

2026-27 Round 1 Application Form

Form Preview

Eligibility

* indicates a required field

Grant Round Name

This field is read only.
The round this submission is in.

Applicants: please note

△ **Before starting this application form, you must read the [Funding Guidelines](#).**

Incomplete applications or submissions after the closing date will not be considered.

Assistance

Translation

Translation services are available for this grant program. If you require translation services, please contact **1800 512 451** and ask for an interpreter.

i Multicultural Affairs Queensland

If you have any questions about the [Funding Guidelines](#), eligibility criteria, application questions, or for any other queries, please email Multicultural Affairs Queensland at funding@maq.qld.gov.au.

Contact officers cannot provide advice on individual applications.

If you do contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.
The identification number or code for this submission.

i Ethnic Communities Council of Queensland (ECCQ)

If you need **grant writing and project planning assistance**, you can visit the [ECCQ website](#) for information on upcoming education workshops and to access their [Online Learning Hub](#) for courses and resources.

i SmartyGrants

If you need assistance with your SmartyGrants account, or for any technical issues, contact SmartyGrants Technical Support on (03) 9320 6888 or service@smartygrants.com.au.

SmartyGrants support desk hours are from 9am - 5pm AEDT, Monday to Friday.

i Register with SmartyFile

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[SmartyFile](#) is a free data repository by SmartyGrants. SmartyFile allows organisations to collaborate with team members, pre-fill information into SmartyGrants forms, and manage, view, search and sort submissions across multiple grant funders in one spot.

Applicants with a SmartyFile organisation profile and appropriate permissions can share an application with other team members of their organisation, and change the owner of the application to another team member.

To learn more about SmartyFile go to <https://applicanthelp.smartygrants.com.au/smartyfile/>

- Users who are registered with SmartyGrants will already have a login. To log in or create your organisation profile, go to <https://app.smartyfile.com.au/>
- To register for SmartyFile, go to <https://smartyfile.smartygrants.com.au/applicant/register>

Confirmation

⚠ **Before starting this application form, please confirm the following:**

I confirm that the applicant organisation: *

- has read and understands the funding guidelines
- is able to demonstrate alignment between their event and the aims of this program
- is a not-for-profit organisation
- is able to demonstrate financial viability of the event

At least 4 choices must be selected.

Applicant eligibility

This section of the application form is designed to help you, and us, understand if your organisation is eligible for this grant. It is important that you complete these questions first to avoid spending time applying for an unsuitable grant.

If you have any questions regarding the eligibility criteria, please contact funding@maq.qld.gov.au.

The applicant organisation is a: *

- Incorporated association
- Unincorporated association with an auspicing arrangement
- Company limited by guarantee
- Company limited by shares registered as a charity with the ACNC
- Cooperative
- Aboriginal and Torres Strait Islander corporation
- State School P&C Association
- Local Government Authority (Council)
- Queensland University
- Organisation established through an Act of Parliament
- A social enterprise listed in the Social Enterprise Finder or the Queensland Social Enterprise Council directories
- None of the above

Social enterprises must be listed in either the the [Social Enterprise Finder](#) or the [Queensland Social Enterprise Council directory](#).

#You are not an eligible to apply if you are:#

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- Unincorporated association without an auspicating arrangement;
- Individual or Sole Trader;
- Company limited by shares without ACNC registration;
- Any other type of commercial entity;
- Queensland State School;
- Queensland Government department, agency or statutory authority;
- Australian Government department, agency or statutory authority;
- Diplomatic mission, consular post or other representative office;
- Political party; or
- Union.

⚠Important⚠

Please note that auspicating arrangements are only eligible if the:

- organisation being auspicated is an *unincorporated association*; and the
- auspicating organisation is an eligible entity listed above.

Other entity types are not eligible to apply under auspicating arrangements.

I confirm that the applicant organisation: *

- has an active Australian Business Number (ABN) in the same name used in the application
- has an Australian bank account in the name of the legal entity
- is located in and/or actively provides services in Queensland
- has no overdue reports, outstanding financial matters, or unresolved performance issues with Multicultural Affairs Queensland
- has, or plans to obtain, the appropriate type and level of insurance for the activities that are the subject of this grant

All choices must be selected to be eligible

I confirm that the applicant organisation: *

- is located in and/or actively provides services in Queensland
- has no overdue reports, outstanding financial matters, or unresolved performance issues with Multicultural Affairs Queensland

All choices must be selected to be eligible

I confirm that the auspicating organisation: *

- has an active Australian Business Number (ABN) in the same name used in the application
- has an Australian bank account in the name of the legal entity
- is located in and/or actively provides services in Queensland
- has no overdue reports, outstanding financial matters, or unresolved performance issues with Multicultural Affairs Queensland
- has, or plans to obtain, the appropriate type and level of insurance for the activities that are the subject of this grant

All choices must be selected to be eligible

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△Your application will be ineligible if you are unable to confirm all of the above △

Event Eligibility

This section is designed to determine if your event is eligible under this funding round.

- The *2026-27 Multicultural Events Round 1* is for events scheduled between 1 January 2027 and 30 June 2027.
- The *2026-27 Multicultural Events Round 2* is for events scheduled between 1 July 2027 and 31 December 2027 and will open in October 2026.

I confirm that the event: *

- will be held between 1 January 2027 and 30 June 2027
- will be held in Queensland
- will be open to the public
- is only one single event (separate applications must be submitted for any additional events)
- will engage people who identify as being from migrant and refugee backgrounds, people seeking asylum, or Australian South Sea Islander peoples, as the target audience and participants of the event

All choices must be selected to be eligible

△Your event will be ineligible if you are unable to confirm all of the above boxes△

Contact Details

* indicates a required field

Privacy Notice

Multicultural Affairs Queensland is collecting your personal information, including your:

- Name
- Email address
- Phone numbers.

We are collecting your information to administer the grants program, and to contact you to discuss your submission, if required. We usually give the personal information we are collecting to assessment panel members (which may include members from other Queensland Government entities and external entities), other Queensland Government agencies and members of Parliament. Your personal information may also be disclosed to the Minister for Multiculturalism and relevant Members of Parliament for official purposes related to this program, including stakeholder engagement, announcements and recognition of successful applicants. Successful applicants may have the organisation's contact details and a description of the event included in the [Ministerial Media Statement](#) announcing the program funding outcomes.

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We will not use your personal information for any other purpose unless we are authorised or required under an Australian law, or court or tribunal order to do so.

You can find our privacy policy at <https://www.dwatsipm.qld.gov.au/information-privacy>. Our policy explains how you can access and amend your personal information, how to make a complaint about the way we have handled your personal information, and how your complaint will be handled.

If you have questions about how we manage your personal information, contact Manager, Governance, Planning and Reporting at privacy@dwatsipm.qld.gov.au.

If you choose not to give us your personal information, this might impact our ability to administer your application.

Completing the application form

You may begin anywhere in the application form - ensure you save as you go.

