

Office of Liquor and Gaming Regulation

Safe Night Precinct Grant Funding Guidelines

Round 23—Closing 31 May 2020



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For further information, please contact the Office of Liquor and Gaming Regulation on 13 QGOV (13 74 68) or visit <https://www.business.qld.gov.au/industry/liquor-gaming>

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Introduction

The Queensland Government is committed to reducing late-night drug and alcohol-related violence and antisocial behaviour. The Safe Night Precinct (SNP) initiative and other initiatives are part of the *Tackling Alcohol-Fuelled Violence* policy, administered by the Office of Liquor and Gaming Regulation (OLGR).

The policy is designed to achieve cultural change around drinking behaviour, promote responsible drinking practices and ensure a safe environment in and around Queensland's licensed venues.

An important component of the strategy is the establishment of precincts across the state. Fifteen precincts have been prescribed in the Liquor Regulation 2002, taking effect on 1 October 2014.

Precinct boards can plan for and manage the safety and amenity of the precinct; raise funds to deliver initiatives; promote harm minimisation and liaise with and support community organisations providing rest and recovery services.

Objective

The precinct grant's objective is to allocate funding to associations incorporated under the *Associations Incorporation Act 1981*, who are established to be the precinct boards for areas prescribed as SNPs under the Liquor Regulation 2002.

What sources of funding are available to precincts?

To allow for the establishment of precincts and their ongoing funding, we have allocated grant funding to 2 funding pools:

- seed funding—up to \$50,000 (GST exclusive) for each precinct
- operational funding—up to \$250,000 (GST exclusive) for each precinct per financial year.

If the cost of the initiative is more than the approved amount, it is the board's responsibility to fund the difference.

Seed funding

To achieve the objectives of the strategy, we have established the Seed Funding Grant program. Funding of up to \$50,000 (GST exclusive) is available for each local board.

Applications can be made for:

- establishment costs of the local board
- a facilitator to assist with the development of a management plan
- governance training to assist with good governance of the local board. Grant funding can be for an individual local board or a shared funding application for representatives of multiple local boards.

We understand members of the local board's management committee have extensive skills, knowledge and experience in their particular area of expertise. However, it is important to ensure that you have an understanding of governance models, frameworks and tools that allow you to pursue the objectives of the local board in an effective and accountable manner.

Operational funding

Operational funding of up to \$250,000 per financial year is available to each precinct to assist ongoing precinct initiatives.

Grant funding applications are expected to link to the management plan you have developed and assist in achieving cultural change around drinking behaviour, promote responsible drinking practices and ensure a safer environment in and around licensed venues. The management plan must be submitted with the application form.

If the seed grant allocation of \$50,000 (GST exclusive) has been exhausted, you may apply for up to \$10,000 each financial year from the operational funding for administration expenses. The approved administration funding will be allocated from the operational funding available of up to \$250,000 per financial year.

Steps to apply for seed funding

Step 1
Local board to (1) vote to become and successfully apply for incorporated association (IA) status (2) apply for GST Registered Status (3) apply for an ABN and (4) set up a bank account.

Step 2
Copies of quotes from preferred suppliers for requested items; bank statement; last financial statement tabled with the local board and copy of most recent proposed annual budget **are required** to be submitted with the application. The position description is also required for grants seeking funding for administrative support.

Step 3
Submit Seed Funding application. Note:
Seed funding is CAPPED at \$50,000 (GST exclusive) per local board;
Usual practice is to apply for the grant in instalments of \$10,000;
Submit funding application and required documentation to the OLGR by the funding round closing date.

Step 4
Board will receive an email acknowledging receipt of the application. Incomplete applications will be returned to the Board.

Step 5
Applications are assessed by the OLGR. In assessing the application, OLGR may request additional information.

Step 6
The Safe Night Precinct assessment committee considers eligible applications, makes enquiries when necessary and decides whether the application should be approved or otherwise.

Unsuccessful boards will be notified in writing.

