

GAMBLING  
**COMMUNITY  
BENEFIT FUND**

**25**  
YEARS  
1994-2019



# *Commemorative Grants* **FUNDING GUIDELINES**

**Stage 1 - Expression of interest**  
(closing 31 August 2018)

**Stage 2 - Invitation to apply**  
(closing 28 February 2019)

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## Introduction

The Gambling Community Benefit Fund (GCBF) was established in 1994 under the *Gaming Machine Act 1991*. The fund is Queensland's largest one-off grants program, distributing approximately \$54 million per year to Queensland communities.

In 2019, GCBF celebrates 25 years and to commemorate, the Palaszczuk Government has allocated funding drawn from existing funds made available from the GCBF to a Commemorative Grants funding round. Funding will be available to 11 applicants for initiatives that will significantly benefit Queensland communities. Ten applicants will receive a maximum of \$100,000 each and one applicant will receive up to \$250,000.

Applications will be assessed for eligibility by the Office of Liquor and Gaming Regulation (OLGR) in the Department of Justice and Attorney-General. Eligible applications will then be considered by the Gambling Community Benefit Committee (the Committee). Appointed by the Attorney-General and Minister for Justice, Leader of the House (the Minister), the independent Committee is responsible for making recommendations to the Minister to approve and provide funding to eligible community groups.

## Objective

To allocate one-off grant funding to eligible not-for-profit community groups for initiatives that provide a significant, long lasting impact and provides a benefit into the future for their local community.

## Available funds

The Commemorative Grants has funding available for 10 x \$100,000 grants and one \$250,000 grant.

Applications can be submitted for funding from a minimum of \$35,000 up to a maximum of \$100,000 or \$250,000.

## Grant requirements

If you are successful for a Commemorative Grant you will be subject to the following:

- Acknowledgement of the grant;
- Acquittal of the grant via an audit report prepared by a registered company auditor or suitably qualified person;
- Submission of an evaluation report; and
- Any other special conditions as determined by the Committee or Minister.

Detailed information regarding these requirements will be provided in your approval correspondence. If the cost of the proposed initiative is more than the approved amount, it is the organisation's responsibility to fund the difference. Organisations are not required to make a financial contribution towards the initiative.

## Eligible items

Commemorative Grants are only available for the following purposes:

- major capital works (excluding repairs/refurbishment of existing facilities unless of cultural significance<sup>1</sup>);
- major equipment items;
- wider community events or festivals; and
- transportation (e.g. cars, boats, buses etc.).

Applications will only be considered for **one purpose** and not a combination of purposes to add up to the total available grant funds. For example, an organisation cannot apply for capital works and transportation unless the items are directly related to achieve the outcomes of the application. If your organisation outlines a combined application for more than one purpose which is demonstrably connected and directed towards one singular community benefit, then such an application may be considered. More information on eligibility can be found below.

## Applying for a Commemorative Grant

Ensure you review the correct guidelines for the funding round for which you want to apply, including the terms and conditions. These guidelines relate **only** to the Commemorative Grants funding round. Guidelines for the standard GCBF grants are available online via [www.justice.qld.gov.au/grants](http://www.justice.qld.gov.au/grants).

Organisations submitting an application to the Commemorative Grants funding round will be subject to a two-stage application process:

1. Stage one, submit an Expression of Interest (EOI). The EOIs will be considered by the Committee for progression to stage two.
2. Stage two, if shortlisted, organisations will be invited to submit a full funding application which will be considered by the Committee for submission to the Minister for approval.

### Please note:

- If your organisation has an approved GCBF application that has not yet been acquitted, the organisation is eligible to apply for a Commemorative Grant.
- If your organisation has an approved GCBF application where the acquittal is overdue between the EOI close date and the announcements of the Commemorative Grants, your Commemorative Grant application will be deemed ineligible.
- If your organisation is successful for a Commemorative Grant application, and your organisation has an approved GCBF application where the acquittal becomes overdue, your Commemorative Grant payment may be withheld at the discretion of the GCBC.
- If your organisation is successful for a Commemorative Grant and the acquittal is overdue or the OLGR identifies an issue with the acquittal, your organisation will be ineligible to apply for future GCBF applications until the Commemorative Grant application is deemed closed.
- Organisations can apply to both GCBF and Commemorative Grants for the same purpose or a different purpose.
- If your organisation is invited to submit a stage two Commemorative Grant application and has also submitted an application to GCBF Round 100; your organisation will be considered for one grant only at the discretion of the GCBC.

