

Celebrating Multicultural Queensland Program

Building an inclusive, harmonious and united Queensland

Funding Guidelines for Multicultural Projects



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.

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Multicultural Queensland Charter

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

- honouring the Aboriginal peoples and Torres Strait Islander peoples, the First Australians, whose lands, winds and waters we all now share, and their ancient and enduring cultures;
- acknowledging the achievements of our forebears, coming from many backgrounds, and that bringing together the cultures of people from many backgrounds forms an integral part of Queensland's identity; and
- recognising that diversity deepens and enriches our community and provides an invaluable asset for Queensland's future.

The **Multicultural Recognition Act 2016** establishes the Multicultural Queensland Charter, which has the following principles:

1. A shared commitment to Queensland and Australia, and a free and democratic society governed by the rule of law, fosters a strong and unified community.
2. The people of Queensland come from many diverse backgrounds and have worked, and continue to work together to build a prosperous, fair and harmonious Queensland.
3. The people of Queensland should be able to express and celebrate, in a lawful way, their cultural, linguistic and religious diversity.
4. Equal rights and responsibilities under the law and equitable access to the services provided or funded by the government for all people of Queensland helps build a fair community.
5. A shared commitment, among members of the Queensland community, to mutual respect, fair treatment and valuing the diversity of peoples in the community fosters a caring, safe and inclusive community.
6. The creation of opportunities that encourage the full participation of people from diverse backgrounds in the cultural, economic, political and social life of Queensland helps build a prosperous state.
7. Sustained, respectful and inclusive engagement between all individuals, groups and the government are a basis for mutual understanding.
8. A unified and harmonious community promotes a sense of belonging among its people and builds community confidence and resilience.

1. About the Celebrating Multicultural Queensland program

The Celebrating Multicultural Queensland (CMQ) program provides funding towards multicultural events and projects that engage culturally diverse communities, groups and individuals, and the broader community, to partner and contribute to building an inclusive, harmonious and united Queensland.

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

Program objectives

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

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

2. Who is eligible to apply for CMQ Funding?

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

Eligible organisations must:

- **have a registered and active Australian Business Number (ABN)** or hold an exemption from registration;
 - **If you are not incorporated or do not have an active ABN**, you can ask an eligible organisation to auspice your project. If successful in receiving funding, the auspicating organisation will be required to enter into a funding agreement, to receive the funds and to submit report/s.
- **have operations or deliver ongoing services in Queensland;**
- **hold public liability insurance** to the value of not less than \$10 million; or provide evidence of plans to obtain insurance to the value of not less than \$10 million to cover the proposed project; and
- **have no overdue reports**, or service delivery or performance issues for funding provided by the Department of Children, Youth Justice and Multicultural Affairs.
 - **Applications that have been submitted by funded organisations with overdue progress or acquittal reports at the time a funding round closes will be considered ineligible**
 - Overdue progress or acquittal reports are reports that have not been submitted by their due date. If the report is not yet due to be submitted, organisations are still eligible to apply.
 - **If you are unsure if you have any overdue reports or would like to organise alternate arrangements, please email MAfunding@cyjma.qld.gov.au before the funding round closes.**

Eligible auspicing organisations must:

- **have a registered and active ABN** or hold an exemption from registration;
- **have operations or deliver ongoing services in Queensland**;
- **hold public liability insurance** to the value of not less than \$10 million;
- **have no overdue reports** or service delivery or performance issues for funding provided by the Department of Children, Youth Justice and Multicultural Affairs; and
- **provide a signed letter** by the authorised officer agreeing to support the applicant and manage any approved funding
 - The letter must detail the support to be provided to the applicant and certify that the auspice organisation will be responsible for ensuring the funding is paid to the applicant and applied toward the funded project efficiently and in accordance with the terms of the funding.

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

3. Who is not eligible to apply?

- Individuals or commercial entities;
- Queensland State Schools;
- Queensland Government departments, agencies and statutory authorities;
- Australian Government departments, agencies and statutory authorities;
- Organisations based outside of Queensland who do not provide services in Queensland; and
- Organisations, including auspicing organisations, with overdue reports, or service delivery or performance issues for funding provided by the Department of Children, Youth Justice and Multicultural Affairs.

