



Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism

# Multicultural Connect Grants Program

Building an inclusive, harmonious and united Queensland

## 2025-26 Grant Program Guidelines for Capital Infrastructure Projects

For projects to be delivered from 1 July 2026

**Opening date: 17 October 2025**

**Funding process: Open**



### 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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**Please read the Grant Program Guidelines carefully to ensure your application meets the eligibility and program requirements.**

## **Executive Summary**

The Multicultural Connect Grants Program (MCGP) is a key Queensland Government election commitment aimed at supporting multicultural organisations in the building or upgrading of community facilities. With a dedicated investment of \$5 million over four years, this initiative will fund vital multicultural infrastructure projects across Queensland.

The program is specifically designed to assist not-for-profit multicultural organisations, many of which currently lack permanent facilities.

For this grants round, a total of \$1,250,000 is available for the building or upgrading of multicultural facilities, including community halls, meeting spaces and hubs, or sporting facilities.

The minimum grant amount is \$10,000 (GST exclusive).

The maximum grant amount is \$500,000 (GST exclusive).

One-off grants are available for projects to be delivered from 1 July 2026 and to be completed no later than 30 June 2028.

Applicants will be required to contribute towards the project. Applicants must make a cash contribution that is equal to the grant amount being sought.

The MCGP underscores the Queensland Government's commitment to fostering equity and inclusion by ensuring Queenslanders from multicultural backgrounds have access to quality facilities. By providing matched funding for community-led infrastructure projects, the program aims to empower communities and contribute to the development of a more cohesive and resilient Queensland.

Importantly, the MCGP extends the Queensland Government's support beyond festivals and celebrations, focusing on infrastructure that strengthens connections and builds enduring community ties.

## **1. Overview**

The purpose of the MCGP is to foster community growth and support multicultural organisations/ groups through the provision of financial assistance for capital infrastructure projects, enabling access to permanent and quality facilities that meet multicultural community needs. The program recognises the diverse needs of multicultural populations and emphasises inclusivity and support for communities to thrive.

## **2. Program objective**

The objective of the MCGP is to support the development of permanent, inclusive community spaces, including community halls, meeting spaces and hubs, or sporting facilities, that address the cultural, social, and service needs of Queenslanders from culturally and linguistically diverse backgrounds, enhancing community infrastructure, promoting cross-cultural understanding, and strengthening social cohesion.

### 3. Funding outcomes

Robust outcomes monitoring is a priority. The MCGP will provide funding to capital infrastructure projects that achieve the following outcomes:

- **Timely and Cost-Effective Delivery** – Projects are completed on time and within budget, ensuring efficient use of resources.
- **Increased Use by Multicultural Organisations/Groups** – Facilities will support a wider range of multicultural organisations and groups, encouraging them to host meetings, events, and programs, fostering partnerships and further activating the space.
- **Enhanced and Flexible Infrastructure** – Facilities are to provide safe, accessible, and adaptable spaces that meet multicultural community needs, including permanent and multi-purpose areas.
- **Better Accessibility and Inclusivity** – Facilities are designed to be welcoming and culturally appropriate.

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

### 4. Target group

This funding is targeted towards supporting multicultural organisations/groups into community facilities.

Multicultural Affairs Queensland 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.

### 5. Key Dates

Grants for capital infrastructure projects will be available through annual funding rounds. The key dates for 2025-26 are outlined below:

| Activities                                             | Anticipated Date     |
|--------------------------------------------------------|----------------------|
| <b>Stage 1 – Expression of Interest (EOI) opens</b>    | 17 October 2025      |
| Hold applicant information session                     | 21 & 23 October 2025 |
| EOIs close                                             | 14 November 2025     |
| Complete assessment and approval of EOIs               | 7 December 2025      |
| Invite successful EOIs to submit Stage 2 applications  | 8 December 2025      |
| <b>Stage 2 – Applications open</b>                     | 8 December 2025      |
| Applications close                                     | 30 January 2026      |
| Complete assessment and approval process               | March 2026           |
| Funding announcement                                   | April 2026           |
| Notify applicants                                      | April 2026           |
| Grant contracts executed and grant activities commence | 1 July 2026          |

Refer to **Attachment 1** for more details. **Please note**, these timeframes may change at the department’s discretion.

## 6. Funding available

The Queensland Government has announced a total of \$5 million over four years for the Multicultural Connect Grants Program.

