Celebrating Multicultural Queensland Program

Building an inclusive, harmonious and united Queensland

Funding Guidelines for Multicultural Events

Need help in your language?

If you have difficulty understanding this publication or other funding documents and need language assistance, please call **1800 512 451** and ask for an interpreter.

Contents

Multicultural Queensland Charter

The *Multicultural Recognition Act 2016* recognises the valuable contribution of culturally diverse groups to the Queensland community, promotes Queensland as an inclusive, harmonious and united community, and ensures services provided by government are responsive to the cultural diversity of our communities including:

- honouring the Aboriginal peoples and Torres Strait Islander peoples, the First Australians, whose lands, winds and waters we all now share, and their ancient and enduring cultures;

- acknowledging the achievements of our forebears, coming from many backgrounds, and that bringing together the cultures of people from many backgrounds forms an integral part of Queensland's identity; and

- recognising that diversity deepens and enriches our community and provides an invaluable asset for Queensland's future.

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 culturally diverse communities, groups and individuals, and the broader community, to partner and contribute to building an inclusive, harmonious and united Queensland.

The Department of Children, Youth Justice and Multicultural Affairs acknowledges the cultural diversity of First Nations peoples. However, for the purposes of these guidelines, the term 'culturally diverse' refers to people from migrant and refugee backgrounds, people seeking asylum and Australian South Sea Islander peoples.

Program objectives

The objectives of the CMQ program, in alignment with the [Multicultural Queensland Charter](#), is to provide funding towards events and projects that promote:

• Queensland's multicultural identity;
• intercultural connections and community participation;
• increased understanding between culturally diverse groups;
• increased opportunities to support the economic and social aspirations of people from culturally diverse backgrounds;
• increased community capacity to address emerging issues and foster access to services; and/or
• increased engagement of general community groups in connecting and welcoming people from culturally diverse backgrounds into a wide range of community activities.

2. Who is eligible to apply for CMQ Funding?

• **Not-for-profit/charitable organisations that are legally registered in Australia;**
• **Local Government bodies;**
• **State School P&C Associations;**
• **Charitable institutions; and**
• **Queensland Universities.**

Eligible organisations <u>must</u>:

• **have a registered and active Australian Business Number (ABN)** or hold an exemption from registration;
  – **If you are not incorporated or do not have an active ABN**, you can ask an eligible organisation to auspice your event. If successful in receiving funding, the auspicing organisation will be required to enter into a funding agreement, to receive the funds and to submit report/s.
• **have operations or deliver ongoing 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; and
• **have no overdue reports**, or service delivery or performance issues for funding provided by the Department of Children, Youth Justice and Multicultural Affairs.
  – **Applications that have been submitted by funded organisations with overdue progress or acquittal reports at the time a funding round closes will not be considered for funding.**
  – If you are unsure if you have any overdue reports or would like to organise alternate arrangements, please email MAfunding@cyjma.qld.gov.au before the funding round closes.

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>
> - **have a registered and active ABN** or hold an exemption from registration;
> - **have operations or deliver ongoing services in Queensland**;
> - **hold public liability insurance** to the value of not less than $10 million; and
> - **have no overdue reports** or service delivery or performance issues for funding provided by the Department of Children, Youth Justice and Multicultural Affairs.

Refer to the [Glossary of Terms](#) for more information.

3. 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; and
- Organisations based outside of Queensland who do not provide services in Queensland

4. Multicultural Events

Funding rounds

Funding rounds for Multicultural Events will **open on 1 June and close on 13 July each year** for events to be delivered in the following calendar year, for example:

- **Funding round opening on 1 June 2022 is for events to be delivered in 2023**
- **Funding round opening on 1 June 2023 is for events to be delivered in 2024**.

> Funding rounds for multicultural projects open on 1 October each year. If you are looking for funding for a project, you can visit the website at www.cyjma.qld.gov.au/cmq-program for more information.

What is considered an event?

- A festival that showcases the cultures and traditions of multiple cultural groups to enhance appreciation and recognition of the diverse cultures in Queensland and promote community awareness about the benefits of multiculturalism.
- A cultural event that celebrates the traditions of people from a particular cultural group or community, together with the wider community; usually held on a date of cultural significance or as a celebration of cultural heritage.

