



Celebrating Multicultural Queensland Program

2019-20 Application for Multicultural Projects

Funding for multicultural projects to be delivered from 1 July 2020 to 30 June 2021

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 website at www.dlgrma.qld.gov.au/multicultural.



Celebrating Multicultural Queensland Program – Multicultural Project Application

Celebrating Multicultural Queensland (CMQ) Program – Funding Guidelines

Before starting this application, you should ensure that you have read and understood the **2019-20 Funding Guidelines for Multicultural Projects**.

We also recommended reading the **FAQ Fact Sheet**.

Are you eligible to apply?

Ensure you are eligible to apply for funding for a multicultural project (*refer to Section 2 of the Funding Guidelines*), and that your project addresses the funding requirements (*refer to Sections 1 and 4 of the Funding Guidelines*).

Completing the online application form

You may begin anywhere in the application form – ensuring you save as you go. Please note:

- Responses to questions must be entered in the application.
- Keep your answers clear and concise noting the maximum word limit.
- Additional supporting material can be attached and submitted with your application.
- Note this funding application form is for **one** project only.

When to Submit

Online applications can be submitted anytime from Tuesday, 29 October 2019 to midnight, Friday, 6 December 2019. **NOTE: LATE APPLICATIONS WILL NOT BE ACCEPTED.**

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

Privacy Notice

The Department of Local Government, Racing and Multicultural Affairs is collecting personal information from the application form for the purpose of administering the CMQ Program applications. The Department will provide this information to the Grants Assessment Panel, which may include members external to the Department, for the purpose of assessing applications. If you are a successful applicant, your personal information will be published in Queensland Government publications and websites unless you inform the Department you do not wish your information to be made public. Personal information will be managed in accordance with the **Information Privacy Act 2009 (Qld)**.



Section 1: Applicant Details

Applicant Name (If applicable, also insert business or trading name in brackets)

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Is the Applicant eligible to apply? Select from the following:

Incorporated organisation operating as not-for-profit/charitable entity?

Attach a copy of the Applicant's Certificate of Incorporation or similar

Non-government not-for-profit organisation?

Attach a copy of the Applicant's Certificate of Incorporation or similar

Local Government Authority?

P&C Association?

Attach a copy of the Applicant's Certificate of Incorporation or similar

If the status of your organisation is not listed above, you will need to seek incorporation or approach an eligible organisation to auspice your project. Refer to Section 2 in the Funding Guidelines for information. If being auspiced, complete **Section 2 – Auspicing Organisation Details of this application.**

Insert Applicant's active Australian Business Number (ABN) or if no ABN, the Applicant's registration number eg. IA12345

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Is the Applicant registered for GST?

Yes

No

Postal Address

Address

Office Street Address

Address

Website and Facebook

Provide information on the Applicant's core business/activities it delivers. If the Applicant is not located in Queensland, provide information on the operations or services delivered in Queensland?

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Applicant Contact *(this person will be contacted about the application)*

Name and Position

Telephone

Mobile

Email

Project Contact *(this person will be contacted about the project)*

Name and Position

Telephone

Mobile

Email

Does the Applicant hold public liability insurance (minimum \$10 million) to cover the proposed project?

Yes

No

Attach a copy of the Applicant's most recent public liability insurance Certificate of Currency

If No, please provide details on how the Applicant plans to obtain insurance including the name of the insurer/s from which quotes will be obtained and the amount to be insured.

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Section 2: Auspicing Organisation Details

If successful, an auspicing organisation has legal and financial responsibility for the project. The auspicing organisation is required to:

- enter into a funding agreement with the Department
- receive the funding and disburse to the organisation at the beginning of the project
- submit the progress/final Acquittal Report/s as required for the project.