For this grants round, a total of \$1,250,000 is available for the building or upgrading of multicultural facilities, including community halls, meeting spaces and hubs, or sporting facilities.

The minimum grant amount is \$10,000 (GST exclusive).

The maximum grant amount is \$500,000 (GST exclusive).

One-off grants are available for projects to be delivered from 1 July 2026 and to be completed no later than 30 June 2028.

Funding will be provided through milestone grant payments which will be linked to the receipt and approval of quarterly progress reports, with five (5) percent provided on the execution of the funding agreement and five (5) percent on the receipt and approval of the final Acquittal Report.

Applicants are encouraged to view this funding as just one of a number of contributors to the project and are encouraged to engage with other organisations to form suitable partnerships.

If multiple eligible organisations are involved in the project, one of the organisations will be responsible for submitting the application as the project lead, and if successful, entering into a funding agreement and managing the delivery of the project.

**Only one successful application will be eligible for an organisation within a two-year period to support as many organisations as possible.**

## 7. Applicant contribution

You are required to contribute towards the project. Applicants must make a cash contribution that is equal to the grant amount being sought.

Applicants will be required to provide evidence they have secured the matched funding required to deliver the project.

Applicants are encouraged to form suitable partnerships with relevant organisations to secure matching funds, including to consider confirmed contributions from additional funding sources.

## 8. Eligibility Criteria

Only applications that meet the eligibility criteria will be considered.

### Who can apply

You are eligible to apply for a grant under the MCGP if you are:

- **a not-for-profit/charitable organisation** legally registered in Australia or a charitable institution established through specific legislation. You must:
  - have a registered and active Australian Business Number (ABN);
  - be an organisation that actively operates in Queensland; and
  - have no overdue reports, service delivery or performance issues for funding provided by Multicultural Affairs Queensland.
    - You are ineligible if you have overdue progress or acquittal reports at the time a funding round closes. If you are required to submit a report but it is not yet due, you are still eligible to apply.

- If you are unsure if you have any overdue reports or would like to organise alternate arrangements, please email [Funding@maq.qld.gov.au](mailto:Funding@maq.qld.gov.au) a minimum of seven (7) days before the funding round closes.
- **a local government body** constituted under the *Local Government Act 2009*.
  - must engage with one or more multicultural organisations in delivering the project; and
  - have no overdue reports, service delivery or performance issues for funding provided by Multicultural Affairs Queensland.

#### **Applications will not be accepted from:**

- State School P&C Association;
- Individual or Sole Trader;
- Commercial entity;
- Queensland State School;
- Queensland University;
- Queensland Government department, agency or statutory authority;
- Australian Government department, agency or statutory authority;
- Diplomatic mission, consular post or other representative office or working on behalf of a foreign power;
- Political party;
- Union; or
- Organisation not based and operating and delivering active services in Queensland.

#### **What you can apply for**

Funding is available for the building or upgrading of community facilities, including community halls, meeting spaces and hubs, or sporting facilities, that enable access to permanent and quality facilities for multicultural groups, and may include:

- building a new community facility, or
- upgrading community facilities, including
  - additional rooms or space
  - extending community facilities
  - refurbishing rooms or enhancements (painting, electrical, flooring or lighting)
  - upgrading/providing storage facilities
  - upgrading accessibility
  - building new structures that will facilitate community connection (e.g. community gardens, sport structures)
  - building/upgrading carparks which serve the above.

#### **Projects will:**

- be located in Queensland;
- include matching funding by the applicant;
- have owner consent to conduct the works on the site;
- involve one site, not multiple sites;
- demonstrate willingness to allow and enable access to facilities by other multicultural organisations/groups and the broader community;
- if successful, be construction-ready within eight (8) weeks of notification of approval; and
- start construction on 1 July 2026 and be completed before 30 June 2028.