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<sup>1</sup> Cultural Significance relates to the habits, traditions and beliefs of a community group

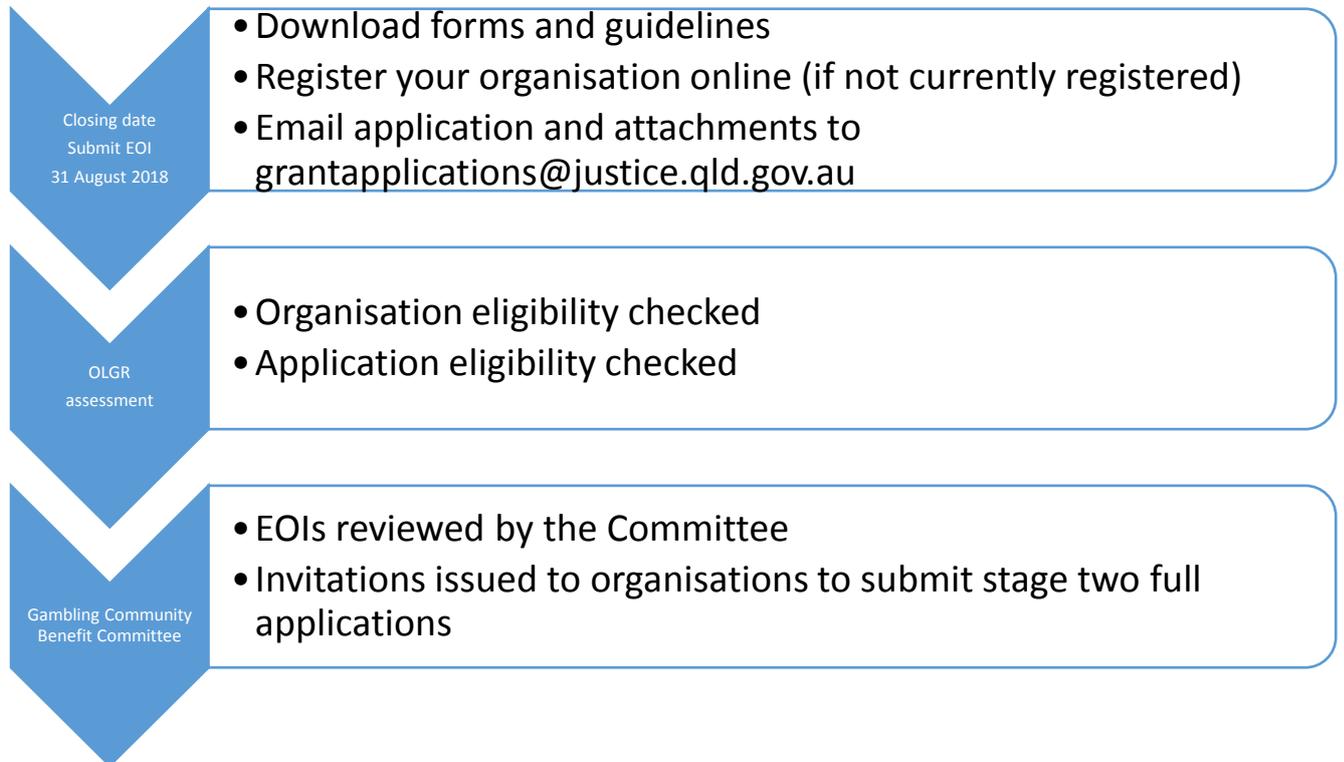
## Closing dates

- Stage one EOI is 31 August 2018.
- Stage two full application is 28 February 2019.

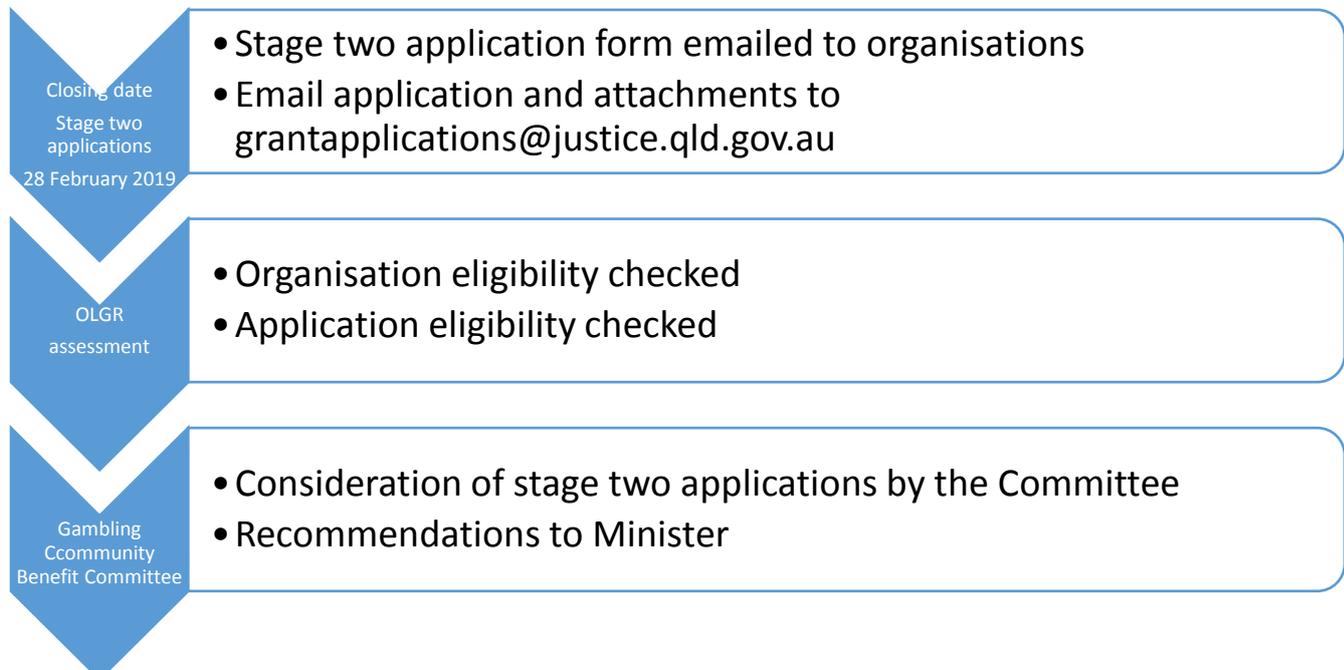
EOI forms can be downloaded from our website [www.justice.qld.gov.au/grants](http://www.justice.qld.gov.au/grants) and submitted via email to [grantapplications@justice.qld.gov.au](mailto:grantapplications@justice.qld.gov.au) prior to midnight on 31 August 2018. EOIs and stage two applications received after midnight on the closing dates will not be accepted.