I understand that:

- Answers are to be clear and concise.
- Responses to questions must be entered in the relevant application fields, and **not** submitted as attachments
- Application forms cannot be submitted if responses exceed a maximum word count limit. Questions will note any maximum word count.
- Responses must **not** be provided in ALL CAPITALS (uppercase). Standard sentence formatting must be used.
- Late or incomplete applications will **not** be accepted to ensure fairness to all applicants.
- If the application is successful, the applicant (or auspice) organisation will enter into a contract with the Queensland Government which binds successful applicants.
 - The contract will consist of the:
 - approval letter
 - Funding Guidelines
 - funding application (which constitutes the **Particulars** referred to in the Terms and Conditions); and
 - [Terms and Conditions](#), as amended from time to time.

I understand *

Yes No

You must confirm that all statements above are true and correct.

Important

NOTE: If the application has an auspicating arrangement, you **must** enter the details of the **group/organisation being auspicated** below.

You **must** enter the details of the **auspicating organisation** on the *Auspicing Organisation* page.

Applicant Details

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Organisation name *

Organisation Name

✓ Capitalise Each Word. #Do not use ALL CAPITALS. Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with ASIC, ORIC or Office of Fair Trading.

- If a legal entity, use the full legal registered name of the organisation.
- Check your spelling and make sure you provide the same name that is listed in official documentation such as with the:
 - [Office of Fair Trading \(OFT\)](#);
 - [Australian Securities and Investments Commission \(ASIC\)](#);
 - [Office of the Registrar of Indigenous Corporations \(ORIC\)](#).

Is your organisation is known by another name? *

Yes No

For example: The organisation is more commonly known by its Business Name and not the legal entity name.

What is your business name or other name? *

For example: The organisation is more commonly known by its Business Name and not the legal entity name.

If applicable, what is the Department, Branch or Faculty within the organisation?

Use this field only if relevant. For example: Faculty of Science; School of Engineering; Brisbane Diocese; St Mary's Parish; etc.

What is the Department, Branch or Faculty within the organisation? *

For example: Faculty of Science; School of Engineering; Brisbane Diocese; St Mary's Parish; etc.

Organisation Contact Details

Postal Address *

Address

To use a PO Box, enter it in manually by clicking 'Can't find your address'.

Office Street Address

Address

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Leave blank if the organisation does not have a physical office.

Organisation Main Email *

Website

Must be a URL

Facebook Page

Must be a URL.

Organisation Contact

This person will be contacted about the application and if successful, the funding agreement. ✓Capitalise Each Word #Do **not** use ALL CAPITALS

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position Title *

Must be at least 4 characters.

Enter in the full position title e.g. write Chief Executive Officer and not CEO

Landline Phone Number

Insert area code before the number e.g. 07. Must be an Australian phone number and at least 10 characters.

Mobile Phone Number

Must be an Australian phone number and 10 characters.

Email Address *

Must be an email address

Secondary Organisation Contact

This person will be contacted about the application if the Organisation Contact is unavailable. ✓Capitalise Each Word #Do **not** use ALL CAPITALS

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position Title *

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Must be at least 4 characters.
Enter in the full position title e.g. write Chief Executive Officer and not CEO

Landline Phone Number

Insert area code before the number e.g. 07. Must be an Australian phone number and at least 10 characters.

Mobile Phone Number

Must be an Australian phone number and 10 characters.

Email Address *

Must be an email address

Event Contact

*This person will be contacted about the event and these details will be posted on MAQ's [events calendar](#), should this application be successful. ✓ Capitalise Each Word #Do **not** use ALL CAPITALS*

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position Title *

Must be at least 4 characters.
Enter in the full position title e.g. write Chief Executive Officer and not CEO

Landline number

Insert area code before the number e.g. 07. Must be an Australian phone number and at least 10 characters.

Mobile number

Must be an Australian phone number and 10 characters.

Email address *

Must be an email address.

Organisation Details

* indicates a required field

Australian Business Number (ABN) details

The ABN **must** be registered to the same entity as the applicant organisation.

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What is the organisation's Australian Business Number (ABN)? *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Eligible organisations must have a registered and active Australian Business Number (ABN)

Is the organisation registered for GST? *

- Yes No Yes but is a local government

The 'Goods & Services Tax (GST)' status in the above Australian Business Register box will advise this.

Is the ABN main business location in Queensland? *

- Yes - the ABN main business location is in Queensland
 No - the ABN main business location is not in Queensland

The 'Main business location' field in the Australian Business Register above will indicate this.

To be eligible to apply, you must be an organisation that is located in and/or actively provides services within the state of Queensland. As your ABN main business location is not in Queensland, you must provide details and evidence of the active services your organisation provides in Queensland.

Provide details of the services your organisation provides in Queensland *

Provide evidence of services your organisation provides in Queensland. *

Attach a file:

Is this the organisation's first time applying for funding under from Multicultural Affairs Queensland? *

- Yes

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- No
- Unsure

What is your organisation's purpose or mission? *

Word count:

Must be no more than 100 words.

What type of organisation are you? *

Attach a copy of the organisation's legal entity registration *

Attach a file:

A maximum of 1 file may be attached.

Certificate of Incorporation as an association, Certificate of Registration as a Company, Co-operative or Indigenous Corporation, or Letters Patent

The attachment must be one of the following:

- *Certificate of Incorporation* as an association from the [Office of Fair Trading \(OFT\)](#) or similar;
- *Certificate of Registration* as a Company from [Australian Securities and Investments Commission \(ASIC\)](#);
- *Certificate of Registration* as a Co-operative from [Australian Securities and Investments Commission \(ASIC\)](#);
- *Certificate of Registration* as an Aboriginal and Torres Strait Islander Corporation from [Office of the Registrar of Indigenous Corporations \(ORIC\)](#); or
- *Letters Patent* issued to organisations established through an Act of Parliament.

Note: The following will **not** be accepted:

- Certificate of Registration as a charity from the Australian Charities and Not-for-profits Commission (ACNC)
- Letters, extracts or screenshots from the ABN Lookup
- Letters, extracts or screenshots from ASIC's database
- Letters, extracts or screenshots from the Australian Tax Office (ATO)
- Letters, extracts or screenshots from the Australian Business Register
- The constitution of the organisation

Public Liability Insurance

Does your organisation currently hold public liability insurance for a sum of not less than \$10 million that will cover the period of the event? *

- Yes
- No

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The public liability insurance policy and the Certificate of Currency must:

- be current;
- show the expiry date;
- show the type of insurance cover;
- show the limit of liability.

Attach a copy of your public liability insurance Certificate of Currency *

Attach a file:

1 file must be attached.

Ensure the attached document shows the expiry date, the type of insurance cover and the limit of liability (minimum \$10 million).

Attach a copy of your public liability insurance policy *

Attach a file:

1 file must be attached.

Ensure the attached document shows the expiry date, the type of insurance cover and the limit of liability (minimum \$10 million).

⚠️ Important

You will need to provide a copy of the Certificate of Currency and the insurance policy prior to receiving payment for your event, if the application is successful.

I understand *

Yes

No

Auspecting Organisation

* indicates a required field

Auspecting Organisation

If successful, the auspecting organisation carries the financial risk and legal responsibility for activities of the applicant organisation. The auspecting organisation is required to:

- enter into the funding agreement
- receive the funding and disburse to the applicant organisation
- ensure submission of the final Acquittal Report

Auspecting Organisation Name *

Organisation Name

✓ Capitalise Each Word. #Do not use ALL CAPITALS. Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with ASIC, ORIC or Office of Fair Trading.