**Costs must directly relate to construction and be essential in successfully completing the project such as materials for construction, hired/leased plant and equipment, external labour hire, external consultants, project management (directly related to managing the construction of approved works), and other relevant expenses.**

**It is expected that the majority of the funding sought will directly relate to the costs associated with the actual construction.**

**Any costs prior to the execution of a grant agreement are unable to be claimed.**

**Purchasing equipment critical to the delivery of the project such as whitegoods, furniture, and fittings, are capped at 10% of the total amount granted.**

**The following projects will not be funded under this project:**

- Non-construction projects, including but not limited to feasibility studies, business cases, mapping, and research activities, or projects that include or require feasibility studies, planning studies, conceptual design and business case development.
- Regular maintenance that is the responsibility of the owner.
- Maintenance of a Council facility where the responsibility of maintaining the facility lies with the lessee, including but not limited to, painting and day-to-day maintenance to ensure the general upkeep of the building or facility.
- Construction or upgrading of sewerage and water treatment or distribution and waste management; roads and stormwater/drainage; footpaths and cycleways; walking tracks; town centre works including beautification, car parks that do not serve eligible project activities, public ablution facilities; and parks and gardens.
- Purchase or leasing of land, existing buildings or facilities as this funding is for the building and upgrading of facilities.
- Operational costs for a multicultural facility.
- Day-to-day operational costs for an organisation, including staff wages, rent and insurances, office consumables (unless there is evidence it is an additional expense incurred by the funded project).
- Projects preparing architectural plans as this funding is for projects that are 'shovel-ready' eight (8) weeks from being notified of success.
- Building work and professional fees that are not related to the project.
- Repair or redevelopment of facilities damaged by fire, explosion, vandalism, flood, cyclone, storm, or other natural disaster where the facility should be covered against that type of damage by insurance.
- Retrospective funding for projects already commenced or completed.
- Projects where the commencement of construction is planned to occur prior to 1 July 2026.
- State infrastructure projects that would usually be funded through the normal business of Queensland Government agencies.
- Projects that have been fully funded through another Queensland or Commonwealth funding program to avoid duplication of funding.
- Purchase of any vehicles.
- Buildings which are used only or primarily as places of worship (e.g. churches, mosques, temples).

The above list identifies the most common examples of ineligible costs and is not intended to be comprehensive and other expenses not included in the above list will be considered on a case-by-case basis.

## **9. Assessment Criteria and process**

The application process will consist of an Expression of Interest (EOI) (**Stage 1**) application and then a full Application for successful shortlisted EOI applications (**Stage 2**).

Applicants must ensure they have read these guidelines and the funding requirements before submitting an application.

Applications for both stages will be assessed by assessment panels who will provide funding recommendations to the Director-General of the Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism for consideration and decision.

## Stage 1 – Expression of Interest (EOI) process

For the EOI, you will be asked to provide responses to questions that align with the following assessment criteria. Only information included in the application form will be assessed.

Eligible applications will be assessed by an assessment panel against the following EOI assessment criteria. All criteria are equally weighted.

| Assessment criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Demonstrates alignment with eligibility, funding objective, and outcome/s</b></p> <ul style="list-style-type: none"><li>• <i>Is the applicant and project eligible?</i></li><li>• <i>The extent to which the proposed project aligns with the funding objective of providing a permanent facility for multicultural organisations/groups.</i><ul style="list-style-type: none"><li>◦ <i>Letters of Support to be provided from multicultural organisations/groups who will be utilising the facility and do not currently have access to permanent facilities.</i></li></ul></li><li>• <b>For local government bodies only</b> – <i>Demonstrates genuine engagement with one or more multicultural organisations/groups in the delivery of the project.</i><ul style="list-style-type: none"><li>◦ <i>Letters of Support to be provided from multicultural organisations/groups who the local government body will engage with in the delivery of the project.</i></li></ul></li><li>• <i>Demonstrates how the project aligns with two or more of the funding outcomes to be achieved with a robust plan for how outcomes will be measured and reported.</i></li></ul> |
| <p><b>Demonstrates benefits, need and value of the project</b></p> <ul style="list-style-type: none"><li>• <i>Clearly outlines evidence of need for the project, and how the project will support the community.</i></li><li>• <i>Demonstrates stakeholder and community support for the project.</i></li><li>• <i>Demonstrates access to the facility by the multicultural community.</i></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Demonstrates project readiness</b></p> <ul style="list-style-type: none"><li>• <i>Demonstrates the project will have all the relevant permissions and regulatory approvals in place within eight weeks of notification of approval and to start construction from 1 July 2026.</i></li><li>• <i>Provides evidence of ownership or permission to use the land/infrastructure to deliver the project.</i><ul style="list-style-type: none"><li>◦ <i>Permits indicate you have a legal right to conduct works on the proposed site and have a registered lease or permit to occupy for a minimum three-year period (copy to be provided when submitting your application).</i></li></ul></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Demonstrates applicant capacity, capability, experience and resources</b></p> <ul style="list-style-type: none"><li>• <i>Demonstrates experience, skills and staff in delivering capital infrastructure projects or will engage a third party with relevant experience.</i></li><li>• <i>Demonstrates an understanding of the relevant approvals required to deliver the project.</i></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Demonstrates financial capability</b></p> <ul style="list-style-type: none"><li>• <i>Provides evidence on capacity to provide a cash contribution that matches the grant amount sought (either through a bank statement or an Accountant Declaration).</i></li><li>• <i>Demonstrates financial arrangements are in place to deliver and complete the project.</i></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