## An overview of the submission process

### Stage one



### Stage two



Minister Approval

Announcement

Notification

## The process in more detail

The website [www.justice.qld.gov.au/grants](http://www.justice.qld.gov.au/grants) should be your first step. Organisation registration, Guidelines and EOI form are available here.

### **Registration**

All applicants must register their organisation on the GCBF online grants portal. A link to the portal can be found at [www.justice.qld.gov.au/grants](http://www.justice.qld.gov.au/grants).

Once registered, the registered accountable officer will receive an email with the organisation number and password to log into the portal and update any registration details. You only need to register once for each legal or sponsored entity.

If you have a new accountable officer, or do not receive your new password after a few minutes, contact OLGR on 1800 633 619 or (07) 3247 4284 for assistance.

Your new organisation number will contain five digits starting with 'L' if you are a legal entity or 'S' if you are a sponsored entity. View the online video tutorial and handy information on [www.justice.qld.gov.au/grants](http://www.justice.qld.gov.au/grants) will guide you through the registration process.

All registrations submitted are assessed for organisation eligibility by OLGR. See the section below for more information about organisation eligibility.

When assessing a registration, we may seek further information and contact any persons provided on the registration. You must respond by the requested date or your organisation registration may be considered ineligible. Any EOI submitted by an ineligible organisation will not be accepted.

To complete a legal entity's registration, the bank account details of the legal entity must be verified before receiving any funds. Bank account details only need to be verified for a new legal entity registration or if the legal entity updates their bank details in the portal. You can download a [Bank Verification Form](#) from our website or the online portal to provide to the financial institution for completion. The financial institution for the legal entity must verify the details of their bank account.

Scan and upload the verified form to the 'bank details' section in your organisation details page. The bank account details on the form must match the bank account details recorded in your organisation's registration in the portal, automated reminder emails will continue to be sent to the accountable officer until the completed bank form has been uploaded and verified by OLGR.

You do not need to submit any other supporting documentation during the registration process unless specifically requested by OLGR.

It is your organisation's responsibility to ensure the accountable officer contact details, particularly email address and all other registration information, is up to date. Organisations must also ensure email accounts are regularly checked (especially over holiday periods) as this is the primary contact method utilised by the OLGR. Updates to organisation details are the responsibility of the organisation and can only be done in the GCBF online portal.

### ***Expressions of Interest (Stage one)***

Stage one consists of an EOI only. Enter your organisation number on the EOI form. Any EOI submitted by an unregistered organisation will not be further considered.

Submit your EOI via email to [grantapplications@justice.qld.gov.au](mailto:grantapplications@justice.qld.gov.au) **before midnight on 31 August 2018**. Any incomplete EOIs will be considered ineligible.

The following supporting documentation must be submitted with your EOI:

- a copy of the preferred quote/s;
- letter of approval to undertake works from land owner (capital works only); and
- copy of lease/tenure with a minimum of three years (capital works only).

All EOIs submitted are assessed by OLGR. Each is checked against the funding guidelines to ensure the organisation, EOI and requested items are eligible.

When assessing an EOI, we may ask for information to be substantiated and may contact any persons listed on the EOI. Information must be returned by the requested date or the EOI will be considered ineligible.

