Celebrating Multicultural Queensland program

Funding Guidelines

2026-27 Multicultural Events Round 2
For events to be delivered from 1 July to 31 December 2027

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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1. About the program

The Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism, through Multicultural Affairs Queensland, administers the Celebrating Multicultural Queensland (CMQ) program.

The CMQ program is a bi-annual, competitive grants program that provides funding towards **multicultural events and festivals** across Queensland.

The CMQ program engages culturally and linguistically diverse communities, groups and individuals, and the broader community, to partner and contribute to building an inclusive, harmonious and united Queensland.

For these guidelines, the terms 'multicultural' and 'culturally and linguistically diverse' refer to people from migrant and refugee backgrounds, people seeking asylum and Australian South Sea Islander peoples.

The department recognises and values the cultural diversity of First Nations peoples.

Purpose

The purpose of the CMQ program is to support events and festivals that increase intercultural connections and support social inclusion for culturally and linguistically diverse communities by bringing Queensland communities together.

Objectives

In line with the Multicultural Queensland Charter, the CMQ program supports events and festivals that:

- promote and celebrate Queensland's multicultural identity;
- increase understanding, intercultural connections, and community participation among culturally and linguistically diverse groups and the broader local community.

Program outcomes

Funded events and festivals must achieve one or more of the following outcomes:

- improved appreciation of cultural diversity throughout Queensland;
- increased understanding of new and emerging* culturally and linguistically diverse groups in local communities;
- increased sense of belonging for people from a culturally and linguistically diverse background;
- improved feelings of social inclusion for people from a culturally and linguistically diverse background; or
- increased intercultural connections between people from various backgrounds.

* Refer to the Glossary of Terms for a definition of new and emerging communities.

Applicants should clearly identify the outcomes their activity will achieve and how these outcomes will be measured. Outcomes are the changes, benefits or impacts that occur as a result of the funded activity, such as increased community participation, stronger intercultural connections, improved social inclusion, or a greater sense of belonging.

The application form includes guidance to help applicants identify appropriate outcomes and evaluation methods. This information assists the department to understand the impact of funded activities and inform future funding decisions.

Monitoring and reporting

Applicants must collect information about the outcomes of their events or festivals. This may include:

- attendance numbers
- examples of how the event or festival helped people connect across cultures.

This information can be collected, for example, from surveys or by asking people for feedback.

2. Eligibility

Applicant eligibility

Applicants will be eligible to apply if they are a not-for-profit and/or charitable organisation and one of the following entity types:

- Incorporated association;
- Company limited by guarantee;
- Company limited by shares registered as a charity with the Australian Charities and Not-for-profits Commission (ACNC);
- Cooperative;
- Aboriginal and Torres Strait Islander corporation;
- Local Government Authority (Council);
- State School P&C Association;
- Organisation established through an Act of Parliament;

- Queensland University;
- Unincorporated association with an auspicing arrangement; or
- Social enterprise listed in the Social Enterprise Finder or the Queensland Social Enterprise Council directory.

And you must:

- have an active Australian Business Number (ABN) in the same name used in the application;
- have an Australian bank account name in the name of the legal entity;
- be located in and/or actively provide services within the state of Queensland;
  - Applicants with an ABN registered outside of Queensland will be required to provide details and evidence of actively providing services in Queensland.
- have no overdue reports, outstanding financial matters, or unresolved performance issues with Multicultural Affairs Queensland.
  - Applicants are ineligible if they have overdue progress or acquittal reports, outstanding reporting or performance issues, or any outstanding debts owing to Multicultural Affairs Queensland at the time the funding round closes. If you are unsure if you have any outstanding matters, please email funding@maq.qld.gov.au at least seven (7) days before the funding round closes.

If you are an unincorporated association OR an eligible legal entity without an active ABN:

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

Ineligible legal entities cannot apply under an auspicing arrangement.

Who cannot apply?

You are not eligible to apply if you are a:

- Unincorporated association without an auspicing arrangement;
- Individual or Sole Trader;
- Company limited by shares (without ACNC registration);
- Any other type of 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 located in and/or delivering active services within Queensland.

