



# **Celebrating Multicultural Queensland Program**

## **2019-20 Funding Guidelines for multicultural events**

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



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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

An electronic copy of this publication is available on the Department of Local Government, Racing and Multicultural Affairs' website at [www.dlgrma.qld.gov.au](http://www.dlgrma.qld.gov.au).



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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 Government goals.

## 2. CMQ program objectives

The objectives of the CMQ program, in alignment with the Multicultural Queensland Charter (refer to page 4), is 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.

## 3. Who is eligible to apply?

- Incorporated organisations operating as a not-for-profit/charitable entity
- 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 event or project
- 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](mailto:MAQfunding@dlgrma.qld.gov.au).



If you are not incorporated, you can ask an eligible organisation which has operations or delivers services in Queensland, to auspice your event. If successful in receiving funding, the auspicings organisation will be required to enter into a funding agreement, to receive the funds and to submit report/s. The auspicings organisation must have no overdue reports or performance issues for funding previously or currently provided by the Department of Local Government, Racing and Multicultural Affairs.

**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 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](http://www.mycommunitydirectory.com.au/Queensland), or the Multicultural Resource Directory at [www.dlgrma.qld.gov.au](http://www.dlgrma.qld.gov.au).

#### Who is not eligible to apply?

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

## 4. CMQ funding rounds for events and projects

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

- **Multicultural events** – Open from Monday, **17 June 2019** to Monday, **29 July 2019** for events to be delivered in 2020 (calendar year).
- **Multicultural projects** – The multicultural projects funding round will open later in the year.

#### What is considered an event?

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

#### 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:** When applying for funding, ensure you submit your application under the correct funding round. If you submit an application under the incorrect funding round, your application will be ineligible. Refer to Sections 3 and 4 for information on what is considered an event or project.

## 5. Funding for 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 inclusive, harmonious and united communities.

### 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 category and grant levels

### Funding category

Established multicultural events and new and emerging events that involve, and are supported by, diverse cultural groups or people from diverse cultural backgrounds, and the wider community can apply for funding of up to \$20,000.

### Maximum grant level

The maximum grant level is set at **\$20,000** (excluding GST) per event. A lower grant level of up to \$10,000 will be considered for new and emerging events.

New and emerging events include those that have shown potential in increasing attendance and/or have a plan to expand the attendance base involving diverse cultural groups and the wider community.

**Please note** - successful applications may not be provided with the level of funding requested. Funding allocations will be based on merit, how strongly each application addresses the funding objectives and criteria, the applicant organisation's capacity to plan and deliver the proposed event, geographic spread of available funds, contributions committed by an applicant organisation and/or level of funding obtained from other sources, as well as justification of budget items. If a proposed event has obtained funding from other sources, the applicant organisation must present the funding in the proposed budget.



## Funding Criteria

Your event **must align** with the following mandatory funding criteria:

Criteria	ESTABLISHED EVENTS	NEW AND EMERGING EVENTS
Mandatory	<ul style="list-style-type: none"> <li>• A high profile/established event that has been undertaken annually in the past five years with an average attendance of               <ul style="list-style-type: none"> <li>○ 8,000 or more (applicable for events in Brisbane, Logan and Gold Coast regions)</li> <li>○ 5,000 or more (applicable for events outside of Brisbane, Logan and Gold Coast).</li> </ul> </li> <li>• Demonstrates strong community support, and how the event will align with the Multicultural Queensland Charter; promoting:               <ul style="list-style-type: none"> <li>○ improved intercultural understanding</li> <li>○ increased engagement among diverse cultural groups and the wider community</li> <li>○ an inclusive and welcoming Queensland.</li> </ul> </li> <li>• Presents a justified budget with financial contribution (cash and in-kind) from applicant organisation and other sources.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates how the event will align with the Multicultural Queensland Charter, and promote improved intercultural understanding and engagement among people from diverse cultural groups and the wider community.</li> </ul>
<b>Desirable</b>  (It is not required to address desirable criteria, but additional information will strengthen the application)	<ul style="list-style-type: none"> <li>• Demonstrates practical strategies to strengthen the event's funding base to increase sustainability and support further expansion in the future.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates practical strategies to strengthen the event's funding base to increase sustainability.</li> </ul>

Pending the availability of funds, multi-year funding may be considered for established events that are strongly supported by the community and are hosted by organisations which have a strong track record of event delivery and reporting performance with the department.

