

Celebrating Multicultural Queensland program

Building a united, harmonious and inclusive Queensland

2021-22 Funding Guidelines for Multicultural Projects

For projects to be delivered from 1 July 2022

**Funding round opening on Monday, 1 November 2021 and
closing 11.59pm, Friday, 10 December 2021**

Contents

1. About the Celebrating Multicultural Queensland Program	3
Program objectives.....	3
Funding rounds in 2021-22	3
What is considered a project?	3
2. Who is eligible to apply?.....	4
3. Who is not eligible to apply?	4
4. Multicultural Projects.....	5
Funding categories and funding	5
Category 1 – Economic and Social Participation (E&SP) Projects	5
Funding purpose	5
Funding priority	5
Funding available	5
Mandatory funding criteria	5
Desirable funding criteria	5
Examples of E&SP projects:	6
Category 2 – Youth and Community Connection (Y&CC) projects	6
Funding purpose	6
Funding priorities	6
Target group.....	6
Funding available	7
Mandatory funding criteria	7
Examples of Y&CC projects:	7
5. What applications will NOT be funded?	7
6. What can funding be used for?.....	8
7. What can't funding be used for?.....	8
8. How to apply.....	9
9. How will applications be assessed?	9
10. Funding decisions	10
Successful applicants	10
Unsuccessful applications	11
11. Assistance	12
12. Other funding options.....	12
• Federal Government.....	12
• Queensland Government	12
• Local Government	12
• Other funding programs	12
13. Multicultural Queensland Charter	13

1. About the Celebrating Multicultural Queensland (CMQ) Program

The CMQ program provides funding towards multicultural events and projects that engage people from culturally and linguistically diverse (CALD) backgrounds and the wider community, to contribute to building a united, harmonious and inclusive Queensland.

The term CALD generally refers to Queensland's non-Indigenous cultural groups other than the English-speaking Anglo-Saxon majority. This program has a focus on social and economic inclusion for Queenslanders from migrant, refugee and asylum seeker backgrounds, as well as distinct cultural groups such as Australian South Sea Islanders.

Program objectives

The objectives of the CMQ program, in alignment with the Multicultural Queensland Charter (refer to Section 13 of these guidelines), 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 community capacity to address emerging issues and foster access to services
- increased engagement of general community groups in connecting and welcoming people from CALD backgrounds into a wide range of community activities.

Funding rounds in 2021-22

Annual funding of \$2 million is available under the CMQ program with priorities and criteria for multicultural events and projects reviewed each year to ensure alignment with the Queensland Government priorities.

The funding rounds in 2021-22 are:

- **Multicultural Events** – CLOSED (opened from 9 August 2021 to 12 September 2021)
- **Multicultural Projects** – open **Monday 1 November 2021 to 11.59pm, Friday 10 December 2021.**

What is considered a project?

A project is considered as:

- community-based activities to address an identified issue. Activities are conducted over a period of time with key deliverables/milestones and specified anticipated outcomes. For example, training workshops, skills development, capability development.
- 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.

2. Who is eligible to apply?

- Incorporated organisations operating as not-for-profit/charitable entities
- Non-government not-for-profit organisations
- Local Government Authorities (LGAs)
- P&C Associations.

Eligible organisations and associations must:

- have a registered and current Australian Business Number (ABN) that is not for a commercial entity or individual; or hold an exemption from registration
- 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 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 incorporated not-for-profit organisation, which has operations or delivers ongoing services in Queensland, to auspice your project. If successful in receiving funding, the auspicings organisation will be required to enter into a funding agreement, receive the funding and disburse to the applicant organisation at the start of the project, and to submit report/s. The auspicings organisation must have no overdue reports or performance issues for funding previously or currently provided by the department.

PLEASE NOTE: It is strongly encouraged that partnerships between organisations be established in the planning and delivery of projects. To explore partnering opportunities with community associations, cultural groups, and community organisations across Queensland, you can visit the [My Community Directory](#) and [Queensland Multicultural Resource Directory](#) websites.