Event eligibility

To be eligible, the event must:

- be held in Queensland;
- be open and promoted to the public;

- 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 will be ineligible. **A separate application must be submitted for each individual event.**
- demonstrate it will engage people 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.

3. What will be funded?

What events will be funded?

- **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.
- **An intercultural sporting event** that brings together multicultural communities and the wider community to celebrate diversity, foster mutual respect and understanding, and build stronger connections.
- **A multicultural 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.

What events will not be funded?

- Events that have a focus on:
  - competitions, including tournaments (large-scale or multi-day sporting competitions);
  - commercial activities;
  - fundraising for charity, or where the event surplus is going to charity.
  - award ceremonies;
  - career and employment expos;
  - conferences, expos, seminars, symposiums, research, and academic studies;
  - celebrating an anniversary or milestone of the applicant, or a celebration of the applicant's clients.
- Events already approved for funding under the CMQ program.
- Events fully funded by another funding agency.

4. Funding information

Funding amounts

The maximum funding amounts are:

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

Please note that offers of funding are one-off with no ongoing commitment.

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

Funding rounds

In 2026-27, the program will have two funding rounds for events to be held in 2027:

ROUND 1 – For events to be held between 1 January and 30 June 2027	**Opens on 11 June 2026 and closes on 12 July 2026.**
ROUND 2 – For events to be held between 1 July and 31 December 2027	**Opens on 5 October 2026 and closes on 2 November 2026.**

Funding for **multicultural projects** is available under the Strengthening Communities Multicultural Grants program. Visit www.dwatsipm.qld.gov.au/scmg-program for information about this program.

Funding categories and criteria

	Category One events	Category Two events

Mandatory Criteria	• Aligns with one or more of the Funding Outcomes.
	• Presents a reasonable and viable budget with justified expenditure items.
		• Aligns with one or more of the Funding Outcomes.
		• Presents a reasonable and viable budget with justified expenditure items.
		• A large scale/established event undertaken:
		  ○ annually in the past five years; or
		  ○ every two years in the past six years
		• Has an average attendance of:
		  ○ 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.
		• Demonstrates a reasonable cash contribution by the applicant.

Desirable Criteria (Not mandatory, but will strengthen the application)	• Demonstrates low or no entry costs to ensure the event is 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 cash contribution from the applicant organisation and other sources. • Demonstrates an in-kind contribution from the applicant organisation and other sources.	• Demonstrates low or no entry costs to ensure the event is accessible to the community. • 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. • Demonstrates strategies to mentor new and emerging associations to build their event and their volunteer management capabilities.

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 www.dwatsipm.qld.gov.au/our-work/multicultural-affairs/multicultural-communities/multicultural-affairs-queensland-mailing-list-resource-directory/search-multicultural-resource-directory

What can the 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**.

Salaries, Wages & On-costs - Non-recurrent	**Capped at 50%** of the funding from the CMQ program. Salaries, wages and on-costs for non-recurrent short-term or casual workers for event planning and coordination to deliver the event.
Equipment Hire/Lease	**Capped at $5,000** of the funding from the CMQ program.
Venue Hire	**Capped at $5,000** of the funding from the CMQ program.
Marketing & 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 is to help individuals overcome transport barriers to attend the event.
Performers & Entertainment Fees (Local Artists)	**Capped at $5,000** of the funding from the CMQ program. Must be local artists (Queensland based, and platforming a mix of urban, regional and remote talent where possible).
Auspicing Fees	No cap
Cleaning & Rubbish Removal	No cap
Security Expenses	No cap

What can’t the funding be used for?

Capital expenditure	For purchases of equipment or assets of any kind, for example: the purchase, repair, construction or renovation of land, buildings and infrastructure; motor vehicles; stage/venue equipment; musical instruments; costumes or uniforms; office equipment such as computers and photocopiers or devices of any kind.
Accommodation	Ineligible
Travel	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	Ineligible
Livestreaming	Ineligible
Software and licenses	Ineligible

Website development or enhancement	Ineligible
Prizes, trophies, awards, donations, gifts or souvenirs	Ineligible
Costs that are not essential or not related to the event	Ineligible
Retrospective funding	For event activities already underway or delivered

5. How to apply

All applications must be submitted electronically through SmartyGrants. SmartyGrants can be accessed on any web browser.