Your application will be considered based on:

- how well it meets the assessment criteria
- how it compares to other applications, and
- due diligence checks.

You will be notified in writing of the outcome of your EOI application with the successful applicants invited to submit a full application under **Stage 2**.



If unsuccessful, you can request feedback about your application up to four weeks from the date you were notified of the outcome.

**Please note, being invited to submit an application under Stage 2 does not guarantee you will be successful in receiving funding.**

## Stage 2 – Full Application process

If you have been invited to submit an application under Stage 2, you will be asked to provide more information about your project against the following criteria, and to provide evidence, including attachments, to support your answers.

Applications will be assessed for merit by an independent assessment panel against the following assessment criteria. All criteria are equally weighted.

| Assessment criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Demonstrates need and value for the project</b> <ul style="list-style-type: none"><li>• <i>Provides evidence on the need of the project, and stakeholder and community support.</i><ul style="list-style-type: none"><li>◦ <i>Include any additional Letters of Support from multicultural organisations/groups who will be utilising the facility and do not currently have access to permanent facilities.</i></li></ul></li></ul>                                                                                                                                                            |
| <b>Provision of clear and detailed project plan</b> <ul style="list-style-type: none"><li>• <i>Provides a clear and detailed project plan with key activities, milestones, timing, and costs that are realistic and achievable</i></li><li>• <i>Demonstrates the relevant approvals required to deliver the project will be received prior to the start of the project on 1 July.</i></li></ul>                                                                                                                                                                                                    |
| <b>Demonstrates project sustainability</b> <ul style="list-style-type: none"><li>• <i>Demonstrates strategies for the ongoing sustainability of the project/facility past completion, noting the one-off nature of this funding.</i></li><li>• <i>The extent to which the application demonstrates appropriate strategies to manage any project risks.</i></li></ul>                                                                                                                                                                                                                               |
| <b>Further details applicant capacity, capability, experience and resources</b> <ul style="list-style-type: none"><li>• <i>Demonstrates the capacity, capability and resources to successfully plan and deliver the project within the identified budget and timeframes.</i></li><li>• <i>Confirms the personnel with the relevant skills and experience to deliver the project.</i></li><li>• <i>Demonstrates a safe work environment in accordance with Workplace Health &amp; Safety (WH&amp;S) Act 2011 and its associated Regulation and Codes of Practice will be implemented.</i></li></ul> |
| <b>Demonstrates value for money/cost effectiveness</b> <ul style="list-style-type: none"><li>• <i>Demonstrates a reasonable, clear and justified budget which allows for a 5% contingency, where relevant, to cover any unexpected cost increases (refer to <b>Attachment 2</b> for a sample).</i></li><li>• <i>Demonstrates adequate financial arrangements are in place to deliver and complete the project.</i></li></ul>                                                                                                                                                                       |

Your application will be considered based on:

- how well it meets the assessment criteria, including the need for the project and the positive outcomes for multicultural organisations/groups;
- the geographic and demographic spread of available funds to avoid duplication; and
- how it compares to other applications.

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

## 10. Grant Conditions

Successful applicants will be required to enter into a Grant Agreement and must comply with their obligations under the agreement.

Please note that successful applicants may be offered a lower grant amount than requested if funding is sought for costs not critical to the delivery of the project.

