

2021-22 Funding Guidelines for multicultural events

Celebrating Multicultural Queensland Program

Building an inclusive, harmonious and united Queensland

Opening date:	9 August 2021
Closing date:	11:59pm on 12 September 2021
Funding period:	01/01/2022 to 31/12/2022 Events must be completed by 31/12/2022
Enquiries:	Contact Multicultural Affairs by email at MAfunding@cyjma.qld.gov.au

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1. 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.

2. 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 a united, harmonious and inclusive Queensland.

Program objectives

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

- Queensland's multicultural identity
- intercultural connections and community participation
- increased understanding between diverse cultural groups
- 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 2021-22

- **Multicultural Events** – Open from **Monday, 9 August 2021** to **Sunday, 12 September 2021** for events to be delivered in 2022 (calendar year).
- **Multicultural Projects** – the funding round for multicultural projects to be delivered in the 2022-23 financial year will be announced at a later time in 2021.

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 particular date of cultural significance or as a celebration of cultural heritage.

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.

NOTE: Ensure you submit your application under the correct funding round.

If you submit an application under an incorrect funding round, your application will be ineligible.

3. Who is eligible to apply?

- **Not-for-profit/charitable legal entities** established under the:
 - *Associations Incorporation Act 1981* (Qld);
 - *Corporations Act 2001* (Cwlth);
 - *Cooperatives Act 1997* (Qld);
 - *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cwlth).
- **Local Government bodies** constituted under the:
 - *Local Government Act 2009* (Qld);
 - *City of Brisbane Act 2010* (Qld).
- **P&C Associations** established under the *Education (General Provisions) Act 2006* (Qld).
- **Charitable institutions** granted letters patent under the *Religious Educational and Charitable Institutions Act 1861* (Qld).
- **Queensland Universities** established under a university Act.

Eligible organisations 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;
- 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 or project;
- have no overdue reports, or service delivery or performance issues for funding previously or currently provided by the Department of Children, Youth Justice 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 MAfunding@cyjma.qld.gov.au.

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 auspicng organisation will be required to enter into a funding agreement, to receive the funds and to submit report/s.

Eligible Auspicng organisations 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;
- have operations or deliver ongoing services in Queensland;
- hold public liability insurance to the value of not less than \$10 million;
- have no overdue reports, or service delivery or performance issues for funding previously or currently provided by the Department of Children, Youth Justice and Multicultural Affairs (the Department).

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 or with similar nature to be held in close proximity. Partnerships are important for fostering innovation, cross-cultural collaboration and whole-of-community engagement in building a united, harmonious and inclusive 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>.

PLEASE NOTE: Applications under the Celebrating Multicultural Queensland program must demonstrate that it will engage people from culturally and linguistically diverse backgrounds, including people who arrived in Australia as migrants or refugees, people seeking asylum, and members of diverse cultural groups as:

- partnering organisations in the planning and delivery process
- the target audience/participants for the event

4. 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

5. Multicultural Events

Funding purpose

Promotion of intercultural connections and inclusion – the bringing together of 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 that welcome people from diverse cultural backgrounds into local communities and to increase their sense of belonging.
- Events that promote an increased understanding and acceptance of small and emerging communities and new arrivals across the wider community.
- Events that celebrate, promote and increase opportunities for intercultural connections within local communities and across Queensland.

Grant levels

The maximum grant levels are set at:

- **\$10,000** (excluding GST) for Category One events (see [6. Funding Criteria](#)).
- **\$20,000** (excluding GST) for Category Two events (see [6. Funding Criteria](#)).

Successful applications may not receive the requested level of funding.

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 and demographic 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.

6. Funding Criteria

Category One Events

Mandatory Criteria	Desirable Criteria Not essential will strengthen the application
<ul style="list-style-type: none"> • Demonstrates how the event will align with the Multicultural Queensland Charter, promoting: <ul style="list-style-type: none"> ○ improved intercultural understanding ○ engagement among people from diverse cultural groups ○ an inclusive and welcoming Queensland • Presents a justified and realistic budget. • Must be open to the general public, in a public venue. 	<ul style="list-style-type: none"> • Demonstrates practical strategies to strengthen the event's funding base to increase sustainability. • Presents a realistic budget with financial contribution (both cash and in-kind) from the applicant organisation and other sources.