3. Who is not eligible to apply?

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

4. Multicultural Projects

There are two categories for project funding under the 2021-22 funding round:

Category 1 – Economic and Social Participation Projects

Category 2 – Youth and Community Connection Projects

Funding categories and funding

Category 1 – Economic and Social Participation (E&SP) Projects

Funding purpose

Pathways to economic and social participation – projects based on identified need that aim to support economic and social participation.

Funding priority

To create opportunities to encourage the full participation of people from CALD backgrounds, including people who arrived in Australia as migrants or refugees, people seeking asylum, and distinct cultural groups such as Australian South Sea Islanders, in the cultural, economic, and social life of Queensland.

Funding available

One-off funding of up to \$40,000 is available for projects to be delivered from 1 July 2022 to 30 June 2023.

Mandatory funding criteria

The application must demonstrate:

- need for the project, including brief description of evidence of need.
- partnerships across diverse cultural groups, and/or general community groups such as community associations, sporting groups and service clubs, in the development and delivery of the project.
- a clear project plan with practical strategies and deliverables, and realistic performance measures that indicate increased economic and/or social participation for people from CALD backgrounds.
- organisational experience in the delivery of needs-based projects and working with diverse communities.
- a financial contribution, as well as the provision of a clear and justified budget.

Desirable funding criteria

- Demonstrate engagement with potential participants from CALD backgrounds or with people working directly with potential participants, in the design and delivery of the project.

Examples of E&SP projects:

Funding is available for projects that:

- support people from CALD backgrounds with pathways to employment
- engage with people from CALD backgrounds to improve understanding of and connections with the history and cultures of Aboriginal people, Torres Strait Islander people and Australian South Sea Islander people
- support community organisations, Councils and local industries to build their capacity to be responsive and inclusive of people from culturally and linguistically diverse backgrounds
- increase participation of people from CALD backgrounds in community associations, service clubs and sporting groups.

Category 2 – Youth and Community Connection (Y&CC) projects

Funding purpose

Community connectedness promotes a positive sense of wellbeing in young people from CALD backgrounds. Young people can experience a range of barriers such as discrimination and prejudice, social isolation, and difficulties feeling a sense of belonging within the broader Australian culture and/or in maintaining a sense of identification with their culture of origin – all of these barriers can hinder their participation in the community.

This category is for innovative projects that can assist with breaking down the barriers facing young people from CALD backgrounds that can result in feelings of disengagement or disconnection with community. These projects will enable young people to **feel heard, valued, supported and empowered**, resulting in their increased access to, and inclusion within the community.

Projects receiving funding under this category **must be led and driven by young people from CALD backgrounds**, through:

- organisations/groups consisting of young people, including young people from CALD backgrounds; **OR**
- organisations engaging and involving young people at every stage of the project.

Funding priorities

- Overcome barriers to inclusion and belonging within community
- Feel a greater sense of belonging within their local and the broader community
- Gain relevant experience and/or mentoring to support social and economic participation in the community
- Build upon their existing knowledge and skills to feel more confident within themselves and their abilities
- Seek further opportunities to participate and engage within their local and the broader community.

Target group

Young people from CALD backgrounds between the ages of 15 and 25 years.

Funding available

One-off funding of between \$5,000 to \$120,000 is available. Project implementation timeframe can be up to two years. Projects are to be delivered between 1 July 2022 to 30 June 2024.

Mandatory funding criteria

The application must:

- align clearly with the funding purpose and one or more of the funding priorities
- demonstrate that young people have had and will have meaningful input at every stage of the project including identifying and providing evidence of the barriers/needs, the planning and design, and the delivery and evaluation
- demonstrate organisational experience in engaging, supporting and facilitating young people-led and young people-driven community projects, including at-risk and disengaged young people
- demonstrate a clear project plan with practical strategies and deliverables, and realistic performance measures that indicate benefits for young people from CALD diverse backgrounds.