**On notification of approval, successful applicants will have eight (8) weeks to provide the following and be shovel-ready to start delivering your project from 1 July 2026:**

- **copies of all permits, approvals and relevant insurances in accordance with relevant legislation that will be required to complete the project;**
- **evidence of your matching cash contribution for the project (either through a recent bank statement or an Accountant Declaration);**
- **a final detailed project plan including timeline, milestones and budget;**
- **evidence that only licensed contractors (Queensland Building and Construction Commission) are engaged to undertake works related to the project; and**
- **a minimum of two written quotes for works required.**

*The term "shovel-ready" refers to projects, especially in the context of construction and infrastructure, that are fully designed, approved, and ready to begin immediately upon the allocation of funding or resources. The phrase indicates that all necessary plans, permits, and local or regulatory approvals have been secured and that the project can proceed to the actual physical construction phase without delay.*

**The nature of your project will determine the type of approvals you require, and it is your responsibility to ensure these approvals are in place before starting construction.**

**You must have the relevant planning and approvals in place within eight (8) weeks of notification of approval for your successful project. If you are unable to achieve this, funding will be withdrawn.**

MAQ will contact you during this time to check in on the progress of finalising the planning and approvals.

A form will be attached to your application in SmartyGrants to upload the relevant approvals and documentation which will be reviewed by Multicultural Affairs Queensland.

Once all relevant approvals and documentation have been submitted, and reviewed and approved by Multicultural Affairs Queensland, you will enter into a Grant Agreement with the Queensland Government, which will include the approved grant amount, timeframe, milestone payments, and reporting requirements (progress and final acquittal).

Please note that funding may only be provided once the above requirements have been met.

**In receiving funding, all successful applicants will be required to:**

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enter into a Grant Agreement and comply with obligations</b> | <ul style="list-style-type: none"><li>• Comprises the funding guidelines, your submitted EOI and full application, and the Grant Agreement, as amended from time to time.</li><li>• Ensure you comply with the obligations under the agreement as well as comply with any relevant laws and regulations in the delivery of the project.</li><li>• One-off grant funding will be paid to successful organisations in milestone payments on receipt and approval of reporting, as indicated in the Grant Agreement, to the bank account nominated in an EFT Form which will be provided to you.</li><li>• Ensure the approved grant amount is spent as described in the application.</li></ul> |
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|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                            | <ul style="list-style-type: none"> <li>Projects to be delivered from 1 July 2026 and be completed no later than 30 June 2028, or by the end date nominated in the funding agreement, whichever is the earliest date.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Hold of relevant public liability insurance to the value of not less than \$10 million.</b>                                             | <ul style="list-style-type: none"> <li>The successful organisation must hold public liability insurance to the value of not less than \$10 million that covers the project period.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Acknowledge the Queensland Government funding</b>                                                                                       | <ul style="list-style-type: none"> <li>The Queensland Government crest <u>must</u> be included on all promotional material associated with the funded project. The files for the crest and the instructions for their use will be provided to you by Multicultural Affairs Queensland.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Invite the Minister for Multicultural Affairs to funded project activities</b>                                                          | <ul style="list-style-type: none"> <li>The Minister would welcome an opportunity to participate, if available, in project activities such as the start of construction or the opening of a facility/upgraded facility to the public. Multicultural Affairs Queensland will provide contact details for sending an invitation directly to the Minister's office.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Submit online Quarterly Progress Reports and a Project Acquittal Report within six weeks after the completion of the funded project</b> | <ul style="list-style-type: none"> <li>Reports are to be submitted online. The reports must be submitted by the due date. <ul style="list-style-type: none"> <li>Instructions on the submission of reports will be provided.</li> <li>We recommend you familiarise yourself with the sample progress and acquittal report available on the webpage before you submit your application so you understand the reporting obligations and can plan to capture the information needed to complete the report. <ul style="list-style-type: none"> <li>Quarterly payments will be processed on receipt and approval of reports.</li> </ul> </li> <li>Multicultural Affairs Queensland may request the return of funds if they are unspent at the time of final acquittal or due to breaches of the funding agreement.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                          |
| <b>Notify Multicultural Affairs Queensland of any changes to the project contacts</b>                                                      | <ul style="list-style-type: none"> <li>The organisation must advise the department in writing of any changes to the organisation and/or project contacts.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Submit an online Variation Request Form to request approval for any proposed changes to the funded project</b>                          | <ul style="list-style-type: none"> <li>Approval must be sought as soon as you become aware of the need for any changes to the funded activities, dates, or budget or to seek a project extension. <ul style="list-style-type: none"> <li><b>For applicants funded under this funding round, project extensions will not be considered past 30 June 2029.</b></li> </ul> </li> <li>You must provide clear reasons and evidence of unavoidable delays within at least 3 months before their next milestone or the end of the agreement to be considered.</li> <li>Changes to the project cannot be implemented until you have received approval from Multicultural Affairs Queensland. Not to do so will be a breach of the Terms and Conditions of the funding agreement and may require the organisation to return all funding.</li> <li>Email <a href="mailto:funding@maq.qld.gov.au">funding@maq.qld.gov.au</a> for instructions on how to request a Variation.</li> <li><b>If the project is unable to be delivered, organisations must notify Multicultural Affairs Queensland immediately.</b></li> </ul> |