Successful boards will be notified in writing. If applicable, grant conditions will be provided to the local board.

Step 7
Local board to forward a tax invoice for the grant payment to the OLGR.

Step 8
Within 10 days of receipt of the tax invoice an EFT payment will be made to the local board's bank account.

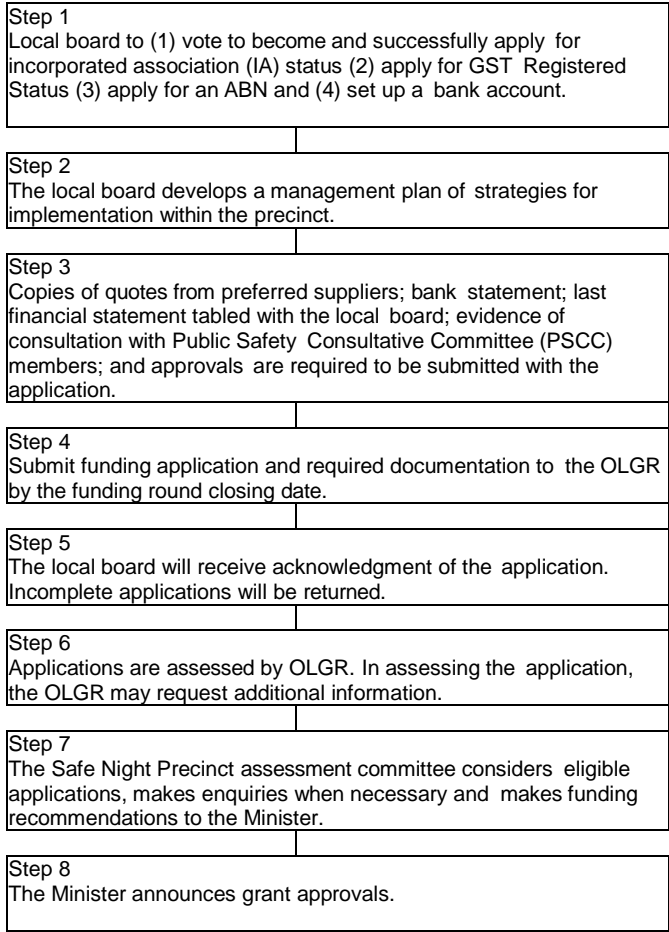
Step 9
When \$2,000 balance of the seed funding is left in the bank account (after expenses have been made), the local board is eligible to lodge another application (unless it is the final approved payment).

Step 10
Acquittal documents must be returned to the OLGR within three months of the grant being complete.

Step 11
The board will be notified in writing once the acquittal is complete.

Step 12
Grants may be audited by the OLGR Audit Unit.

Steps to apply for operational funding



Unsuccessful boards will be notified in writing.

Successful boards will be notified in writing. If applicable, grant conditions will be provided to the local board.

Step 8
Local board to forward a tax invoice for the grant payment to the OLGR.

Step 9
Within 10 days of receipt of the tax invoice an EFT payment will be made to the local board's bank account.

Step 10
Acquittal documents must be submitted to the OLGR. This may include an evaluation.

Step 11
The local board will be notified in writing once the acquittal is complete.

Step 12
Grant may be audited by the OLGR Audit Unit.

How much funding can a board apply for?

Seed funding limit

Applications can be submitted for grant payments of up to \$10,000 (GST exclusive)—total funding is capped at \$50,000 (GST exclusive) for each local board over the life of the SNP program.

Applications for more than \$10,000 (GST exclusive) may be considered where supporting evidence is provided.

When the balance of the grant funds reaches approximately \$2,000, you are eligible to submit a new application. Supporting documentation must be provided to show expenditure of the grant funds to date.

Operational funding limit

You can apply for a maximum of \$250,000 (GST exclusive) in any financial year—this amount does not include seed funding.

You can apply for funding in the 4 funding rounds conducted each financial year.

Maximum funding in any one round is \$50,000 (GST exclusive), although one application for up to \$100,000 (GST exclusive) may be considered each financial year for larger initiatives.