Category Two Events

Mandatory Criteria	Desirable Criteria Not essential will strengthen the application
<ul style="list-style-type: none"> • A large scale/established event that has been undertaken: <ul style="list-style-type: none"> ○ annually in the past five years; or ○ biennially in the past six years • with an average attendance of: <ul style="list-style-type: none"> ○ 8,000 or more (applicable for events in Brisbane, Logan and Gold Coast regions) ○ 5,000 or more (applicable for events outside of Brisbane, Logan and Gold Coast). 	<ul style="list-style-type: none"> • Demonstrates practical strategies to strengthen the event's funding base to increase sustainability and support further expansion in the future.

<ul style="list-style-type: none">• Demonstrates strong community support, and how the event will align with the Multicultural Queensland Charter; promoting:<ul style="list-style-type: none">○ improved intercultural understanding○ increased engagement among diverse cultural groups○ 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.	
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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.

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 from the CMQ program
- **Equipment and venue hire**
capped at up to \$5,000 of the funding from the CMQ program
- **Advertising and marketing** of the event
capped at up to \$3,000 of the funding from the CMQ program
- **Food and Catering**
capped at up to \$1,000 of the funding from the CMQ program
- **Transport hire** to reduce barriers for people to attend the event
capped at up to \$500 of the funding from the CMQ program
- **Costs of materials** that are required for the event
- **Telecommunication**
- **Other administration.**

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

- **Capital expenditure** for equipment of any kind, for example:
 - the purchase, repair, extension or renovation of buildings
 - the purchase of:
 - motor vehicles
 - stage/venue equipment
 - musical instruments
 - costumes or uniforms
 - office equipment such as computers, photocopiers
 - devices of any kind
- **Accommodation costs**
- **Non justified travel costs**, including **airfares, fuel, and event planning travel costs.**
- **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.

9. What applications will not be funded?

- Applications that **fail to address the program objective, priorities and mandatory funding criteria.**
- **Applications seeking funding for multiple events** for example, an application seeking funding for a New Year event, a Spring Festival and an Independence Day celebration. A separate application must be submitted for each individual event.
- Applications from **ineligible applicants.**
- Events that have a **focus on competitions, commercial or fundraising activities.**
- Events that have a **focus on business connections.**
- Events that have a **focus on celebrating an anniversary or milestone of the applicant organisation.**
- Events that **solely focus on celebrating clients of the applicant service provider.**
- Events held **outside of Queensland.**
- Events that have been **fully funded by another funding agency.**
- **Conferences, research and academic studies.**

10. What reporting will I need to do if successful?

You will be required to submit an acquittal report to the Department within 6 weeks (42 days) of completing your funded activity. Applications must be submitted online through SmartyGrants.

The acquittal report collects information about program outcomes including cultural, social and economic returns on investment.

It is recommended that you familiarise yourself with the acquittal report before you submit your application, so you understand the obligations which come with government funding.

A sample acquittal report is available at www.cyjma.qld.gov.au/cm-q-program

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 Guidelines.

11. How to apply

Ensure you carefully read these Guidelines to determine whether your application meets the program requirements.

Applications are submitted online through SmartyGrants at <https://maq.smartygrants.com.au>. Visit the Celebrating Multicultural Queensland Program website at www.cyjma.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. This will ensure you have adequate time to gather information and supporting documentation to submit a completed application by the closing date.

You will receive an acknowledgement email from SmartyGrants 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.

Applications, and supporting documentation, will not be accepted after the closing date.

12. 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 Grants Assessment Panel** for assessment, with each application assessed 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 outcomes 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 (justification of budget items) and provides value for money as 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 Grants Assessment Panel recommends 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 and the geographic and demographic spread of available funds.

13. Funding decisions

The process of assessment and decision making takes several months. Funding outcomes for multicultural events under the Celebrating Multicultural Queensland program will be announced by the Minister for Multicultural Affairs.

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

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

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

Successful applications

All applicants successful in receiving funding will be required to:

1. **enter into a funding agreement and comply with the terms and conditions** of the agreement, including complying with relevant laws and regulations in the delivery of the event:
 - complying with relevant requirements if working with children such as a Blue Card, and child protection policies and procedures;

- complying with the principles of the Human Services Quality Standards to take into consideration the rights and individual needs of participants. Visit <https://www.dsdsatsip.qld.gov.au/our-work/human-services-quality-framework/overview-standards> for more information;
- complying with [COVID-Safe Events](https://www.covid19.qld.gov.au/government-actions/covid-safe-events) practices and social distancing requirements as set out by the Queensland Government. Visit <https://www.covid19.qld.gov.au/government-actions/covid-safe-events> for more information;
- before accepting, read the funding agreement carefully, including funding deliverables, to ensure all information is correct.

