

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

Multicultural Project Application - Important Information

Important Information

Before starting this application, please ensure you read and understand the [2021-22 Funding Guidelines for Multicultural Projects](#).

- Start your application as early as possible to ensure plenty of time to review.
- Before submitting, read over the application, and/or have someone else read the application, to see if the proposed aims and outcomes are clearly defined.
- Ensure your budget is accurate and realistic and includes your organisation's financial and in-kind contributions to support the delivery of the project.

ARE YOU ELIGIBLE TO APPLY?

Ensure your organisation is eligible to apply for funding for a multicultural project (*refer to Section 2 - 'Who is eligible to apply' in the Funding Guidelines*), and that your project addresses the funding requirements specified for **Economic and Social Participation Projects** (*refer to Section 4 - 'Category 1 - Economic and Social Participation Projects in the Funding Guidelines'*).

COMPLETING THE ONLINE APPLICATION FORM

Begin anywhere in the application form - make sure 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
- ensure you provide the relevant information to accurately describe your project
- additional supporting material can be attached and submitted with your application
- this funding application form is for **one** project only
- you can continue to access your application until the closing date and time, and before submitting.

WHEN TO SUBMIT

Online applications can be submitted anytime through SmartyGrants from **Monday, 1 November 2021 to 11.59pm, Friday, 10 December 2021. 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 on (07) 3337 5400 or by email at amelias@multiculturalaustralia.org.au. Multicultural Australia Ltd is independent of the grant assessment process.

If you have any queries in relation to the application questions, please contact Multicultural Affairs by emailing MAfunding@cyjma.qld.gov.au. Please quote your application number when making enquiries about your application.

If you need **technical assistance** with your SmartyGrants account or online application, contact SmartyGrants Technical Support on (03) 9320 6888 or

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

service@smartygrants.com.au. Support Desk Hours: 9.00am – 5.00pm AEST, Monday – Friday.

PRIVACY NOTICE

The Department of Children, Youth Justice and Multicultural Affairs is collecting personal information from the application form for the purpose of administering the CMQ Program. The Department will provide this information to the Assessment Panel, which may include members external to the Department, for the purpose of assessing applications. If you are a successful applicant, the organisation's 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

* indicates a required field

Economic and Social Participation Project application

Please confirm you are seeking funding under **Category 1 - Economic and Social Participation** as applications are unable to be transferred from one category to another.

Are you seeking funding under Category 1 - Economic and Social Participation *

- Yes No

APPLICANT NAME

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

Organisation Name

APPLICANT ELIGIBILITY

Are you eligible to apply? Select from the following: *

- Incorporated organisation operating as not-for-profit/charitable entity?
- Non-government not-for-profit organisation?
- Local Government Authority?
- P&C Association?

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

Attach a file:

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

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 - 'Who is eligible to apply' in the Funding Guidelines for information.**

IF BEING AUSPICED, COMPLETE SECTION 2 OF THIS APPLICATION - AUSPICING ORGANISATION DETAILS.

Does your organisation require an eligible organisation to auspice your project? *

Yes No

Attach a letter from the auspicating organisation agreeing to auspice the project

Attach a file:

Dose your Organisation have an Active Australian Business Number (ABN)? *

Yes No

Please Note: If your Organisation does **not** have an active Australian Business Number (ABN), You will be required to insert the organisation's registration number below.

Insert your organisation's active Australian Business Number (ABN)

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

You can search your organisation's ABN at <https://abr.business.gov.au/>.

If no ABN, insert your organisation's Registration Number.

e.g. IA12345. You can search for your organisation's registration number [here](#) or [here](#).

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

Applicant Address

Applicant Postal Address *

Address

To provide a PO Box, click 'Can't find your address?' and enter it manually. Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Office Street Address (if applicable)

Address

Country must be Australia

Organisation Primary Email *

Must be an email address.

Website

Must be a URL.

Facebook Page

Must be a URL.

Provide information on your core business activities delivered in Queensland *

Word count:

Must be no more than 100 words.

Applicant Contact

This person will be contacted about the application.

Full Name *

Title

First Name

Last Name

Position Title *

Please provide the full position title e.g. Chief Executive Officer

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

Phone Number

Insert area code before the number e.g. 07. Must be an Australian phone number and at least 10 characters.

Mobile Number

Must be an Australian phone number and at least 10 characters

Email Address *

Must be an email address

Project Contact

This person will be contacted about the project.

Full Name *

Title First Name Last Name

Position Title *

Please provide the full position title e.g. Chief Executive Officer

Phone number

Insert area code before the number e.g. 07. Must be an Australian phone number and at least 10 characters.