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

- **non-recurrent salaries and on-costs** for fixed term or short-term/casual workers for the purpose of the event delivery – *capped at 50 per cent of the funding requested from the CMQ program*
- **equipment and venue hire** – *capped at up to \$5,000 of the funding requested from the CMQ program*
- **advertising and marketing** of the event – *capped at up to \$3,000 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 event
- **telecommunication and other administration.**

## 7. 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.**
- **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.

## 8. 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 3)
- **applications seeking funding for multiple events** for example, a New Year event, a spring festival and a cultural celebration. A separate application must be submitted for each event.
- **applications submitted by organisations based outside of Queensland** who do not have operations in Queensland.
- 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, research and academic studies.



## 9. 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-program](http://www.dlgrma.qld.gov.au/cm-q-program) for more information, including access to the application form, a help guide to assist you 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.**

## 10. 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.

Eligible applications will be progressed to an **independent external assessor** who will 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.

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

### Assessment criteria:

- Addressing funding objective and criteria
  - The extent to which the proposed event aligns with the funding objective, one or more of the funding priorities and addresses the mandatory criteria.
- Benefits and delivery of the event
  - The application is inclusive, based on sound evidence of need, is clear about the outcomes to be achieved, and demonstrates how the event is to be delivered.
- 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.



- If a proposed event or 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.

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

**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.**

## 11. Funding decisions

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

Funding outcomes for multicultural events under the Celebrating Multicultural Queensland program will be announced by the Minister for Multicultural Affairs before the end of December. Refer to the website at [www.dlgrma.qld.gov.au/cm-q-program](http://www.dlgrma.qld.gov.au/cm-q-program) for relevant information and public notices. All 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 the funding approved is less than the requested amount, negotiation may be required to ensure the event is still viable with the reduced funding.

**Please 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 recipients will receive funding.**

### 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. Visit <http://www.dlgrma.qld.gov.au/cm-q-program> for an example. Before accepting, ensure you carefully read the funding agreement, including funding deliverables, to ensure all information is correct
- 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, **if not registered for GST**, issue an **invoice** to the department for the funding approved.
- **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.
- **acknowledge the Queensland Government funding** with the use of a logo on all promotional material associated with the funded event. This will be provided to you by the department.
- **submit an online Acquittal Report within six weeks after the delivery of their event.** 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 changes to the funded activity**, including any changes to the activity title, dates, locations, or funded activities. The organisation **must receive approval from the Department BEFORE any changes can be implemented**. The organisation **must also advise of the cancellation of the event** as soon as possible. Not receiving approval or notifying the department is in breach of the funding agreement.

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.

The Minister for Multicultural Affairs welcomes an opportunity to attend funded events and would appreciate an invitation in advance of the event date.

If you are an organisation receiving funding through the Department of Local Government, Racing and Multicultural Affairs for the first time, and have any queries about your requirements under the funding agreement, please contact the department for advice.

### Unsuccessful applications

All applicants unsuccessful in receiving funding:

- will receive feedback in their notification letter
- can contact the **Community Funding Access Advisor** at MDA Ltd on (07) 3337 5400 or email [alii@mdaltd.org.au](mailto:alii@mdaltd.org.au) who can assist in identifying other possible funding options
- refer to **Section 12. Other funding**, for links to funding programs.

## 12. Assistance

If after reading these Guidelines you still have questions, you can contact the Department of Local Government, Racing and Multicultural Affairs by emailing [MAQfunding@dlgrma.qld.gov.au](mailto: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 [alii@mdaltd.org.au](mailto:alii@mdaltd.org.au). MDA 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](mailto:service@smartygrants.com.au). Support Desk Hours: 9:00am - 5:00pm AEST, Mon - Fri.

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## 13. Other funding options

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:

- **Australian Government**  
Funding programs available within the Australian Government  
<https://www.business.gov.au/assistance/search>
- **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  
<http://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  
<https://mdaltd.org.au/communityfunding/>

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