Operational funding may also be used for administration expenses, if the seed grant allocation of \$50,000 (GST exclusive) has been exhausted. You may apply and be approved for up to \$10,000 each financial year from the operational funding for administration expenses. The approved administration funding will be allocated from the operational funding available of up to \$250,000 per financial year.

You can submit a joint application where economies of scale can achieve a cost reduction or enhanced outcomes are expected to be achieved. In these instances, the limit of the funding will be amalgamated.

Where joint applications are made, one local board must take responsibility for accounting for the GST associated with the application as well as any legal responsibilities.

Other funding opportunities

In addition to applying for grants from the strategy funding pools, you are also eligible to apply for grant funding from the Gambling Community Benefit Fund administered by the OLGR. Further information on this funding program can be found at www.justice.qld.gov.au/grants.

Note: Duplicate funding will not be permitted.

If you are approved for funding for an initiative from the safe night funding pools, the Gambling Community Benefit Fund grant for the same initiative will be deemed ineligible. You may also be eligible to conduct fund raising activities under the *Charitable and Non Profit Gaming Act 1999* (C&NP). Guidelines for fund raising under the C&NP are available from www.business.qld.gov.au/liquor-gaming.

Other avenues for you to raise revenue can include applying membership fees or joining fees to members of the incorporated association and seeking sponsorship from corporate partners. Once the association is incorporated, there may be opportunities to apply for local government, state and federal government grants. Philanthropic funding applications can also be made to corporate agencies.

How often can a board apply?

Seed funding

The initial application can be submitted immediately once the local board has been incorporated and prescribed.

Once the balance of the seed funding is reduced to \$2,000, the board can make a new application. (Supporting documentation must be provided to show expenditure of the grant funds to date).

Operational funding

There are 4 rounds each financial year and an application can be submitted each round.

The SNP assessment committee may consider applications for emergent or urgent matters that require consideration outside of the funding rounds. For support, contact the Community Benefits Fund Unit (CBFU).

Along with a completed application form, you will be required to provide evidence of discussion with public safety consultative committee (PSCC) members. This evidence can include minutes of a meeting where the emergent or urgent matter was discussed and identified as a high priority. The application will be considered as part of the maximum financial year grant allocation of \$250,000.

You may use operational grant expenditure for administration costs if the seed grant funding has been spent. Applications must be made in advance of the period that funding is sought and include a proposed timesheet and position description.

The opening and closing dates will be published online at www.business.qld.gov.au/industry/liquor-gaming/safe-night-out-strategy/safe-night-precincts.

Who is eligible?

Incorporated associations established as local boards for precincts prescribed in the Liquor Regulation 2002 are eligible.

The board must:

- have an ABN
- be registered for GST
- hold a bank account in the name of the incorporated association.

Applications will only be considered from local boards that have no outstanding SNP reporting requirements.

Should SNP boards have questions relating to any of these eligibility conditions, contact the CBFU.

Are your requested items eligible for funding submission?

Eligible items

You can apply for any item considered essential for the establishment of a precinct and initiatives that meet the government's *Tackling Alcohol-Fuelled Violence* policy, with the exception of items listed as ineligible.

The eligible items for the initiative will assist the precinct board in achieving the objectives as listed in S173NJ of the Liquor Act.

Seed funding examples

- Establishment costs of the precinct
- Governance training
- Legal fees
- Cost of development of a management plan
- Rent
- Wages for administrative/secretarial work that is undertaken on the direction of the management committee
- Office equipment (photo copiers, computers etc.)
- Application fees
- Office of Fair Trading (OFT) fees
- Accounting fees
- Audit fees
- Training costs
- Public liability insurance
- Workers compensation insurance
- Motor vehicles expenses