4. Multicultural Projects

Funding rounds

Funding rounds for Multicultural Projects **open on 1 October and close on 12 November each year** for projects to be delivered in the following financial year, for example:

- **Funding round opening on 1 October 2022 is for projects to be delivered from 1 July 2023**
- **Funding round opening on 1 October 2023 is for projects to be delivered from 1 July 2024.**

If you are looking for funding for a multicultural event, visit the website at www.cyjma.qld.gov.au/cmq-program for more information about the events funding round.

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

What is considered a project?

- 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.

Funding Categories

There are two categories for project funding under each funding round:

- **Category 1 – Economic and Social Participation (E&SP) Projects**
- **Category 2 – Youth and Community Connection (Y&CC) Projects**

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 in the cultural, economic, and social life of Queensland for people from culturally and linguistically diverse (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.
Funding available	One-off funding of up to \$40,000 is available for projects to be delivered from 1 July in the following financial year.
Mandatory Funding Criteria	<p>The application must demonstrate:</p> <ul style="list-style-type: none"> • 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 (ineligible items or exceeded funding caps will not be supported).
Desirable Funding Criteria (Not essential, but will strengthen the application)	<ul style="list-style-type: none"> • Demonstrate engagement with 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	<p>Funding is available for projects that:</p> <ul style="list-style-type: none"> • 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 and to remove discrimination and barriers to employment • 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	<p>Community connectedness promotes a positive sense of wellbeing in young people from culturally and linguistically diverse (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.</p> <p>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 increased access to, and inclusion within the community.</p>
Funding priorities	<ul style="list-style-type: none"> • 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 broader communities.
Eligible Target group	<p>To be eligible, the project must include young people between the ages of 15 and 25 years.</p>
Funding available	<p>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 from 1 July in the following financial year.</p>
Mandatory Funding Criteria	<p>Projects under this category must be led and driven by young people, through:</p> <ul style="list-style-type: none"> • organisations/groups consisting of young people; OR • organisations engaging and involving young people at every stage of the project. <p>The application must:</p> <ul style="list-style-type: none"> • 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 • demonstrate a financial contribution, as well as the provision of a clear and justified budget (ineligible items or exceeded funding caps will not be supported).

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

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.

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 website at www.mycommunitydirectory.com.au/Queensland, or the Multicultural Resource Directory at <https://www.cyjma.qld.gov.au/multicultural-affairs/multicultural-communities/queensland-multicultural-resource-directory>.

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

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 program objectives, 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 CMQ funding be used for?

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

- non-recurrent salaries and on-costs for fixed term or short-term/casual workers and external consultants/contractors for the purpose project delivery – **capped at 70%** of the CMQ program funding
- equipment hire
- venue hire
- advertising and marketing of the project
- food and catering
- travel and transport costs associated with participants engaging in project activities (**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 CMQ program funding, for example:
 - stage/venue equipment
 - musical instruments
 - costumes or uniforms
 - sports equipment
- costs of materials that are required for the project
- other administration required for the project.

7. What can't CMQ 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 and transport 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; and
 - 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 delivered.

8. How to apply

- **Ensure you carefully read these guidelines** to determine whether your application meets the relevant **program/funding requirements for project funding**.
- **Submit your application and requested documents online** through SmartyGrants at <https://maq.smartygrants.com.au> by 11:59pm 12 November of each year.

- Visit the CMQ program website at www.cyjima.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.
- **Ensure you start planning and completing your application early**, as well as seeking supporting information. This will ensure you have adequate time to gather information and supporting documentation to submit a completed application by the closing date. **Please note, applications or supporting documentation, will not be accepted after the closing date.**
- **Responses to application questions must be provided in the form** and cannot be submitted as attachments or links.