Organisation Name (If applicable, also insert business or trading name in brackets)

Is the auspicing organisation an (tick relevant box):

Incorporated organisation operating as not-for-profit/charitable entity?	
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Attach a copy of your organisation's Certificate of Incorporation or similar

Non-government not-for-profit organisation?	
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Attach a copy of your organisation's Certificate of Incorporation or similar

Local Government Authority?	
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P&C Association?	
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Attach a copy of your organisation's Certificate of Incorporation or similar

If you require an auspicing organisation for your project and no box is selected, your application is ineligible

Insert your active Australian Business Number (ABN) or if no ABN, your organisation registration number eg. IA12345	
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Is your organisation registered for GST?	Yes		No	
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Postal Address	
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Address	
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Office Street Address	
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Address	
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Website and Facebook	
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Organisation Contact <i>(this person will be contacted about the application)</i>			
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Name and Position Title			
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Telephone		Mobile	
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Email			
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Project Contact <i>(this person will be contacted about the project)</i>			
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Name and Position Title			
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Telephone		Mobile	
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Email			
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Section 3: Project Details

Project Title	
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How much funding are you requesting?	\$	GST exclusive (up to a maximum of \$40,000)
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Description of your project <i>(maximum 200 words)</i>
Provide a clear summary of the project and the outcomes to be achieved. This will be used to describe your project for marketing purposes.

Project start date? <i>Not earlier than 1 July 2020</i>		Project completion date <i>No later than 30 June 2021</i>	
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Where will your project be delivered? <i>Include additional addresses if multiple locations</i>	
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Has this project been delivered before?	Yes		No	
If yes, provide details				

How does your project align with the funding priority?

Describe how your project aligns with the funding priority.
<i>(Maximum 500 words)</i>

Who are the project participants?

Who is the target group/s that will be participating in the project?

How many participants are you planning to engage in the project?



How does your project address the mandatory funding criteria?

You must provide responses to the following criteria

CRITERION 1 – Demonstrate the need for the project, including describing the evidence supporting this need.

Provide evidence and rationale of the need for your project. List the benefits your project will provide to participants, partnering organisations, stakeholders and the wider community. (Maximum 500 words)

CRITERION 2 – List the diverse cultural groups and/or general community groups such as community associations, sporting groups and service clubs that your organisation will partner with in the development and delivery of the project.

Organisation	Role/contribution	Is this confirmed?

CRITERION 3 – Indicate your organisation’s experience in delivering needs-based projects and working with diverse communities.

Provide evidence of previous needs-based projects delivered by your organisation and working with diverse communities (Maximum 500 words).



Section 4: Project Plan

CRITERION 4 – Demonstrate a 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.

Key Deliverables	Benefits	Performance Measures	Timeline and location
<i>List the key deliverables</i>	<i>Indicate the expected benefits to be achieved from this activity, and how.</i>	<i>Advise of the measures that will let you know if the deliverable has been successful</i>	<i>Indicate the date/s and location/s of the key deliverable.</i>



Section 5: Project Budget

CRITERION 5 – Demonstrate a financial contribution, which can be cash or in-kind, and provide a clear and justified budget

INCOME
Insert the funding you are requesting from the Celebrating Multicultural Queensland (CMQ) Program for this project and other funding sources. Advise if the funds are confirmed or pending.

FUNDING SOURCE	AMOUNT	CONFIRMED / PENDING
CMQ Program Funding – up to \$40,000 per annum	\$	
Applicant's cash contribution	\$	
Applicant's in-kind contribution	\$	
Corporate sponsorship	\$	
Other – (provide details)	\$	
	\$	
TOTAL INCOME	\$	

EXPENSES
Insert the items of expenditure for the whole project indicating the items where CMQ Program funding will be used. **Ensure you do not allocate CMQ Program funding towards ineligible items as these will not be funded.** Refer to Section 6 in the Funding Guidelines for a list of items that are ineligible for funding.

ITEMS	AMOUNT	FUNDING SOURCE <i>(Indicated above)</i>
Consultant/Coordination costs <i>(capped at up to 70% of funding requested from the CMQ Program)</i>	\$	
Equipment and venue hire <i>(capped at up to \$10,000 of the funding requested from the CMQ Program)</i>	\$	
Advertising and promotion <i>(capped at up to \$5,000 of the funding requested from the CMQ Program)</i>	\$	
Catering <i>(capped at up to \$1,000 of the funding requested from the CMQ Program)</i>	\$	
Other – (provide details)	\$	
TOTAL EXPENSES	\$	

Provide any additional comments regarding the budget.