Operational funding examples

- Installation of CCTV where ownership is transferred to another entity which agrees to be responsible for monitoring and maintenance/repair
- Lighting
- Marketing/advertising
- Promotion of safety issues
- Taxi rank management
- Education and awareness campaigns
- Strategies to ensure industry staff are safe when travelling to and from work in the early hours
- Only after seed funding has been used, the local board can apply for administration costs up to \$10,000 in anyone year
- Capital works projects where council is unable to provide funding and endorses the initiative and agrees to cover ongoing costs including maintenance and repair of the subject matter (each application for capital works is considered on a case-by-case basis by the minister)
- Transition costs to liquor laws

Note that grant funding is not available for the:

- remuneration of members of the local board or management committee
- payment of the salary for administrative staff if they are an employee or associate of a licensee. If the local board is unsure whether a proposed administrative staff member is considered an associate, please contact the OLGR to discuss.

If approved for funding, it is highly recommended that you enter into a signed contract with the supplier (if applicable). You should consider having the contract define both parties' responsibilities and timeframes, along with anything else that will ensure the purpose of the grant will be met.

It is also the responsibility of the local board to ensure external contractors are aware of intellectual property (IP) ownership.

When employing staff in administration, secretariat or other role, you should consider the requirements of the task and the skills required. The payment of the employee should be in-line with relevant industry pay rates—it will assist in ensuring value for money. A pay calculator can be found at calculate.fairwork.gov.au/findyouraward

Ineligible items

The following items are ineligible:

- contingency costs
- repayment of debts and loans
- gifts
- costs already incurred for a project prior to written approval from the department
- costs associated with other government agencies for services that are considered part of their normal operational expenses
- funding of initiatives that are currently undertaken and are available from other sources (e.g. additional policing)
- costs associated with rest and recovery services (e.g. equipment)
- ID scanners.

How to submit your application and supporting documentation

Applications for funding must be lodged and completed using the application form available at: www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/safe-night-precincts/grants

Provide the following information based on the type of funding you're applying for.

Seed funding

- The last financial statement tabled with the local board
- The most recent bank statement
- The most recent annual budget
- Quotes from the preferred supplier(s)
- A position description for administration or secretarial staff, including the hourly rate of pay and estimated hours per week

Operational funding

- The last financial statement tabled with the local board
- The most recent bank statement
- The local board's management plan
- Evidence of consultation with PSCC members (e.g. minutes of meeting)
- Letter of agreement from another entity (e.g. council) that has agreed to have the responsibility for the completion of the capital works project and future maintenance and repair of the project
- A copy of the approval if part funding is being provided by another source
- At least 2 quotes from the preferred supplier(s) for all requested items
- A proposed timesheet and position description if you intend to use operational grant funds for administration costs and the seed grant funding has been spent (applications must be made in advance of the period that funding is sought)
- If submitting a joint application, details of each SNP local board

All certified applications and supporting documentation must be emailed to snp-grants@justice.qld.gov.au.

We will notify the local board when we receive their application—contact us if this is not acknowledged within 10 days. The application should provide an email address for communications with the local board.

Are you applying for capital works?

Applications for capital works will be considered for funding. If funding is approved for the project, you may be required to provide the grant payment to a named entity (e.g. council) that has agreed to have responsibility for the completion of the project and future maintenance and repair.

Evidence of the agreement must be provided with the application form.

Assessment and decisions of grant applications

Applications will be processed and assessed by a panel of our senior officers who are familiar with the objectives of the strategy. Each application will be checked against funding guidelines to ensure it meets these objectives.

When assessing an application, we will consider various factors, including:

- the initiative meets the objectives of the *Tackling Alcohol-Fuelled Violence* policy
- the initiative having proven success in reducing alcohol and drug related violence
- the size of the precinct in both the numbers of premises and physical area
- the hours of trade
- whether costs are fixed or proportional to the size or location of the precinct
- the priorities of the initiatives
- the effectiveness of initiatives previously implemented (where an application is made for continuance of the initiative)
- if funding is not available from another source for the initiative
- if the PSCC been consulted in relation to the activities the board is seeking to fund.

Should you identify that funding is available from another source for the initiative and choose not to make use of that funding source, you must provide an explanation.

