

2025-26 Multicultural Connect Grants Program – Acquittal Report template

This report provides an update to Multicultural Affairs Queensland (MAQ) on the completion of your project activities.

If you have any questions, please contact MAQ by email at funding@maq.qld.gov.au.

PRIVACY NOTICE

Multicultural Affairs Queensland collects personal information from you for the purpose of administering the Multicultural Connect Grants Program (MCGP).

Your information may be shared with others for other purposes including government administration, research or service delivery.

We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the *Information Privacy and Other legislation Amendment Act 2023* (IPOLA Act). To view our privacy statement, go to <https://www.dwatsipm.qld.gov.au/information-privacy>.

PROJECT ACTIVITIES

Provide a list of activities and scheduled completion dates in the table below as indicated in the project plan in your approved application. Indicate the status of each activity according to the table below and provide a short summary of the work completed in the **Progress** column.

Activity Status	Description
Not started	The activity was not started in this reporting period.
In progress	The activity was started and will continue to be delivered.
Completed (partially)	Some of the activity was completed with part of the activity unable to be completed. The activity will not continue.
Completed (fully)	The full activity was completed and will not continue.
Cancelled	The activity was cancelled.

Responses to questions are required in the fields below and cannot be submitted as attachments.

Key Activity Title	Start Date	End Date	Responsibility	Status	Progress

PROJECT EVALUATION

What the project delivered on time?	
Yes	No
If no, provide information on the delays experienced.	
Indicate the key stakeholders involved in the delivery of the project eg. agencies, contractors, community groups.	
Name of organisations/group	What was their role or contribution?

List the outcomes as indicated in your application and indicate whether the project achieved these outcomes.				
Outcome	Alignment with our outcome	Alignment explanation	Status	Provide a summary of the achievement
			Drop down: Positive shift No shift Negative shift Don't know	
Were there any challenges in delivering the project?				
Yes		No		
Describe any issues you experienced/risks you identified			How did you overcome them?	
What regulatory compliance with relevant laws, regulations, and standards have been put in place in completing the project?				
Attach copies:				
Attach File				
Attach File				
What sustainability measures have been put in place to sustain the project past the funding period?				
What went well and contributed to the project's success?				
Provide details on any feedback received about the project.				
Provide any additional information regarding your project.				

RESOURCES AND PROMOTION

PHOTOGRAPHS

Attach photographs to demonstrate the completion of the project.

- Multicultural Affairs Queensland would like to promote the positive outcomes achieved by your project, including photos, on our website. Please also indicate if MAQ has permission to use the attached photos for future communications materials, including publications, websites and social media.

Description	Photo	Can the photo be used for promotional purposes				Film/Photo Consent Form (if required.)
	Attach file	Yes		No		Attach File
	Attach file	Yes		No		Attach File

Photo consent:

- Please note consent is required from all people who can be identified in photos before Multicultural Affairs Queensland can publish them.

- Please complete and attach a [film/photo consent form](#).
- If the photo is for MAQ internal use only, do not attach a photo consent form.

PROMOTIONAL MATERIALS

Provide information on the promotional materials used and how they were distributed.

A maximum of 1 file per row may be attached per row. Click '**Add More**' to include additional rows.

Description	Distribution Method	Attachment
		Attach File
		Attach File

BUDGET

Before completing this section, ensure you have read and understood the guidelines to understand what funding can and can't be used for. Also ensure the income and expenditure aligns with your budget in the application or any other approved variations.

Itemise your event budget in the income and expenditure tables below, including details of other funding that you have received.

- Responses are required in the fields below and cannot be submitted as attachments.
- Do not use commas in amounts – e.g. type 1000 not 1,000. This will ensure your figures for each table add up correctly.
- Insert '0' against items not relevant to your event.
- Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns.
- Click '**Add More**' to include additional rows.

Your budget should balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). You will be asked to provide further information if the budget does not balance.

INCOME			
Funding Approved		\$	
Applicant's cash contribution		\$	
Additional Income Type	Description	Total Amount	
Drop down box		\$	
• Applicant's in-kind contribution • Other State Government funding • Local Government funding • Australian Government funding • Corporate Sponsorship • Other (please specify below)			
Include additional rows			
TOTAL INCOME INCLUDING FUNDING APPROVED AND CASH CONTRIBUTION		\$	
EXPENDITURE			
• Insert all of the expenditure items for the whole project, indicating the items where MCGP funding was used. • Ensure costs are strictly for the delivery of the project. • Provide a clear description to further explain the expense. • Note: Funding for equipment is capped at 10% of the funding received. • IMPORTANT: Ensure you include any in-kind income in the expenditure.			
Expenditure	Description (if required)	MCGP Funding Amount	Total Amount
			\$
Include additional rows			
TOTAL EXPENDITURE		\$	
FUNDING TOTALS			
MCGP Funding Approved	Total MCGP Funding Allocations	Balance (Should equal '0')	

\$	\$	\$
Total Income	Total Expenditure	Total Budget Surplus or Deficit <i>(Should equal '0')</i>
\$	\$	\$

Please provide any additional comments regarding the income or expenditure.

CONDITIONAL: UNSPENT FUNDING

Your budget indicates that you have unspent MCGP funding of:	\$
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If you have no other expenses from delivering the project, there will be the requirement to return any unspent funding as outlined in Funding Agreement.

I understand that on acceptance of the acquittal report, Multicultural Affairs Queensland will raise an invoice which will provide information on how to return the unspent funding by electronic transfer.	Yes	
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What are the reasons for the underspend?

APPLICANT DECLARATION

FEEDBACK

Please indicate how you found the acquittal process.									
Very easy		Easy		Neutral		Difficult		Very difficult	

Do you have any suggestions on how the Multicultural Connect Grants Program could be improved?

Do you have any suggestions on how we can improve our processes and support to organisations delivering funded projects?

Please provide us with any other suggestions/feedback you would like to make.