

2021-22 CMQ Project Application - Youth and Community Connection Projects

Form Preview

Multicultural Project Application - Important Information

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.
- Engage young people in conversations about the funding and priorities so their involvement is from the beginning.
- 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 **Youth and Community Connection Projects** (*refer to Section 4 - 'Category 2 - Youth and Community Connection Projects' in the Funding Guidelines*).

COMPLETING THE ONLINE APPLICATION FORM

You may 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
- note this funding application form is for **one** project only.

WHEN TO SUBMIT

Online applications can be submitted anytime through SmartyGrants from **Monday, 1 November 2021 to 11.59pm, Friday, 10 December 2021. DUE TO THE COMPETITIVENESS OF THE FUNDING ROUND, 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.

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

PRIVACY NOTICE

The Department of 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

Youth and Community Connection Project Application

Please confirm you are seeking funding under **Category 2 - Youth and Community Connection** as applications are unable to be transferred from one category to another.

Are you seeking funding under Category 2 - Youth and Community Connection *

- 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:

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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 **'Who is eligible to apply'** on page 7 of the Funding Guidelines for information.

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

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

Yes No

Attach a letter from the auspicing organisation agreeing to auspice the project.

Attach a file:

Does 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 Registration Number. *

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

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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? (Maximum 100 words) *

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

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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

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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 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 for your organisation's ABN [here](#)

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

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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.

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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 \$120,000

Project Timeframe

- **Project implementation timeframe can be up to two years. Projects are to be delivered between 1 July 2021 to 30 June 2023**

Proposed Start Date *

Must be a date and no earlier than 1/7/2022.

Proposed End Date *

Must be a date and no later than 30/6/2024.

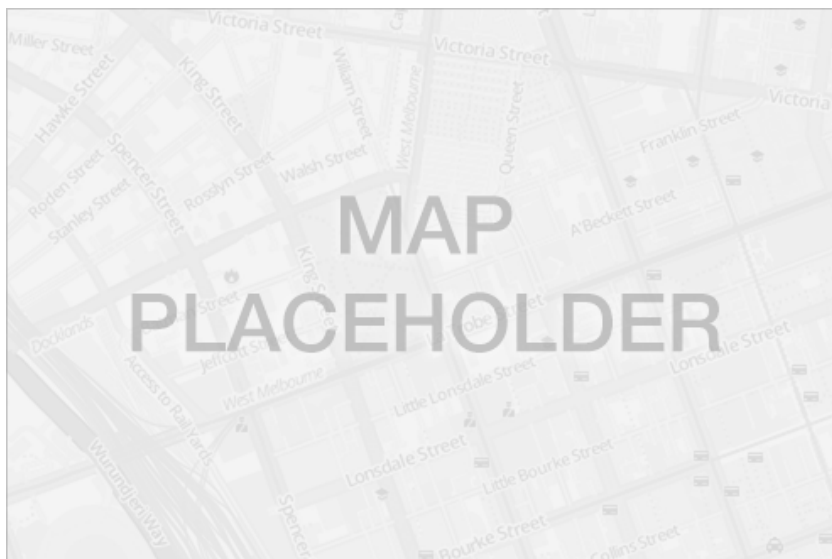
Project Location

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

Address

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

Indicate additional addresses if 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.

What is your experience in working with young people?

- ***Provide information about previous projects you have delivered that have been led and driven by young people.***

Response (Maximum 400 words) *

Word count:

Must be no more than 400 words.

What funding priorities does this project align with?

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Indicate the funding priorities your project aligns with

- Young people overcoming barriers to inclusion and belonging within the community
- Young people feeling a greater sense of belonging within their local and the broader community
- Young people gaining relevant experience and/or mentoring to support social and economic participation in the community
- Young people building upon their existing knowledge and skills to feel more confident within themselves and their abilities
- Young people seeking further opportunities to participate and stay engaged within their local and the broader community

Provide a description of your project

- ***It is important you provide a clear and concise description of your project, including the aims and the outcomes, and how your project aligns with the funding priorities.***
- ***Please note, this will be used to describe your project for marketing purposes***

Response (Maximum 300 words) *

Word count:

Must be no more than 300 words.