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- If a legal entity, use the full legal registered name of the organisation.
- Check your spelling and make sure you provide the same name that is listed in official documentation such as with the:
 - [Office of Fair Trading \(OFT\)](#);
 - [Australian Securities and Investments Commission \(ASIC\)](#);
 - [Office of the Registrar of Indigenous Corporations \(ORIC\)](#).

Is the auspicing organisation known by another name? *

- Yes No

For example: The organisation is more commonly known by its Business Name and not the legal entity name.

What is the business name or other name? *

For example: The organisation is known by its Business Name and not the legal entity name.

What is the Department, Branch or Faculty within the organisation? *

For example: Faculty of Science; School of Engineering; Brisbane Diocese; St Mary's Parish; etc.

The auspicing organisation is a: *

- Incorporated association
- Company limited by guarantee
- Company limited by shares registered as a charity with the ACNC
- Cooperative
- Aboriginal and Torres Strait Islander corporation
- Local Government Authority (Council)
- State School P&C Association
- Queensland University
- Organisation established through an Act of Parliament
- A social enterprise listed in the Social Enterprise Finder or the Queensland Social Enterprise Council directories

Social enterprises must be listed in either the the [Social Enterprise Finder](#) or the [Queensland Social Enterprise Council directory](#).

Attach a copy of the auspicing organisation's legal registration documentation. *

Attach a file:

A maximum of 1 file may be attached.

Certificate of Incorporation as an association, Certificate of Registration as a Company, Co-operative or Indigenous Corporation, or Letters Patent

The attachment must be one of the following:

- *Certificate of Incorporation* as an association from the [Office of Fair Trading \(OFT\)](#) or similar;

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- *Certificate of Registration* as a Company from [Australian Securities and Investments Commission \(ASIC\)](#);
- *Certificate of Registration* as a Co-operative from [Australian Securities and Investments Commission \(ASIC\)](#);
- *Certificate of Registration* as an Aboriginal and Torres Strait Islander Corporation from [Office of the Registrar of Indigenous Corporations \(ORIC\)](#); or
- *Letters Patent* issued to organisations established through an Act of Parliament.

Note: The following will **not** be accepted:

- Certificate of Registration as a charity from the Australian Charities and Not-for-profits Commission (ACNC)
- Letters, extracts or screenshots from the ABN Lookup
- Letters, extracts or screenshots from ASIC's database
- Letters, extracts or screenshots from the Australian Tax Office (ATO)
- Letters, extracts or screenshots from the Australian Business Register
- The constitution of the organisation

Australian Business Number (ABN) details

ABN must be registered in the same name as the Auspice name.

What is the auspicing organisation's Australian Business Number (ABN)? *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Is the auspicing organisation registered for GST? *

- Yes
- No
- Yes but is a local government

The 'Goods & Services Tax (GST)' status in the above Australian Business Register box will advise this.

Is the ABN main business location in Queensland? *

- Yes - the ABN main business location is in Queensland
- No - the ABN main business location is not in Queensland

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The 'Main business location' field in the Australian Business Register above will indicate this.

To be eligible to apply, the organisation must be an organisation that is located in and/or actively provides services within Queensland. As the ABN main business location is not in Queensland, you must provide details and evidence of the services the auspicing organisation actively provides in Queensland.

Provide details of the services that the auspicing organisation actively provides in Queensland *

Provide evidence of the services that the auspicing organisation actively provides in Queensland *

Attach a file:

Agreement to Auspice Letter

PLEASE NOTE: The letter must state:

- the auspicing organisation agrees to auspice the application.
- the auspicing organisation agrees to accept all legal and financial responsibility for the event as outlined in the *Funding Guidelines* and the *Terms and Conditions*.
- the contact details and must be signed by an authorised officer.

Attach a copy of the Auspice Organisation's letter agreeing to auspice the application *

Attach a file:

A maximum of 1 file may be attached.

Public Liability Insurance

Does the auspice organisation currently hold public liability insurance for a sum of not less than \$10 million to cover the proposed event? *

Yes No

The public liability insurance policy and the Certificate of Currency must:

- be current;
- show the expiry date;
- show the type of insurance cover;
- show the limit of liability.

Attach a copy of their public liability insurance Certificate of Currency *

Attach a file:

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1 file must be attached.

Ensure the attached document shows the expiry date, the type of insurance cover and the limit of liability (minimum \$10 million).

Attach a copy of their public liability insurance policy *

Attach a file:

1 file must be attached.

Ensure the attached document shows the expiry date, the type of insurance cover and the limit of liability (minimum \$10 million).

⚠ Important

You will need to provide a copy of the Certificate of Currency and the insurance policy prior to receiving payment for your event, if the application is successful.

I understand *

Yes

No

Auspecting Organisation Contact Details

Postal Address *

Address

To use a PO Box, enter it in manually by clicking 'Can't find your address'.

Office Street Address

Address

Leave blank if the organisation does not have a physical office.

Organisation Primary Email *

Must be an email address.

Website Address

Must be a URL

Auspecting Organisation Contact

This person will be contacted about the application and if successful, the grant administration. ✓ Capitalise Each Word #Do **not** use ALL CAPITALS

Name *

Title

First Name

Last Name

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Position Title *

Must be at least 4 characters.

Enter in the full position title e.g. write Chief Executive Officer and not CEO

Landline Phone Number

Insert area code before the number e.g. 07. Must be an Australian phone number and at least 10 characters.

Mobile Phone Number

Must be an Australian phone number and 10 characters.

Email Address *

Must be an email address

Event Details

* indicates a required field

Event Title *

Must be no more than 120 characters.

Ensure the title is short but descriptive as we will use the title on all correspondence. ✓ Capitalise Each Word. #Do not use ALL CAPITALS.

Event Summary. Provide a clear, brief description of what the event is celebrating and its cultural significance. *

Word count:

Must be no more than 100 words.

Ensure you provide a clear, brief description of what the event is celebrating and its cultural significance as this summary will be used for promotional purposes.

Event summary examples:

Cultural Event: The event aims to celebrate and promote understanding of the culture and traditions of the (*insert cultural group*) community with the wider community and features traditions such as (*insert highlight activities*).

Cultural event celebrating a specific occasion (e.g. Harvest Festival; New Year etc): The event aims to celebrate the (*insert occasion*) and promote understanding of the culture and traditions of the (*insert cultural group*) community with the wider community. The event celebrates/commemorates (*insert cultural significance*) features traditions such as (*insert highlight activities*).

Multicultural Event: The event aims to bring together people from culturally diverse backgrounds and the wider community in a celebration of the region's diverse cultures and

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to increase intercultural connections and social inclusion. The event features activities such as **(insert highlight activities)**.

Event coinciding with a recognised day (e.g. *Harmony Day*): The event coincides with **(insert day)**, an annual day of awareness that is held on **(insert date)**. The event aims to commemorate **(insert what the day commemorates)** with the wider community. It will include activities such as **(insert highlight activities)**.

Faith event: The event is commemorated by the **(insert faith group)** faith that observes **(insert what the day commemorates)**. The event aims to promote intercultural connections by engaging people from culturally diverse backgrounds and the wider community in the traditions of **(insert highlight activities)**.