**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 contact information made public.**

Please contact Multicultural Affairs Queensland by email at [Funding@maq.qld.gov.au](mailto:Funding@maq.qld.gov.au) if you have any questions about the requirements.

**Receiving funding under this grant round does not guarantee that additional stages of your project will also be funded in future grant rounds. For instance, if you have three stages to your project and have received funding for the first stage, it is not guaranteed that you will receive funding for the next two stages.**

## 11. How to Apply

Applications will be managed online through SmartyGrants at <https://maq.smartygrants.com.au>.

Before applying, you must read and understand these Grant Program Guidelines. This will ensure you are able to determine whether you are eligible, whether your application meets the program requirements, to ensure you understand the application process, and are aware of the funding requirements if successful. Make yourself aware of the **Terms and Conditions** and preview the **sample reporting templates** that are available on the MCGP webpage.

To apply you must:

- complete the online application form via SmartyGrants
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments, and
- submit your application by the closing date and time.

**To ensure everyone has the opportunity to submit an application, we accept applications in your preferred language.**

**If you are planning to submit your application in a language other than English, please email [Funding@maq.qld.gov.au](mailto:Funding@maq.qld.gov.au) before 7 November 2025.**

SmartyGrants will send you an acknowledgement email advising your application has been successfully submitted. If you do not receive an acknowledgement email, your EOI or 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 have any technical difficulties with logging in, progressing or submitting your application, please contact SmartyGrants Technical Support on (03) 9320 6888 or [service@smartygrants.com.au](mailto:service@smartygrants.com.au). Support Desk Hours are from 9:00am to 5:00pm AEST, Monday to Friday.

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

**Due to the number of submissions expected to be received, applications and supporting documentation will not be accepted after this time to ensure fairness to all applicants.**

If your EOI is successful and you have been invited to submit a full application, start completing as soon as possible, including gathering information and documentation, and allow adequate time to submit your application by the closing date. Focus on the quality of your application ensuring you provide all of the relevant information, and respond directly to eligibility, mandatory and assessment criteria.

You can visit the MCGP webpage at <https://www.dwatsipm.qld.gov.au/mcgp> for more information, including access to the EOI form.

**Please note the department may revise these guidelines after each grant round.**

## 12. Feedback on Applications and Complaints Process

Applicants may request feedback on their grant application up to 4 weeks after they are notified of the outcome.

Requests for feedback should be directed to the department mailbox at [funding@maq.qld.gov.au](mailto:funding@maq.qld.gov.au). We are committed to effective complaints management and will deal with all complaints against our actions, decisions or officers' conduct in a responsive, confidential and fair manner.

Please refer to the customer service compliments and complaints section of our website: <https://www.dsdsatsip.qld.gov.au/contact-us/compliments-complaints>.

## 13. 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.

## 14. Further Information and Assistance

- Questions about this Program and information contained in these Grant Program Guidelines can be directed to Multicultural Affairs Queensland at [funding@maq.qld.gov.au](mailto:funding@maq.qld.gov.au).
- Questions about SmartyGrants can be directed to [service@smartygrants.com.au](mailto:service@smartygrants.com.au).
- You can also refer to the *SmartyGrants – Help Guide for Applicants* at <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/> for assistance on [completing your application form](#).
- 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.

## ATTACHMENT 1 – Application process

### Stage One – Expression of Interest (EOI)

#### **Funding round opens for EOI – 17 October 2025**

Announcement will be on the department's webpage where you can access the grant guidelines and to apply through SmartyGrants.



#### **Applicant to prepare EOI application**

Ensure you read the guidelines and complete the online EOI form, addressing all Stage One eligibility and assessment criteria required for your application to be considered.



#### **Funding round for EOIs close – 14 November 2025**

You will receive an automated email from SmartyGrants advising the application has been submitted.



#### **We assess all EOIs**

An assessment panel will assess all eligible applications against the EOI assessment criteria and seek approval for EOIs to be invited to submit a Stage Two grant application.