- **Submit an Electronic Funds Transfer (EFT) form and if registered for GST, an Agreement to Issue Recipient Created Tax Invoice (RCTI) form as part of your application. Refer to Attachments 1 and 2 for examples of completed forms.**

- To ensure funding is provided to successful applicants as quickly as possible after the funding announcement, EFT and RCTI forms are required to be uploaded as part of your application. **Submitting these forms does not guarantee your organisation will receive funding.**
- The EFT form provides the department with the organisation's bank account details required for the direct deposit of the funds.
- **If you are not registered for GST and are successful in receiving funding**, you are not required to complete the RCTI form and will instead be requested to provide an **invoice** for the approved funding amount. **If you do not submit an invoice by the due date, you will be indicating that you are not accepting the funding and the offer will be withdrawn. Refer to Attachment 3 for an example invoice.**

An acknowledgement email from SmartyGrants will be sent to you once you have successfully submitted your application and requested documents. **If you do not receive an acknowledgement email, your application has not been submitted.** Check your application for errors and resubmit. If your application does not submit, contact SmartyGrants Technical Support on (03) 9320 6888.

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

9. Assistance

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

If you need support with grant applications, please contact the Community Development and Training Coordinator, Ethnic Communities Council of Queensland (ECCQ), by emailing advocacy@eccq.com.au. You can also visit ECCQ's website at <https://eccq.com.au/what-we-do/strengthening-communities/community-sector-development/> to access online and easily accessible resources and information on education workshops.

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

10. How will applications be assessed?

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

If organisations submitting applications have any **overdue** progress or Acquittal report, or have not contacted the department to discuss alternate arrangements for the submission of an overdue report, **they will be ineligible**.

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

- **Addressing the funding purpose, priorities and mandatory/eligibility funding criteria**
 - The extent to which the proposed project aligns with the funding purpose, one or more of the funding priorities and addresses the relevant eligible/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.
 - The application includes a budget table indicating the income and expenses for the delivery of your project which is to be completed accurately. Refer to **Attachment 4** for an example of a completed budget table.

Applicants may be asked to submit further details or provide clarification during the assessment process.

The Assessment panel will recommend funding allocations through a merit-based process, taking into consideration:

- how strongly the application addresses the above criteria;
- the applicant's capacity to plan and deliver the proposed project;
- the geographic and demographic spread of available funds;
- the in-kind and cash contributions committed by the applicant and/or level of funding obtained from other sources; and
- for Category 2: the extent of the engagement of young people in the planning and delivery of the proposed project.

Please note, the assessment of applications is performed through SmartyGrants and only information included within the submitted application will be reviewed and assessed.

11. Funding decisions

Funding outcomes for multicultural projects under the CMQ program are expected to be announced by the Minister for Multicultural Affairs by the end of March each year.

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

Due to the high demand for funding, successful applicants may be offered a lower amount of funding than requested. In instances where the funding approved is less than the requested amount, and before the funding is provided, the department will contact the applicant to discuss the possible renegotiation of project deliverables, and where required, to request a revised budget to confirm the project is still able to be delivered.

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

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

12. Successful applications

All applicants successful in receiving funding will be required to:

Enter into a funding agreement	<ul style="list-style-type: none"> • Comprises an approval letter, funding guidelines, your submitted application, and the Terms and Conditions. • “Particulars” in the Terms and Conditions means your submitted application. • Ensure you comply with any relevant laws and regulations, such as the requirements for working with children, in the delivery of the project.
Acknowledge the Queensland Government funding	<ul style="list-style-type: none"> • The Queensland Government crest must be included on all promotional material associated with the funded project. The files for the crest and the instructions for their use will be provided to you by the department.
Invite the Minister for Multicultural Affairs to funded project activities	<ul style="list-style-type: none"> • The Minister would welcome an opportunity to participate, if available. The department will provide contact details for sending an invitation.
Submit an online six-monthly progress report (if relevant) and Acquittal Report within six weeks after the completion of the funded project	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> – It is recommended that you familiarise yourself with the sample progress and acquittal report available at www.cyjma.qld.gov.au/cm-q-program before you submit your application so you understand the reporting obligations which come with receiving public funding. – The department may request the return of grant funds if they are unspent at the time of acquittal or due to breaches of the funding agreement.

<p>Submit an online Variation Form to request approval for any proposed changes to the funded project (outlined in the application).</p>	<ul style="list-style-type: none"> • This form will be attached to your application within SmartyGrants. • Approval must be sought for any changes to the funded activities, dates, locations or scope at least 28 days prior to the activity being delivered. • Where relevant, changes must also be endorsed in writing by the auspicing organisation. • The organisation must also advise the department immediately if the project is unable to be delivered. • It is extremely important the organisation notify and receive approval before any changes are implemented – not to do so will be a breach of the Terms and Conditions of the funding agreement and may require the organisation to return all funding.
<p>Ensure COVID-Safe project activities</p>	<ul style="list-style-type: none"> • In delivering your project, ensure you comply with the current public health and social measures set out by the Queensland Government. • Visit https://www.covid19.qld.gov.au/government-actions for more information.