> Partnerships between organisations in the delivery of events is encouraged, especially for events with plans to involve multiple community groups or events that are similar to others being held in the same location. 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 https://www.cyjma.qld.gov.au/multicultural-affairs/multicultural-communities/queensland-multicultural-resource-directory.

Funding purpose

To promote intercultural connections and inclusion – bringing together the cultures of people from many backgrounds forms an integral part of Queensland's identity. Events should aim to build capacity to promote and celebrate the benefits of multiculturalism, supporting inclusive, harmonious and united communities.

Funding outcomes

Events funded under the CMQ program will:

- welcome people from culturally diverse backgrounds into communities and to increase their sense of belonging;
- promote an increased understanding of the diversity of small and emerging communities and new arrivals across the wider community; and/or
- celebrate, promote and increase opportunities for intercultural connections within local communities and the wider community.

Grant levels

The maximum grant levels are:

- **Up to $10,000** (excluding GST) for **Category One events** (refer to Section 5 for funding criteria).
- **Up to $20,000** (excluding GST) for **Category Two events** (refer to Section 5 for funding criteria).

Applications **must demonstrate** that the event will engage people who identify as being from diverse cultural, religious and linguistic backgrounds, specifically people from migrant and refugee backgrounds, people seeking asylum, and Australian South Sea Islander peoples, as the target audience/participants for the event, including contributing towards the planning and delivery process.

5. Funding Criteria

Category One Events – up to $10,000 (excluding GST)

Mandatory Criteria	- Demonstrates how the event will align with the Multicultural Queensland Charter, promoting: - improved intercultural understanding; - engagement among people from diverse cultural groups; and - an inclusive and welcoming Queensland. - Presents a justified and realistic budget. - Must be open to the general public, in a public venue.
Desirable Criteria (Not essential, but will strengthen the application)	- Demonstrates practical strategies to strengthen the event's funding base to increase sustainability, such as alternative or additional sources of funding. - Demonstrates a financial contribution (either cash or in-kind) from the applicant organisation and other sources.

Category Two Events – up to $20,000 (excluding GST)

Mandatory Criteria	• A large scale/established event that has been undertaken:
	   – annually in the past five years; or
	   – biennially in the past six years.
	• Has an average attendance of:
	   – **8,000 or more** (for events in Brisbane, Logan and Gold Coast regions); or
	   – **5,000 or more** (for events outside of Brisbane, Logan and Gold Coast).
	• Demonstrates strong community support, and how the event will align with the Multicultural Queensland Charter, promoting:
	   – improved intercultural understanding;
	   – increased engagement among diverse cultural groups; and
	   – an inclusive and welcoming Queensland.
	• Demonstrates the event engages people from multiple cultural groups in the planning and delivery process and are actively involved in the event.
	• Presents a justified and realistic budget with financial contribution (both cash and in-kind) from the applicant organisation and other sources.
	• Must be open to the general public, in a public venue.

Desirable Criteria (Not essential, but will strengthen the application)	• Demonstrates practical strategies to strengthen the event's funding base to increase sustainability and to support future expansion, such as alternative or additional sources of funding. • Demonstrates practical strategies to mentor new and emerging associations to build their event and volunteer management capabilities.

Funding rounds under the CMQ program are extremely competitive due to the high volume of applications received. Applicants are encouraged to seek funding for their events from multiple sources.

6. What applications will not be funded?

- Applications that **fail to address the program objectives, purpose and mandatory criteria**.
- **An application seeking funding for multiple events**. For example, an application seeking funding for a New Year event, a Spring Festival and a football tournament. A separate application must be submitted for each individual event.
- An application for a scheduled event that is already **receiving funding under the CMQ program.**
- Events that have a **focus on competitions, commercial or fundraising activities**.
- Events that have the **sole focus of celebrating an anniversary or milestone of the applicant organisation** or **a celebration for the applicant organisation's clients** – this is considered the responsibility of the applicant organisation**.**
- Events held **outside of Queensland**.
- Events that have been **fully funded by another funding agency**.
- **Conferences, research** and **academic studies**.

