.qld.gov.au.

If you need assistance in developing your application, or if you require information about other sources of funding, you can contact the **Community Funding Access Advisor** at MDA Ltd on (07) 3337 5400 or email mehrang@mdaltd.org.au. MDA Ltd is a non-government organisation and is independent of the grant assessment process.

12. Other funding

You can find information about a range of funding programs or grants opportunities that are managed by the different levels of government and private sectors at the following sites:

- **Federal Government**
www.business.gov.au/assistance/ – Funding programs available within the Federal Government.
- **Queensland Government**
www.grants.services.qld.gov.au – Funding programs available within the Queensland Government.
- **Local Government**
www.dlgrma.qld.gov.au/local-government-directory/search-the-local-government-directory.html – Contact details for local councils to discuss funding programs available.
- **Other funding programs**
www.mdaltd.org.au/communityfunding/ – Government and Philanthropic funding opportunities available.

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www.dlgrma.qld.gov.au