Mobile number

Must be an Australian phone number and at least 10 characters

Email address *

Must be an email address

Public Liability Insurance

Do you hold public liability insurance (minimum \$10 million) to cover the proposed project? *

Yes

No

If yes, attach a copy of the Applicant's most recent public liability insurance Certificate of Currency

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

Attach a file:

Ensure the attached document shows the start and end dates of the cover, the type of insurance cover and the amount covered.

If No, please provide details on how you plan to obtain insurance including the name of the insurer/s from which quotes will be obtained.

IMPORTANT TO NOTE - If successful, a copy of a Certificate of Currency is required to be provided prior to the delivery of the proposed project.

Date proposing to obtain insurance

Must be a date.

Proposed amount to be insured

\$

Must be at least \$10,000,000

Section 2: Auspicing Organisation Details (if relevant)

* indicates a required field

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.

Auspicing Organisation Name

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

Organisation Name

Please use the organisation's full entity name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the Australian Business Register (ABR), Australian Charities and Not-for-profits Commission (ACNC) or Australian Taxation Office (ATO).

Auspicing Organisation Eligibility

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

Is the auspicing organisation an (tick relevant box): *

- Incorporated organisation operating as not-for-profit/charitable entity?
- Non-government not-for-profit organisation?
- Local Government Authority?
- P&C Association?

IMPORTANT TO NOTE

If the applicant requires an auspicing organisation, and the auspicing organisation is unable to select from the above, **THIS APPLICATION IS INELIGIBLE.**

Attach a copy of the Auspicing Organisation's Certificate of Incorporation or similar

Attach a file:

Does your Auspicing Organisation have an Active Australian Business Number (ABN)?

- Yes
- No

Please Note: If your Auspicing Organisation does **NOT** have an active Australian Business Number (ABN), You will be required to insert the Auspicing Organisation 's registration number.

Insert the Auspicing Organisation's active ABN.

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

You can search your organisation's ABN at <https://abr.business.gov.au/>.

If no ABN, insert the Auspicing Organisation's active Registration Number.

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

e.g. IA12345. You can search for your organisation's registration number [here](#) or [here](#).

Auspicing Organisation Address

Auspicing Organisation Postal Address *

Address

To provide a PO Box, click 'Can't find your address?' and enter it manually. Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Auspicing Organisation Office Street Address (if applicable)

Address

Country must be Australia

Auspicing Organisation Primary Email *

Must be an email address.

Auspicing Organisation Website Address

Must be a URL.

Auspicing Organisation Contact

Full Name *

Title First Name Last Name

Position Title *

Phone Number

Insert area code before the number e.g. 07. Must be an Australian phone number and at least 10 characters.

Mobile Number

Must be an Australian phone number and at least 10 characters.

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

Email Address *

Must be an email address.

Section 3: Project Details

* indicates a required field

Important

Responses to questions are required in the fields below and cannot be submitted as attachments.

Only additional supporting materials can be submitted as attachments.

Project Title *

Must be no more than 120 characters.

This title will be used on all documentation, and if successful, will be used for promotional material.

Funding sought from the CMQ Program? *

\$

GST Exclusive. Funding requested must be a whole dollar amount (no cents), and can be no more than \$40,000

Proposed Start Date *

Must be a date and between 1/7/2022 and 30/6/2023.

Proposed End Date *

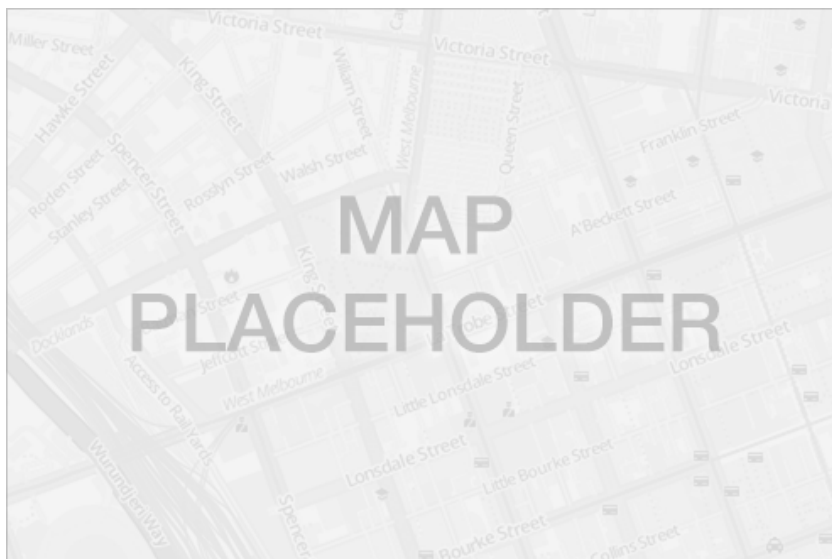
Must be a date and between 1/7/2022 and 30/6/2023.

