



Celebrating Multicultural Queensland Program

Building an inclusive, harmonious and united
Queensland

Funding Guidelines for Multicultural Events



Need help in your language?

If you have difficulty understanding this publication or other funding document
call **1800 512 451** and ask for an interpreter.



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1. Overview of the program

Multicultural Affairs Queensland (MAQ) administers the Celebrating Multicultural Queensland (CMQ) program as an annual, open competitive grants program to provide funding towards multicultural events and projects that engage culturally and linguistically diverse communities, groups and individuals, and the broader community, to partner and contribute to building an inclusive, harmonious and united Queensland.

MAQ acknowledges the cultural diversity of First Nations peoples. However, for the purposes of these guidelines, the term 'culturally and linguistically diverse' refers to people from migrant and refugee backgrounds, people seeking asylum and Australian South Sea Islander peoples.

Outcomes-based model

From 2024-25, the CMQ program is shifting towards an outcomes-based model. Outcomes-based grants is a new approach that focuses on achieving specific, measurable outcomes and long-term impacts.

Outcomes are the specific changes that result from your activity. Think of it as outcomes = results/changes. For example, improved intercultural connections, new skills or more confidence are all outcomes.

For applicants, focusing on measurable outcomes and supporting these with evidence-based evaluation can help to demonstrate and communicate how you are achieving your intended results.

This approach will allow us to better understand the impact of our grants, and to make informed decisions about how to allocate resources in the future.

The application form will provide guidance on how to identify and measure outcomes for your event.

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



Applicant eligibility

You are eligible to apply if you are a:

- not-for-profit/charitable organisation legally registered in Australia;
- Local Government body;
- State School P&C Association;
- charitable institution established through specific legislation; or
- Queensland University.

And you must:

- have a registered and active Australian Business Number (ABN);
- be an organisation that is based in Queensland; and
- have no overdue reports, service delivery or performance issues for funding provided by MAQ.
 - You are ineligible if you have overdue progress or acquittal reports at the time a funding round closes. If you are required to submit a report but it is not yet due, you are still eligible to apply.
 - If you are unsure if you have any overdue reports or would like to organise alternate arrangements, please email funding@maq.qld.gov.au a minimum of seven (7) days before the funding round closes.

If you are not incorporated OR do not have an active ABN:

You can ask an eligible organisation to auspice your application. If successful in receiving funding, the auspicings organisation will enter into a funding agreement, receive the funds, and carries the financial risk and legal responsibility for activities of the auspiceds organisation.

You are not eligible to apply if you are a:

- Individual or Sole Trader
- Commercial entity;
- Queensland State School;
- Queensland Government department, agency or statutory authority;
- Australian Government department, agency or statutory authority;
- Diplomatic mission, consular post or other representative office;
- Political party;
- Union; or
- an organisation not operating and delivering active services in Queensland.



2. Multicultural Events

What is considered an event?

- A cultural event that celebrates the traditions of people from a particular cultural group or community, together with the wider community; usually held on a date of cultural significance or as a celebration of cultural heritage.
- A festival that showcases the cultures and traditions of multiple cultural groups to enhance appreciation and recognition of the diverse cultures in Queensland and increases intercultural connections and social inclusion.

Funding rounds

The funding round for multicultural events **opens on 1 June each year** for events to be held in the following calendar year, for example:

- **Funding round opening on 1 June 2024 is for events to be delivered in 2025**
- **Funding round opening on 1 June 2025 is for events to be delivered in 2026.**

The 2024-25 funding round for multicultural events closes on 30 June 2024.

The funding round for **multicultural projects** opens on 1 October and closes on 12 November each year. Go to the [Celebrating Multicultural Queensland program](#) webpage for information about project funding.

Funding purpose

The purpose of the funding is to support events and festivals that increase intercultural connections and social inclusion by bringing together the people of Queensland to build an inclusive, harmonious and united community.

Funding outcomes

Events funded under the CMQ program will:

- improve appreciation of cultural diversity;
- increase understanding of new and emerging culturally and linguistically diverse communities*;
- increase a sense of belonging by people from a culturally and linguistically diverse background;
- improve feelings of social inclusion by people from a culturally and linguistically diverse background;
or
- increase intercultural connections between people from various backgrounds.

* Refer to the Glossary of Terms on page 13 for a definition of new and emerging culturally and linguistically diverse communities.