### ***Applications (Stage two)***

Applicants shortlisted from stage one will be invited to submit a stage two application. Submit your application via email to [grantapplications@justice.qld.gov.au](mailto:grantapplications@justice.qld.gov.au) **before midnight on 28 February 2019**. The funding round will automatically close at midnight.

The following supporting documentation will be required to be submitted with your application:

- an updated detailed quote (no older than three months);
- latest financial report;
- letters of support from referees listed in the EOI;
- letters of support from any listed partnerships (if applicable);
- letter of approval to undertake capital works from land owner (capital works only);
- copy of lease/tenure with a minimum of three years (capital works only);
- evidence of financial contribution toward the grant (if applicable); and
- Any additional documents as requested.

All applications submitted are assessed by OLGR. Each is checked against the funding guidelines to ensure the organisation, application and items are eligible.

During the assessment, we may ask for information to be substantiated and may contact any persons listed on the application. Information must be returned by the requested date or the application will be considered incomplete and become ineligible.

Organisations are encouraged to obtain multiple quotes to ensure competitive pricing for the items being purchased but are only required to provide one quote to OLGR.

Successful applicants will be required to submit an audit to acquit their grant funds. Audit costs will be accepted as expenditure against the grant.

### **Organisation eligibility**

<b>Eligible organisations</b>	<b>Ineligible organisations</b>
<p>All organisations must:</p> <ul style="list-style-type: none"> <li>• have not-for-profit objectives</li> <li>• be community-based</li> <li>• ensure they do not have a GCBF application where the acquittal is overdue at any time.</li> <li>• be registered with the GCBF online portal as a legal entity or sponsored entity prior to submitting an EOI.</li> </ul> <p>All legal entities must:</p> <ul style="list-style-type: none"> <li>• be incorporated or registered by an Act of Parliament</li> <li>• have an active ABN</li> <li>• have a bank account in the name of the legal entity and submit the Bank Verification Form stamped by the financial institution.</li> <li>• agree to the terms and conditions of the grant</li> <li>• if sponsoring an organisation, ensure the sponsored entity has not-for-profit objectives, and</li> <li>• if sponsoring an organisation, agree to accept legal and financial responsibility for the grant.</li> </ul> <p>Organisations must be one of the following:</p> <ul style="list-style-type: none"> <li>• A legal entity</li> <li>• A sponsored entity applying through a legal entity or</li> <li>• A local Ambulance Committee, Rural Fire Brigade or State Emergency Service group sponsored by their relevant government department.</li> </ul> <p>If OLGR cannot clearly identify if your organisation is eligible through public registers you may be asked to submit supporting documents such as:</p> <ul style="list-style-type: none"> <li>• a Certificate of Incorporation</li> <li>• a Certificate of Registration against an Act of Parliament and a copy of the constitution to verify not-for-profit objectives</li> <li>• Letters patent</li> <li>• Trust Deed</li> <li>• Shareholder information</li> </ul>	<p>Proprietary limited or public companies limited by shares are considered ineligible for funding as either a legal entity or sponsored entity unless they can demonstrate they are wholly owned by an eligible not-for-profit organisation.</p> <p>An organisation found to be ineligible after approval will be required to return the grant funds.</p>

### **Financial information**

Financial information provided should be sourced from your organisation's financial reporting. If financial reports are not available, the information should be obtained from the organisation's most recent balance sheet or income and expenditure statement. We may also ask for copies of bank statements to show financial position.

***EOI and application eligibility*****Eligible applications**

All EOIs and applications must:

- be submitted via email to [grantapplications@justice.qld.gov.au](mailto:grantapplications@justice.qld.gov.au) before the closing dates
- be submitted by an eligible organisation
- demonstrate a significant benefit to Queensland communities, and
- meet the objectives of this funding program.

The legal entity must, in relation to each application:

- ensure insurance cover is in place as stipulated in the terms and conditions
- ensure compliance with all local, state and commonwealth laws and regulations
- keep a copy of all approvals and documents to substantiate the information provided in the application
- if successful, keep and maintain for seven years after acquittal, all records necessary to substantiate the information contained in the application and after approval of the grant (particularly evidence the grant funds were spent on the approved purpose), and
- retain relevant information about any sponsored entities and determine how they interact with a sponsored entity about the funding.

Documentation relating to the EOI and application may be requested when the application is being assessed.

**Ineligible applications**

EOI/applications will be ineligible if the organisation (legal entity or sponsored entity):

- has a GCBF application where the acquittal is overdue between the EOI close date and the successful announcements of the Commemorative Grants
- is not registered in the GCBF online grants portal, or
- does not meet the application or organisation eligibility requirements as set out in these guidelines.

**Item eligibility****Eligible items**

Commemorative Grants are available for the following purposes:

- major capital works (excluding repairs/refurbishment of existing facilities unless of cultural significance\*)
- major equipment items
- wider community events or festivals, and
- transportation (e.g. Cars, boats, buses etc.).

\*Cultural Significance relates to the habits, traditions and beliefs of a community group.