Indicate the primary address where the project will be delivered. *

Address

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview



Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Indicate additional addresses if the project is being delivered in multiple locations.

Provide the street address where the proposed additional activities will be held.

Has the project been delivered before or is it currently being delivered? *

Yes

No

If yes, provide details. (Maximum 200 words)

Word count:

Must be no more than 200 words.

Provide a description of your project.

- ***Provide a clear summary of the project and the outcomes to be achieved. This will be used to describe your project for marketing purposes.***
- ***INCLUDE HOW YOUR PROJECT ALIGNS WITH THE FUNDING PRIORITY.***

Response (Maximum 200 words) *

Word count:

Must be no more than 200 words.

Provide a clear summary of the project and the outcomes to be achieved. This will be used to describe your project for marketing purposes.

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

Who are the project participants?

Who are the target group/s that will be participating in the project? (Maximum 200 words) *

Word count:

Must be no more than 200 words.

Indicate the cultural backgrounds of the participants engaged in the project.

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

Must be a number only using characters 0 to 9 and not containing any other characters such as: , . + - / \ # ; :

How does your project address the mandatory funding criteria?

YOU MUST PROVIDE RESPONSES TO THE FOLLOWING CRITERIA.

Responses cannot be submitted as attachments. Only additional supporting materials can be submitted as attachments.

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.***

Response (Maximum 400 words) *

Must be no more than 400 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?

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

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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.***

Response (Maximum 400 words) *

Word count:

Must be no more than 400 words.

DESIRABLE FUNDING CRITERIA (IF RELEVANT) - How will potential participants from culturally diverse backgrounds be engaged in the design and delivery of the project?

- ***Provide information on how people from culturally diverse backgrounds will be engaged in the design and delivery of the project and/or provide information on how people, who will work directly with potential participants, will be engaged in the design and delivery of the project.***

Response (Maximum 400 words)

Word count:

Must be no more than 400 words.

Supporting Documentation

Additional supporting material for this project can be attached at the end of this application, such as supporting evidence and documentation, and current letters of support.

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.

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

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

Key Deliverables	Benefits	Performance Measures	Timeline and location

Section 5: Project Budget

* indicates a required field

Before completing this section, ensure you have read and understood the 2021-22 Funding Guidelines for Multicultural Projects, specifically:

- **Section 6** - 'What can funding be used for?'
- **Section 7** - 'What can't funding be used for?'

Please provide an itemised budget in the income and expense tables below, including details of other funding that you have applied for, and if it has been confirmed or not.

All amounts to be GST exclusive.

Please do not add commas to figures - e.g. type \$1000 not \$1,000 - this will ensure your figures for each table total correctly.

Income

Insert the funding you are seeking from the CMQ program for this project and other funding sources (additional rows can be inserted).

Advise if the funds are confirmed or pending.

ENSURE YOU INDICATE THE FINANCIAL CONTRIBUTION, CASH OR IN-KIND, FROM YOUR ORGANISATION.

Income (Funding Source)	Amount (GST exclusive)	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)	\$	
	\$	

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

	\$	
	\$	
Insert the funding you are seeking from Multicultural Affairs Queensland (MAQ) and other funding sources.	Must be a whole dollar amount (no cents).	

Expenses

Insert the items of expenditure for the whole project, indicating the items where CMQ program funding will be used (additional rows can be inserted).

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

- **non-recurrent salaries and on-costs for fixed term or short-term/casual workers, volunteers and external consultants/contractors for the purpose of the project** - capped at 70% per annum of the funding requested from the CMQ program
- **equipment and venue hire** - capped at up to \$10,000 per annum of the funding requested from the CMQ program
- **advertising and promotion** - capped at up to \$5,000 per annum of the funding requested from the CMQ program
- **catering** - capped at up to \$1,000 per annum of the funding requested from the CMQ program
- **travel costs** associated with participants engaging in project activities - capped at up to \$1,000 per annum of the funding requested from the CMQ program (excludes airfares)
 - *this cost must be demonstrated as critical to project participation*
- **equipment purchase** that is critical to the delivery of the project or engagement of participants, and is considered a specialist item that is unable to be hired - capped at up to \$2,000 per annum of the funding requested from the CMQ program for example:
 - stage/venue equipment
 - musical instruments
 - costumes or uniforms
 - sports equipment
- **costs of materials** that are required for the project
- **telecommunication and other administration.**

Please ensure CMQ Program funding is allocated towards eligible items. Including ineligible items will result in reduced funding if successful. Refer to the above for eligible costs.