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

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

13. Unsuccessful applications

All applicants unsuccessful in receiving funding:

- will receive a notification email/letter;
- can refer to the following links for a range of additional funding programs or grant opportunities that are managed by the different levels of government and private sectors:
 - **Australian Government** – Funding programs available within the Australian Government.
<https://www.communitygrants.gov.au/>
<https://www.business.gov.au/Grants-and-Programs>
 - **Queensland Government** – Funding programs available within the Queensland Government.
<http://www.grants.services.qld.gov.au>
 - **Local Government** – Contact details for local councils to discuss funding programs available.
<https://www.statedevelopment.qld.gov.au/local-government/local-government-directory/search-the-local-government-directory>
 - **Other funding programs** – Government and Philanthropic funding opportunities available:
<https://www.qcross.org.au/grants/>
https://www.multiculturalaustralia.org.au/grants_list
- visit the Ethnic Communities Council of Queensland (ECCQ) website at <https://eccq.com.au/what-we-do/strengthening-communities/community-sector-development/> to access online and easily accessible resources and information on education workshops. You can also contact the Community Sector Manager at ECCQ by emailing advocacy@eccq.com.au for support with grant applications.


14. Glossary of Terms

Acquittal report	This report is required to be completed by grant recipients to provide information on how funds have been administered in accordance with the terms and conditions of the funding agreement. An acquittal report summarises how the funded activity was delivered against the objectives of the grant as well as including a budget to provide details on how the funds were spent.
Auspice	An agreement where one organisation (the 'auspicing organisation') agrees to administer funding on behalf of a group that is not incorporated (the 'auspiced organisation'). If the funding application is successful, the auspicing organisation then receives and administers the funding to the auspiced group so that the auspiced group can complete the funded activity.
Australian South Sea Islander peoples	Australian South Sea Islander peoples are the Australian-born direct descendants of people who were brought (in the main) to Australia between 1863 and 1904 to work as indentured labourers in the primary industries.
Charitable institutions	Institutions granted letters patent under the <i>Religious Educational and Charitable Institutions Act 1861</i> (Qld).
Criteria	An element or standard by which the application will be judged or decided.
Culturally diverse	People from migrant and refugee backgrounds, people seeking asylum, and Australian South Sea Islander peoples.
Grant	A grant is a sum of money given to groups or organisations for a specified purpose directed at achieving objectives and outcomes consistent with specific guidelines, applications and policies.
Incorporated	Being incorporated means an organisation has a legal identity of its own, recognised by State and Federal Governments, and is separate and distinct from the individuals who form or make up the group.
Ineligible	Applicants or items that are not permitted under the relevant guidelines.
In-kind contribution	Includes an estimated value for non-cash contributions such as services, equipment, venues, time and materials.
Intercultural	Intercultural is the interaction between people from two or more different cultural backgrounds.
Local Government	Bodies constituted under the <i>Local Government Act 2009</i> (Qld) and <i>City of Brisbane Act 2010</i> (Qld).
Non-recurrent salaries and on-costs	Payments and wages for temporary or short-term/casual workers for the purpose of delivering the project. On-costs are the additional costs associated with employing a worker and include Payroll Tax, Workers Compensation, Superannuation, and Long Service Leave.
Not-for-profit/charitable organisations	Not-for-profit organisations legally registered in Australia and are one of the following entity types: <ul style="list-style-type: none"> • Incorporated Association • Company • Cooperative • Indigenous Corporation
Progress report	This report will provide an update on the progress of project activities against project deliverables and can be used to advise of any issues with project delivery.
Objectives	Objectives are the big picture aims or goals which a policy, plan, program or project seeks to achieve. For example, targeted activities to engage regional multicultural communities.
Outcome	The result of goals and strategies that have been achieved. For example, people in the community are receiving information on employment pathways which has assisted in gaining employment.
Queensland Universities	Universities established under a university Act.