To ensure fairness to all applicants, applications and supporting documentation will not be accepted after the closing date.

Multicultural Affairs Queensland can accept applications in your preferred language.

To submit your application in a language other than English, please email us at funding@maq.qld.gov.au **by**

- **8 June 2026 for applications under Round 1**
- **12 October 2026 for applications under Round 2.**

To submit an application:

- **Read these guidelines to ensure your organisation and your event are eligible, and your proposal meets the funding criteria.**
- **Read the terms and conditions**
- **Preview the sample *Event Acquittal Report* template**
- **Complete the application in SmartyGrants**
  - 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 documents supporting the event are not required as part of the application.
- **Attach an *Electronic Funds Transfer (EFT) form* as part of the application.**
  - Attaching the EFT form does not guarantee your organisation will receive funding.
    Refer to **Attachment 3 – Sample EFT Application form** for a sample of a completed form.
- **Submit the application before the closing date and time.**
  - SmartyGrants will send you an acknowledgement email once you have successfully submitted your application. **If you do not receive an acknowledgement email, your application has not been submitted.** Check your application for errors and resubmit. If your application does not submit, contact SmartyGrants Technical Support (see the Assistance section for details).

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

Please note:

- A separate application must be submitted for each proposed event.
- Late applications will not be accepted.
- Incomplete, emailed or posted applications will not be accepted.
- Ensure you receive an acknowledgement email on submission.

Due to high demand, organisations are encouraged to submit only one application per funding round.

6. How will applications be assessed?

- An initial check will be conducted by Multicultural Affairs Queensland to ensure eligibility of the applicant, the proposed event, and the funding category eligibility.
- Eligible applications will be progressed to an Assessment Panel who will assess and score each application through a merit-based process against the Assessment Criteria, and taking into consideration:
    - how individual applications compare to other similar events;
    - the geographic and demographic spread of available funds; and
    - any previous service delivery and performance issues.

Only information that is included within the application form will be reviewed and assessed.

The department may contact you during the assessment process to request any further details or clarification of the information provided.

7. Assessment Criteria

Criteria	Indicators
Alignment with the program purpose	The application demonstrates that the event will increase intercultural connections and social inclusion for culturally and linguistically diverse communities by bringing together the people of Queensland.
Contribution to Outcomes	The event has clear outcome aims that align with the CMQ program outcomes, with a robust plan for how outcomes will be measured and reported.
Evidence of need	The application demonstrates what the event is celebrating and any cultural significance, why the event is needed and why the proposed activities will produce the expected outcomes.
Community support	The application demonstrates that the community supports the event, including engagement with other organisations and partnerships.
Event Plan	The application demonstrates a thorough and feasible event plan with clearly identified activities and milestones that are realistic and achievable.
Access and equity	The application demonstrates: • the targeted beneficiaries align with the program's target groups • gender issues, accessibility and the choice of venue have been adequately considered.
Applicant capacity	The application demonstrates the applicant has the skills, experience, and resources to deliver the event.
Budget	The application demonstrates a reasonable and viable budget with justified expenditure items and represents value for money and a social return on investment.

8. Funding decisions

The assessment process under each funding round is expected to take several months.

- **Funding outcomes under Round 1 are anticipated to be announced in October 2026**
- **Funding outcomes under Round 2 are anticipated to be announced in March 2027.**

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

Successful applications will be advertised on Queensland Government websites. Applicants must inform Multicultural Affairs Queensland if the organisation does not want contact information made public.

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.

The Celebrating Multicultural Queensland program is an open competitive program.

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

Funding decisions are final. Unsuccessful applications or the funding amount offered will not be reconsidered.