Intercultural sporting event: The event aims to celebrate and promote understanding of diverse cultures and traditions within the community through a friendly sporting competition that encourages participation and teamwork across cultural groups. It will also include traditional activities such as **(insert highlight activities)**.

Event Dates

Only include the dates of the actual event - do **not** include any event planning or organising periods. For a single day event, use the same date for the start and end date.

Start date of the event *

Must be a date and between 1/1/2027 and 30/6/2027.

End date of the event *

Must be a date and between 1/1/2027 and 30/6/2027.

Event Location

What is the name of the venue where the primary event will be held? *

Word count:

Must be no more than 6 words.

Include the venue name only. Do not include the street address or suburb. ✓ Capitalise Each Word.

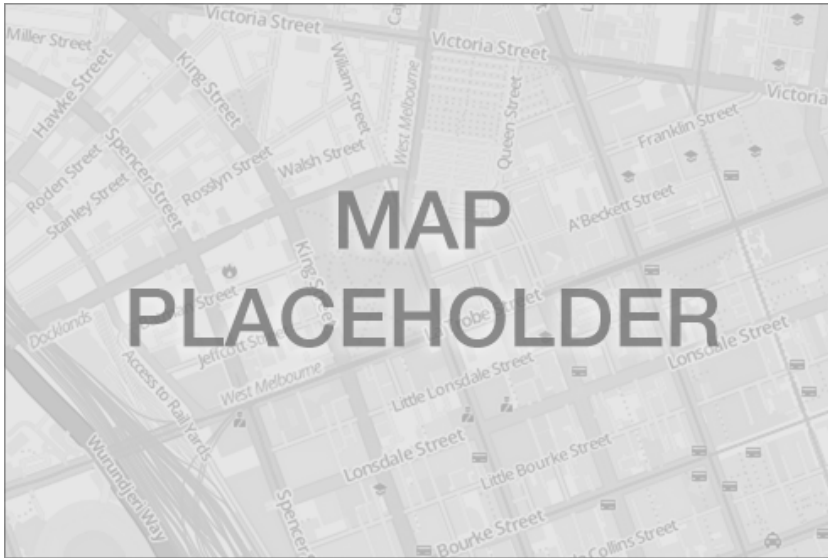
#Do not use ALL CAPITALS.

What is the street address of where the primary event will be held? *

Address

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What is the street address where the primary activity will be held?

The Local Government Area that the event will be held in is:

This response is calculated

What is the Local Government Area that the event will be held in? (refer above) *

- Brisbane City
- Gold Coast City
- Logan City
- None of the above

This selection must match the question above

Will the event be held in any other locations? *

- Yes
- No

Other locations

If the event has other locations, provide a title of the activity, the dates the activity will be held, and the venue and street address.

Hints: Click the 'Maximise' button above the top right corner of the table to increase this section to full screen. You can increase the size of large text boxes by clicking and dragging the two diagonal lines in the bottom right corner.

Activity Title	Start date	End date	Expected Attendance	Venue	Street Address
For example: Sporting tournament Must be no more than 6 words.	Must be between 1/1/2027 and 30/6/2027	Must be between 1/1/2027 and 30/6/2027		Name of park or building Must be no more than 6 words.	Where will your activity occur?

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Event Subject

In this question we want to know about the type of event (e.g. cultural festival, food festival, promoting cultural awareness, sport), rather than the types of people it will affect (e.g. young people, refugees)

What are the primary areas of focus for this event? *

No more than 3 choices may be selected.

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the type of event (e.g. cultural festival, food festival, promoting cultural awareness, sport), rather than the types of people it will affect (e.g. young people, refugees)

Examples:

For a specific **cultural** event, select:

Arts and culture } Festivals } Cultural festival

For a **multicultural** event, select:

Arts and culture } Cultural Awareness; and Arts and culture } Festivals For a multicultural festival that uses **multicultural food** as its focus, also select: **Arts and culture } Festivals } Food Festival**

For an event held **also on Harmony Day**, select:

Community development } Community celebration; and Human rights } Diversity and intergroup relations

For a festival that uses **sport** (for example rugby league), as its focus to make intercultural connections, select:

Sport and recreation } Sport } Rugby League; and Arts and culture } Cultural Awareness

Which of the summary examples best describes your event? *

What is the style or format of the event and how will its activities be delivered? *

Word count:

Must be no more than 100 words.

Is the style of the event a local community outdoor festival, a theatre-style presentation, an exhibition, a pop-up event, a gala dinner etc.

Attendance

What is the main website or Facebook page that will promote the event?

Must be a URL.

Leave blank if not applicable

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What is the expected attendance for this event? *

Ensure the estimated attendance for this event is as realistic as possible. Must be in numerical format (e.g. use numbers only, do not use letters or other characters such as: , . + - / \ # ; :)

Please provide any comments regarding the attendance

Word count:

Must be no more than 100 words.

Will the event be open and promoted to the public? *

Yes No

It is mandatory that events must be open and promoted to the public.

Will there be an admission fee to attend the event? *

Yes No

Demonstrating low or no entry costs to ensure events are accessible to the community will strengthen your application.

What are the admission fees to attend? Insert **one** type per row. Click '**Add More**' to include additional rows.

Amount	Admission Type
Must be a whole dollar amount (no cents).	Adult, Concession, Child, etc. Must be no more than 3 words.
\$	

Event History

Has the event been held before? *

Yes No

What year did your organisation first hold the event? *

Must be a year in numbers only

How often is the event usually held? *

- Annually (every year)
 Biennially (every two years)
 Other:

Which years has the event been held? *

- 2026 (including if the event has not yet been held yet)
 2025
 2024

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- 2023
- 2022
- 2021

Select all years that the event was held.

How many people attended, or are expected to attend in 2026? *

Must be a number. Ensure you include participant numbers, either actual or proposed.

How many people attended in 2025? *

Must be a number.

How many people attended in 2024? *

Must be a number.

How many people attended in 2023? *

Must be a number.

How many people attended in 2022? *

Must be a number.

How many people attended in 2021? *

Must be a number.

Average Annual Attendance

This number/amount is calculated.
The Average Annual Attendance is calculated using the event attendances in 2026, 2025, 2024, 2023, and 2022 only.

Average Biennial Attendance

This number/amount is calculated.
The Average Biennial Attendance is calculated using the event attendances in 2025 and 2023 only.

Severe Weather Impacts

- The **Average Annual Attendance** is calculated using the event attendances in 2026, 2025, 2024, 2023, and 2022 only.

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- The **Average Biennial Attendance** is calculated using the event attendances in 2025, and 2023 only.

However, severe weather during these years may impact the average attendance.

Were any of your events in 2026, 2025, 2024, 2023 or 2022 affected by severe weather that impacted the event attendance? *

- Yes No

Event Year	What was the expected attendance numbers?	Provide details on the severe weather event and why it reduced the event attendance

Event Plan

* indicates a required field

Who are the demographic groups (primary target groups) that the event will celebrate?

