

Particulars

(Events, Products or Minor Assets)

Version 2.0

THE PARTIES

STATE OF QUEENSLAND, through the Department of Justice and Attorney-General

and

Funded Organisation	
ABN/ACN	
Org. number	
Agreement number	

1. IMPORTANT INFORMATION

- (a) These Particulars must be read together with the Short Form Terms and Conditions.
- (b) Some capitalised terms used in these Particulars are defined at item 10.

2. IMPORTANT DATES

Agreement Expiry Date	
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3. SERVICE OUTLET

Service outlet number	Service outlet	Departmental region where service outlet is located

4. FUNDING

Funding stream	
Total Funding under Agreement (excl. GST)	
Timing of Payments	

5. FUNDED PURPOSE

The Funded Purpose is as specified below.

- (a) One-off Funding for purchase of assets – not applicable
- (b) Other one-off Funding for delivery of an event or product

Description	Funding amount one-off (excl. GST)
	\$

6. REPORTING REQUIREMENTS

This item sets out the Reporting Requirements for the Funding, which must be met to Our satisfaction.

	Reporting period and due date	Details and standard of reporting	Lodgement
Grant program Grant activity report	Reporting period: Due date:	You must complete the Activity Report available on SmartyGrants and submit the completed report via SmartyGrants by the due date.	Activity Report must be submitted online via the SmartyGrants website.

7. QUALITY STANDARDS

Not applicable

8. SPECIAL CONDITIONS AND OTHER MATTERS

8.1 Special Conditions – Standard

- (a) You must maintain accurate records and accounts of expenditure in relation to the Funding for at least 7 years from the end of this Agreement.
- (b) You must provide Us with all financial information We request in relation to the Funding.
- (c) We may conduct audits of Your records and financial accounts in relation to the Funding and You must make available all information that We, or Our auditors, request in relation to any such audit.

8.2 Special Conditions – Additional

[insert as required]

8.3 Other Insurance

Not applicable

8.4 Departures from Short Form Terms and Conditions

Not applicable

9. NOTICE DETAILS

You

Your contact officer (person and/or position)	
Postal address	
Telephone number	
E-mail address	

Us

Our contact officer (person and/or position)	
Postal address	
Telephone number	
E-mail address	

10. DEFINITIONS FOR PARTICULARS

In these Particulars, unless otherwise stated or a contrary intention appears:

“**Our Website**” means the website at <http://www.justice.qld.gov.au> or such other website as We may from time to time notify You; and

“**Short Form Terms and Conditions**” means the document titled ‘(Short Form) Terms and Conditions’, version 1.2, published on the website at <http://www.hpw.qld.gov.au> or such other website as We may from time to time notify You.

Note: If You cannot locate the Short Form Terms and Conditions, please contact Us and We will assist You or provide You with a copy.

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