Examples of Y&CC projects:

- Increase participation and belonging through improved access to, and inclusion in, community activities such as sport, recreation, cultural and other activities
- Mentoring programs
- Assist families – young people, parents, carers and grandparents – to connect and prevent or resolve conflict
- Support employment pathways and options, including trades, volunteering and social enterprises
- Build on existing knowledge and skills to strengthen young people's well-being and ability to participate in their community
- Recognise and promote young people's contributions to the community
- Develop digital and/or online solutions to overcome barriers and reduce isolation
- Cross-cultural projects.

5. What applications will NOT be funded?

- Applications submitted by organisations who are **ineligible to apply** (refer to Section 3).
- Applications that **fail to address the category's funding purpose, priorities and mandatory funding criteria**.
- Projects that have a **focus on competitions, commercial or fundraising activities**.
- Projects held **outside of Queensland**.
- Projects that have been **fully funded by another funding agency**.
- **Conferences, research and academic studies**.
- Applications requesting project funding for a **multicultural festival or cultural event**, or for a project with funding sought mainly for the purpose of delivering a multicultural event.

6. What can funding be used for?

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 marketing of the project – **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 essential in engaging participants in project activities
- the purchase of equipment 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.

7. What can't funding be used for?

- Capital expenditure including:
 - the purchase, repair, extension or renovation of buildings
 - the purchase of a motor vehicle/s
 - office equipment such as computers, photocopiers
 - equipment that is not critical to the delivery of the project or engagement of participants
- Accommodation costs
- Travel costs not associated with participants engaging in project activities, including costs associated with project planning, airfares
- 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 project
- Retrospective funding for project activities already underway or completed.

The project funding round under the CMQ program is extremely competitive due to the high volume of applications received. Applicants are encouraged to also seek funding for their projects from multiple sources.

8. How to apply

Read these **Guidelines** carefully to determine the eligibility of your organisation and whether your application meets the relevant program/funding requirements for project funding.

- Visit the website at www.cyjma.qld.gov.au/cm-q-program for more information, including access to the online application, a help guide to assist you to complete and submit your online application, and information about previously funded projects.
- **Start planning and completing your online application early**, as well as seeking supporting information e.g. letters of support. This will ensure you have adequate time to gather information and supporting documentation to submit a completed application by the closing date.
- **Complete and submit your application online through SmartyGrants by 11.59pm, Friday 10 December 2021.** You can visit the website to access the online application or go to <https://maq.smartygrants.com.au>.
 - For any technical issues, you can contact SmartyGrants Technical Support on (03) 9320 6888.
 - In exceptional circumstances, the department may consider an alternative method of submitting an application. Please email the department at MAfunding@cyjma.qld.gov.au to discuss.
- **You will receive an acknowledgement email** from SmartyGrants once you submit 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.
- The SmartyGrants system will automatically shut off at midnight and will not allow applications to be submitted.
 - To ensure fairness to all applicants, applications and supporting documentation **will not be accepted** after the closing date.

Due to the high demand for funding, **only one application per category per organisation** can be accepted under this project funding round.

9. 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.

PLEASE NOTE: If currently funded organisations submitting applications have any **overdue** progress or Acquittal reports or have not contacted the department to discuss alternate arrangements for the submission of an overdue report, they will not be considered for funding.

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

- **Addressing the funding objective, priority/ies and criteria**
 - How strongly the proposed project aligns with the funding objective, funding priority and addresses the relevant mandatory criteria.

- **Benefits and delivery of the project**

- **Category 1** – The application is inclusive, based on sound evidence of need, is clear about the outcomes to be achieved, and demonstrates how the project is to be delivered.
- **Category 2** – The application is based on sound evidence of need, clearly demonstrates the engagement of young people in leading and delivering the proposed project, is clear about the outcomes to be achieved, and clearly demonstrates the benefits to young people.

- **Value for money/cost effectiveness**

- The extent to which the project has been costed realistically (justification of budget items), the level of contributions committed by the applicant organisation and/or level of funding obtained from other sources and provides value for money as demonstrated in the project budget.
- If the proposed project has obtained funding from other sources, these funds must be outlined in the proposed budget. This is to prevent any duplication of resources when funding is considered.