9. Successful applications

Successful applicants, or auspice organisations, will be required to:

Enter into a funding agreement	• The service agreement comprises of the: ○ letter of approval; ○ funding guidelines; ○ submitted application; and ○ Terms and Conditions, as amended from time to time. • 'Particulars' in the Terms and Conditions means the submitted application.
Comply with any relevant laws and regulations in the delivery of the event.	• such as requirements for working with children and working with vulnerable people.
Hold public liability insurance to the value of not less than $10 million	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	The funding must clearly and consistently acknowledge the Queensland Government in all promotional material, media and public communication relating to the event, including websites. Electronic files of the Queensland Government crest, instructions for their use and details of requirements to acknowledge the funding will be provided to you by Multicultural Affairs Queensland.
Invite the Minister for Multiculturalism to the event	The Minister would welcome an opportunity to participate, if available. Formal invitations must be sent directly to the Minister with a minimum of two months' notice of the planned event. Formal invitations are to be emailed to multicultural@ministerial.qld.gov.au
Notify Multicultural Affairs Queensland immediately of any changes to the event contacts	The organisation must immediately inform Multicultural Affairs Queensland in writing of any changes to the: • Organisation's contact details; • Details of the primary contact person; • Details of the secondary contact person; or • Details of the event contact person.
Submit an online *Event Details Confirmation* form	Two months prior to the event, an *Event Details Confirmation* form will be attached to the original application in SmartyGrants to confirm the event details. The form must be submitted by the due date. You **must** advise Multicultural Affairs Queensland immediately if the event is cancelled.

Submit a *Variation Request* form to request approval for any changes to the event	We acknowledge that unexpected circumstances could affect the planned delivery of your event. In these cases, you can request a variation to your funding agreement. You can request a variation by submitting a *Variation Request* Form through SmartyGrants via a link to *'Start a Variation Request'* under the original grant application. The Variation Request Form must be submitted for consideration as soon as you become aware, and prior to the scheduled date of the event, of any required changes of to the title, dates, locations, proposed attendance, event activities, budget, or the event scope/focus. **Changes to the event cannot be implemented until approval is received from Multicultural Affairs Queensland.** You should not assume that a variation request will be successful. We will consider your request based on the original submission, provisions in the Funding Guidelines and the likely impact on achieving outcomes.
Submit a final Acquittal Report through SmartyGrants within six weeks after delivery of the event	The report must be submitted by the due date. Funding recipients will receive an email notification when the report template has been attached to the original application in SmartyGrants. We recommend you familiarise yourself with the sample acquittal report template so you understand your reporting obligations and can plan to capture the required information.

Successful applications will be promoted as part of Ministerial Media Statements and on Queensland Government websites. Successful applicants may be contacted by media outlets seeking information about the event. An applicant will be able to indicate in the application form if they do not want their information made public.

If you are registered for the Goods and Services Tax (GST), where applicable, we will add GST to your grant payment and issue you with a Recipient Created Tax Invoice. If you are a government-related entity, GST will not apply.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

10. 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** – For funding programs available from the Australian Government:
  - www.grants.gov.au/
  - www.communitygrants.gov.au/
  - www.business.gov.au/Grants-and-Programs
- **Queensland Government** – For funding programs available from the Queensland Government:
  - www.grants.services.qld.gov.au

- **Local Government** – To find your local council to search for other available funding programs:
  - www.dlgwv.qld.gov.au/local-government/for-the-community/local-government-directory/search-the-local-government-directory
- **Ethnic Communities Council of Queensland** (ECCQ) – For online resources and information on education workshops:
  - https://eccq.com.au/strengthening-communities/strengthening-multicultural-community-associations/
- **Queensland Council of Social Service** (QCOSS) – For other funding opportunities available from government and philanthropic groups:
  - www.qcoss.org.au/grants/
- **Community Door** (managed by QCOSS) - For resources and links to fundraising, philanthropy, grants and funding sources:
  - https://communitydoor.org.au/resources/fundraising-and-philanthropy

Unsuccessful applicants can seek feedback on their application up to four weeks after they have been notified of the application outcome.