For example:

- **Age groups:** Adolescents (people aged 13-17); People aged 65-84; etc.
- **Education status:** Primary school students; Secondary school students; etc.
- **Ethnic and Racial Groups:** Culturally and Linguistically Diverse (CALD) people
- **Gender groups:** Women
- **Religious groups:** Hindus; Muslims; etc
- **Social and economic status:** Immigrants; Migrant Workers; Refugees; etc

Please **only** choose the beneficiaries that are at the very **core** of who the event will be **primarily targeted** to. For example:

- ✓ Select '*Adolescents (people aged 13-17)*' if the event is specifically targeted towards and will feature young people aged 13-17.
- #Do **not** select '*Adolescents (people aged 13-17)*' if the event is targeted towards people of all ages but young people aged 13-17 are likely to participate. The event is not specifically targeted towards young people aged 13-17. Do not select an age group if the event is not targeted towards specific people of a certain age.
- ✓ Select '*Refugees*' if the event is specifically targeted towards people who come from a refugee background.
- #Do **not** select '*Refugees*' if the event is targeted towards all people from culturally and linguistically diverse backgrounds. The event is not specifically targeted towards people who come from a refugee background. Select '*Culturally and Linguistically Diverse (CALD) people*' instead.

Who are the primary target groups of this event? *

No more than 5 choices may be selected.

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Please choose only the group/s that are at the very core of who the event will celebrate

Who are the main cultural or faith group/s the event will celebrate? *

- | | | |
|---|---|---|
| <input type="checkbox"/> Culturally and Linguistically Diverse (CALD) communities | <input type="checkbox"/> Greek | <input type="checkbox"/> Pacific Islander - Solomon Islander |
| <input type="checkbox"/> Aboriginal | <input type="checkbox"/> Hmong | <input type="checkbox"/> Pacific Islander - Tongan |
| <input type="checkbox"/> Afghan | <input type="checkbox"/> Hungarian | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> African | <input type="checkbox"/> Indian | <input type="checkbox"/> Persian |
| <input type="checkbox"/> African - Burundian | <input type="checkbox"/> Indian - Gujarati | <input type="checkbox"/> Polish |
| <input type="checkbox"/> African - Cameroonian | <input type="checkbox"/> Indian - Keralites | <input type="checkbox"/> Punjabi |
| <input type="checkbox"/> African - Congolese | <input type="checkbox"/> Indian - Maharashtraian | <input type="checkbox"/> Rohingya |
| <input type="checkbox"/> African - Egyptian | <input type="checkbox"/> Indian - Malayalee | <input type="checkbox"/> Romanian |
| <input type="checkbox"/> African - Eritrean | <input type="checkbox"/> Indian - Telugu | <input type="checkbox"/> Russian |
| <input type="checkbox"/> African - Ethiopian | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Scandinavian |
| <input type="checkbox"/> African - Ghanaian | <input type="checkbox"/> Iranian | <input type="checkbox"/> Scottish |
| <input type="checkbox"/> African - Liberian | <input type="checkbox"/> Iraqi | <input type="checkbox"/> Serbian |
| <input type="checkbox"/> African - Nigerian | <input type="checkbox"/> Irish | <input type="checkbox"/> Slavic |
| <input type="checkbox"/> African - Rwandan | <input type="checkbox"/> Italian | <input type="checkbox"/> South American |
| <input type="checkbox"/> African - Somali | <input type="checkbox"/> Japanese | <input type="checkbox"/> South Asian (Indian, Pakistani, Sri Lankan, etc) |
| <input type="checkbox"/> African - South Sudanese | <input type="checkbox"/> Karen | <input type="checkbox"/> Sri Lankan |
| <input type="checkbox"/> African - Sudanese | <input type="checkbox"/> Korean | <input type="checkbox"/> Syrian |
| <input type="checkbox"/> African - Togolese | <input type="checkbox"/> Kurdish | <input type="checkbox"/> Taiwanese |
| <input type="checkbox"/> African - Ugandan | <input type="checkbox"/> Latin American | <input type="checkbox"/> Tamil |
| <input type="checkbox"/> African - Zimbabwean | <input type="checkbox"/> Lebanese | <input type="checkbox"/> Thai |
| <input type="checkbox"/> Arakanese | <input type="checkbox"/> Malaysian | <input type="checkbox"/> Tibetan |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Mexican | <input type="checkbox"/> Torres Strait Islander |
| <input type="checkbox"/> Australian South Sea Islander | <input type="checkbox"/> Middle Eastern | <input type="checkbox"/> Ukrainian |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Mongolian | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Bengali | <input type="checkbox"/> Myanmarase | <input type="checkbox"/> Yazidi |
| <input type="checkbox"/> Bhutanese | <input type="checkbox"/> Nepalese | <input type="checkbox"/> Zomi |
| <input type="checkbox"/> Brazilian | <input type="checkbox"/> New Zealander | <input type="checkbox"/> Multi Faith |
| <input type="checkbox"/> Caribbean Islander | <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Baha'i |
| <input type="checkbox"/> Celtic | <input type="checkbox"/> Pacific Islander - Cook Islander | <input type="checkbox"/> Buddhist |
| <input type="checkbox"/> Chin | <input type="checkbox"/> Pacific Islander - Fijian | <input type="checkbox"/> Christian |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Pacific Islander - Fijian Indian | <input type="checkbox"/> Hare Krishna |
| <input type="checkbox"/> Colombian | <input type="checkbox"/> Pacific Islander - Maori | <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Croatian | <input type="checkbox"/> Pacific Islander - Nauruan | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Cuban | <input type="checkbox"/> Pacific Islander - Niuean | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Cypriot | <input type="checkbox"/> Pacific Islander - Papua New Guinean | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Pacific Islander - Samoan | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> French | | |

No more than 3 choices may be selected.

Please only choose the group/s that are at the very core of who the event will celebrate.

⚠ Important

⚠ **Events must target culturally and linguistically diverse communities to be eligible.**

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Events that solely target Aboriginal and/or Torres Strait Islander peoples are ineligible under the Celebrating Multicultural Queensland program.

Multicultural Affairs Queensland acknowledges the cultural diversity of First Nations peoples. However, for the purposes of the Celebrating Multicultural Queensland program, 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.

Who are the additional cultural groups or community organisations that will be actively involved in the planning and delivery of the event? If applicable, indicate any new and emerging organisations who will be engaged/mentored to build their event and volunteer management capabilities, and indicate the role they will play.

Insert **one** organisation per row. Click '**Add More**' to include additional rows.

Hints: Click the 'Maximise' button above the top right corner of the table to increase this section to full screen. You can increase the size of large text boxes by clicking and dragging the two diagonal lines in the bottom right corner.

Name of group or organisation	Organisation Type	Role	Is their involvement confirmed?	Is this a new and emerging organisation?
One per row Must be no more than 10 words.	What type of organisation are they?	What is their role or contribution? Must be no more than 10 words.		

Event Activities

Select the activities that will be delivered at the event and provide a brief description of the activity to assist the assessment panel. If your activity is not listed, select 'Other' and provide a brief description.

What are the activities to be delivered at the event?

Activity	Description
Select an activity from the drop down list.	Provide a brief description of the activity to assist the assessment panel to understand what the activity involves. Must be no more than 10 words.

Outcomes

Please tell us about your outcomes you expect as a result from your event.