Target Beneficiaries

Applications **must demonstrate** that the event will engage people who identify as being from a culturally and linguistically diverse background, specifically people from migrant and refugee backgrounds, people seeking asylum, and Australian South Sea Islander peoples, as the target audience/participants for the event, including contributing towards the planning and delivery process.

Grant levels

The maximum grant levels are:

- **One-off funding up to \$10,000** (excluding GST) for **Category One events**.
- **One-off funding up to \$20,000** (excluding GST) for **Category Two events**.

Funding rounds under the CMQ program are extremely competitive. Due to the high demand, only two applications per applicant will be accepted.

Funding offers are one-off with no ongoing commitment.

Applicants are encouraged to seek funding from multiple sources for their event.

Funding categories and criteria

	Category One events – up to \$10,000 (excluding GST)	Category Two events – up to \$20,000 (excluding GST)
Mandatory Criteria	<ul style="list-style-type: none"> • Aligns with one or more of the Funding Outcomes. • Presents a reasonable and viable budget with justified expenditure items. • Must be open and promoted to the public. 	<ul style="list-style-type: none"> • Aligns with one or more of the Funding Outcomes. • A large scale/established event undertaken: <ul style="list-style-type: none"> – annually in the past five years; or – every two years in the past six years. <p><i>Due to COVID-19, events are not required to have been held in 2020 or 2021.</i></p> • Has an average attendance of: <ul style="list-style-type: none"> – 8,000 or more (for events in Brisbane, Logan and Gold Coast regions); or – 5,000 or more (for events outside of Brisbane, Logan and Gold Coast). • Demonstrates strong community support. • Demonstrates engagement and active involvement with people from multiple culturally and linguistically diverse groups in the planning and delivery of the event. • Presents a reasonable and viable budget with justified expenditure items. • Demonstrates a reasonable cash contribution by the applicant. • Must be open and promoted to the public.



Desirable Criteria (Not essential, but will strengthen the application)	<ul style="list-style-type: none"> • Demonstrates low or no entry costs to ensure events are accessible to the community. • Demonstrates strategies to strengthen the event’s funding base to increase sustainability, such as alternative or other sources of funding. • Demonstrates a financial cash contribution from the applicant organisation and other sources. • Demonstrates an in-kind contribution from the applicant organisation and other sources. 	<ul style="list-style-type: none"> • Demonstrates low or no entry costs to ensure events are accessible to the community. • Demonstrates strategies to mentor new and emerging associations to build their event and their volunteer management capabilities. • Demonstrates strategies to strengthen the event’s funding base to increase sustainability and support future expansion, such as other sources of funding. • Demonstrates cash contributions from other sources.
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We encourage partnerships between organisations in the delivery of events. Partnerships are important for fostering innovation, cross-cultural collaboration and whole-of-community engagement in building an inclusive, harmonious and united Queensland. To explore partnering opportunities with community associations, cultural groups, and community organisations across Queensland, you can go to:

- the My Community Directory website at www.mycommunitydirectory.com.au/Queensland; or
- the Multicultural Resource Directory at <https://www.dcssds.qld.gov.au/our-work/multicultural-affairs/multicultural-communities/multicultural-affairs-queensland-mailing-list-resource-directory/search-multicultural-resource-directory>.

What can CMQ funding be used for?

Expenses must directly relate to the delivery of the event and be essential for its delivery. Further detail on expenses can be found in **Attachment 2 – Glossary of Expenditure Types**.

Non-recurrent Salaries & On-costs	Capped at 50% of the funding from the CMQ program. Non-recurrent salaries, wages and on-costs for short-term or casual workers to deliver the event.
Equipment Hire	Capped at \$5,000 of the funding from the CMQ program.
Venue Hire	Capped at \$5,000 of the funding from the CMQ program.
Advertising & Promotion	Capped at \$3,000 of the funding from the CMQ program.
Food and Catering	Capped at \$1,000 of the funding from the CMQ program.
Transport Assistance	Capped at \$500 of the funding from the CMQ program. Transport assistance to reduce barriers for people to attend the event.
Performers & Entertainment	
Auspicing Fees	
Cleaning and rubbish removal	
Security Expenses	

What can't CMQ funding be used for?

Capital expenditure	For equipment or assets of any kind, for example: the purchase, repair, extension or renovation of land; buildings; motor vehicles; stage/venue equipment; musical instruments; costumes or uniforms; office equipment such as computers and photocopiers; or devices of any kind.
Accommodation costs	
Travel costs	Including airfares, fuel, and event planning travel costs.

