



2019-20 Celebrating Multicultural Queensland program

Frequently asked questions

What is the Celebrating Multicultural Queensland (CMQ) program?

The CMQ is an annual program that provides funding towards multicultural events and projects that engage people from culturally diverse backgrounds; including people who arrived in Australia as migrants or refugees, people seeking asylum, members of diverse cultural groups and the wider community to contribute to building a united, harmonious and inclusive Queensland.

The 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.

The CMQ program is administrated by the Department of Local Government, Racing and Multicultural Affairs (DLGRMA).

How much funding is available?

Funding of \$2 million is now available annually in 2018-19, 2019-20 and 2020-2021 for multicultural events and projects that contribute to building an inclusive, harmonious and united Queensland.

How many funding rounds are there in 2019-20?

In 2019-20, there will be two funding rounds with separate purposes – one funding round for multicultural events and one funding round for multicultural projects.

When will the funding rounds open in 2019-20?

The multicultural events funding round will open from 17 June 2019 until 29 July 2019.

The multicultural projects funding round will open later in 2019.

What is the difference between an event and a project?

Event:

- multicultural festival
- cultural celebrations that involve people from a particular community or diverse cultural groups, and the wider community.



Project:

- community based activities (such as workshops, training, skills development, knowledge and awareness raising, fostering social connections), to address an identified issue, which are conducted over a period of time with key deliverables/milestones and specified anticipated outcomes
- benefits at an individual level, such as increased community participation, economic independence, inclusion or access to opportunities within the local community.

Who is eligible to apply for funding?

Incorporated organisations operating as a not-for-profit/charitable entity, non-government not-for-profit organisations, Local Government Authorities (LGAs), and P&C Associations, that have operations or deliver services in Queensland, are eligible to apply for funding.

In addition, eligible organisations and associations must have an ABN that is **NOT** for a commercial entity or individual or hold an exemption from registration; or be able to complete a Statement by Supplier form and must hold or demonstrate they will be able to hold public liability insurance of not less than \$10 million to cover the proposed event or project.

What applications will NOT be funded?

- Applications from ineligible applicants such as State and Federal Government entities and Statutory Authorities.
- Applications from organisations based outside of Queensland who do not have operations in Queensland.
- Applications that fail to address the program objective, priorities and mandatory funding criteria.
- Applications that have a focus on competitions, commercial or fundraising activities.
- Applications for events or projects held outside of Queensland.
- Applications for events or projects that are in progress or are already completed.
- Events or projects that have been fully funded by another funding agency.

Applicants with overdue Acquittal Reports at the time a funding round closes will not be considered for funding. To check if you are up to date with your reports, please email MAQfunding@dlgrma.qld.gov.au.

Costs that cannot be supported:

- **Capital expenditure** for equipment of any kind.
- **Accommodation costs.**
- **Travel costs**, including **hiring of transport, airfares and fuel.**
- **Any recurrent costs**, for example:
 - ongoing staff costs
 - established positions within the organisation
 - core functions of the organisation.
- **Prizes, trophies, awards, donations, gifts or souvenirs.**
- Costs that are not essential or not related to the proposed event.
- Retrospective funding for event activities already underway or delivered.

What is an in-kind contribution?

An in-kind contribution means support, other than money, provided by and to your organisation towards your event or project. This can include voluntary (un-paid) labour (e.g. poster design, marketing support, or setting up for activities, child care) or donation of goods and services (e.g. food/beverages for an event or professional advice from a bookkeeper).



The calculation of your in-kind contributions is based on your best estimates. Rates for in-kind volunteer general labour, and in-kind specialist labour, should be calculated by referencing current market rates or specified Awards schemes. In-kind provision of goods should be calculated at retail or market price that goods would have been bought for.

You will be asked to include any in-kind contributions to your event or project as part of your application budget. This will provide the full monetary value of the event or the project, inclusive of any cash income.

What is auspicing?

Auspicing is an arrangement between a third party and the party undertaking the funded event or activity. The third party takes legal and financial responsibility for the event or project and is known as the auspice body.

An Auspicing body is an incorporated organisation and enables a non-incorporated group to apply for funding and grants. If the funding application is successful, the funding agreement and payment will be issued to the auspice body. This means that the auspicing organisation receives the money on behalf of the unincorporated group and is responsible for making sure the event or the project is completed, and the money is accounted for (acquitted).

Can I seek advice on developing my application?

Yes. If you need advice on how to develop 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 alii@mdaltd.org.au. MDA Ltd is a non-government organisation and is independent of the grant assessment process.

Also, if after reading the Funding Guidelines you still have questions, you can contact the department by emailing MAQfunding@dlgrma.qld.gov.au.

Can I access interpreting services?



If you have difficulty understanding the funding guidelines or other funding documents and need a translator, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone the Queensland Department of Local Government, Racing and Multicultural Affairs on 13 QGOV (13 74 68).

Who in my organisation can complete and submit the application?

The application should be submitted and completed by a representative of the organisation with the authority to commit the organisation to a funding agreement. The representative is generally the president, secretary, treasurer, chief executive officer, manager or coordinator. The organisation's constitution may provide guidance on who is authorized to sign legal documents on behalf of the organisation.

How do I submit an application?

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

Ensure you submit your completed application and supporting documentation e.g. letters of



support, by the closing date as access to SmartyGrants is no longer available past the due date and time.

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.

What is supporting documentation?

Supporting documentation such as samples of promotional materials or letters of support may be submitted as attachments to the application form. It is useful to select recent materials that act as evidence or provide more details to the information provided in the application form.

Can late applications be submitted?

No. Due to funding rounds receiving a large number of applications, late applications and supporting documentation will not be accepted.

When will I know the outcome of my application?

The process of assessment and decision making takes several months for each funding round. There is no set time for funding announcements. Refer to information available from the Funding Guidelines and the Department of Local Government, Racing and Multicultural Affairs website, www.dlgrma.qld.gov.au/cm-q-program for relevant information and public notices. All applicants will receive email notification on the outcome of their application.

What happens if my application is successful?

Your organisation will enter into a funding contract with the Queensland Government and will need to complete funding documentation to receive funding. Completing and providing the documentation back to the department, **by the due date**, indicates your acceptance of the funding.

Organisations who do not submit the documentation by the due date are indicating they are not accepting the funding and the offer may be withdrawn.

We are successful in receiving funding but it is less than what we sought?

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 or project is still viable with the reduced funding.

Can I make any changes to my event or project?

The department understands that changes may occur. However, any changes to event or project activities, timelines or budget need to be approved by the department before they are actioned. A formal variation to the funding agreement may be required to reflect the changes.

If successful in receiving funding for my event or project, am I guaranteed to receive funding in future rounds?

There is **no guarantee** you will receive funding when you next apply for your event or project. The CMQ program is extremely competitive due to the high volume of applications received, and funding is provided through a merit-based process.



Can unsuccessful applications be re-considered?

No. Unsuccessful applications will not be re-considered.

BEFORE YOU SUBMIT AN APPLICATION, PLEASE ENSURE YOU READ THE RELEVANT FUNDING GUIDELINES, for further important information, including funding requirements and criteria.

Please note that applications that do not meet the funding requirements and criteria will be ineligible for consideration.