The Multicultural Queensland Awards 2019
Nomination guide

Since 1990, the Multicultural Queensland Awards have recognised individuals, volunteers, community organisations, businesses, government and educational institutions whose outstanding efforts have created welcome and belonging for Queenslanders from diverse backgrounds.

The 2019 Multicultural Queensland Awards program provides an opportunity to increase awareness of the benefits of diversity, while showcasing the innovative ways people and organisations are promoting inclusion, harmony and unity in Queensland.

Nominations are open to individuals, community organisations, businesses, media, local government, state government and educational institutions operating in Queensland.

Awards timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>2 May 2019</td>
<td>Nominations close</td>
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<tr>
<td>May 2019</td>
<td>Judging</td>
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<tr>
<td>June 2019</td>
<td>Announcement of finalists</td>
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<tr>
<td>August 2019</td>
<td>Award ceremony during Multicultural Queensland Month</td>
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Prize money

The winner of each category will receive $500 prize money. Please read the eligibility criteria in this guide for more information.
Award categories

Nominations are accepted in the following categories:

- **Outstanding Young Achiever**
  Recognising the outstanding contribution of a young person (under 25 years of age at the time of nomination) who has helped create welcome and belonging and supported inter-cultural connections and understanding between people from diverse backgrounds. This can be in a volunteer or a paid capacity.

- **Outstanding Individual Achiever**
  Recognising the outstanding contribution of an individual (over 25 years of age at the time of nomination) to promote mutual respect, fair treatment and/or valuing the diversity of people in the community. This can be in a volunteer or a paid capacity.

- **Community**
  Recognising the outstanding achievements of groups or not-for-profit community sector organisations in creating inclusive, harmonious and united communities.

- **Business**
  Recognising the outstanding achievements of a business in creating employment or other opportunities that value and promote diversity and inclusion.

- **Government (state)**
  Recognising the outstanding achievements of a state government entity or team within a state government entity to provide equitable access to services or enable increased participation of diverse groups in social or economic opportunities.

- **Government (local)**
  Recognising the outstanding achievements of a local government entity or team within a local government entity to provide equitable access to services or enable increased participation of diverse groups in social or economic opportunities.

- **Education, training and skills**
  Recognising the outstanding achievements of government and non-government early childhood education and care, schools, universities, TAFEs or registered training organisations in delivering inclusive programs that support participation and opportunity for people from diverse backgrounds.

- **Media**
  Recognising the outstanding achievements of an individual journalist, blogger, online influencer or media/communications initiative that challenges negative stereotypes or contributes positively to the narrative around cultural diversity.
There will also be a Minister’s Multicultural Award that recognises the outstanding achievement/s of a nominee, selected by the Minister for Multicultural Affairs from the finalists.

Up to four finalists will be selected under each category. One winner will be selected from the finalists and recognised with an award at a gala dinner at the Royal International Convention Centre scheduled to be held on Friday 30 August 2019, during Multicultural Queensland Month.

Benefits of nominating

The Multicultural Queensland Awards are your opportunity to shine and be recognised for your contribution to a united, harmonious and inclusive Queensland.

The most prestigious and longest running multicultural awards program in the state, the Multicultural Queensland Awards provide individuals and organisations with a unique opportunity to showcase their achievements, best practice and innovation.

The awards not only highlight the value of diversity, but also open doors for winners and finalists.

For individuals, being a finalist or winner can:
• open doors and extend your career
• provide recognition of your hard work
• raise your profile and help inspire others to take action.

For organisations, being a finalist or winner can:
• help build your business and raise your profile
• provide recognition of your organisation’s hard work
• provide exposure to valuable business and networking opportunities.