Recurrent costs	For example: ongoing staff costs; established positions within the organisation; and core functions of the organisation.
Photography and videography costs	
Livestreaming costs	
Software and licenses	
Website development or enhancement	
Prizes, trophies, awards, donations, gifts or souvenirs	
Costs that are not essential or not related to the proposed event	
Retrospective funding	For event activities already underway or delivered.

3. Applying for funding

To be eligible for funding, your event must:

- be held in **Queensland**.
- be **only one event**.
For example, an application seeking funding for a New Year event in March, a Spring Festival in April and a football tournament in May is not eligible. A separate application must be submitted for each individual event.
- **not** have a focus on:
 - **competitions, or commercial activities**.
 - **fundraising for charity**, or where the entire event surplus is going to charity.
 - **award ceremonies**.
 - **career and employment expos**.
 - **conferences, seminars, symposiums, research, and academic studies**.
 - **celebrating an anniversary or milestone of the applicant**, or a **celebration of the applicant’s clients**.
- **not** have been **already approved for funding under the CMQ program**.
- **not** have been **fully funded by another funding agency**.

If your application does not meet the eligibility criteria, it will not be assessed.

To submit an application:

- **Ensure you carefully read these guidelines** to assess if your application/event is eligible and meets the funding round criteria.
 - Read the terms and conditions at https://www.hpw.qld.gov.au/_data/assets/pdf_file/0011/3422/shortformtermsconditions.pdf
 - Preview the sample *Event Acquittal Report* template at <https://www.dcssds.qld.gov.au/cmq-program>.
- **Complete your application online** through SmartyGrants at <https://maq.smartygrants.com.au>.
 - Ensure you start completing your application early. This will ensure you have enough time to submit a completed application by the closing date.
 - Ensure you focus on the quality of your application and respond directly to assessment criteria.

- Letters of support and additional supporting documents are not required as part of the application.
- **Attach an Electronic Funds Transfer (EFT) form as part of the application.**
 - Submitting the EFT form does not guarantee your organisation will receive funding.
- **Submit the application by the closing date and time.** An acknowledgement email from SmartyGrants will be emailed to you once you have successfully submitted your application.

SmartyGrants will automatically close at 11.59pm on 30 June 2024 and will not allow applications past this time. Please ensure you allow enough time to submit your application.

Applications and supporting documentation will not be accepted after this time to ensure fairness to all applicants.

4. Assistance

If you still have questions about the CMQ program, you can email MAQ at funding@maq.qld.gov.au.

If you need help 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.

For help with completing your application form, refer to the *SmartyGrants – Help Guide for Applicants* at <https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>.

For further help, you can visit the [Ethnic Communities Council of Queensland's \(ECCQ\) website](#) for information on upcoming education workshops and to access their [Online Learning Hub](#) for easily accessible courses and resources.

To ensure everyone can apply, MAQ is accepting applications in your preferred language.

If you would like to submit your application in language, please email us at funding@maq.qld.gov.au **no later than 21 June 2024.**

5. How will applications be assessed?

An initial check will be conducted by MAQ to ensure eligibility of the applicant and the proposed initiative.

Applicants will be notified of an ineligible application within six (6) weeks of the funding round closing.

Eligible applications will be progressed to an Assessment Panel who will assess each application through a merit-based process against this criteria:

- **Strengthens the Local Community** – The event will increase intercultural connections and social inclusion.
- **Contribution to Outcomes** – Includes clear outcome aims and aligns with program outcomes.
- **Rationale**
 - It is clear what the event is celebrating and any cultural significance.
 - It is clear why the event is needed, and why the activities will produce the expected outcomes.
- **Evidence of Community Support** – Indicates partnerships, and that the community supports the event.
- **Event Plan** – Clearly identified planning milestones that are realistic and achievable.

- **Access and Equity**
 - The targeted beneficiaries align with our target groups.
 - Applicant has adequately considered gender issues and other access issues.
 - Applicant has adequately considered the choice of venue.
- **Applicant Capacity** – Has skills, experience, and resources to deliver the event.
- **Budget** – Presents a reasonable and viable budget with justified expenditure items and represents value for money and a social return on investment.