ATTACHMENT 1 – Sample Completed EFT Form

All organisations are required to submit a completed and signed EFT Application form with their application.

A sample of a completed EFT Application form is provided below for your information. Please ensure you provide all information and ensure the details on this form are the same as the information on your invoice (if required to be provided, e.g., address, telephone number, remittance email). Incorrect or incomplete forms will delay the processing of payments.

EFT Application Form Electronic Deposit of Vendor Payments		 Department of Children, Youth Justice and Multicultural Affairs	
Please return completed form to: Email: MAfunding@cyma.qld.gov.au		The Privacy Statement The collection of personal information on this form and any attachments is authorised under the <i>Financial Accountability Act 2009</i> for the purpose of administering vendor account setups and maintenance. Your personal information will not be disclosed to other parties without your consent unless required or authorised by or under law.	
Post: Multicultural Affairs Department of Children, Youth Justice and Multicultural Affairs PO Box 15009 City East QLD 4002			
To be completed by the applicant			
Applicant's Name: (Business Name if applicable)	ABC Company		
ABN:	12 345 678 910		
Postal Address:	1 Smith Street Brisbane QLD	Postcode:	4567
Telephone:	(07) 1234 5678	E-mail for Remittance	accounts@abccompany.org.au
Remittance advices will be sent to the above address.			
We hereby agree that all payments are to be made by way of Electronic Funds Transfer (EFT) to the following account:			
BANK ACCOUNT DETAILS			
Name of Financial Institution:	Bank of Australia		
Account Name:	ABC Company		
BSB No. (6 Digits)	123 456	Account Number:	9876 54321
On Behalf of The Grantee	Note: Please ensure that this form is signed and certified as correct by <u>two</u> members of your executive or committee responsible for your activities.		
Authorised Person One			
Full Name:	John Doe		Date:
Position:	Chief Executive Officer	1 January 2021	
Signature:	<i>John Doe</i>		
Authorised Person Two			
Full Name:	Mary Smith		Date:
Position:	Secretary	1 January 2021	
Signature:	<i>Mary Smith</i>		
For Office Use Only			
Name:		Vendor No:	
Signature:		Date:	
MAQ01234			

Ensure only one email address is provided for remittances.


Ensure you provide the name of your bank.

Ensure two people complete and sign the form with a signature not initials of a name eg JD.

ATTACHMENT 2 – Sample Completed RCTI Form

All organisations registered for GST are required to submit a completed and signed Agreement to Issue Recipient Created Tax Invoices (RCTI) form with their application.

A sample of a completed RCTI form is provided below for your information. This allows the department to raise an invoice on your behalf. Please ensure you complete the form correctly as incorrect or incomplete forms will delay the processing of payments.



ABN: 25 166 523 889

Department of Children, Youth Justice and Multicultural Affairs

**AUSTRALIAN BUSINESS NUMBER (ABN) &
GOODS AND SERVICES TAX (GST) ADVICE FORM**

Organisation Name: _____

ABN Number:

GST Registered? YES NO

Check your GST status to ensure you are registered. Visit the website at www.abr.businesss.gov.au to check.

AGREEMENT TO ISSUE RECIPIENT CREATED TAX INVOICES

The following conditions will apply:

- The Grantee and The Department must be registered for GST when the Tax Invoice is issued;
- The Grantee will not issue a Tax Invoice in respect of the supply of services under this Agreement;
- The Grantee acknowledges that it is registered for GST and agrees to notify The Department if the Grantee ceases to be registered or if ceases to satisfy any of the requirements relating to Recipient Created Tax Invoices; and
- The Department acknowledges that it is registered for GST and agrees to notify The Grantee if The Department ceases to be registered or if it ceases to satisfy any of the requirements relating to Recipient Created Tax Invoices.

<i>On Behalf of The Grantee</i>	<i>On behalf of the Department</i>
Signature: <u>John Doe</u>	Signature: _____
Print Name: <u>John Doe</u>	Print Name: _____
Position: <u>Chief Executive Officer</u>	Position: _____
Date: <u>1 January 2021</u>	Date: _____

Ensure you only complete the details on the left side for the 'Grantee'.