7.   What can CMQ 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% of the funding sought from the CMQ program.

- **Equipment hire** – capped at up to $5,000 of the funding sought from the CMQ program.

- **Venue hire** – capped at up to $5,000 of the funding sought from the CMQ program.

- **Advertising and marketing** of the event – capped at up to $3,000 of the funding sought from the CMQ program.

- **Food and Catering** – capped at up to $1,000 of the funding sought from the CMQ program.

- **Transport hire** to reduce barriers for people to attend the event – capped at up to $500 of the funding sought from the CMQ program.

- **Performers and musicians.**

- **Costs of materials** that are required for the event.

- **Security.**

- **Rubbish removal and cleaning.**

- **Other administration.**

8.   What can't CMQ funding be used for?

- **Capital expenditure** for equipment or assets of any kind, for example:
  - the purchase, repair, extension or renovation of buildings; and
  - the purchase of:
    o   motor vehicles;
    o   stage/venue equipment;
    o   musical instruments;
    o   costumes or uniforms;
    o   office equipment such as computers and photocopiers; and
    o   devices of any kind.

- **Accommodation costs.**

- **Website development or enhancement.**

- **Non justified travel costs**, including airfares, fuel, and event planning travel costs that do not align with reducing the barriers for people to attend the event

- **Recurrent costs**, for example:
  - ongoing staff costs;
  - established positions within the organisation; and
  - 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.

9.   How to apply

- **Ensure you carefully read these guidelines** to determine whether your application meets the program requirements for events funding.

- **Submit your application online** through SmartyGrants at https://maq.smartygrants.com.au.

  - Visit the CMQ program website at www.cyjma.qld.gov.au/cmq-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.
  - Ensure you start completing your application and seek supporting information early. This will ensure you have adequate time to gather information and supporting documentation to submit a completed application by the closing date.

- **Submit an Electronic Funds Transfer (EFT) form and Agreement to Issue Recipient Created Tax Invoice (RCTI) form (if registered for GST) as part of your application**.

  - To ensure funding is provided to successful applicants as quickly as possible after the funding announcement, EFT and RCTI forms are required to be uploaded as part of your application. **Submitting these forms does not guarantee your organisation will receive funding.**
  - The EFT form provides the department with the organisation's bank account details required for the direct deposit of the funds.
  - **If you are not registered for GST and are successful in receiving funding,** you are not required to complete the RCTI form and will instead be requested to provide an **invoice** for the approved funding amount. If you do not submit an invoice by the due date, you will be indicating that you are not accepting the funding and the offer may be withdrawn.

An acknowledgement email from SmartyGrants will be sent to you once you have successfully submitted your application. **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.

SmartyGrants will automatically close at 11.59pm on the closing date and will not allow applications past this time. Please ensure you allow adequate time to submit your application. Applications and supporting documentation will not be accepted after this time to ensure fairness to all applicants.

10. Assistance

If after reading these guidelines you still have questions, you can contact the Department of Children, Youth Justice and Multicultural Affairs by email at MAfunding@cyjma.qld.gov.au.

If you need advice on grant design, writing assistance or one-on-one support, please contact Ms Carrie Barnett at Ethnic Communities Council of Queensland (ECCQ) on carrieb@eccq.com.au. You can also visit ECCQ's website at https://eccq.com.au/what-we-do/strengthening-communities/community-sector-development/ to access online and easily accessible resources, and information on education workshops and funding readiness clinics.

If you need assistance with your SmartyGrants account, contact SmartyGrants Technical Support on (03) 9320 6888 or service@smartygrants.com.au. Support Desk Hours are from 9:00am to 5:00pm AEST, Monday to Friday.

