

Celebrating Multicultural Queensland program

Building an inclusive, harmonious and united Queensland

2020-21 Funding Guidelines for Multicultural Projects

For projects to be delivered from 1 July 2021

**Funding round opening on Wednesday, 3 February 2021 and
closing 10.00am, Monday, 15 March 2021**

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An electronic copy of this report is available on the Department of Children, Youth Justice and Multicultural Affairs' website at www.dlgrma.qld.gov.au/cm-q-program.

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About the Celebrating Multicultural Queensland Program

The Celebrating Multicultural Queensland (CMQ) program provides funding towards multicultural events and projects that engage people from culturally diverse backgrounds, including people who arrived in Australia as migrants or refugees, people seeking asylum, members of diverse cultural groups and the wider community, to contribute to building an inclusive, harmonious and united Queensland.

Funding for the CMQ program has increased from \$1 million to \$2 million annually for three years from 2018-19 to 2020-21. Each year, the priorities and criteria for multicultural events and projects will be reviewed to ensure they align with Queensland Government goals.

With the current increased funding to 2020-21, the CMQ program is also supporting:

- **Regional Partnerships Projects** – Targeted one-off funding of \$100,000 per annum over three years provided to Balonne, Bulloo and Paroo Shire Councils to deliver demonstration projects, with community-based delivery partners and local communities, to implement strategies to strengthen welcome and inclusion.

Program objectives

The objectives of the CMQ program, in alignment with the Multicultural Queensland Charter (refer to page 14 of these guidelines), are to provide funding for events and projects that promote:

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

Funding rounds in 2020-21

In **2020-21**, the CMQ program will deliver two funding rounds:

- **Multicultural Events** – closed (opened from 21 August 2020 to 25 September 2020)
- **Multicultural Projects** – currently open (**3 February 2021 to 10.00am, 15 March 2021**).

What is considered a project?

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

PLEASE NOTE: Applications submitted under a project funding round for a multicultural festival or cultural celebration, or for a project with funding sought only for the delivery of a multicultural festival or a cultural event, will be ineligible.

Multicultural Projects

There are two categories for project funding under the 2020-21 funding round:

Category 1 – Economic and Social Participation Projects

Category 2 – Youth and Community Connection Projects

Funding categories and funding

Category 1 – Economic and Social Participation Projects

Funding purpose

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

Funding priority

To create opportunities to encourage the full participation of people from culturally diverse backgrounds, including people who arrived in Australia as migrants or refugees and people seeking asylum, in the cultural, economic, and social life of Queensland.

Funding is available for projects that, for example, relate to:

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

Funding available

One-off funding of up to \$40,000 is available for projects to be delivered from 1 July 2021 to 30 June 2022.

Mandatory funding criteria

- Demonstrate the need for the project, including brief description of evidence of need.
- Demonstrate 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.
- Demonstrate a clear project plan with practical strategies and deliverables, and realistic performance measures that indicate increased economic and/or social participation for people from culturally diverse backgrounds.
- Demonstrate organisational experience in the delivery of needs-based projects and working with diverse communities.
- Demonstrate a financial contribution, as well as the provision of a clear and justified budget.

Desirable funding criteria

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

Category 2 – Youth and Community Connection projects

Funding purpose

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

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

Funding priorities

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

Target group

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

Funding available

One-off funding of between \$5,000 to \$120,000 is available. Project implementation timeframe can be up to two years. Projects are to be delivered between 1 July 2021 to 30 June 2023.

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

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

Mandatory funding criteria

The project:

- clearly aligns with the funding purpose and one or more of the funding priorities
- demonstrates 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
- demonstrates organisational experience in engaging, supporting and facilitating young people-led and young people-driven community projects, including at-risk and disengaged young people
- demonstrates a clear project plan with practical strategies and deliverables, and realistic performance measures that indicate benefits for young people from CALD backgrounds.

Examples of projects:

- Increasing participation and belonging through improved access to and inclusion in community activities such as sport, recreation, cultural and other activities
- Mentoring programs
- Assisting families – young people, parents and grandparents – to connect and prevent or resolve conflict

- Supporting employment pathways and options, including trades, volunteering and social enterprises
- Building on existing knowledge and skills to strengthen young people's well-being and ability to participate in their community
- Recognising and promoting young people's contributions to the community
- Development of digital or online solutions to overcome barriers and reduce isolation
- Cross-cultural projects.

Who is eligible to apply?

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

Eligible organisations and associations must:

- have a registered and current Australian Business Number (ABN) that is not for a commercial entity or individual; or hold an exemption from registration; or be able to complete a Statement by Supplier form (refer to the Australian Taxation Office at <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/> for more information)
- have operations or deliver services in Queensland
- hold public liability insurance to the value of not less than \$10 million, or provide evidence of plans to obtain insurance to the value of not less than \$10 million to cover the proposed project
- have no overdue reports, or service delivery or performance issues for funding previously or currently provided by the Department of Children, Youth Justice and Multicultural Affairs (the Department).

