



Celebrating Multicultural Queensland program

2019-20 Funding Guidelines for Multicultural Projects

**Building an inclusive, harmonious, and
united Queensland**



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



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Multicultural Queensland Charter

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.



1. About the Celebrating Multicultural Queensland Program

The Celebrating Multicultural Queensland (CMQ) program 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 an inclusive, harmonious and united Queensland.

Funding for the CMQ program has increased from \$1 million to \$2 million annually for three years from 2018-19 to 2020-21. Each year, the priorities and criteria for multicultural events and projects will be reviewed to ensure they align with Queensland Government goals.

With the current increased funding to 2020-21, the CMQ program is also supporting:

- Regional Partnerships Projects – Targeted one-off funding of \$100,000 per annum over three years provided to Balonne, Bulloo and Paroo Shire Councils to deliver demonstration projects, with community-based delivery partners and local communities, to implement strategies to strengthen welcome and inclusion.

Program objectives

The objectives of the CMQ program, in alignment with the Multicultural Queensland Charter (refer to page 4 of these guidelines), are to provide funding for events and projects that promote:

- 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 people from culturally diverse backgrounds into a wide range of community activities.

Funding rounds in 2019-20

In **2019-20**, the CMQ program will deliver two funding rounds:

- **Multicultural Events** – closed (*opened from 17 June 2019 to 29 July 2019*)
- **Multicultural Projects** – currently open (*29 October 2019 to 6 December 2019*).

What is considered a project?

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

PLEASE NOTE: If you submit an application under a project funding round for a multicultural festival or cultural celebration, or for a project with funding sought only for the delivery of a multicultural festival or a cultural event, your application will be **ineligible**.

2. Who is eligible to apply?

- Incorporated organisations operating as not-for-profit/charitable entities
- Non-government not-for-profit 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 hold an exemption from registration; or be able to complete a Statement by Supplier form
- have operations or deliver services in Queensland
- 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 project or event
- have no overdue reports, or service delivery or performance issues for funding previously or currently provided by the Department of Local Government, Racing and Multicultural Affairs (the department). **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.

If you are not incorporated, you can ask an eligible organisation who has operations or delivers services in Queensland, to auspice your project. 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 the department.

PLEASE NOTE: It is strongly encouraged that partnerships between organisations are established in the delivery of projects, especially for projects with plans to involve multiple community groups. Partnerships are important for fostering innovation, cross-cultural collaboration, and whole-of-community engagement in building an inclusive, harmonious and united Queensland.

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

3. Who is not eligible to apply?

- Individuals or commercial entities
- Queensland Government departments, agencies and statutory authorities
- Queensland State Schools
- Australian Government departments, agencies and statutory authorities
- Organisations based outside of Queensland who do not provide services in Queensland.



4. Multicultural Projects

Funding purpose

Pathways to participation – projects based on identified need that aim to support economic and social participation.

Funding priority

- To create opportunities to encourage the full participation of people from culturally diverse backgrounds, including people who arrived in Australia as migrants or refugees and people seeking asylum, in the cultural, economic, and social life of Queensland. Projects could, for example, relate to:
 - supporting people from culturally diverse backgrounds with pathways to employment
 - improving understanding of and connections with the history and cultures of Aboriginal peoples and Torres Strait Islander peoples
 - supporting community organisations, Councils and local industries to build their capacity to be responsive and inclusive of people from culturally diverse backgrounds
 - increasing participation of people from culturally diverse backgrounds in community associations, service clubs and sporting groups.

Funding available

One-off funding of up to \$40,000 is available for approved projects to be delivered from **1 July 2020 to 30 June 2021**.

Due to the high demand for funding, **only one application per organisation** for a project can be accepted under this funding round.

Mandatory funding criteria

- Demonstrated need for the project, including brief description of evidence of need.
- Demonstrated 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.
- Demonstrated clear project plan with practical strategies and deliverables, and realistic performance measures that indicate increased economic and/or social participation for people from culturally diverse backgrounds.
- Demonstrated organisational experience in the delivery of needs-based projects and working with diverse communities.
- Demonstrated financial contribution, as well as the provision of a clear and justified budget.



5. What can funding be used for?

Following are some of the items funding can be used for:

- non-recurrent salaries and on-costs for fixed term or short-term/casual workers, volunteers and external consultants/contractors for the purpose of the project – *capped at 70% of the funding requested from the CMQ program*
- equipment and venue hire – *capped at up to \$10,000 of the funding requested from the CMQ program*
- advertising and marketing of the project – *capped at up to \$5,000 of the funding requested from the CMQ program*
- catering – *capped at up to \$1,000 of the funding requested from the CMQ program*
- costs of materials that are required for the project
- telecommunication and other administration.

The project 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 funding for their projects from multiple sources.