11. How will applications be assessed?

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

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

- **Addressing the funding purpose, outcomes and mandatory criteria**
    - The extent to which the proposed event aligns with the funding purpose, one or more of the funding outcomes and addresses the mandatory criteria.
- **Benefits and delivery of the event**
    - The application is inclusive, promotes intercultural connections, is clear about what the event is celebrating and its cultural significance, and demonstrates how the event is to be delivered.
- **Value for money/cost effectiveness**
    - The extent to which the event has been costed realistically (justification of budget items) and provides value for money, demonstrated in the event budget.
    - If a proposed event has obtained funding from other sources, these funds must be outlined in the proposed budget. Applicants may be asked to submit further details or provide clarification during the assessment process.

> The Assessment panel will recommend funding allocations through a merit-based process, taking into consideration:
> - how strongly the application addresses the above criteria;
> - the applicant's capacity to plan and deliver the proposed event;
> - the geographic and demographic spread of available funds;
> - the in-kind and cash contributions committed by the applicant and/or level of funding obtained from other sources; and
> - the justification of budget items.

12. Funding decisions

Funding outcomes for multicultural events under the CMQ program are expected to be announced by the Minister for Multicultural Affairs by 31 October each year.

All applicants will be notified by email of the outcome of their application. Refer to the website at www.cyjma.qld.gov.au/cmq-program for relevant information and public notices.

> **Due to the 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 of the event scope may be required to ensure the event is still viable with the funding offer.**

Funding decisions are final and unsuccessful applications and funding amounts will not be re-considered.

As the CMQ program is highly competitive, and funding is provided through a merit-based process, there is no guarantee that previous successful recipients will receive funding.

13. Successful applications

All applicants successful in receiving funding will be required to:

Enter into a funding agreement	• Comprises an approval letter, funding guidelines, your submitted application, and the Terms and Conditions. • "Particulars" in the Terms and Conditions means your submitted application • Ensure you comply with any relevant laws and regulations, such as the requirements for working with children, in the delivery of the event.
Acknowledge the Queensland Government funding	• Use of the Queensland Government crest on all promotional material associated with the funded event. The files for the crest and the instructions for their use will be provided to you by the department.
Invite the Minister for Multicultural Affairs to funded events	• The Minister would welcome an opportunity to participate, if available. The department will provide contact details for sending an invitation.
Submit an online Event Details Confirmation form	• Submit two months prior to the delivery date of the event indicated in your application. • The Minister's office and the department refer to the event details provided in your application, so it is very important to keep the department informed of any changes.

Submit an online Acquittal Report within six weeks after delivery of the funded event.	• Funding recipients will receive email notification when the report template has been attached to the funding application in SmartyGrants. The report must be submitted by the specified due date.
	  – The acquittal report collects information about event outcomes, including cultural, social and economic returns on investment.
	  – It is recommended that you familiarise yourself with the sample acquittal report available at www.cyjma.qld.gov.au/cmq-program before you submit your application so you understand the obligations which come with receiving public funding.
	  – The department may request the return of grant funds if they are unspent at the time of acquittal or due to breaches of the funding agreement.

Submit an online Variation Form to request approval for proposed changes to the funded event (outlined in the application).	• This form will be attached to your application. • Approval must be sought for any changes to the activity title, dates, locations, proposed attendance, funded activities or scope at least 28 days before the event is proposed to be held. • The organisation must also advise the department immediately of the cancellation of the event. • It is extremely important the organisation notify and receive approval before any changes are implemented – not to do so will be a breach of the Terms and Conditions of the funding agreement and may require the organisation to return all funding.
Ensure a COVID-Safe event	• In delivering your event, ensure you comply with COVID safe practices and social distancing requirements set out by the Queensland Government. • Visit https://www.covid19.qld.gov.au/government-actions for more information.

Successful applications will be advertised on Queensland Government websites. **An applicant must inform the department if the organisation does not want their contact information made public.**

Please contact the department via MAfunding@cyjma.qld.gov.au if you have any queries about requirements under the funding agreement.