Expenses	Total Expense Amount	CMQ Funding Amount
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

Insert the items of expenditure for the whole project, indicating the funding source e.g. MAQ funding	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).

CMQ Funding Allocation

The below totals will assist you to correctly allocate the requested CMQ funding against the expenditure. The **Funding Allocation Balance** must equal **\$0**.

Funding Amount Requested		Total CMQ Funding Amounts		Funding Allocation Balance
\$		\$		\$
This number/amount is calculated.		This number/amount is calculated.		This total must equal \$0 This number/amount is calculated.

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Budget Surplus or Deficit

\$

This number/amount is calculated.

Provide any additional comments regarding the budget. (Maximum 200 words)

Word count:

Must be no more than 200 words.

Is this project or parts of the project currently funded? *

Yes

No

If yes, provide details. (Maximum 200 words) *

Word count:

Must be no more than 200 words.

Does the project depend on other funding sources? *

Yes

No

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

If yes, provide details. (Maximum 200 words) *

Word count:

Must be no more than 200 words.

If successful and less funding is provided, how will this affect the delivery of the project? (Maximum 200 words) *

Word count:

Must be no more than 200 words.

Section 6: Declaration

* indicates a required field

Applicant Declaration

This section must be completed by an appropriately authorised person on behalf of the Applicant (may be different to the contact person listed earlier in this application form).

Declaration by the Applicant's representative *

- 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 2021-22 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 Children, Youth Justice 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 Children, Youth Justice and Multicultural Affairs' website, should this application be successful.
- I have read and understood and agree to the Funding Terms and Conditions should this application be successful, including acknowledging funding with the placement of the Queensland Government crest on all marketing and promotional material.
- I understand that should this application be successful, the organisation will comply with COVID safe requirements.

At least 5 choices must be selected.

Authorised Person

Name of person submitting this application *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position Title *

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

Phone Number

Insert area code before the number e.g. 07. Must be an Australian phone number and at least 10 characters.

Mobile Number

Must be an Australian phone number and at least 10 characters.

Email Address *

Must be an email address.

Applicant Checklist and Feedback

* indicates a required field

Checklist

- **Go back and review your application to check the information.**
- **Ensure the proposed project aligns with the funding purpose and priority/ies.**
- **Ensure all fields with a red asterisk (*) in your application have been completed. Fields with a red asterisk require a response and if not completed, will not allow the application to be submitted.**
- **Use the following checklist to assist you in ensuring you have fully completed your application before submitting.**

- 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 is to 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 OR you have advised in your application the plan to obtain public liability insurance before the start of your project.

Additional Information in support of your application

Additional supporting material for this project can be attached and submitted with your application, such as supporting evidence and documentation, and current letters of support.

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

Files can be up to **25MB** each; however we recommend a maximum file size of **5MB**

Hint: Select multiple files of similar content, such as photos or support letters, and upload them together.

Letters indicating current support for the project

Attach a file:

Supporting documentation for the project

Attach a file:

Supporting documentation for the project

Attach a file:

Applicant Feedback

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 Children, Youth Justice and Multicultural Affairs
- Departmental Website - <https://www.cyjma.qld.gov.au/>
- Multicultural Affairs' Facebook - <https://www.facebook.com/multiculturalqld/>
- Multicultural Affairs' Twitter - <https://twitter.com/MulticulturalQ>
- Queensland Government Media Statement
- Community Funding Access Advisor at Multicultural Australia
- Word of Mouth
- Other:

Please select all that apply

Application form and online access

Please indicate how you found the online application process: *

- Very easy Easy Neutral Difficult Very difficult

Was the application easy to complete?

- Yes No

Please let us know where the application was not easy to complete and your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

2021-22 CMQ Project Application - Economic and Social Participation Projects

Form Preview

You can now submit your application

After you click the **SUBMIT** button, you will receive a confirmation message on screen acknowledging that the application has been received. You will also receive a confirmation email with a PDF copy of your application attached.

I understand that if I do not receive these confirmations, the application has not been submitted and I will review the application for any highlighted issues and try again.

I understand *

Yes