OLGR may request substantiation of any information provided on the application form and may contact any parties listed. Any additional information requested by us should be returned by the requested date to ensure that we can make a decision in a timely manner. Failure to supply any requested information may cause delays.

We will notify the board of the outcome—successful, unsuccessful or ineligible.

Seed funding

Once the assessment has been completed, we will submit the application to the SNP assessment committee. The SNP assessment committee will review it and determine whether funding will be allocated.

The funding approval may be for all or some of the requested items, or a contribution to them.

Operational funding

Once an initial assessment has been completed, we will forward the application to the SNP assessment committee. The SNP assessment committee will review the application and make a recommendation to the Minister.

The funding approval may be for all or some of the requested items, or a contribution to them.

At times, the Minister may decide to approve an operational funding grant for the local board and request the grant payment be provided to a named entity who will have ownership of the facility/asset.

Grant terms and conditions

If an application is approved and accepted for funding, the grant is subject to the terms and conditions that form part of the SNP funding guidelines.

A non-negotiable component of all operational grant allocations is the requirement that SNP management committees include an evaluation of the outcomes of the initiative as part of its acquittal process.

Due to the specialised and diverse nature of grants approved, it is impossible to provide a 'template' for evaluations. At a minimum, the evaluation must be structured to confirm that the initiative has been completed in line with the description provided in Section 4 of the Application for Safe Night Precinct board grant funding (found at www.publications.qld.gov.au) and assess the extent to which it resulted in the benefits outlined in Section 5 of the application.

As a specific condition of a grant, the evaluation may be required to include assessments you did not initially identify (in Section 5 of the application).

For any changes to the grant details, including amounts of items funded, see 'Requests to change grant details/board details' below.

You must keep original documents for at least 7 years after the grant is acquitted. This requirement mirrors the Queensland Government's General Retention and Disposal Schedule for Administrative Documents QDAN 249 v7 (S4.1.2).

We conduct regular audits of grants and may request further information to validate information previously provided to us.

Grant payment

If an application is successful, you will be advised of the outcome of the application, which will include a request to forward a tax invoice for payment. We will include an acquittal form that specifies the approved requested items and grant amount for each item.

Payments for the grant will be made to the local board's bank account approximately 10 working days after we receive the tax invoice from the precinct board.

Value for money and ethical decision-making

Applications for SNP grant funding must ensure that the intended purchase of goods and services for the proposed initiatives achieves value for money and that an ethical decision-making process is central to the funding decision and procurement processes. These principles are particularly important when spending public funds.

'Value for money' is about more than just the price of goods and services alone as the sole indicator of value. You should consider both cost-related factors (e.g. the up-front price—can the same goods or services be supplied at a cheaper price by another supplier; whole-of-life costs and transaction costs) and non-cost factors (fitness for purpose, quality, risk exposures, service, support and sustainability). Any purchasing decision should be based on sound logic, research and planning, be well documented and easily comprehensible and comparable to others.

Ethical decision-making must be used when making any purchasing decision. As grant funding is publicly funded, any person or association using public money has the responsibility to show the public, and other stakeholders, purchasing decisions have been made ethically. If management committee members are associated with suppliers (or potential suppliers), they must declare their association in the application documents and not take part in the process of considering or approving any contracts for the supply of those goods or services.

Conflict of Interest (COI)

A COI is where a management committee member may derive (or be perceived to derive) a personal gain through their position on the management committee by influencing a decision made to purchase goods or services from a specific supplier.

A typical example is deciding which company to use to provide printing services for a SNP poster. A member of the management committee may be associated with a local printing company (through ownership, a partner or family member working there). If such an association occurs, the SNP management committee must seek a number of quotes from other suppliers, in addition to the supplier that the management committee member is associated with.

To reduce the likelihood of any possible COI, the management committee member should not take part in considering or approving contracts for the provision of goods or services if there is any association with the supplier. Any real or perceived COI should be recorded in meeting minutes.