PLEASE COMPLETE AND RETURN WITHOUT DELAY

<p>Email to: MAfunding@cyjma.qld.gov.au</p>	<p>Post to: Celebrating Multicultural Queensland Program Multicultural Affairs Department of Children, Youth Justice and Multicultural Affairs PO Box 15009 CITY EAST QLD 4002</p>
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ATTACHMENT 3 – Sample Invoice

If you are successful in receiving funding and are not registered for GST, you will be required to provide an invoice for the approved funding amount.

A sample invoice is provided below for your information, showing all relevant information required to be included on an invoice.

Please ensure the information in the invoice matches the details provided in the EFT Application form (Attachment 1) such as address, email for remittance, bank account details. This will ensure there will be no delays on the processing of your payment.

Please note: if you do not submit an invoice by the due date, you will be indicating that you are not accepting the funding and the offer will be withdrawn

Organisation name and ABN number
ABC Company
 ABN: 12 345 678 910

Organisation address, telephone, number and email address for remittances.
 1 Smith Street
 Brisbane QLD 4567
 (07) 1234 5678
 accounts@abccompany.org.au

INVOICE
 INVOICE # 001
 Date: 01/01/2021

Invoice number
Invoice date

Description of funding
Approved funding

TO:
 Department of Children, Youth Justice and Multicultural Affairs
 PO Box 15009
 CITY EAST QLD 4002
 Email MAfunding@cyjma.qld.gov.au

QTY	DESCRIPTION OF SUPPLY	UNIT VALUE	TOTAL
1	2020-21 Celebrating Multicultural Queensland program – Project funding round – MAQ01234 – ‘Delivery of Multicultural Project’	\$38,000	\$38,000
TOTAL AMOUNT PAYABLE			\$38,000

Please make payment within 14 days.

Indicate number of days payment is to be made

Insert Account name, BSB number and the account number of the account that funds will be deposited

FUNDS TO BE DEPOSITED INTO THE FOLLOWING ACCOUNT:
 Account Name: ABC Company
 BSB: 123 456
 Account Number: 9876 54321

ATTACHMENT 4 – Sample Budget Table – Income and Expenses

The application includes a budget table to indicate the income and expenses for the delivery of your project.

Sample Income and Expenses tables are provided below for your information.

Income	Amount	Confirmed / Pending
CMQ Program Funding – up to \$120,000 per annum	\$71500	Pending
Applicant's cash contribution	\$2000	Confirmed
Applicant's in-kind contribution	\$4000	Confirmed
Corporate sponsorship	\$0	
Other – (provide details)		
- Department of Funding	\$2500	Pending
TOTAL INCOME	\$80000	

Following is important information to know when completing the expenses table:

- only seek funding for eligible items and do not exceed the capped amounts – refer to Sections 6 and 7 in these guidelines for more information.
- provide an itemised list of the expense items, the total amount of that expense including GST, and the amount of CMQ funding that will contribute to that expense.
- provide a clear description of each expense item (e.g., 'Transport hire for people to participate in project activities' rather than 'Travel expenses').
- use whole dollar amounts (no cents) and do not use commas (e.g., 1000 not 1,000).
- insert '0' against items in the CMQ funding column where funding is not being requested.

Expense Item Description	Total Expense Amount (GST inclusive amount)	CMQ Funding Amount
Non-recurrent salaries and on-costs <i>(capped at 70% of CMQ funding)</i>	\$55000	\$50000
Equipment hire	\$5000	\$5000
Venue hire	\$7000	\$6000
Purchase of education materials for project workshops	\$2500	\$2000
Advertising and promotion	\$4000	\$3500
Food and catering	\$2000	\$1500
Transport hire for people to participate in project activities <i>(excluded airfares)</i>	\$2000	\$1500
Equipment purchase – sports equipment <i>(capped at \$2,000 per annum)</i>	\$2500	\$2000
TOTAL EXPENSES	\$80000	\$71500

	Total Income	Total Expenses	Deficit / Surplus <i>(must be \$0)</i>	CMQ Funding Amount
TOTAL INCOME AND EXPENSES	\$80000	\$80000	\$0	\$71500

Please note: providing an incomplete, incorrect or unrealistic budget table of income and expenses will impact the eligibility and assessment of your application.