Outcomes are the specific changes you hope will occur as a result of the event. They usually describe changes that you hope will occur in the lives of participants

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and attendees. Your outcomes should ideally indicate a direction of change (*reduced; increased; decreased; improved; etc.*) in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

For example: **Increased** (*direction*) **social connection** (*intended change*) **of young people** (*who*)

DirectionIntended changeWho

Increased social connectionof young people

Timeframes:

- Immediate outcomes occur directly following an activity (e.g. within 1 month);
- medium-term outcomes are those that fall between the short and long-term outcomes (e.g. between 1 month and 2 years); and
- long-term outcomes are those we expect to see years later (e.g. 2, 5, 10 or 50 years after the activity).

Hints:Click the 'Maximise' button above the top right corner of the table to increase this section to full screen. You can increase the size of large text boxes by clicking and dragging the two diagonal lines in the bottom right corner.

Your outcomes	Timeframe	Alignment with our outcomes	How does your intended outcome link to our outcomes?	Explanatory notes
---------------	-----------	-----------------------------	--	-------------------

What changes do you expect will occur as a result of your project? (e.g. Increased social connection of young people) Please be brief. One per row. Must be no more than 20 words.	When do you expect this outcome to emerge?	Which of our outcomes will your event contribute to? If multiple apply pick the most relevant.	Please explain how your intended outcome helps contribute to ours. Must be no more than 100 words.	Add notes if you need to provide more context. Must be no more than 100 words.

Milestones

Please tell us about the planning stages you expect to pass through as part of your event preparation. For example: planning; recruitment; evaluation.

Insert **one** milestone per row. Click '**Add More**' to include additional rows if you want to list additional milestones.

Milestone	Start date	End date	Notes
For example: Planning; recruitment; evaluation. One per row.	Must be a date.	Must be a date.	Add notes if you need to provide more context.

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Must be no more than 20 words.			Must be no more than 100 words.

Event Budget

* indicates a required field

Budget

Before completing this section, ensure you have read and understood the [Funding Guidelines](#), specifically:

- *What can the funding be used for?*
- *What can't the funding be used for?*
- *Any capped amounts for funding from the program.*

Itemise your event budget in the income and expenditure tables below, including details of other income or funding you have applied for, any in-kind support, and if it is confirmed or not.

- **Responses are required in the fields below and cannot be submitted as attachments.**
- **Use whole dollar amounts (no cents)**
- **Do not use commas in amounts - e.g. type 1000 not 1,000.**
- **Insert '0' against items not relevant to your event.**
- **Provide clear descriptions for each budget item in the 'Income' and 'Expenditure'.**
- **List expenses of different categories on separate lines.**
- Click '**Add More**' to include additional rows.
- Click the '**Maximise**' button above the tables to increase the table view to full screen.

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

When completing your budget table be sure to capture the 'in-kind' contributions in both the income and the expenses. Your 'in-kind' contributions would be an estimated amount in whole dollars that represents the 'value' of the 'in-kind' contribution of volunteer time, venue hire, equipment hire or the many other ways 'in-kind' contributions can be provided to an organisation.

Funding requested – Category One

NOTE: You are not eligible to apply under Category Two as the event:

- *has not been held annually in the past five years; or*
- *has not been held biennially in the past six years; and*
- *has not had an average attendance of 8,000 or more in the Brisbane, Logan or Gold Coast local government areas; or*
- *has not had an average attendance of 5,000 or more outside of the Brisbane, Logan or Gold Coast local government areas.*

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Refer to the [Funding Guidelines](#) for the mandatory criteria.

Funding Amount Requested *

Must be no more than \$10,000 (excluding GST)

Funding requested – Category Two

Funding Amount Requested *

Must be no more than \$20,000 (excluding GST)

Income

Please outline your additional income in the budget table below, including details of other income or funding that you have applied for, any in-kind support, and whether they have been confirmed or not.

Do **not** include the funding requested under this program.

If you have no additional income or in-kind contributions, use the below responses:

Income type | Income descriptions | Is this funding confirmed? | Income Amount | Notes

Earned income | No additional income | Confirmed | \$0 | Not applicable

Cash contribution by the applicant

Income type	Description	Is this funding confirmed?	Income amount	Notes
Please select the type of income	Provide a clear description for each budget item. Must be no more than 10 words.		Enter the total amount expected to be received.	Add notes if you need to provide more context. Must be no more than 50 words.
Cash contribution			\$	

Cash contribution by the applicant

Income type	Description	Is this funding confirmed?	Income amount	Notes
Please select the type of income	Provide a clear description for each budget item. Must be no more than 10 words.		Enter the total amount expected to be received.	Add notes if you need to provide more context. Must be no more than 50 words.
Cash contribution				

Additional Income

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Do **not** include the funding requested under this program. Click '**Add More**' to include additional rows *if required*.

Income type	Income description	Is this funding confirmed?	Income amount	Notes
Please select the type of income	Provide a clear description for each budget item. Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'. Must be no more than 10 words.		Enter the total amount expected to be received.	Add notes if you need to provide more context. Must be no more than 50 words.

Income Totals Funding Requested + Cash contribution + Total Additional Income = Total Income Amount

Funding Requested

\$

This number/amount is calculated.

Total Additional Income

\$

This number/amount is calculated.

Total Income Amount

\$

This number/amount is calculated.

EXPENDITURE

Please outline your event expenses in the expenditure tables below.

When completing your budget tables be sure to capture the 'in-kind' contributions in **both** the income and the expenses. Your 'in-kind' contributions would be an estimated amount in whole dollars that represents the 'value' of the 'in-kind' contribution of volunteer time, venue hire, equipment hire or the many other ways 'in-kind' contributions can be provided to an organisation.

⚠ Goods and Services Tax (GST)

As you have advised that your organisation **IS** registered for GST, you must provide the **GST exclusive** amounts for the expenditure.

For advice on GST, the applicant is advised to seek independent professional advice on taxation obligations or seek assistance from the ATO on 13 28 69 or via its website at www.ato.gov.au. Multicultural Affairs Queensland is unable to provide advice on the applicant's particular taxation circumstances.

⚠ Goods and Services Tax (GST)

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As you have advised that your organisation is **NOT** registered for GST, you must provide the **GST inclusive** amounts for the expenditure.

For advice on GST, the applicant is advised to seek independent professional advice on taxation obligations or seek assistance from the ATO on 13 28 69 or via its website at www.ato.gov.au. Multicultural Affairs Queensland is unable to provide advice on the applicant's particular taxation circumstances.

⚠ Goods and Services Tax (GST)

As you are a **local government**, you must provide the **GST inclusive** amounts for the expenditure.

For advice on GST, the applicant is advised to seek independent professional advice on taxation obligations or seek assistance from the ATO on 13 28 69 or via its website at www.ato.gov.au. Multicultural Affairs Queensland is unable to provide advice on the applicant's particular taxation circumstances.

Salaries, wages & on-costs (Non-recurrent)

Non-recurrent salaries, wages and on costs for short term or casual workers for event planning and coordination to deliver the event. Capped at 50% of the program funding.

Click '**Add More**' to include additional rows *if required*.