During the assessment process, applicants may be asked to submit further details or provide clarification.

The Assessment Panels 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 project, and the geographic spread of available funds across Queensland. Under Category 2, the panel will also note the extent of the engagement of young people in the proposed project.

10. Funding decisions

The process of assessment and decision making may take several months. Funding outcomes for multicultural projects under the CMQ program will be announced by the Minister for Multicultural Affairs. Refer to the website at www.cyjma.qld.gov.au/cm-q-program for relevant information and public notices. All applicants will be notified by email of the outcome of their application.

Due to the high demand for funding, or if funding has been sought for ineligible items, successful applicants may be offered a lower amount of funding than requested. In instances where funding approved is less than the requested amount, negotiation may be required to ensure the project is still viable with the reduced funding.

Please note that funding decisions are final and unsuccessful applications are not able to be reconsidered for funding.

Successful applicants

All applicants successful in receiving funding will be required to:

- **enter into a funding agreement** and comply with the requirements and conditions of the agreement, including complying with relevant laws and regulations in the delivery of the project:
 - complying with relevant requirements when working with children such as a Blue Card, and child protection policies and procedures. Visit www.cyjma.qld.gov.au/cm-q-program for an example of a funding agreement
 - complying with the principles of the *Human Rights Act 2019* to respect, protect and promote the human rights of participants. Visit <https://www.qld.gov.au/law/your-rights/human-rights> for more information
 - before accepting, ensure you carefully read the funding agreement, including funding deliverables, to ensure all information is correct

- **complete funding documentation and return to the department**, including:
 - an Electronic Funds Transfer form that provides the department with the applicant's bank account details required for the direct deposit of the funds
 - if registered for GST, complete an Agreement to Issue Recipient Created Tax Invoice form which allows the department to create an invoice on the applicant's behalf
 - if not registered for GST, issue an invoice to the department for the funding approved
 - completing and returning the relevant **funding documentation** to the department by the due date indicates your acceptance of the funding. Successful applicants who do not submit the completed documentation by the due date are indicating their non-acceptance of this funding and the offer may be withdrawn
- **acknowledge the Queensland Government funding** with the use of the Queensland Government crest (logo) on all promotional material associated with your funded project. Versions of the logo will be provided to you by the department
- **submit an online six-monthly Progress Report (if relevant) and an Acquittal Report** within six (6) weeks after the completion of your project
 - Applicants will receive email notification when the reporting template/s have been attached to your application in SmartyGrants. Reports must be submitted by the due date specified in the funding agreement and in SmartyGrants
- **request approval from the department for any proposed change to the funded project**, including any changes to the project activities. The organisation must receive approval from the department **BEFORE** any changes can be implemented. Not receiving approval or notifying the department is in breach of the funding agreement and may require the applicant to return some or all funding.

Please ensure when delivering project activities that funded organisations comply with COVID Safe requirements. For further information, please visit Queensland Health's website at <https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses>.

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 from the department for the first time, and has queries about any of the 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
- refer below to Section 12 for links to other funding programs.

11. Assistance

If after reading these Guidelines you still have questions about the program requirements, you can contact the department by emailing MAfunding@cyjma.qld.gov.au.

If you need advice in developing an 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 process.

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 – 5.00pm AEST, Monday to Friday.



If you have difficulty understanding this publication or other funding documents and need language assistance, please call the Translating and Interpreting Service (TIS National) on 13 14 50 and ask them to telephone the Queensland Department of Children, Youth Justice and Multicultural Affairs on 13 QGOV (13 74 68).

12. Other funding options

You can find information about a range of funding programs or grants opportunities that are managed by the different levels of government and private sectors at the following websites:

- **Federal Government**
Funding programs available within the Federal Government – www.grants.gov.au
- **Queensland Government**
Funding programs available within the Queensland Government – 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 – www.multiculturalaustralia.org.au/grants_list
www.qcross.org.au/grants/

13. 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.