#### **We notify you of the outcome**

We advise you of the outcome of your EOI.



### Stage Two – Full Application

#### **Successful Stage One EOIs are invited to complete and submit an application – 8 December 2025**

You complete the application form, addressing all Stage Two assessment criteria required for your application to be considered.



#### **Funding round for Stage 2 applications close – 30 January 2026**

You will receive an automated email from SmartyGrants advising the application has been submitted.



#### **Stage 2 applications will be assessed and approved – March 2026**

Your application will be progressed to an independent assessment panel for assessment against the assessment criteria, including the overall consideration of value for money, and will make recommendations for approval.



#### **Successful applications will be announced – April 2026**

The Minister for Multicultural Affairs will announce the successful recipients.



#### **We notify you of the outcome – April 2026**

You will receive notification on the outcome of your application.



**Obtain relevant approvals**

You will have eight (8) weeks to provide copies of the relevant approvals and insurances to the department to begin building/upgrading the community facility (shovel-ready). We will contact you to check on progress.



**We enter into a grant agreement**

Once the department has accepted approvals/documentation, we will enter into a grant agreement with you which will include a finalised project plan, milestone payments, conditions if relevant, and reporting requirements.



**Delivery of project – From 1 July**

You will deliver the project as outlined in your grant agreement, application and project plan. We will work with you to monitor the progress of deliverables and in making milestone payments when program requirements are met.

## ATTACHMENT 2 – Sample Budget Table

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

| INCOME                                                               |                                                 |                 |                 |
|----------------------------------------------------------------------|-------------------------------------------------|-----------------|-----------------|
| Funding Requested                                                    |                                                 |                 | Amount          |
| Amount of MCGP Funding Requested                                     |                                                 |                 | <b>\$100000</b> |
| Additional Income                                                    | Funding Source Description                      | Status of Funds | Amount          |
| Applicant's cash contribution                                        | <b><i>Must match MCGP funding requested</i></b> | Confirmed       | \$100000        |
| Applicant's in-kind contribution                                     | Volunteer Costs to plan and deliver project     | Confirmed       | \$10000         |
| Corporate sponsorship                                                | Kellogg's                                       | Confirmed       | \$10000         |
| Community contribution                                               | Financial support from community and partners   | Confirmed       | \$30000         |
| Other Government grant<br>(Including any foreign government support) | Department of State Development                 | Unconfirmed     | \$30000         |
| Local Government                                                     | Infrastructure Program                          | Unconfirmed     | \$10000         |
| Other (please specify)                                               | Fundraising                                     | Confirmed       | \$60,000        |
| <b>TOTAL INCOME</b>                                                  |                                                 |                 | <b>\$350000</b> |

| EXPENDITURE                                               |                                                                  |                     |                 |
|-----------------------------------------------------------|------------------------------------------------------------------|---------------------|-----------------|
| Expenditure Type                                          | Description (if required)                                        | MCGP Funding Amount | Total Amount    |
| Materials for construction                                |                                                                  | \$40000             | \$100000        |
| Hired/leased plant and equipment                          | <b><i>Provide a description of the equipment to be hired</i></b> | \$2000              | \$30000         |
| External labour                                           | <b><i>Provide a description of the external labour</i></b>       | \$45000             | \$80000         |
| External consultant                                       | Engaging a consultant to manage the delivery of the project      | \$0                 | \$100000        |
| Other (please specify)                                    | In-kind Volunteer Costs to support with landscaping              | \$0                 | \$4000          |
| Project management                                        | Applicant management of the project                              | \$5000              | \$30000         |
| Purchase equipment<br>(capped at \$3,000 of MCGP funding) | Purchasing of kitchen whitegoods                                 | \$3000              | \$6000          |
| Contingency costs (capped at 5%)                          | To cover any unexpected cost increases.                          | \$5,000             | \$5,000         |
| <b>TOTAL EXPENSES</b>                                     |                                                                  | <b>\$100000</b>     | <b>\$350000</b> |

|                                  | Total Income    | Total Expenses  | Deficit / Surplus | MCGP Funding Amount |
|----------------------------------|-----------------|-----------------|-------------------|---------------------|
| <b>TOTAL INCOME AND EXPENSES</b> | <b>\$350000</b> | <b>\$350000</b> | <b>\$0</b>        | <b>\$100000</b>     |