Type	Description	CMQ Expenditure Amount	Total Expenditure Amount	Notes
	Provide a detailed and clear description for the assessors to understand what and how the funding will be used towards Must be no more than 10 words.	Enter the amount of grant funding to be expended on this budget item.	Enter the total amount to be expended on this budget item.	Add notes if you need to add more context Must be no more than 50 words.
Salaries, Wages & On-costs - Non-recurrent				

Maximum Amount

\$

Your maximum amount for 'Non-recurrent salaries, wages and on-costs' expenses is 50% of the program funding.

Amount Allocated

\$

The amount you have allocated for 'Non-recurrent salaries, wages and on-costs' expenses from the program funding.

Difference

\$

The difference between the maximum eligible amount minus the amount you have allocated. This figure must NOT be less than 0

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ERROR: The CMQ Expenditure Amounts for 'Non-recurrent salaries and on-costs' exceeds 50% of the program funding

#You must go back and revise the 'Non-recurrent salaries and on-costs' so it does not exceed 50% of the program funding #

Equipment Hire/Lease

Type	Description	CMQ Expenditure Amount	Total Expenditure Amount	Notes
	Provide a detailed and clear description for the assessors to understand what and how the funding will be used towards Must be no more than 10 words.	Enter the amount of grant funding to be expended on this budget item. Must be no more than \$5,000	Enter the total amount to be expended on this budget item.	Add notes if you need to add more context Must be no more than 50 words.
Equipment Hire/Lease				

Venue Hire

Type	Description	CMQ Expenditure Amount	Total Expenditure Amount	Notes
	Provide a detailed and clear description for the assessors to understand what and how the funding will be used towards Must be no more than 10 words.	Enter the amount of grant funding to be expended on this budget item. Must be no more than \$5,000	Enter the total amount to be expended on this budget item.	Add notes if you need to add more context Must be no more than 50 words.
Venue Hire				

Marketing & Promotion

Type	Description	CMQ Expenditure Amount	Total Expenditure Amount	Notes
	Provide a detailed and clear description for	Enter the amount of grant funding to be expended on this	Enter the total amount to be	Add notes if you need to add more context

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	the assessors to understand what and how the funding will be used towards Must be no more than 10 words.	budget item. Must be no more than \$3,000	expended on this budget item.	Must be no more than 50 words.
Marketing & Promotion				

Food and Catering

Type	Description	CMQ Expenditure Amount	Total Expenditure Amount	Notes
	Provide a detailed and clear description for the assessors to understand what and how the funding will be used towards Must be no more than 10 words.	Enter the amount of grant funding to be expended on this budget item. Must be no more than \$1,000	Enter the total amount to be expended on this budget item.	Add notes if you need to add more context Must be no more than 50 words.
Food and Catering				

Transport assistance for attendees

Transport Assistance to reduce barriers for people to attend the event as the audience.

- CMQ program funding is **not eligible** to be used towards the transport of staff or performers.
- For the transport and freight of equipment, use **Postage, Freight and Courier** in the 'Additional Expenses' section below.

Type	Description	CMQ Expenditure Amount	Total Expenditure Amount	Notes
	Provide a detailed and clear description for the assessors to understand what and how the funding will be used towards Must be no more than 10 words.	Enter the amount of grant funding to be expended on this budget item. Must be no more than \$500	Enter the total amount to be expended on this budget item.	Add notes if you need to add more context Must be no more than 50 words.
Transport Assistance				

Performers & Entertainment (Local Artists)

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In this section, Performers & Entertainment **must** be local artists (Queensland based, and featuring a mix of urban, regional and remote talent where possible.)

- For performers and entertainers that are not Queensland based, use '**Performers & Entertainment (Non Local)**' in the 'Additional Expenses' section below.
- For rides and food equipment hire, use '**Equipment Hire**' above. The *Performers & Entertainment* category is for people and artists to perform.

Type	Description	CMQ Expenditure Amount	Total Expenditure Amount	Notes
	Provide a detailed and clear description for the assessors to understand what and how the funding will be used towards Must be no more than 10 words.	Enter the amount of grant funding to be expended on this budget item. Must be no more than \$5,000	Enter the total amount to be expended on this budget item.	Add notes if you need to add more context Must be no more than 50 words.
Performers & Entertainment Fees (Local Artists)				

Additional Expenses

Please outline your additional expenses in the expenditure table below.

- List expenses of different categories in separate rows.
- Insert **one** expense per row. Click '**Add More**' to include additional rows.

Hint: Click the '**Maximise**' button to increase the table view to full screen.

Expenditure type	Expenditure description	CMQ Expenditure Amount	Total Expenditure Amount	Notes
Please select the type of expenditure.	Provide clear descriptions for each budget item. Examples of expenses could include 'onsite power & water for 6 hours', 'office supplies', 'security officers x 12 hours'. Must be no more than 10 words.	Enter the amount of grant funding to be expended on this budget item.	Enter the total amount to be expended on this budget item.	Add notes if you need to provide more context. Must be no more than 50 words.

Differences = Total Expenditure Amounts - CMQ Expenditure Amounts

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Salaries and Wages	Equipment Hire	Venue Hire	Marketing and Promotion	Food and Catering	Transport Assistance	Performers (Local Artists)

ERROR: A CMQ Expenditure Amount is more than a Total Expenditure Amount
#You must go back and review the 'CMQ Expenditure Amounts' so they do not exceed the 'Total Expenditure Amounts' #

Funding Allocations

The below totals will assist you to correctly allocate the CMQ funding against the expenditure, and allocate the total income against the total expenditure.

CMQ FUNDING ALLOCATION $Funding\ Amount\ Requested - CMQ\ Expenditure\ Total = CMQ\ Expenditure\ Balance.$

- #If the *CMQ Expenditure Balance* **equals \$0**, you have correctly allocated the CMQ Expenditure Amounts.
- #If the *CMQ Expenditure Balance* **does not equal \$0**, please check your expenditure items and allocated funding.

TOTAL INCOME ALLOCATION $Total\ Income - Total\ Expenditure = Budget\ Surplus\ or\ Deficit.$

- ✓If the *Budget Surplus or Deficit* **equals \$0**, you have correctly allocated the Total Income.
- #If the *Budget Surplus or Deficit* **does not equal \$0**, please check your expenditure items and allocated funding. Ensure any in-kind income contributions are included in both the income **and** expenditure sections.

Funding Amount Requested

\$

This number/amount is calculated.

CMQ Expenditure Total

\$

This number/amount is calculated.

CMQ Expenditure Balance

\$

This number is calculated and must be \$0

Total Income

\$

This number/amount is calculated.

Total Expenditure

\$

This number/amount is calculated.

Budget Surplus or Deficit

\$

It is expected this number should be \$0

ERROR: The total of the CMQ Expenditure Amounts does not equal the Funding Amount Requested

#You must go back and review the 'CMQ Expenditure Amounts' so the total does not exceed the 'Funding Amount Requested' ##

⚠ **The Total Income amount is more than the Total Expenditure amount.**

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Hint: To ensure the budget balances, any additional income and any in-kind contributions must be allocated against the expenditure items.

Provide details on why the budget has a surplus *

Outline any strategies you have in place to enhance the event's funding base and improve its long-term sustainability.

Word count:

Must be no more than 100 words.

Do you have any additional comments regarding the budget? *

Yes

No

Provide comments regarding the budget *

Word count:

Must be no more than 250 words.