Applicants with overdue Acquittal Reports at the time a funding round closes will not be considered for funding. To check if you are up to date with your reports, please email MAfunding@dlgrma.qld.gov.au.

If you are not incorporated, you can ask an eligible organisation which has operations or delivers services in Queensland, to auspice your project. If successful in receiving funding, the auspicing organisation will be required to enter into a funding agreement, receive the funding and disburse to the applicant organisation at the start of the project, and to submit report/s. The auspicing organisation must have no overdue reports or performance issues for funding previously or currently provided by the Department.

PLEASE NOTE: To explore partnering opportunities with community associations, cultural groups, and community organisations across Queensland, you can visit the [My Community Directory](http://www.mycommunitydirectory.com.au/Queensland) website at www.mycommunitydirectory.com.au/Queensland, or the [Queensland Multicultural Resource Directory](https://www.dlgrma.qld.gov.au/multicultural-affairs/multicultural-communities/queensland-multicultural-resource-directory) at <https://www.dlgrma.qld.gov.au/multicultural-affairs/multicultural-communities/queensland-multicultural-resource-directory>.

Who is not eligible to apply?

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

What applications will NOT be funded?

- Applications submitted by organisations who are **ineligible to apply** (refer to 'Who is not eligible to apply').
- Applications that **fail to address the category's funding purpose, priorities and mandatory funding criteria**.
- Projects that have a **focus on competitions, commercial or fundraising activities**.
- Projects held **outside of Queensland**.
- Projects that have been **fully funded by another funding agency**.
- **Conferences, research and academic studies**.

What can funding be used for?

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

- non-recurrent salaries and on-costs for fixed term or short-term/casual workers, volunteers and external consultants/contractors for the purpose of the project – *capped at 70% **per annum** of the funding requested from the CMQ program*
- equipment and venue hire – *capped at up to \$10,000 **per annum** of the funding requested from the CMQ program*
- advertising and marketing of the project – *capped at up to \$5,000 **per annum** of the funding requested from the CMQ program*
- catering – *capped at up to \$1,000 **per annum** of the funding requested from the CMQ program*
- costs of materials that are required for the project
- telecommunication and other administration.

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

What can't funding be used for?

- Capital expenditure including:
 - the purchase, repair, extension or renovation of buildings
 - the purchase of a motor vehicle/s
 - the purchase of equipment or devices of any kind, for example:
 - stage/venue equipment
 - musical instruments
 - costumes or uniforms
 - sports equipment
 - office equipment such as computers, photocopiers.
- Accommodation costs.

- Travel costs, including hiring of transport, airfares and fuel.
 - In recognition of the transport restrictions in rural and remote areas in Queensland, travel costs may be considered if it is critical in fostering full participation in activities by project participants.
- Any recurrent costs, for example:
 - ongoing staff costs
 - established positions within the organisation
 - core functions of the organisation.
- Prizes, trophies, awards, donations, gifts or souvenirs.
- Costs that are not essential or not related to the proposed project.
- Retrospective funding for project activities already underway or completed.

How to apply

Ensure you carefully read these Guidelines to determine whether your application meets the relevant program/funding requirements.

Applications are submitted online through SmartyGrants. Visit the website at www.dlgrma.qld.gov.au/cm-q-program for more information, including access to the application form, a help guide to assist you to complete and submit your form, and contact details for any technical issues.

Applications must be completed and submitted online through SmartyGrants by **10.00am on Monday, 15 March 2021**. The SmartyGrants system will automatically shut off at midnight and will not allow applications to be submitted.

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

Please ensure you start completing your application and seeking supporting information early, e.g. letters of support. This will ensure you have adequate time to gather information and supporting documentation to submit a completed application by the closing date.

APPLICATIONS, INCLUDING SUPPORTING DOCUMENTATION, WILL NOT BE ACCEPTED AFTER THE CLOSING DATE.

If you have successfully submitted your application, you will receive an acknowledgement email from SmartyGrants. **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.

If you do not have an internet connection or are unable to access the online application, you can contact the Department on (07) 3215 2500 to request a hard copy of the application form. You can post your completed application to Celebrating Multicultural Queensland program, Department of Children, Youth Justice and Multicultural Affairs, PO Box 15009, CITY EAST QLD 4002 – postmarked before the closing date.

In exceptional circumstances, the Department may consider an alternative method of submitting an application. Please email the Department at MAfunding@dlgrma.qld.gov.au to discuss.

How will applications be assessed?

An initial check will be conducted by the Department to ensure eligibility of the applicant and the application aligns with the funding requirements.

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

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

- **Addressing the funding priority and criteria**
 - How strongly the proposed project aligns with the funding objective, funding priority and addresses the relevant mandatory criteria.
- **Benefits and delivery of the project**
 - Category 1 – The application is inclusive, based on sound evidence of need, is clear about the outcomes to be achieved, and demonstrates how the project is to be delivered.
 - Category 2 – The application is based on sound evidence of need, clearly demonstrates the engagement of young people in leading and delivering the proposed project, is clear about the outcomes to be achieved, and clearly demonstrates the benefits to young people.
- **Value for money/cost effectiveness**
 - The extent to which the project has been costed realistically (justification of budget items), the level of contributions committed by the applicant organisation and/or level of funding obtained from other sources and provides value for money as demonstrated in the project budget.
 - If the proposed project has obtained funding from other sources, these funds must be outlined in the proposed budget. This is to prevent any duplication of resources when funding is considered.