Grant acquittal

All grants provided must be acquitted. Acquittal of grants must be achieved by lodging evidence with the OLGR that grant funds provided were expended for the purpose they were provided.

Seed funding

You must acquit the grant by lodging:

- a signed acquittal form
- invoices/receipts for the approved items in the name of the local board
- bank statements that include payments for the approved items.

The expected acquittal date will be advised in the acquittal form accompanying the approval letter or approved variation letter.

Additional grant conditions may have been provided on the approval letter. If so, these must be acquitted by the due date provided on the acquittal form or a date provided by OLGR.

Operational funding

You must acquit operational funding grants 6 months after the grant is approved, unless otherwise stated.

You must acquit the grant by lodging:

- a signed acquittal form
- invoices/receipts for the approved items in the name of the local board
- bank statements that include payments for the approved items
- an evaluation of the initiative.

Due to the specialised and diverse nature of grants approved, it is impossible to provide a template for evaluations. At a minimum, the evaluation must be structured to confirm that the initiative has been completed in line with the description provided in Section 4 of the Application for Safe Night Precinct board grant funding, and assess the extent to which it resulted in the benefits outlined in Section 5 of the application.

As a specific condition of a grant, it may be required that the evaluation include assessments you did not initially identify (see Section 5) as being part of the proposed evaluation. Exceptions to this requirement will apply where funding is provided for a grant where it is anticipated that expenditure will occur over a longer period (i.e. a program that runs over 12 months).

The expected acquittal date will be advised in the acquittal form accompanying the approval letter or approved variation letter.

Additional grant conditions may have been provided on the approval letter. If so, these must be acquitted by the due date provided on the acquittal form

Checks are undertaken to ensure that all information provided in the acquittal can be substantiated and shows that the grant was spent only on approved items and within the specified timeframe. Failure to comply with the provisions of the Associations Incorporation Act may result in future applications being deemed ineligible or the funding agreement being cancelled and the return of any monies paid.

All tax invoices/receipts submitted must contain the business name, date of transaction, contact details of the supplier and list the ABN (where applicable).

All items must be identifiable and where more than one product or service is included, these must be listed separately. GST must be listed as a separate component (where applicable). All documents supporting payments must be on commercial terms. Any contract entered into with a supplier/contractor will be on commercial terms to ensure no conflict of interest issues arises between the board, its members and suppliers.

If there are unspent funds of more than \$300 (GST exclusive), the board will be required to return the unspent funds (including the \$300).

Goods and services tax (GST)

GST can affect a board's grant in 2 ways:

- on the total grant amount
- on the GST paid on goods or services purchased with the grant.

GST considerations are based on the local board's GST registration status.

As the Australian Tax Office (ATO) considers a grant a taxable supply, the Queensland Government will gross up the grant value by 10%. 'Grossing up' a grant means increasing the amount paid to the SNP in order to cover the GST liability of the SNP making a taxable supply.

If approved, the SNP gives us a tax invoice. The SNP is required to remit the GST amount on the grant to the ATO and report the grant on its business activity statement. The items/project funded will exclude GST as the SNP can claim back the GST paid on these items/project from the ATO.

For advice about GST, visit www.ato.gov.au.

Requests to change grant or board details

Changes to an approved grant

Seed funding

Seed grants are to be expended in accordance with the approved items.

At times, you may incur expenses that have not been listed as approved items by us, but are consistent with the objectives and intended purpose of the seed funding.

To allow for these incurred expenses, you may reprioritise approved items within 10% of the approved grant value without the approval of OLGR.

If you are unable to meet the acquittal timeframe, you must seek an extension of time via email. The request must include the reason for the extension and grant funds expended to date. We will provide written advice of the decision.

Operational funding

Operational grants are to be expended in accordance with the approved items.

If you are required to change the approved items, contact the SNP team because you may be required to seek written approval prior to the expenditure of approved items.