The Assessment panel will recommend funding allocations, taking into consideration:

- how it compares to other similar events;
- the geographic and demographic spread of available funds; and
- any previous service delivery and performance issues.

6. Funding decisions

The assessment process is expected to take several months.

All applicants will be notified by email of the outcome of their application. Go to the website at <https://www.dcssds.qld.gov.au/cm-q-program> for relevant information and public notices.

Due to the high demand, successful applicants may be offered a lower amount of funding than requested. In instances where the funding offer is less than the amount requested, negotiation of the event scope may be required.

There is no guarantee that previous successful applicants will receive funding or receive the same amount of funding as previously provided.

Funding decisions are final.

Unsuccessful applications and funding offers to successful applicants will not be reconsidered.

7. Successful applications

All successful applicants will be required to:

Enter into a funding agreement	<ul style="list-style-type: none"> • Comprised of the approval letter, funding guidelines, the submitted application, and the Terms and Conditions, as amended from time to time. • 'Particulars' in the Terms and Conditions means the submitted application. • Ensure you comply with any relevant laws and regulations, such as requirements for working with children, in the delivery of the event.
Hold public liability insurance to the value of not less than \$10 million	<ul style="list-style-type: none"> • The successful applicant organisation, or auspice organisation, must hold public liability insurance to the value of not less than \$10 million that covers the event, and any other relevant insurance as may be required.
Acknowledge the Queensland Government funding	<ul style="list-style-type: none"> • Use the Queensland Government crest on all promotional material associated with the funded event. 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 the event	<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.
Notify the department of any changes to the event contacts	<ul style="list-style-type: none"> • The organisation must immediately inform the department in writing of any changes to the: <ul style="list-style-type: none"> - organisation contact details; - organisation Contact Person details; - secondary Organisation Contact Person details; and - event Contact Person details.
Submit an online <i>Event Details Confirmation</i> form	<ul style="list-style-type: none"> • An <i>Event Details Confirmation</i> form will be attached to the original application in SmartyGrants two months prior to the month of the event. • The form must be submitted by the due date.
Submit an online <i>Variation Request Form</i> to request approval for any changes to the event	<ul style="list-style-type: none"> • Send an email to funding@maq.qld.gov.au to request a <i>Variation Request Form</i>. The department will attach the form to the application in SmartyGrants. • Approval must be requested as soon as you become aware of the need for any changes to the activity title, dates, locations, proposed attendance, event activities or scope. • The organisation must also advise MAQ immediately of the cancellation of the event. • The organisation must notify and receive approval from MAQ before any changes are implemented
Submit an online <i>Event Acquittal Report</i> within six weeks after delivery of the event	<ul style="list-style-type: none"> • Funding recipients will receive an email notification when the report template has been attached to the original application in SmartyGrants. • The report must be submitted by the due date.

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.

8. Unsuccessful applications

All unsuccessful applicants will be notified by email of the outcome of their application.

If you are unsuccessful, other funding programs or grant opportunities managed by the different levels of government and private sectors may be of interest:

- **Australian Government** – Funding programs available within the Australian Government.
<https://www.grants.gov.au/>
<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 options** – Government and philanthropic funding opportunities available:
<https://www.qcross.org.au/grants/>

- **Ethnic Communities Council of Queensland (ECCQ)** website at <https://eccq.com.au/strengthening-communities/strengthening-multicultural-community-associations/> to access easily accessible online resources and information on education workshops.
- **Community Door** is a resource and information hub managed by the Queensland Council of Social Service for Queensland's community services sector. For resources and links to fundraising, philanthropy, grants and funding sources, go to <https://communitydoor.org.au/resources/fundraising-and-philanthropy#0-text-nav-item-3>.

Unsuccessful applicants can ask for feedback on their application up to four weeks after they are notified of the outcome.

9. Help with running successful events

Events in Queensland, Best Practice Guidelines for event delivery in Queensland

To assist event organisers, the Department of the Premier and Cabinet (DPC) produced the **Events in Queensland, Best Practice Guidelines for event delivery in Queensland** which is available for download at <https://www.qld.gov.au/about/events-awards-honours/events/running-events/>. The document outlines guiding principles for event organisers interacting with the Queensland Government and local government authorities to enable them to successfully plan and manage an event. While the guidelines are targeted toward medium sized events, they could be used for most event types.

