

Celebrating Multicultural Queensland program

Building an inclusive, harmonious and united Queensland

2025-26 Funding Guidelines for Multicultural Events

ROUND 2



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. Overview of 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 as an annual, open competitive grants program to provide funding towards multicultural events and festivals 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.

The Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism acknowledges the cultural diversity of First Nations peoples. However, for the purposes of these guidelines, the term 'multicultural' and 'culturally and linguistically diverse' refers to people from migrant and refugee backgrounds, people seeking asylum and Australian South Sea Islander peoples.

Outcomes-based model

The CMQ program is an outcomes-based model 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 festivals that:

- promote and celebrate Queensland's multicultural identity;
- increase intercultural connections and community participation; and
- increase understanding between culturally and linguistically diverse groups.

Please consider how impact relating to these objectives will be measured through your activity.

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 (ABN registered in Queensland);
 - Organisations with an ABN registered outside of Queensland remain eligible to apply, provided they maintain an ongoing presence and actively deliver programs and services in Queensland. Applicants will be required to provide details and evidence of these ongoing programs and services in Queensland.
- have no overdue reports, service delivery or performance issues for funding provided by Multicultural Affairs Queensland.
 - You are ineligible if your organisation has overdue progress or acquittal reports at the time a funding round closes. If your organisation is required to submit a report but it is not yet due, your organisation is 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.

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 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

There are two funding rounds in 2025-26 for multicultural events to be delivered in 2026:

ROUND 1 – For multicultural events to be delivered between 1 January and 30 June 2026	Funding round opens on 21 July 2025 and closes on 17 August 2025.
ROUND 2 – For multicultural events to be delivered between 1 July and 31 December 2026	Funding round opens on 1 November 2025 and closes on 13 December 2025.

Multicultural project funding is available under the [Strengthening Communities Multicultural Grants program](#).

Please visit www.dwatsipm.qld.gov.au/scmg-program for information about this program.

Funding purpose

The purpose of this 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

Robust outcomes monitoring is a priority. Events funded under the CMQ program will:

- improve appreciation of cultural diversity;
- increase understanding of new and emerging culturally and linguistically diverse communities; (Refer to the Glossary of Terms on page 14 for a definition of new and emerging 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.

Application forms and acquittal reports will request data on operational outcomes, such as attendance numbers, as well as social outcomes such as increases in skills and knowledge for event organisers or volunteers, or details of how activities have measurably promoted intercultural connection and inclusion. These may be collected, for example, via surveys and anecdotal feedback gathered by organisers.

Event eligibility

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, including tournaments (large-scale or multi-day sporting competitions).**
 - **commercial activities.**
 - **fundraising for charity**, or where the entire 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.**
- **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.

3. Conditions of Funding

Target group

Applications **must demonstrate** that the event 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.

Funding levels

The maximum funding levels are:

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

Refer to 'Funding categories and criteria' for the requirements under each category.

Please note that 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	• Must be a cultural event or intercultural sporting event. • 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.	• Must be a multicultural festival. • Aligns with one or more of the Funding Outcomes. • 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. • 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)	• 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 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 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.

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.tatsipca.qld.gov.au/our-work/multicultural-affairs/multicultural-communities/multicultural-affairs-queensland-mailing-list-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 for event planning and coordination 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 Includes posters and signage	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 to reduce barriers for people to attend the event.	Capped at \$500 of the funding from the CMQ program.
Performers & Entertainment	Capped at \$5,000 of the funding from the CMQ program and must be local artists (Queensland based, and platforming a mix of urban, regional and remote talent where possible).
Auspicing Fees	No cap
Cleaning and rubbish removal	No cap
Security Expenses	No cap

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; devices of any kind.
Accommodation	Not eligible
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	Not eligible
Livestreaming	Not eligible
Software and licenses	Not eligible
Website development or enhancement	Not eligible

Prizes, trophies, awards, donations, gifts or souvenirs	Not eligible
Costs that are not essential or not related to the proposed event	Not eligible
Retrospective funding	For event activities already underway or delivered

4. How to apply

To submit an application:

- **Read these guidelines before starting an application to ensure you are eligible and your proposal meets the funding 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.tatsipca.qld.gov.au/cm-q-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 documents supporting the event are not required to be provided 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 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 the closing date 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.