14. Unsuccessful applications

All applicants unsuccessful in receiving funding:

- will receive a notification email/letter;
- can refer to the following links for a range of funding programs or grant opportunities that are managed by the different levels of government and private sectors:
    - **Australian Government** – Funding programs available within the Australian Government. https://www.communitygrants.gov.au/ https://www.business.gov.au/Grants-and-Programs
    - **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. https://www.statedevelopment.qld.gov.au/local-government/local-government-directory/search-the-local-government-directory
    - **Other funding programs** – Government and Philanthropic funding opportunities available: https://www.multiculturalaustralia.org.au/grants_list https://www.qcoss.org.au/grants/
- visit the Ethnic Communities Council of Queensland (ECCQ) website at https://eccq.com.au/what-we-do/strengthening-communities/community-sector-development/ to access online and easily accessible resources and information on education workshops and funding readiness clinics. You can also contact Ms Carrie Barnett, Community Sector Manager at ECCQ on carrieb@eccq.com.au for grant design, writing assistance and one-on-one support for any applications.

15. Help with running successful events

COVID Safe Events

- Due to COVID-19, certain measures may be required for staging of public events. Events must operate in accordance with the current public health and social measures. For the latest information on COVID safe event planning, visit the website at https://www.covid19.qld.gov.au/government-actions.

Events in Queensland, Best Practice Guidelines for event delivery in Queensland

- To assist event organisers, the Department of the Premier and Cabinet (DPC) has produced the *Events in Queensland, Best Practice Guidelines for event delivery in Queensland* which is available for download at https://www.qld.gov.au/about/events-awards-honours/events/running-events/. The document outlines guiding principles for event organisers interacting with the Queensland Government and local government authorities to enable them to successfully plan and manage an event. While the guidelines are targeted toward medium sized events, they could be used for most event types.

- DPC has also produced a range of templates to help event and festival organisers which are available on their website at https://www.qld.gov.au/about/events-awards-honours/events/running-events/. Templates cover aspects such as event budget, event management, marketing and communications, risk management and event site plans and are provided as support and guidance materials only.

16. Glossary of Terms

Acquittal	A report that ensures grant recipients have administered grant funds responsibly and in accordance with the terms and conditions of the funding agreement. An acquittal report usually consists of a written report that summarises how the funded activity fared against the initial objectives of the grant. It also provides a financial statement detailing how the funds were spent.
Auspice	An agreement where one organisation (the 'auspicing organisation') agrees to administer funding on behalf of a group that is not incorporated (the 'auspiced organisation'). If the funding application is successful, the auspicing organisation then receives and administers the funding to the auspiced group so that the auspiced group can complete the funded activity.
Australian South Sea Islander peoples	Australian South Sea Islander peoples are the Australian-born direct descendants of people who were brought (in the main) to Australia between 1863 and 1904 to work as indentured labourers in the primary industries.
Biennial event	An event occurring every two years.
Charitable institutions	Institutions granted letters patent under the *Religious Educational and Charitable Institutions Act 1861* (Qld).
Criteria	An element or standard by which the application will be judged or decided.
Culturally diverse	People from migrant and refugee backgrounds, people seeking asylum, and Australian South Sea Islander peoples.
Grant	A grant is a sum of money given to groups or organisations for a specified purpose directed at achieving objectives and outcomes consistent with specific policies.
Incorporated	Being incorporated infers that an organisation has a legal identity of its own, recognised by State and Federal Governments, and is separate and distinct from the individuals who form or make up the group.
Ineligible	Applicants or items that are not permitted under the rules of the program.
In-kind contribution	Includes an estimated value for non-cash contributions such as services, equipment, time and materials.
Intercultural	Intercultural is the interaction between people from two or more different cultural backgrounds.
Local Government	Bodies constituted under the *Local Government Act 2009* (Qld) and *City of Brisbane Act 2010* (Qld).
Not-for-profit/charitable organisations	Not-for-profit organisations legally registered in Australia and are one of the following entity types: • Incorporated Association • Company • Cooperative • Indigenous Corporation
Objectives	Objectives are the big picture aims or goals which a policy, plan, program or project seeks to achieve. For example, targeted communication and outreach in the community.
Outcome	The desired result of goals and strategies have been achieved. For example, people in the community are supporting the vaccination program.
Queensland Universities	Universities established under a university Act.
Small and Emerging Communities	Small and emerging communities are usually defined as having a Queensland wide population of less than 10,000 people, of which a significant proportion have arrived in the last five years.