You can also find a range of templates to help event and festival organisers on the website. Templates cover aspects such as event budget, event management, marketing and communications, risk management and event site plans and are provided as support and guidance materials only.

10. Privacy

We treat your personal information according to the *Information Privacy Act 2009*. This includes letting you know:

- what personal information we collect;
- why we collect your personal information; and
- who we give your personal information to.

In submitting a grant application, you agree to the Queensland Government collecting your personal information, including your name, contact details and role in your organisation, to assess your application and for the purpose of grants administration. If you do not provide this information, we cannot assess your grant application.

The Queensland Government may also use and disclose information collected about you under this grant in any other Queensland Government business or function. This includes disclosing grant information on the Department of Child Safety, Seniors and Disability Services website and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us in your application, including personal information, with other State entities, the responsible Minister and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by law.

11. Glossary of Terms

Acquittal	A report that ensures grant recipients have administered grant funds responsibly and in accordance with the terms and conditions of the funding agreement. An acquittal report includes information that summarises how the funded activity aligns against the approved objectives of the grant. It also provides a financial statement detailing how the funds were spent.
Auspice	An agreement where one organisation (the ‘auspicing organisation’) agrees to administer funding on behalf of a group that is not incorporated (the ‘auspiced organisation’). If 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 established through specific legislation, for example institutions granted letters patent under the <i>Religious Educational and Charitable Institutions Act 1861 (Qld)</i> .
Criteria	An element or standard by which the application will be judged or decided.
Culturally and Linguistically Diverse (CALD)	For the purposes of this program, refers to groups and individuals 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 policies.
Incorporated	Being incorporated infers that an organisation has a legal identity of its own, recognised by State and Federal Governments, and is separate and distinct from the individuals who form or make up the group.
Ineligible	Applicants or items that are not permitted under the rules of the program.
In-kind contribution	Includes an estimated value for non-cash contributions such as services, equipment, time, and materials.
Intercultural	Intercultural is the interaction between people from two or more different cultural backgrounds.
New and Emerging Communities	New and emerging communities identifies communities of migrants and refugees that have recently arrived in Australia and that may need additional support in the settlement process. They are usually defined as having a Queensland wide population of less than 10,000 people, of which a significant proportion have arrived in the last five years.
Non-recurrent Salaries, Wages and On-costs	Payments and wages for short-term or casual workers for the purpose of delivering the event. On-costs are the additional costs associated with employing someone, including Payroll Tax, Workers Compensation, Superannuation, and Long Service Leave.
Not-for-profit / charitable organisations	Not-for-profit organisations legally registered in Australia and are either an Incorporated Association; Company; Cooperative; or Indigenous Corporation.
Objectives	Objectives are the big picture aims or goals which a policy, plan, program, or project seeks to achieve. For example, targeted communication and outreach in the community.
Outcomes	Outcomes are the changes that have occurred for the beneficiaries of the initiative. Generally, outcomes can be framed as an increase or decrease in one or more of the following: <ul style="list-style-type: none"> • skills, knowledge, confidence, aspiration, motivation; • actions, behaviour, change in policy; and/or • social, financial, environmental, physical conditions.

Attachment 1 – Sample Budget Table

The application includes budget tables to indicate the income and expenses for the delivery of your event. The Sample Income and Expenses tables are provided below for your information.

INCOME			
Funding Requested			Amount
Amount of CMQ Funding Requested			\$5000
Additional Income	Funding Source Description	Status of Funds	Amount
Applicant's cash contribution		Confirmed	\$5000
Applicant's in-kind contribution	Venue Hire	Confirmed	\$1000
Corporate sponsorship	Kellogg's	Confirmed	\$2500
Other Queensland Government grant	Department of Health	Unconfirmed	\$1000
Other (please specify)	Entrance Fees	Unconfirmed	\$2500
TOTAL INCOME			\$17000

EXPENDITURE			
Expense Type	Description (if required)	CMQ Funding Amount	Total Expense Amount
Non-recurrent Salaries Wages On-costs		\$1000	\$2000
Equipment Hire	Lighting and sound equipment	\$750	\$3000
Venue Hire	In-kind venue hire	\$0	\$1000
Advertising & Promotion		\$1000	\$2000
Food and Catering	Catering	\$500	\$3000
Transport Assistance	Minibus hire for people to take part in event activities	\$250	\$1000
Performers & Entertainment		\$1000	\$2500
Additional Expense Type	Description	CMQ Funding Amount	Total Expense Amount
Auspicing Fees		\$500	\$500
Other (please specify)	Basketball uniforms	\$0	\$2000
TOTAL EXPENSES		\$5000	\$17000