5. Assistance

- If you still have questions about the CMQ program, you can email Multicultural Affairs Queensland 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://applicanthelp.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, Multicultural Affairs Queensland is accepting applications in your preferred language.

If you would like to submit your application in a language other than English, please email us at funding@maq.qld.gov.au by **11 August 2025 for applications under Round 1** and by **8 December 2025 for applications under Round 2**.

6. Assessment Criteria

An initial check will be conducted by Multicultural Affairs Queensland to ensure eligibility of the applicant and the proposed event, including ensuring the application has been submitted under the correct funding round.

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

Eligible applications will be progressed to an Assessment Panel who will assess each application through a merit-based process against the following 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, with a robust plan for how outcomes will be measured and reported.
- **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** – Demonstrates that the community supports the event, including engagement with other organisations and partnerships.
- **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.

7. Funding decisions

The assessment process under each funding round 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.tatsipca.qld.gov.au/cm-q-program> for relevant information and public notices.

Funding outcomes under Round 1 are anticipated to be announced by mid-November 2025 and funding outcomes under Round 2 are anticipated to be announced by mid-April 2026.

Successful applications will be advertised on Queensland Government websites. An applicant must inform Multicultural Affairs Queensland if the organisation does not want their 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.

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 and funding offers to successful applicants will not be reconsidered.

8. Successful applications

All successful applicants are required to:

Enter into a funding agreement

- 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 in the delivery of the event, such as requirements for working with children.
- 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.
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	Use the Queensland Government crest on all promotional material associated with the funded event. The electronic files for the crest and the instructions for their use 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; - primary Contact Person details; - secondary Contact Person details; and - event Contact Person details.
Submit an online Event Details Confirmation form	An Event Details Confirmation form will be attached to the original application in SmartyGrants two months prior to the month of the event for you to confirm/update the details. The form must be submitted by the due date.
Submit a Variation Request Form to request approval for any changes to the event	We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant 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 changes to the title, dates, locations, proposed attendance, event activities, budget, or the event scope/focus to be considered. We will consider your request based on the original submission, provisions in the Funding Guidelines and the likely impact on achieving outcomes. If your request is not approved, we will contact you to further discuss. The organisation must receive approval from Multicultural Affairs Queensland before any changes are implemented. The organisation must also advise Multicultural Affairs Queensland immediately of the cancellation of the event.
Submit an online Event Acquittal Report within six weeks after delivery of the event	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. We recommend you familiarise yourself with the sample acquittal report before you submit your application so you understand the reporting obligations, and can plan to capture the relevant information required to complete the report.

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.

9. 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.qcoss.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 seek feedback on their application up to four weeks after they have been notified of the application outcome.

10. 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.

11. 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.

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.

12. 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 Religious Educational and Charitable Institutions Act 1861 (Qld).
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: • 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.

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	Volunteer Costs and 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	Event planning and volunteer costs	\$1000	\$2000
Equipment Hire	Lighting and sound equipment	\$750	\$2000
Venue Hire	In-kind contribution	\$0	\$1000
Advertising & Promotion	Printing posters & online advertising	\$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)	Event uniforms	\$0	\$2000
Other (please specify)	Volunteer costs to staff the event	\$0	\$1000
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

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) including posters, flyers, banners and signage. It <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 including posters, flyers, banners and signage (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.

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			
Clear form		The Privacy Statement The collection of personal information in this form and its attachments is authorised by the Queensland Government Information Privacy Act 2009 for the purposes of maintaining the integrity of the financial system. You are not required to provide this information to any 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 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 <u>two</u> members of your executive or committee responsible for financial activities.		
Authorised Person One			
Full Name:	John Doe		
Position:	President	Date:	01/01/2023
Signature:			
Authorised Person Two			
Full Name:	Mary Smith		
Position:	Treasurer	Date:	
Signature:			
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

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.