Applications will only be considered for **one purpose** and not a combination of purposes to add up to the total available grant funds. For example an organisation cannot apply for capital works and transportation unless the items are directly related to achieving the outcomes of the application. If your organisation outlines a combined application for more than one purpose which is demonstrably connected and directed towards one singular community benefit, then such an application may be considered.

Please note, audit costs relating to the Commemorative Grants can be included as expenditure from the grant.

**Other determining factors:**

- financial position of organisation
- age of organisation
- value for money of the grant
- contributions, financially or in-kind, toward the grant
- opportunities for the organisation to generate income
- geographical location of organisation and benefit to a region
- legal entities submitting multiple sponsored applications
- up-to-date reporting requirements in relation to your incorporation/registration requirements
- applications that have a shared focus/partnership with other organisations
- applications that meet the objectives as stated in these funding guidelines, and your organisation's previous grant governance with the OLGR.

**Ineligible items**

- items purchased or committed to purchase before the organisation is notified in writing their application is successful
- training or workshops
- grant writer fees
- items purchased from a grant writer or their associated companies (refer to grant writers section)
- contingency costs
- auspice fees
- repayment of debts and loans
- overseas travel costs
- purchase of equipment or services that benefit an individual
- funding for a staff or member social event
- alcohol
- gifts or prizes
- subsidies
- internal training not provided by a third party
- sponsorship.

**Items unlikely to be funded**

- project management fees
- salaries and wages
- rent and lease costs
- utilities and insurance costs
- administration expenses such as stationery, postage and office supplies
- consumable items such as food, petrol, uniforms
- catering
- prepaid or store cards.

## ***Other information about applying for funding***

### **Goods and Services Tax (GST)**

Given the nature of this grant, it is acknowledged that the entity is not an entity that is providing a taxable supply to the state of Queensland. For this reason, the grant funding is not considered by the Australian Taxation Office (ATO) to be a taxable supply and OLGR will not gross up or increase the grant value to include any GST.

#### Application

You will be required to enter requested amounts inclusive or exclusive of GST on the goods depending on the legal entities GST registration. For example, if your legal entity is registered for GST, you will be required to enter the exclusive GST amount for each requested line item.

#### Acquittal

These grant funds are not considered by the ATO to be a taxable supply. Therefore the OLGR will not gross up (or increase) the grant value to include any GST.

If you are registered for GST you must acquit your grant using invoices to the value of the grant exclusive of GST spent on the goods or services. For example, in your bank account you receive \$100,000 of funds. When you acquit you must provide invoices to the value of \$100,000 exclusive of GST (or \$110,000 including GST – if all purchases have a GST component).

If you are not registered for GST you must acquit your grant using invoices to the value of the grant inclusive of GST spent on the goods or services. For example, in your bank account you receive \$100,000 of funds. When you acquit you must provide invoices to \$100,000 inclusive of GST.

Please note that Recipient Created Tax Invoices (RCTI) and remittance advices are no longer sent as part of the approval advice. For advice about GST please visit the ATO website at [www.ato.gov.au](http://www.ato.gov.au) or speak to your accountant.

### **Are you applying for major capital works?**

Applicants for funding of major capital works must either:

- own the building and/or land **OR**
- have an instrument of tenure, demonstrate custom and practice (or a combination of both) **and** have written approval of the lessor to undertake the proposed capital works.

If your EOI/funding application does not involve a building, these requirements will apply to land only. Acceptable formal tenure documents include leases, sub-leases, management rights, occupancy agreements and licences.

Applications for major capital works must indicate whether the improvements are to be done on privately owned land (refer Definitions). **If improvements are proposed for privately owned land or buildings the organisation must have a minimum of three years tenure.** If not a formal tenure, custom and practice (refer Definitions) can be allowed. In some circumstances a combination of formal tenure and custom and practice may be accepted to meet the three-year requirement, however this will be assessed and accepted at the discretion of the department. The applicant must have written proof of custom and practice from the lessor or owner of the land or building.

The legal entity is responsible for identifying, obtaining and retaining all relevant building approvals.

If successful for funding towards major capital works, the works must be undertaken by a licenced builder/builder contractor.

Please refer to the Queensland Building and Construction Commission for further information regarding contract requirements and to check builder and builder contractor licence numbers [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au). OLGR may request copies of building contracts.

Please refer to the Definitions table at the back of these guidelines for more detailed information about what OLGR consider major capital works.

### **Providing in-kind or financial support?**

If your organisation is providing in-kind or financial support, please provide specific details about the support being provided when applying.

If you intend to provide financial support, you should only request the amount required to be funded for each item, that is, exclude your financial contributions towards those items.

OLGR may request evidence of the financial contribution.

### **Referees**

Referees listed within the EOI or application form may be contacted at any time. They should be informed of their inclusion as a referee prior to an EOI or application being submitted. Referees cannot be members of the management committee, family members of the management committee or people or businesses who receive a payment if the grant is approved. Letters of support from the referees are to be included with stage two applications only.