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

The Assessment Panels will recommend funding allocations through a merit-based process, taking into consideration how strongly the application addresses the above criteria, the applicant's capacity to plan and deliver the proposed project, and the geographic spread of available funds across Queensland. Under Category 2, the panel will also note the extent of the engagement of young people in the proposed project.

Funding decisions

The process of assessment and decision making may take several months.

Funding outcomes for multicultural projects under the Celebrating Multicultural Queensland program will be announced by the Minister for Multicultural Affairs. Refer to the website at www.dlgrma.qld.gov.au/cm-q-program for relevant information and public notices. All applicants will be notified by email of the outcome of their application.

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

FUNDING DECISIONS ARE FINAL AND UNSUCCESSFUL APPLICATIONS WILL NOT BE RE-CONSIDERED.

IMPORTANT TO NOTE: As the Celebrating Multicultural Queensland program is highly competitive, and funding is provided through a merit-based process, there is no guarantee that previous successful applicants will receive funding when next applying for a project.

Successful applicants

All applicants successful in receiving funding will be required to:

- **enter into a funding agreement** and comply with the requirements and conditions of the agreement, including complying with relevant laws and regulations in the delivery of the project:
 - complying with relevant requirements when working with children such as a Blue Card, and child protection policies and procedures. Visit www.dlgrma.qld.gov.au/cm-q-program for an example of a funding agreement.
 - complying with the principles of the Human Services Quality Standards to take into consideration the rights and individual needs of participants. Visit www.communities.qld.gov.au/industry-partners/funding-grants/human-services-quality-framework/overview-standards for more information.
 - before accepting, ensure you carefully read the funding agreement, including funding deliverables, to ensure all information is correct.
- **complete funding documentation and return to the Department**, including:
 - an Electronic Funds Transfer form that provides the Department with the applicant's bank account details required for the direct deposit of the funds
 - if registered for GST, complete an Agreement to Issue Recipient Created Tax Invoice form which allows the Department to create an invoice on the applicant's behalf OR
 - if not registered for GST, issue an invoice to the Department for the funding approved.
- **acknowledge the Queensland Government funding** with the use of a logo on all promotional material associated with your funded project. This will be provided to you by the Department.
- **submit an online six-monthly Progress Report (if relevant) and an Acquittal Report** within six (6) weeks after the completion of your project.
 - Applicants will receive email notification when the reporting template/s have been attached to your application in SmartyGrants. Reports must be submitted by the due date specified in the funding agreement and in SmartyGrants.
- **request approval from the Department for any proposed change to the funded project**, including any changes to the project activities. The organisation must receive approval from the Department **BEFORE** any changes can be implemented. Not receiving approval or notifying the Department is in breach of the funding agreement and may require the applicant to return some or all funding.

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

Completing and returning the relevant **funding documentation** to the Department by the due date indicates your acceptance of the funding. Successful applicants who do not submit the completed documentation by the due date are indicating their non-acceptance of this funding and the offer may be withdrawn.

Successful applications may be advertised in Queensland Government publications and websites. An applicant must inform the Department if the organisation does not want their contact information made public.

If an organisation is receiving funding from the Department for the first time, and has queries about any of the requirements under the funding agreement, please contact the Department for advice via MAfunding@dlgrma.qld.gov.au.

Unsuccessful applications

All applicants unsuccessful in receiving funding:

- will receive feedback in their notification letter
- can contact the **Community Funding Access Advisor** at Multicultural Australia Ltd on (07) 3337 5400 or email amelias@multiculturalaustralia.org.au who can assist in identifying other possible funding options
- refer to '**Other funding options**' on page 13 for links to other funding programs.

Assistance

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

If you need advice in developing an application, or if you require information about other sources of funding, you can contact the **Community Funding Access Advisor** at Multicultural Australia Ltd on (07) 3337 5400 or email amelias@multiculturalaustralia.org.au. Multicultural Australia Ltd is independent of the grant assessment process.

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



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Other funding options

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

- **Federal Government**
Funding programs available within the Federal Government – www.grants.gov.au/
- **Queensland Government**
Funding programs available within the Queensland Government – www.grants.services.qld.gov.au
- **Local Government**
Contact details for local councils to discuss funding programs available – www.dlgrma.qld.gov.au/local-government/local-government-directory/search-the-local-government-directory
- **Other funding programs**
Government and Philanthropic funding opportunities available – www.multiculturalaustralia.org.au/grants_list

Multicultural Queensland Charter

The **Multicultural Recognition Act 2016** recognises the valuable contribution of culturally diverse groups to the Queensland community, promotes Queensland as a united, harmonious and inclusive community, and ensures services provided by government are responsive to the cultural diversity of our communities.

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

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