11. Assistance

Multicultural Affairs Queensland

If you have queries regarding the CMQ program, the funding guidelines or the questions on the application form, you can email Multicultural Affairs Queensland at funding@maq.qld.gov.au

Applicants are encouraged to submit queries at least two days before the application deadline to ensure MAQ can respond in time.

Contact officers cannot provide advice on individual applications.

Please ensure you regularly check for updates and information about the CMQ program on our webpage: Celebrating Multicultural Queensland program | Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism.

SmartyGrants

- If you need help with your SmartyGrants account, or for any technical issues, contact SmartyGrants Technical Support on (03) 9320 6888 or service@smartygrants.com.au.
  SmartyGrants 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://applicanthelp.smartygrants.com.au/help-guide-for-applicants/.

Ethnic Communities Council of Queensland (ECCQ)

- For resources, educational workshops and individual support for multicultural communities across Queensland, you can visit Ethnic Communities Council of Queensland (ECCQ). ECCQ's Online Learning Hub has been developed to make training, workshops and templates more accessible.

Best practice guidelines for event delivery in Queensland

The *Events in Queensland, Best Practice Guidelines for event delivery in Queensland* outlines the 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 can be used for most event types.

You can also find a range of templates to help event and festival organisers. Templates cover aspects such as event budget, event management, marketing and communications, risk management and event site plans.

12. Privacy

We treat your personal information according to the *Information Privacy and Other legislation Amendment Act 2023* (IPOLA Act). This includes letting you know:

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

Your personal information may also be disclosed to the Minister for Multiculturalism and relevant Members of Parliament for official purposes related to this program, including stakeholder engagement, announcements and recognition of successful applicants.

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.

13. Glossary of Terms

Aboriginal and Torres Strait Islander Corporation	Companies incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* and regulated by the Office of the Registrar of Indigenous Corporations (ORIC).
Acquittal report	A document that details the outcomes of the funded project and how the funds were spent to demonstrate the event was delivered in accordance with the terms and conditions of the grant. It is a formal requirement for all funding programs and needs to be submitted after the event is complete.
Auspice agreement	An agreement where one organisation (the 'auspicing organisation') agrees to administer funding on behalf of a group that is not incorporated (the 'auspiced organisation') and outlines the services and support the auspicing organisation will contribute to the activity. The auspicing organisation takes on all the legal and financial responsibility of the grant on the applicant's behalf, receives and administers the funding.
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.
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 aimed at achieving objectives and outcomes consistent with specific policies.
Incorporated	Being incorporated means 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 conditions of the program.
In-kind contribution	Includes an estimated value for non-cash contributions such as services, equipment, volunteer time, and materials.
Intercultural	Intercultural is the interaction between people from two or more different cultural backgrounds.
Legal entity	A legal entity in Australia is an association, corporation, partnership, company, or organisation recognised by law as having distinct legal rights and duties, separate from its owners or members. These include incorporated associations, companies, cooperatives, and indigenous corporations.
New and Emerging Communities	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 has arrived in the last five years.
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.
Organisation established through an Act of Parliament	Organisations that are established through legislation, such as, Local Government Authorities (Councils), State School P&C Associations, Queensland Universities and institutions granted letters patent under the *Religious Educational and Charitable Institutions Act 1861* (Qld).
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: • skills, knowledge, confidence, aspiration, motivation; • actions, behaviour, change in policy; and/or • social, financial, environmental, physical conditions.

14. Attachment 1 – Sample Budget Table

The application includes budget tables to indicate the income and expenses for the delivery of your event.

INCOME			Amount
Funding Amount Requested			**$5000**
Additional Income			
Income Type	**Income Description**	**Status of Funds**	**Amount**
Applicant's cash contribution		Confirmed	$5000
Pro Bono/In-kind	Venue hire	Confirmed	$500
Pro Bono/In-kind	Volunteer costs to host the event	Confirmed	$500
Corporate sponsorship	Kellogg's	Confirmed	$2500
Government Grants	Department of Health	Unconfirmed	$1000
Earned Income	Entrance Fees	Unconfirmed	$2500
TOTAL INCOME			**$17000**