Who are the young people this project will be working with/targeting (project participants).

- **Provide information on the young people this project will be targeting**
- **Indicate the cultural backgrounds of the participants**
- **Indicate the age group of the participants**
- **Indicate how they will be engaged.**

Response (Maximum 400 words) *

Word count:

Must be no more than 400 words.

What are the barriers the young people (project participants) are facing?

- ***For example, are young people facing discrimination, prejudice, social isolation and/or difficulties feeling a sense of belonging?***

Response (Maximum 300 words) *

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Must be no more than 300 words.

Describe the specific issue or need you want to address.

What are the expected outcomes for the young people participating in the project?

- **For example, greater inclusion in the community, gaining more experience and/or mentoring to gain employment, engaging in community activities, feeling more supported and confident.**

Response (Maximum 300 words) *

Must be no more than 300 words.

How many young people will be engaged in the project?

Indicate the minimum number of young people (project participants) that will be engaged in the project. *

Must be a number.

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

Is this project being led and driven by young people from culturally diverse backgrounds?

Select from the following: *

Yes

No

Please note this funding is for youth-led and youth-driven projects. If you answer 'No' to this question, you will be assessed lower than other applications.

How will young people be engaged in each stage of the project?

- Provide information on how the young people will be engaged in every stage of the project, including identifying and providing evidence of the barriers/needs, the planning and design, the delivery and the evaluation.
- Provide information on the organisations engaged in the delivery of the project.

Response (Maximum 300 words) *

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Word count:

Must be no more than 300 words.

List the key activities to be delivered

- **Indicate the timeframe/approximate dates for the delivery of the activity.**

Please note, if successful in receiving funding, these activities will be used as project milestones.

Key project activities to be delivered	When will the activity be delivered

Section 4: Project Budget

* indicates a required field

Important Information

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?'*

ELIGIBLE ITEMS INCLUDE:

- **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 eg. youth workers/coordinators** - 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** that are critical to project participation - capped at up to \$1,000 per annum of the funding requested from the CMQ program (excludes airfares)
- **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

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- 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.

Insert the items of expenditure in the below table for the whole project, indicating the funding source e.g. CMQ program funding or Applicant's cash contribution or Applicant's in-kind contribution or Corporate Sponsorship or Other.

All amounts are to be GST exclusive.

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

Will you be contributing funding or in-kind support to this project or will be seeking funding from other sources?

- Indicate how much cash or in-kind support your organisation will be contributing.
- *If relevant, indicate if funding is being sought from other sources.*

Response (Maximum 200 words)

Word count:

Must be no more than 200 words.

Expenses

EXAMPLE BUDGET TABLE:

Expense Item Description Total Expense Amount CMQ Funding Amount

Non-recurrent salaries and on-costs 30000 20000

Equipment hire 2000 1000

Venue hire 4000 3000

Advertising 1500 1000

Catering 1000 500

Items	Total Expense Amount	CMQ Funding Amount
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).
	\$	\$
	\$	\$
	\$	\$

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	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Totals

Total Expense Amount

\$

This number/amount is calculated.

Total CMQ Funding Amount

\$

This number/amount is calculated.

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.

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

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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 5: 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"/>
----------------------	----------------------	----------------------

Position Title *

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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 priorities.**
- **Ensure all fields with a red asterisk (*) in the 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 in ensuring the sections have been completed before submitting. *

- SECTION 1 - Applicant Details
- SECTION 2 - Auspicing Organisation Details (if relevant)
- SECTION 3 - Project Details
- SECTION 4 - Budget
- SECTION 5 - 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

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.

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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:

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

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

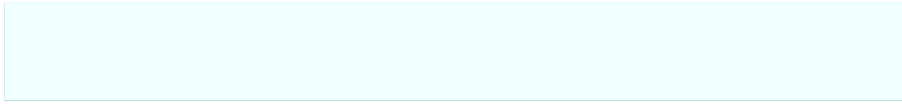
Was the application easy to complete?

- 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.

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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