Successful finalists and winners will have an opportunity to:
• attend an exclusive finalist pre-event at Parliament House, to recognise your achievements and facilitate connections and networking opportunities
• be publicly recognised at the Multicultural Awards Gala Ceremony, in front of an audience of peers, community leaders, businesses and the broader Queensland community
• be presented with an award and/or trophy endorsed by the Minister for Multicultural Affairs
• receive $500 prize money
• be put forward for interview by a variety of media outlets.
Eligibility criteria

To be eligible to receive a Multicultural Queensland Award and prize money the nominee must meet the following criteria:

- Be a resident of Queensland or a Queensland-based entity.
- All nominees must be of good name and character and have not engaged directly or indirectly in any conduct which might discredit the awards.
- The nominator must have the consent of the nominee to enter a nomination.
- Nominators and nominees under 18 years of age must have the consent of a parent/guardian to nominate or be nominated.
- The nominator must verify that the information about the nominee contained in the nomination is true and correct.
- All nominees agree that their name and photo can be used in any promotional activities conducted by the Department of Local Government, Racing and Multicultural Affairs (and Multicultural Affairs Queensland).
- You may nominate a family member.
- Family members or friends of either the nominee or nominator cannot be referees.
- Sponsors of Multicultural Queensland Month and/or the Multicultural Queensland Awards, employees of the Department of Local Government, Racing and Multicultural Affairs involved in the administration and judging of the Multicultural Queensland Awards 2019 and their immediate family and any other people involved with the administration and judging of the Multicultural Queensland Awards 2019 and their immediate family are ineligible to nominate or be nominated for the awards.
- The winner of the Government (state) category is ineligible to claim prize money for that category.
- The winner of the Government (local) category must donate their prize money to a community organisation of their choosing.
Nomination requirements

1. Complete our SmartyGrants online Nomination form or download and print a copy of the 2019 Multicultural Queensland Awards Nomination form (DOC, 434KB).

2. Provide a written or video response, to the following questions:
   - Who is the nominee and what is the project? (max 200 words)
   - What are the goals the nominee set out to achieve? (max 200 words)
   - What activities or actions has the nominee undertaken that stand out? (max 200 words)
   - What outcomes has the nominee achieved? (max 200 words)

If submitting a video nomination, please ensure it is a maximum of 1-2 minutes and no larger than 25MB per file (i.e. one file can be uploaded in response to each question).

Refer to the Tips for writing a top nomination (DOC, 317KB) and the Sample nomination (DOC, 336KB) to help you put your best application forward.

3. Provide at least one (1) high quality photo of the individual or group being nominated. These photos may be used for social media promotion, website content, presentations at the awards ceremony and for the awards program booklet. Don’t forget to complete and submit a Queensland Government Film/Photo Consent Form.

4. Links containing the social media details of the individual or group being nominated so we can promote your success on social media. This can include Twitter, Facebook, Instagram, LinkedIn.

5. Two referees to support your nomination, who may be contacted by the judging panel. Referees cannot be related to the nominee and must be familiar with the activities undertaken by the nominee.

6. Proof of consent if the nominator or nominee is under 18 years of age.
How to nominate

• Visit www.qld.gov.au/mbqa and complete our SmartyGrants online Nomination form or download and print a copy of the 2019 Multicultural Queensland Awards Nomination form (DOC, 434KB). Instructions on how to register and complete the form are available on the website.

• Submit your nomination by midnight on Thursday 2 May 2019.

PLEASE NOTE – LATE APPLICATIONS WILL NOT BE ACCEPTED

Assessment process

All nominations are reviewed and assessed by an independent judging panel. The judging panel will include three representatives external to Multicultural Affairs Queensland and one representative from Multicultural Affairs Queensland as the panel chair. In previous years, the panel has been comprised of representatives from:

• Multicultural Queensland Advisory Council
• Volunteering Queensland
• Department of Local Government, Regional Services
• Special Broadcast Services (SBS)
• Sunshine Coast Council
• State Library of Queensland
• Department of the Premier and Cabinet
• Central Queensland Multicultural Association
• Islamic Council of Queensland
The judges will meet to consider nominations throughout May and June. They will assess only on the information provided in the nomination, using the following selection criteria:

<table>
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<tr>
<th>KSC</th>
<th>Weight</th>
<th>Key selection criteria</th>
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</table>
| 1   | 20%    | **The project is innovative.**  
Eg. Introduced new products/services that add value to an organisation.  
Eg. Creatively thought of a new idea and implemented it.  
Eg. Took a new or different approach to try to solve a problem or address a need. |
| 2   | 30%    | **The project is intercultural.**  
Eg. Project brings people together from different cultures.  
Eg. Project meets the needs of people from more than one cultural group.  
Eg. Project supports new/emerging communities to feel welcomed and included in broader community. |
| 3   | 25%    | **The project was developed in collaboration with stakeholders/clients.**  
Eg. Project has client/community support.  
Eg. Clients/community provided feedback/response on how they felt about this project. |
| 4   | 15%    | **The project has achieved outcomes with extensive reach**  
Eg. Project has had a positive impact on many people.  
Eg. Project has learnings which can be applied to future projects. |
| 5   | 10%    | **Category specific criteria**  
**Outstanding Young Achiever**  
The nominee has helped create welcome and belonging and supported inter-cultural connections and understanding between people from diverse backgrounds.  
**Outstanding Individual Achiever**  
The nominee promotes mutual respect, fair treatment and/or valuing the diversity of peoples in the community.  
**Community**  
The nominee creates inclusive, harmonious and united communities. |
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Business</td>
<td>The nominee creates employment or other opportunities that value and promote diversity and inclusion.</td>
</tr>
<tr>
<td>Government (state)</td>
<td>The nominee provides equitable access to services or enables increased participation of diverse groups in social or economic opportunities.</td>
</tr>
<tr>
<td>Government (local)</td>
<td>The nominee provides equitable access to services or enables increased participation of diverse groups in social or economic opportunities.</td>
</tr>
<tr>
<td>Education, training and skills</td>
<td>The nominee delivers inclusive programs that support participation and opportunity for people from diverse backgrounds.</td>
</tr>
<tr>
<td>Media</td>
<td>The nominee helps challenge negative stereotypes or contributes positively to the narrative around cultural diversity.</td>
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The nomination must address the nomination questions as they relate to the selection criteria. Please provide specific examples of how the nominee’s contribution has been outstanding.

If the nominee has previously been nominated for a Multicultural Queensland Award, or has been a finalist, the nomination must explain the further work that has been undertaken since the previous nomination.

Referee checks will be undertaken for all finalists.

The Minister will choose an outstanding nominee from all finalists to receive the Minister’s Multicultural Award.

The judging panel reserves the right:
- not to award a particular category
- to change your nomination category where your nomination would otherwise be ineligible
- to consider your nomination across several categories, where you are eligible for more than one category, to increase your chances of being a finalist/winner of an award.
When will the award winners be announced?

Finalists will be selected for each category and will be advised by telephone and/or email of their selection by Multicultural Affairs Queensland in June 2019, before being publicly announced.

Unsuccessful nominees will be advised of the outcome and feedback on their nomination can be provided upon request. Multicultural Affairs Queensland also welcomes any feedback on the nomination process at any time by emailing MQM@dlgrma.qld.gov.au.

The Minister for Multicultural Affairs will announce the winners at the Multicultural Queensland Awards on Friday 30 August 2019, at the Royal International Convention Centre, 600 Gregory Terrace, Bowen Hills, Queensland. This event is the premier event of Multicultural Queensland Month.

Tickets for this event will be on sale in June 2019.

The award winners will be promoted in Queensland Government publications and websites and may be selected to be interviewed by media organisations.

For further information, contact Multicultural Affairs Queensland by email at MQM@dlgrma.qld.gov.au.
Frequently asked questions

1. Can I nominate myself?
   Yes, self-nominations are accepted.

2. Can I nominate a person or group in more than one nomination category?
   Yes. A separate nomination form must be completed for each category. Note that the online nomination form only allows one nominee to be listed in the ‘Nominee name’ section, so where a group is being nominated, the group title should be used, then individuals within the group can be listed when you are providing you responses to the selection criteria.

3. Can a business operating in Queensland, but registered in another state, be nominated for an award?
   Yes, as long as the business operations are in Queensland.

4. Can previous winners or finalists be nominated again?
   Yes, however, if nominating in the same category, they must be nominated for a completely different project or activity.

5. What types of business activities create employment or other opportunities that value and promote diversity and inclusion?
   Activities can include: creating employment, work placement, internship or work experience opportunities for people from diverse backgrounds; implementing workplace policies to encourage employment of a culturally diverse workforce that reflects the community your organisation serves; delivering services in a way that overcomes barriers and provides equitable access for clients from diverse backgrounds and initiatives that build inclusion such as access to interpreters/translated materials.

Interpreting services
Interpreting services are available for people who have difficulty communicating in English. If you have difficulty understanding this guide or would feel more comfortable discussing this document in your own language, please telephone **13 QGOV (13 74 68)** and ask for an interpreter.