What event details will be affected if less funding is offered than the amount you have requested? *

- Locations
- Attendance numbers
- Admission fees
- Activities
- Event will not proceed if less funding is offered than the amount requested

Select all that apply

Provide details on the implications to the event if less funding is offered *

Word count:

Must be no more than 250 words.

Payment Documentation

* indicates a required field

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NOTE: The Auspicing organisation must complete the *Electronic Funds Transfer (EFT) form*.

If successful in receiving funding, the Auspicing organisation receives the funding.

Electronic Funds Transfer (EFT) form

An [Electronic Funds Transfer \(EFT\) form](#) is required to be uploaded as part of your application to ensure funding is provided to successful applicants as quickly as possible after the funding announcement. This form provides Multicultural Affairs Queensland with the organisation's bank account details for the direct deposit of the approved funds.

Submitting the EFT form does *not* guarantee your organisation will receive funding.

Download a copy of the [EFT Form template](#), complete **all** fields, sign, and upload the completed form. Refer to the [Funding Guidelines](#) for a sample completed EFT form.

EFT form checklist:

- All 18 fields are **mandatory** and **must** be completed.
- New forms **must** be completed for each funding round. Forms completed for previous funding rounds are **not** permitted.
- Only **one** email address for remittances is permitted in the form. All payment remittances from Multicultural Affairs Queensland will be emailed to this address.
- Only **one** telephone number is permitted in the form.
- The form **must** be certified as correct by **two** members of the organisation, signed and dated.
- The form **must** have signatures. Typed names and initials are **not** permitted.
- If the application is being auspiced, the EFT form **must** be completed by the auspicing organisation.

Incorrect or incomplete forms will delay the processing of payments.

Please review your completed EFT Form to ensure the form has: *

- the organisation name, postal address and the correct ABN;
- the organisation telephone and email address for remittances;
- the name of the bank or financial institution, and the bank account name;
- a 6 digit BSB number, and the correct bank account number;
- been certified as correct by two members of the organisation, signed and dated.

At least 5 choices must be selected.

Please attach a completed and signed EFT form *

Attach a file:

A maximum of 1 file may be attached.

The EFT Form template can be downloaded [here](#).

Agreement to Issue Recipient Created Tax Invoice (RCTI)

As the organisation is registered for GST, the following conditions will apply if the application is successful:

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- The Grantee and The Department must be registered for GST when the Tax Invoice is issued;
- The Grantee will not issue a Tax Invoice in respect of the supply of services under this Agreement;
- The Grantee acknowledges that it is registered for GST and agrees to notify The Department if the Grantee ceases to be registered or if ceases to satisfy any of the requirements relating to Recipient Created Tax Invoices; and
- The Department acknowledges that it is registered for GST and agrees to notify The Grantee if The Department ceases to be registered or if it ceases to satisfy any of the requirements relating to Recipient Created Tax Invoices.

I understand that the above conditions apply, and that Multicultural Affairs Queensland will create an invoice on the organisation's behalf, if the application is successful. *

Yes

Invoice

If the application is successful, Multicultural Affairs Queensland will request you to submit an **invoice** through SmartyGrants for the approved funding amount.

The invoice must **not** include GST.

Declaration and Feedback

* indicates a required field

Declaration Statement

By submitting this application, I do solemnly and sincerely declare that: *

- The information provided in this application is accurate and correct, and I will promptly notify Multicultural Affairs Queensland if any details change or are found to be incorrect.
- I am duly authorised to submit this application on behalf of the applicant organisation.
- I have read, understood and agree to abide by the Funding Guidelines.
- I have read, understood and agree to the Terms and Conditions, should this application be successful.
- I understand that this is an application only and it may not result in funding approval.
- I understand the approved funding amount may be less than the requested funding amount, should this application be successful.
- I understand that the approved funding is one-off with no ongoing commitment of funding, should this application be successful.
- I understand that the organisation must effect and maintain public liability insurance to the value of not less than \$10 million that covers the event, and any other insurance as may be required, should this application be successful.
- I understand that the organisation must comply with any relevant laws and regulations in the delivery of the event, such as the requirements under the Child Safe Organisations Act and other requirements for working with children, should this application be successful.
- The applicant organisation (or auspice organisation, if applicable) is legally permitted to enter into a contract.

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I understand that the applicant organisation (or auspice organisation, if applicable) will become bound by a contract consisting of the approval letter, the Funding Guidelines, the funding application, and the (Short Form) Terms and Conditions, should this application be successful. ("Particulars" in the Terms and Conditions means the submitted application)

At least 11 choices must be selected.

Do you consent to the disclosure of the organisation's details and the Event Contact's details on the Department's website, should this application be successful? *

Yes

No

Authorised Person

The person authorised to submit this application

Name *

Title

First Name

Last Name

Position Title *

Must be at least 4 characters.

Enter in the full position title e.g. write Chief Executive Officer and not CEO

Landline Number

Insert area code before the number e.g. 07. Must be an Australian phone number and at least 10 characters.

Mobile Number

Must be an Australian phone number and 10 characters.

Email Address *

Must be an email address.

#Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

We'd love your feedback on this process.

As part of our commitment to fairness, accessibility, and continuous improvement, we ask all applicants to share their experience of the application process. Your responses will help us understand what's working well and where we can do better - regardless of the outcome of your application. Thank you for your time and honesty.

This feedback is collected for program improvement only and will not affect the outcome of your application.

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How did you hear about the opening of the grants round?

- Email notification from Multicultural Affairs Queensland
- Queensland Government Grants Finder - <https://www.grants.services.qld.gov.au>
- Department Website - <https://www.dwatsipm.qld.gov.au>
- Multicultural Affairs Queensland's Facebook - <https://www.facebook.com/multiculturalqld>
- Multicultural Affairs Queensland's Twitter - <https://twitter.com/MulticulturalQ>
- Queensland Government Media Statement
- Word of Mouth
- Other:

How clear were the guidelines?

- Very clear
- Somewhat clear
- Neutral
- Somewhat unclear
- Very unclear

So far, does the application process feel fair?

- Yes
- No
- Unsure

Do you have any feedback about the fairness of the application so far?

How many minutes in total did it take you to complete this application?

Must be a whole number (no decimal place).

Hint: Estimate in minutes i.e. 1 hour = 60

Please indicate how you found the online application process.

- Very easy
- Easy
- Neutral
- Difficult
- Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Subscribe to the Multicultural Affairs Queensland mailing list

If you would like to subscribe to the Multicultural Affairs Queensland mailing list to receive information on government funding, Multicultural Queensland Month and Awards, or Queensland Government information, you can [complete the mailing list form](#) and indicate your topics of interest.

#IMPORTANT

On the next page you will be asked to review your application before you can submit. If you are required to correct any errors in the form, you will be advised in RED and will be unable to select the **SUBMIT** button.

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Form Preview

Once you have reviewed your application, you will need to select the **SUBMIT** button on the bottom of the page.

You will then receive a confirmation message on screen acknowledging that the application has been submitted. You will also receive a confirmation email with a PDF copy of the application attached.

I understand that if I do not receive these confirmations, the application has not been submitted and I will review the application for any highlighted errors and try again. *

Yes