6. What can't funding be used for?

- Capital expenditure for equipment of any kind, for example:
 - the purchase, repair, extension or renovation of buildings
 - motor vehicles
 - stage/venue equipment
 - musical instruments
 - costumes or uniforms
 - office equipment such as computers, photocopiers
 - devices of any kind.
- Accommodation costs.
- Travel costs, including hiring of transport, airfares and fuel.
 - However, in recognition of the transport restrictions in rural and remote areas in Queensland, travel costs may be considered if it is critical in fostering full participation in activities by project participants.
- 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 project.
- Retrospective funding for project activities 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)
- Applications that **fail to address the program objective, priorities and mandatory funding criteria**. (Refer to Sections 1 and 4)
- Applications submitted by organisations **based outside Queensland who do not have operations in Queensland**.
- 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**.

8. How to apply

Ensure you carefully read these Guidelines 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 help guide to assist you to complete and submit your form and contact details for any technical issues.

Please ensure you start completing your application and seeking supporting information early, e.g. letters of support. This will ensure you have adequate time to gather information and supporting documentation to submit a completed application by the closing date.

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.

If you do not have an internet connection or are unable to access the online application, you can contact the department on (07) 3215 2500 to request a hard copy of the application form. You can post your completed application to Celebrating Multicultural Queensland program, Department of Local Government, Racing and Multicultural Affairs, PO Box 15009, CITY EAST QLD 4002 – postmarked before the closing date.

APPLICATIONS, INCLUDING SUPPORTING DOCUMENTATION, WILL NOT BE ACCEPTED AFTER THE CLOSING DATE.



9. How will applications be assessed?

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

PLEASE NOTE: Applications that have been submitted by organisations who have overdue progress or Acquittal reports at the time a funding round closes, will not be considered for funding.

Eligible applications will be progressed to an independent Grants Assessment Panel which will assess each application against the following criteria:

- **Addressing the funding priority and criteria**
 - How strongly the proposed project aligns with the funding objective, funding priority and addresses the mandatory criteria.
- **Benefits and delivery of the project**
 - 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.
- **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.
 - If the proposed project has obtained funding from other sources, these funds must be outlined in the proposed budget. This is to prevent any duplication of resources when funding is considered.

During the assessment process, applicants may be asked to submit further details or provide clarification.

The Grants Assessment Panel recommends funding allocations through a merit-based process, taking into consideration how strongly the application addresses the above criteria, the applicant organisation's capacity to plan and deliver the proposed project and the geographic spread of available funds.

10. Funding decisions

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

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

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 project is still viable with the reduced funding.

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



Successful applications

All applicants successful in receiving funding will be required to:

- **enter into a funding agreement** and comply with the requirements and conditions of the agreement, including complying with relevant laws and regulations in the delivery of the project:
 - complying with relevant requirements if working with children such as a Blue Card, and child protection policies and procedures. Visit www.dlgrma.qld.gov.au/cm-q-program for an example of a funding agreement.
 - complying with the principles of the Human Services Quality Standards to take into consideration the rights and individual needs of participants. Visit www.communities.qld.gov.au/industry-partners/funding-grants/human-services-quality-framework/overview-standards for more information.
 - before accepting, ensure you carefully read the funding agreement, including funding deliverables, to ensure all information is correct.
- **complete funding documentation and return to the department**, including:
 - 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, issue an invoice to the department for the funding approved.
- **acknowledge the Queensland Government funding** with the use of a logo on all promotional material associated with your funded project. This will be provided to you by the department.
 - The Minister for Multicultural Affairs welcomes an opportunity to attend key project activities if available. The department will provide contact details for both emailing or posting an invitation.
- **submit a six-monthly Progress Report (if relevant) and an online Acquittal Report** within six (6) weeks after the completion of your project.
 - You will receive email notification when the report templates have been attached to your application in SmartyGrants. Reports must be submitted by the due date specified in your funding agreement.
- **request approval from the department for any proposed change to the funded project** (as indicated in the project application), including any changes to the project deliverables. The organisation must receive approval from the department BEFORE any changes can be implemented. Not receiving approval or notifying the department is in breach of the funding agreement.

Completing and returning the relevant **funding documentation** to the department by the due date indicates your acceptance of the funding. Successful applicants who do not submit the funding documentation 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 if the organisation does not want their contact information made public.

If you are an organisation receiving funding from the department for the first time and have any queries about your requirements under the funding agreement, please contact the department 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 previous successful applicants will receive funding when next applying for a project.



Unsuccessful applications

All applicants unsuccessful in receiving funding:

- will receive feedback in their notification letter
- can contact the **Community Funding Access Advisor** at Multicultural Australia Ltd on (7) 3337 5400 or email amelias@multiculturalaustralia.org.au who can assist in identifying other possible funding options
- refer to **Section 12. Other funding**, for links to funding programs.

11. Assistance

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 Multicultural Australia Ltd (formerly MDA Ltd) on (07) 3337 5400 or email amelias@multiculturalaustralia.org.au. Multicultural Australia Ltd is a non-government organisation and is independent of the grant assessment process.

If you need assistance with your SmartyGrants account, contact SmartyGrants Technical Support on (03) 9320 6888 or service@smartygrants.com.au. Support Desk Hours: 9.00am – 5.00pm AEST, Monday – Friday.

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



Department of Local Government, Racing and Multicultural Affairs
PO Box 15009, City East Qld 4002
Tel 61 7 3215 2500

www.dlgrma.qld.gov.au