Is this project currently funded?	Yes	No
If yes, provide details		
Is funding being sought for this project from other sources?	Yes	No
If yes, provide details		
Does the project depend on other funding sources?	Yes	No
If yes, provide details		
If successful and less funding is provided, how will this affect the delivery of the project?		



Section 6: Declaration

Applicant

Declaration by the Applicant's representative (please tick relevant boxes)

	I am duly authorised to submit this application.
	I have read, understood and agree to abide by the requirements of the Celebrating Multicultural Queensland Program's 2019-20 Funding Guidelines for Multicultural Projects.
	I declare the information given in this Application is true and correct to the best of my knowledge, and the Applicant will contact the Department of Local Government, Racing and Multicultural Affairs immediately if any information in this application changes or is found incorrect.
	I give consent to the disclosure of the organisation, the funding received, and the project contact person's details to be posted on the Department of Local Government, Racing and Multicultural Affairs' website, should this application be successful.
	I have read and understood and agree to the Funding Terms and Conditions and the Celebrating Multicultural Queensland Program's 2019-20 Funding Guidelines for Multicultural Projects, should this application be successful, including acknowledging funding with the placement of the Queensland Government crest on all marketing and promotional material.

NAME OF PERSON SUBMITTING APPLICATION

Signature	
Name	
Position	
Email	
Date	

Auspicing organisation (if applicable)

Declaration by the auspicing organisation's representative (please tick all boxes)

	I certify that the organisation agrees to auspice the Applicant organisation.
	I am duly authorised to sign this declaration.
	I understand and agree for the auspicing organisation to accept all legal and financial responsibility for the proposed project as outlined in the Funding Terms and Conditions and the Celebrating Multicultural Queensland Program's 2019-20 Funding Guidelines for Multicultural Projects.

Signature	
Name	
Position	
Email	
Date	



Application checklist

PLEASE USE THIS CHECKLIST TO ASSIST YOU IN ENSURING YOU HAVE FULLY COMPLETED YOUR APPLICATION BEFORE SUBMITTING

Place 'X' in the right column when completed

The following sections of the application form have been fully completed	
SECTION 1 – Applicant Details	
SECTION 2 – Auspicing Organisation Details (if relevant)	
SECTION 3 – Project Details	
SECTION 4 – Project Plan	
SECTION 5 – Budget	
SECTION 6 – Declaration	

The following information must be attached to the application	
Copy of the Applicant's Certificate of Incorporation OR, if relevant , the Auspicing organisation's Certificate of Incorporation	
Copy of the Applicant's Public Liability Insurance covering the term of the project OR, if relevant , the Auspicing organisation's Public Liability Insurance	
The following additional information can be attached to the application	
Letters indicating current support for the project	
Supporting evidence and documentation for the project	

The Applicant is to ensure they have no overdue financial accountability, service delivery or performance issues for previous funding received from the Department of Local Government, Racing and Multicultural Affairs e.g. overdue Acquittal Reports

Other Information

Promotion of funding initiatives

To assist the Department in promoting its funding initiatives, please indicate below how you heard about this funding round – multiple selections can be made.	
Email notification from the Department of Local Government, Racing and Multicultural Affairs	
Departmental Website – https://www.dlgrma.qld.gov.au/	
MA Facebook – https://www.facebook.com/multiculturalqld/	
MA Twitter – https://twitter.com/MulticulturalQ	
Queensland Government Media Statement	
Community Funding Access Advisor at Multicultural Australia Ltd	
Word of Mouth	
Other (please specify):	

Join our mailing list

To join our mailing list to receive multicultural information, funding round announcements, and notification of activities, and/or to access/join the Queensland Multicultural Resource Directory, you can visit our website at <http://www.dlgrma.qld.gov.au/multicultural-affairs/multicultural-communities.html> for further information.



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