Budget Totals	Total Income	Total Expenditure	Budget Surplus or Deficit
	\$17000	\$17000	\$0

Attachment 2 – Glossary of Expenditure Types

Expenditure Type	Description of Expense
Advertising and Promotion	This expenditure type covers all advertising, marketing and promotion fees paid by non-profits while marketing, advertising and promotion of events and services, etc. It <i>includes</i> all printing relating to promotional material and website maintenance, design, content (not capitalised) and <i>excludes</i> any marketing staff and management salaries.
Auspecting Fees	This expenditure type is for fees paid by a non-profit organisation to another organisation for providing auspecting support. The auspecting organisation signs agreements, carries financial risk and legal responsibility for activities of the auspected organisation.
Cleaning and Rubbish Removal	This expenditure type is for all costs attached to general cleaning and cleaning materials, including waste disposal.
Equipment Hire	This expenditure type is for all hiring or operating leasing costs of equipment by the non-profit organisation.
Fees and Permits	This expenditure type is for any fees and permits that are specifically required for the event
Food and Catering	This expenditure type is for any food and catering costs incurred by the non-profit organisation.
Health and safety	This includes first aid costs
Management Fees	A fee charged for overseeing and executing administrative tasks associated with the delivery of the event.
Performers and Entertainment	Costs relating to entertainment and performers should be included in this expenditure type.
Postage, Freight and Courier	This expenditure type is for all freight, postage, stamps, franking costs and courier costs incurred by the non-profit organisation.
Printing and Stationery	This expenditure type includes all administrative costs associated with printing and stationery incurred by the non-profit organisation such as photocopying and purchase of paper. * It excludes the costs incurred in printing promotional materials (these are to be included to Advertising and Promotion).
Non-recurrent Salaries, Wages and On-costs	This expenditure type is for all salaries and wages paid to staff employed by the non-profit organisation on a short-term or casual basis for the delivery of the event. On-costs are the additional costs associated with employing someone including Payroll Tax, Workers Compensation, Superannuation, and Long Service Leave.
Security Expenses	This expenditure type is for the costs of security paid for the event.
Telephone and Fax Charges and Internet	This expenditure type is for all telephone costs incurred by the non-profit organisation. Internet costs are included here as these are usually included on the telephone bill.
Transport Assistance	This expenditure type is for costs to provide transport assistance to reduce barriers for people to attend the event.
Utilities	This expenditure type includes the cost of utilities during the event (e.g. electricity, gas and excess water rates).
Venue Hire	It includes venue and exhibition costs such as theatre, performance, rehearsal or exhibition space, front of house costs.

Attachment 3 – Sample EFT Application form

Ensure **all fields** are completed and it is signed and certified as correct by two members of your executive or committee. 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	
<input type="button" value="Clear form"/>		The Privacy Statement The collection of personal information on this form and any attachments is authorised under the Privacy Act 2009 for the purposes of maintenance. You are not required to provide information to other parties without your consent or under law.	
To be completed by the applicant			
Applicant's Name: (Business Name if applicable)	ABC Association Inc		
ABN:	12 345 678 910	Telephone:	(07) 1234 5678
Postal Address:	1 Smith Street, Brisbane QLD	Postcode:	4001
E-mail for Remittance:	accounts@abcassociation.com		
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		
Bank Account Name:	ABC Association		
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 by two members of your executive or committee responsible for financial activities.		
Authorised Person One			
Full Name:	John Doe		
Position:	President	Date:	01/01/2023
Signature:	<i>John Doe</i>		
Authorised Person Two			
Full Name:	Mary Smith		
Position:	Treasurer	Date:	
Signature:	<i>Mary Smith</i>		
For Office Use Only			
Name:	Vendor No:	Grant ID:	
Signature:	Date:		

EFT Application Form - version 2.2

Ensure only one email address and one phone number is provided. All remittances from the Queensland Government will be sent to this email address.

Ensure you include the name of your bank and the name of your account.

Ensure the BSB has 6 digits and the bank account number is correct.

Ensure you provide the names and position titles of both authorised persons.

Ensure two people complete verify the form details and sign with a signature. Typing a name or initials (e.g. JD) is not permitted.