If the approved items remain the same as those we have approved, you may vary expenditure on individual items by up to +/- \$500 or 15% (whichever is greater) per approved item.

if you are unable to meet the acquittal timeframe, you must seek an extension of time via email. The request must include the reason for the extension and grant funds expended to date. We will provide written advice of the decision.

Changes to board details

If the positions of president, secretary or treasurer become vacant, you will need to appoint a new officer to the role and advise OFT within a month of the position becoming vacant. Changes must be submitted in writing to OLGR using Form 10A as provided by OFT. Go to:

www.publications.qld.gov.au/dataset/oft-incorporated-associations-forms-and-guides.

Requesting or updating information

We will ensure that any information about your application or organisation will only be given to an authorised person.

The executive of the board as advised to OLGR or contact person or other committee member listed on the application form can request application information or status updates.

But only the executive registered with OLGR or other committee member listed on the original application form can request:

- the funding outcome
- to withdraw an application
- changes to a grant arrangements
- grant information
- grant payment information.

Any changes made to a grant after the initial advice to the board we will confirm in writing and the changes will have the same effect as if they formed part of the original grant approval.

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 us to make an enquiry.

Privacy statement

The Department of Justice and Attorney-General collects personal information on the forms named in these guidelines to assist in the assessment and management of grant funding. This information may be disclosed to other departments (e.g. Department of Premier and Cabinet and Queensland Police Service) for the purposes of notification, marketing and promotional activities. Your information will not be disclosed to any other parties unless authorised or required by law.

Use of information supplied

Details of successful applications may be provided to members of parliament and used in the fund's promotional material, including media releases, annual reports, and brochures and on the Business Queensland website.

Feedback

We are committed to providing a high level of client service. This commitment has been highlighted by the implementation of the OLGR Service Charter. The charter is about our relationship with you. The charter sets out the standards that you can expect from us, how you can help us deliver quality services and how you can tell us what we are doing well or could do better. Find out more at:

www.justice.qld.gov.au/about-us/services/liquor-gaming/priorities/charter

Further assistance

Website: www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/safe-night-precincts/grants

Email: snp-grants@justice.qld.gov.au

Freecall: 1800 633 619

Definitions

Application number

The number provided to the board once the application has been submitted successfully

Contact person

The person who knows most about the application and agrees to be contacted about the application where required

Financial year

1 July to 30 June

Capital works

Any applications for construction, such as internal and external building work; signage

Custom and practice (used in relation to facility improvements)

No formal instrument of tenure (building or land) exists and an owner of the building or land verifies a relationship exists

Boards may explain circumstances if they expect to remain at a location for at least 3 years from time of application.

The owner approval must be able to be verified. It may be used in conjunction with instruments of tenure.

Funding particulars

The details of the funding provided to the applicant contained within the correspondence advising the applicant approval of the application

Instrument of tenure

Written proof of the right to use buildings or land (otherwise known as a 'lease')

Acceptable instruments of tenure include, but are not restricted to: leases, sub-leases, management rights, occupancy agreements and licences.

Acceptable instruments must also have 3 years' tenure from the date of grant application.

Privately owned land

Land or buildings owned by an individual or a for-profit company/corporation

Tax invoice

A document generally issued by the supplier

It shows the price of a supply, states if it includes GST and may show the amount. It must show other information, including the ABN of the supplier.

You must have a tax invoice before you can claim an input tax credit on your activity statement (except for small amounts).

Terms and conditions

By submitting an application for funding with any funding program administered by the Community Benefit Funds Unit, your organisation, if successful, will enter into a contract with the Queensland Government. All grant funding and procurement provided by the government in relation to social services is subject to a mandatory whole-of-government standard suite of contracts managed by the Department of Housing and Public Works.

For the latest version of the terms and conditions applicable to all SNP grant funding applications, visit:

www.hpw.qld.gov.au/_data/assets/pdf_file/0011/3422/shortformtermsconditions.pdf

Note that the funding guidelines and your completed funding application constitute the 'particulars' referred to in the terms and conditions and form part of the contract binding successful grant funding applicants.