### **Grant writers**

Grant writer fees and associated costs are ineligible for funding. This also includes grant writers who project manage the purchase and/or installation of the requested items.

OLGR determines the following as ineligible:

- grant writer fees
- project management fees (including payment for managing the construction of capital works) by a grant writer, and
- invoices/receipts provided by a grant writer (and any of their associated companies) for items purchased by them.

At acquittal, if OLGR determines that a grant writer has been paid in any form as listed in these funding guidelines, your organisation will be requested to return the grant funds.

### ***Notification of outcomes***

#### **Expression of Interest (Stage one)**

Your organisation's accountable officer will be notified of the outcome of your EOI by email. Successful applicants will be invited to submit a full application for stage two.

If your EOI was considered by the Committee but *unsuccessful*, your accountable officer will be notified via email.

In some cases, your EOI may not have been considered by the Committee because it was *ineligible*. Your accountable officer will be notified via email stating the reasons why.

Organisations should note any applications missing information or identified as ineligible against these guidelines are not presented to the Committee.

### **Application (Stage two)**

The Committee will review the submitted stage two applications and recommend to the Minister which applications should be approved. The Committee base recommendations on the determining factors as set out in these guidelines and the objective for the Commemorative Grants.

A legal entity must meet any conditions as set out in these funding guidelines and the general terms and conditions which can be accessed by the following link:  
<http://www.hpw.qld.gov.au/SiteCollectionDocuments/UpdatedShortFormtermsandconditions.pdf>

If your application was *successful*, a letter from the Minister and a letter from the department will be emailed to your accountable officer. Further information about the grant, payment and acquittal details will be provided in your approval correspondence.

If your application was considered by the Committee but *unsuccessful* for funding, your accountable officer will receive an email advising you of the reason.

In some cases, your application may not have been considered by the Committee because it was *ineligible*. If this is the case your accountable officer will be advised by email why it was ineligible.

A full list of successful organisations including the purpose of the grant and the amount funded is posted at [www.justice.qld.gov.au/grants](http://www.justice.qld.gov.au/grants).

The Minister announces the successful funding applications approximately four to five months after the closing date of the round. You may be contacted by your local Member of Parliament to advise that your organisation has been successful in receiving a Commemorative Grant.

Grant funds may be paid to organisations in staged payments as determined by the Committee.

If your organisation is invited to submit a stage two Commemorative Grant and has also submitted a Round 100 GCBF grant; your organisation will only be *considered* for one grant at the discretion of the GCBC.

### **Approved applications**

#### **Grant payment**

Payment of the grant and acquittal due date will be at the discretion of the committee dependant on the type of grant being undertaken. Payments may be processed in instalments. Detailed payment and acquittal information will be provided in the approval correspondence.

If your organisation is successful for a Commemorative Grant application, and the acquittal of your GCBF application becomes overdue, your Commemorative Grant payment may be withheld at the discretion of the GCBC.

Payments for approved items will be electronically transferred into the legal entity's nominated bank account within 10 business days from receipt of an invoice generated by the legal entity to the department.

All tax invoices submitted for payment of grant funds must contain the date of transaction, contact details of the legal entity and have an ABN listed.

Once you receive approval documentation and grant funds appear in your bank account, you may start spending the funds.

All purchases must be on commercial terms. You must keep all tax invoices and receipts and any other documentation that can be used to verify how you have spent the grant funds.

### **Variations to approved applications**

Variations to the approved purpose or relating to savings or unspent funds will not be accepted unless in exceptional circumstances.

### **Extension to the acquittal due date**

If you require an extension to your acquittal due date, please email your request to [cbf@justice.qld.gov.au](mailto:cbf@justice.qld.gov.au) for consideration.

Extensions past 12 months from approval date are unlikely to be approved unless in exceptional circumstances, as determined by OLGR. If the extension is not approved your organisation may be requested to return the grant funds.

### ***Acquitting an approved application***

Your approved grant application will remain open until all acquittal requirements have been completed including repayment of any outstanding funds.

If your organisation is successful for a Commemorative Grant and the acquittal is overdue or the OLGR identifies an issue with the acquittal, your organisation will be ineligible to apply for future GCBF applications until the Commemorative Grant application is deemed closed.

Approved applications for funding must be acquitted as per the acquittal requirements listed in your departmental approval correspondence.

Organisations will be required to submit an audit prepared by a registered company auditor or suitably qualified person, an evaluation report and publicly acknowledge the grant funds at the completion of the grant to finalise expenditure. We **may** request copies of tax invoice or receipts if required.

Tax invoices and receipts must be:

- made out/addressed to the legal entity or sponsored entity
- contain the suppliers name, contact details and ABN
- contain date of transaction, and
- clearly list items on the tax invoice or receipt including any GST, and where more than one product or service is included, these must be listed separately.

