

2025-26 Multicultural Connect Grants Program – Quarterly Progress Report template

This report provides an update to Multicultural Affairs Queensland (MAQ) on the progress 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>.

Quarterly Reporting Period:

[Drop down list.](#)

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

OUTCOMES

Provide list the outcomes as indicated in your application and indicate the status of each.

Outcome	Alignment with our outcome	Alignment explanation	Status	Describe progress
			Drop down: Positive shift No shift Negative shift Don't know	

OVERALL PROJECT PROGRESS

Is your project:

On track		At Risk		Delayed	
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CONDITIONAL: Following table to be completed if 'at risk' or 'delayed'.

Brief summary of major risks, delays, or issues		How are you managing them?	
Do you anticipate that your project will be completed on time?			
Yes		No	
If no, when do you anticipate that your project will be completed?			

Please note: You must seek approval for any variations to the approved project prior to implementing.

BUDGET

Please indicate below the status of the budget for the project.

Approved Budget		Expenditure to Date		Remaining Budget	
If relevant, please provide details of any budget variances, including cost overruns, savings or unexpected expenses.					
Will these variances impact the delivery of the project?					
Yes				No	
If yes, please indicate how and what strategies will be put in place to address.					
Are all funding sources secured for the delivery of the project?					
Yes				No	

OTHER INFORMATION

Provide any key highlights your project as achieved during this reporting period.
Provide any feedback received from participants and stakeholders involved in the project.
Provide any additional information regarding your project.

RESOURCES AND PROMOTION

It is a condition of receiving funding that the Queensland Government is acknowledged in any printed or promotional materials relating to the funded purpose. This informs the community about how public funds are spent, the range of services available, and the benefits that individuals and the community receive from this support. This acknowledgement is with the Queensland Government Coat of Arms and must be placed on all promotional material including (but not limited to) websites, posters and flyers, advertisements, invitations, newsletters.

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

Photographs

Attach photographs to demonstrate the progress of your project.

Please also indicate if MAQ has permission to use the attached photos for future communications materials, including publications, websites and social media.

Photo consent:

- If the photo can be used for promotion, and people are in the photo, 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.

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

APPLICANT DECLARATION