EXPENDITURE			
Expenditure Type	**Description**	**CMQ Expenditure Amount**	**Total Expenditure Amount**
Salaries Wages On-costs - Non-recurrent	Event planning and volunteer costs	$1000	$2000
Equipment Hire/Lease	Lighting and sound equipment	$750	$2000
Venue Hire	In-kind contribution	$0	$500
Marketing & Promotion	Printing posters & online advertising	$1000	$2000
Food and Catering	Catering	$500	$3000
Transport Assistance	Minibus hire for seniors and elders to attend the event	$250	$1000
Performers & Entertainment Fees (Local Artists)		$1000	$3500
Additional Expenses			
Auspicing Fees		$500	$500
Other (please specify)	Event uniforms	$0	$2000
Volunteer Costs	Volunteer costs to staff the event	$0	$500
TOTAL EXPENSES		**$5000**	**$17000**

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

Note: Ensure you include the costs of any in-kind contributions in both the **Income** and the **Expenditure** sections.

15. Attachment 2 – Glossary of Expenditure Types

Expenditure type	Description of expense
Auspicing Fees	For fees paid by a non-profit organisation to another organisation for providing auspicing support.
Cleaning & Rubbish Removal	All costs attached to general cleaning and cleaning materials, including waste disposal.
Equipment Hire/Lease	For all hiring or operating leasing costs of equipment.
Fees & Permits	For any fees and permits that are specifically required for the event
Food and Catering	For any food and catering costs.
Health & Safety	This includes first aid costs
Management Fees	A fee charged for overseeing and executing administrative tasks associated with the delivery of the event.
Marketing & promotion	This expenditure type covers all advertising, marketing and promotion fees paid while marketing, advertising and promoting events. It includes all printing relating to promotional material and website maintenance, design, including posters, flyers, banners and signage. It excludes any marketing staff and management salaries.
Performers and Entertainment Fees	Costs relating to entertainment and performers' fees should be included in this expenditure type. * CMQ program funding is **only eligible** to be used towards local artists (Queensland based, and platforming a mix of urban, regional and remote talent where possible). * CMQ program funding is **not eligible** to be used towards artists outside of Queensland
Postage, Freight and Courier	For all freight, postage, stamps, franking costs and courier costs. It includes the costs incurred in freight and transport of equipment.
Printing and Stationery	Includes all administrative costs associated with printing and stationery incurred such as photocopying and purchase of paper. * It excludes the costs incurred in printing promotional materials including posters, flyers, banners and signage (these are to be included in *Marketing and Promotion*).
Salaries, Wages and On-costs - Non-recurrent	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.
Security Expenses	For the costs of security paid for the event.
Telephone and Internet	For all telephone costs incurred. Internet costs are included here as these are usually included on the telephone bill.
Transport Assistance	This expenditure type refers to financial support or services provided to help individuals overcome transportation challenges to attend the event. It is designed to reduce barriers such as cost, accessibility, or distance, ensuring equitable participation for all members of the public. * It excludes the costs incurred in freight and transport of equipment (these are to be included in *Postage, Freight and Courier*). * CMQ program funding is **not eligible** towards transport for staff or performers.
Volunteer costs	This expenditure type represents all costs relating to volunteers (including training of volunteers). * It includes the costs of managing volunteers, and includes allowances, reimbursements and incidental expenses paid to volunteers, and all costs related to volunteer training

16. 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

QUEENSLAND GOVERNMENT

Clear form

The Privacy Statement

The collection of pe
attachments is auth
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maintenance. You
other parties withou
or under law.

Ensure only one email address and one phone number is provided.

All remittances from the Queensland

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 Fu
following account:

Ensure you include the name of your bank and the name of your 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 two members of your executive or committee responsibl activities.**		

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

Authorised Person One			
Full Name:	John Doe		
Position:	President	Date:	01/01/2023
Signature:	*John Doe*		
Two			
	Mary Smith		
	Treasurer		
	Mary Smith		

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.

For Office Use Only		
Name:	**Vendor No:**	**Grant ID:**
Signature:	**Date:**	

EFT Application Form - version 2.2