Purchase orders, quotes, statements or pro forma invoices cannot be accepted as grant expenditure verification.

An employee or member of the organisation can purchase the items on behalf of the legal or sponsored entities, but where invoices and receipts are in the name of an individual, a statutory declaration may be required to attest that the items were purchased for the organisation.

Engagement of all suppliers or contractors must be on commercial terms (see Definitions) to ensure no conflicts of interest arise between the organisation, its members and suppliers. If a conflict does arise, the decision to engage a supplier with a conflict (perceived or otherwise) must be documented in minutes of a meeting and the conflicted member must not take part in the decision to engage that supplier or contractor.

The legal and sponsored (if applicable) entity receiving a grant must keep copies of all documents relating to the grant for at least seven years after the grant is acquitted. Regular Quality assurance audits are conducted by the OLGR and further information may be requested to validate information previously provided to OLGR.

Your acquittal documentation will be assessed by an OLGR team member who may ask you for further information about the acquittal.

Breaches of the funding guidelines may result in the organisation being required to return grant funds. Your organisation may also be deemed ineligible and unable to apply for further GCBF or SNP grants if breaches are found to have occurred or grant funds have not been returned.

Once documentation is approved, your accountable officer will be notified by email that the acquittal is complete. To ensure we can contact your organisation, it is important to ensure the accountable officers details are kept up to date.

Any unspent funds must be returned.

### ***Quality assurance***

OLGR regularly undertakes quality assurance checks (including site visits) on grant applications submitted. Checks are undertaken to ensure that all information provided can be substantiated and that the grant was spent only on approved items and in accordance with the funding guidelines. During quality assurance checks if it is found that the information cannot be substantiated the organisation and/or application will be deemed ineligible.

### ***Other information***

#### **Client survey**

From time to time the OLGR conducts client surveys. These surveys are voluntary and may be emailed to applicants. They support continuous improvement of the GCBF processes. All responses will remain confidential.

#### **Translating and interpreting assistance**

The Commonwealth Translating and Interpreting Service can help applicants who want to access this information in another language. For the cost of a local call ring 131 450 and ask for an interpreter who can contact OLGR to make an enquiry on your behalf.

#### **Feedback**

The Office of Liquor and Gaming Regulation is committed to providing you with quality service. If you would like to provide feedback on the service you have received, please email [feedback@justice.qld.gov.au](mailto:feedback@justice.qld.gov.au).

**Further assistance**

Website: <http://www.justice.qld.gov.au/grants>  
Email: [cbf@justice.qld.gov.au](mailto:cbf@justice.qld.gov.au)  
Freecall 1800 633 619 (outside Brisbane)  
Phone: (07) 3247 4284

**Definitions**

Accountable officer for a legal entity	A person with authority to agree to funding terms and conditions, register the organisation, complete applications and acquit grants on behalf of the legal entity. Usually this person is the president, chairperson, school principal, chief executive officer or other similar delegated authority. Delegation should be recorded in meeting minutes or similar. Only one person can be the accountable officer for each legal entity.
Accountable officer for a sponsored entity	A person with authority to make decisions on behalf of the sponsored entity, register the organisation, complete applications and submit acquittal evidence. Usually this person is the president or other similar person in charge of the entity with knowledge of the organisation and the grant application. Only one person can be the accountable officer for each sponsored entity.
Acknowledgment of the grant	You must ensure that the funding is acknowledged in your annual report (if your organisation produces an annual report) or promotional materials relating to the funded purpose.
Acts of Parliament	A law enacted as legislation by a national or state Parliament, examples include: <ul style="list-style-type: none"> <li>• <i>Associations Incorporation Act 1981 (Qld)</i></li> <li>• <i>Corporations Act 2001 (Cth)</i></li> <li>• <i>Cooperatives Act 1997 (Qld)</i></li> <li>• <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)</i></li> <li>• <i>Religious Educational and Charitable Institutions Act 1861 (Qld)</i></li> <li>• <i>Guides Queensland Act 1970 (Qld)</i></li> <li>• <i>Uniting Church in Australia Act 1977 (Qld)</i></li> <li>• <i>Church of England Act 1901 (Qld)</i></li> <li>• <i>Roman Catholic Church (Incorporation of Church Entities) Act 1994 (Qld)</i></li> <li>• <i>Education (General Provisions) Act 2006</i></li> </ul>
Acquittal	The process of providing expenditure verification documentation including, an audit prepared by a registered company auditor or suitably qualified person, evaluation report and acknowledgement of the fund. OLGR may also request tax invoices and receipts.
Application number	The reference number provided to an organisation when a funding application is submitted. This number will start with CG followed by four digits eg.CG-0001.
Approved application	A grant application that has been approved by the Minister with funds paid to the organisation. Also called an open application when the application has not been closed (acquitted).
Australian Business Register or ABR	The register of businesses available at <a href="http://www.abr.business.gov.au/">www.abr.business.gov.au/</a>
Australian Securities & Investment Commission or ASIC website	The regulator responsible for administering the <i>Corporations Law</i> and register of corporations available at <a href="http://www.asic.gov.au/">www.asic.gov.au/</a>
Closed application	An approved application that has been satisfactorily acquitted.
Commercial terms	The purchase of items and/or engaging of contractors is in line with all relevant laws and regulations and adheres to your organisation's governing documents, which may include obligations and rules of the <i>Associations Incorporation Act 1981</i> (if applicable) or the organisation's constitution.