Visit www.cyjma.qld.gov.au/cm-q-program for an example funding agreement and the terms and conditions.

2. complete funding documentation and return to the department, including:

- an **Electronic Funds Transfer form** that provides the Department with the organisation's bank account details required for the direct deposit of the funds;
- **if registered for GST**, an **Agreement to Issue Recipient Created Tax Invoice form** which allows the Department to create an invoice on the organisation's behalf;
- **if not registered for GST**, issue an **invoice** to the Department for the funding approved

Completing and returning the above forms to the Department by the due date indicates acceptance of the funding. Successful applicants who do not submit the completed forms by the due date are indicating their non-acceptance of the funding and the offer may be withdrawn.

- 3. acknowledge the Queensland Government funding** with the use of the Queensland Government crest on all promotional material associated with the funded event or project. The files for the crest will be provided to you by the Department.
- 4. invite the Minister for Multicultural Affairs to funded events**, as the Minister would welcome an opportunity to participate, if available. The Department will provide contact details for sending an invitation.
- 5. 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.
- 6. request approval from the Department at least 28 days before the event for any proposed changes to the funded activity** (as outlined in the application), including any changes to the activity title, dates, locations, proposed attendance, funded activities or scope.
 - The organisation **must receive approval from the Department BEFORE any changes can be implemented.**

- The organisation **must also immediately advise of the cancellation of the event.**
- **It is extremely important** the organisation notify and receive approval for any changes as not to do so will be a breach of the funding agreement and may require the organisation to return all funding.

Successful applications may 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 an organisation is receiving funding through the Department of Children, Youth Justice and Multicultural Affairs for the first time, and has any queries about requirements under the funding agreement, please contact the Department for advice via MAfunding@cyjma.qld.gov.au.

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 (07) 3337 5400 or email amelias@multiculturalaustralia.org.au who can assist in identifying other possible funding options;
- may refer to [16. Other funding options](#) for links to other funding program opportunities.

14. Assistance

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

If you need advice on developing a funding application, or if you require information about other sources of funding, you can contact the **Community Funding Access Advisor** at Multicultural Australia Ltd on (07) 3337 5400 or email amelias@multiculturalaustralia.org.au. Multicultural Australia Ltd is independent of the grant assessment processes.

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, Mon - Fri.

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.

15. Help with running successful events

COVID Safe Events

Due to COVID-19, certain COVID Safe requirements are required for staging of public events. Events must operate in accordance with the [Restrictions on Businesses, Activities and Undertakings Direction](#).

For the latest information on COVID safe event planning, visit:

- <https://www.covid19.qld.gov.au/government-actions/covid-safe-events>.

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 [here](#).

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 supporting template documents to assist event and festival organisers. They cover aspects such as the event budget along with event management, marketing and communications, risk management and event site plans.

These templates are provided as support and guidance materials only and can be found on their [website](#).

Queensland Events Guide

Tourism and Events Queensland (TEQ) have produced the *Queensland events guide* to encourage, foster and develop events in Queensland, and which is available to view or download [here](#).

The comprehensive resource has been designed to assist local event organisers through the various phases of an event's lifecycle, to ensure they are equipped to stage the best event possible. It provides advice on everything leading up to an event, event delivery and sustainability, through to post-event activities, whilst highlighting the important link between events and tourism.

16. Other funding options

Information about a range of funding programs or grants opportunities that are managed by the different levels of government and private sectors can be found at the following sites:

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

17. 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, holds, and administers the funding to the auspiced group so that the auspiced group can complete the funded activity.

Biennial event

An event occurring every two years.

Conflict of Interest

A conflict of interest is a situation in which a person or organisation is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another.

Criteria

An element or standard by which the application will be judged or decided.

Evidence Based

Provides the proof that a proposed initiative is a community need and may include letters of support, statistics, community consultation, needs analysis etc.

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

People 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.

Objectives

Objectives are the big picture aims or goals which a policy, plan, program, or project seeks to achieve e.g. targeted communication and outreach in the community.

Outcome

The desired result of goals and strategies have been achieved, e.g. people in the community are supporting the vaccination program.

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.