Consumable items	An item that can be used only once. For example: food, drinks, postage, and petrol.
Cultural significance	Applications submitted for repairs/refurbishment that relate to the habit, traditions and beliefs of a community group. Examples include: <ul style="list-style-type: none"> <li>• temple/church</li> <li>• meeting house/community hall</li> <li>• monuments/memorials</li> <li>• art installation</li> <li>• historical building or area</li> <li>• museums</li> </ul>
Custom and practice	A claim that ‘things have been done like this’ rather than from any specific rule or instrument of tenure. For the purpose of the GCBF, a relationship that has or will continue for at least three years from applying. Where no formal instrument of tenure (building or land) exists and an owner of the building or land verifies a relationship exists. The duration may be used in conjunction with instruments of tenure to show a three year or more relationship. In some circumstances a combination of formal tenure and custom and practice may be accepted to meet the three-year requirement, however this will be assessed and accepted at the discretion of OLGR.
Eligible items	Commemorative Grants are available for the following: <ul style="list-style-type: none"> <li>• capital works (excluding repairs/refurbishment to existing facilities unless of cultural significance)</li> <li>• major equipment items</li> <li>• wider community events or festivals</li> <li>• transportation (e.g. Cars, boats, buses etc.)</li> </ul>
Expression of Interest (EOI)	The EOI is the first stage of the commemorative grants application process.
Financial information	Financial information sourced from financial statements produced in accordance with the legal entity’s reporting requirements. Where financial statements are not available the most recent balance sheet or income and expenditure statement may be used for either legal entities or sponsored organisations.
GCBC or the Committee	Gambling Community Benefit Committee.
GCBF or ‘the fund’	Gambling Community Benefit Fund established under the <i>Gaming Machine Act 1991</i> (Qld).
GCBF online portal	The portal used to access the community grants management system at <a href="http://www.justice.qld.gov.au/grants">www.justice.qld.gov.au/grants</a> . Register organisations on the portal.
In-kind support	A non-financial contribution to the grant.
Ineligible organisation	An organisation that does not meet the eligibility requirements as set out in these funding guidelines.
Instrument of tenure	Written proof of the right to use buildings or land. Acceptable instruments of tenure include but are not restricted to: leases, sub-leases, management rights, occupancy agreements and licences, with three years tenure from the date of grant application.
Lease	See instrument of tenure.
Legal entity	The entity with legal responsibility for a grant; must be capable by law of entering into an agreement.
Major capital works	Capital works include new building infrastructure - excluding repairs/refurbishment of existing facilities unless of cultural significance <sup>2</sup>

<sup>2</sup> Cultural Significance relates to the habits, traditions and beliefs of a community group

Minister	The Attorney-General and Minister for Justice, Leader of the House.
OFT	The Office of Fair Trading - retains the register of incorporated associations at <a href="http://www.qld.gov.au/law/fair-trading/">http://www.qld.gov.au/law/fair-trading/</a>
OLGR	The Office of Liquor and Gaming Regulation in the Department of Justice and Attorney-General
Open application	A grant application that has been approved by the Minister with funds paid to the organisation that has not yet been acquitted. Also an approved application.
Organisation	Either a legal entity or a sponsored entity.
Portal	The GCBF online portal (defined above).
Privately owned land	Land or buildings owned by an individual or a 'for profit' organisation. Not land or buildings owned by a 'not for profit' organisation, government or council.
Quality assurance	Checks conducted by officers of the Office of Liquor and Gaming Regulation with an organisation that has received grant funds to ensure compliance with the funding guidelines and to substantiate any information relating to the grant.
Repairs/Refurbishment	Repairs/refurbishment of existing facilities are ineligible unless of cultural significance <sup>3</sup> . Examples of repairs/refurbishment may include: <ul style="list-style-type: none"> <li>• kitchen/bathroom upgrades</li> <li>• painting of hall</li> <li>• repairs to roofing</li> </ul>
Sponsored entity	An organisation that requires a legal entity to sponsor a grant application. A sponsored entity must be authorised by a legal entity to apply and be sponsored for funding through that legal entity. A sponsored entity is not capable of entering into an agreement in its own right.
Valid bank account	A bank account maintained by the legal entity that has been verified by the financial institution where the bank account is held.

<sup>3</sup> Cultural Significance relates to the habits, traditions and beliefs of a community group