

# Safe Night Precinct Grant funding guidelines

**For:**

**(1) seed funding  
and**

**(2) operational funding**

**Round 16**

**Closing 31 August 2018**



**Queensland  
Government**

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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 (precinct) initiatives and a suite of other initiatives are part of the *Tackling Alcohol-Fuelled Violence* policy. 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. 15 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***

To allocate funding to associations incorporated under the *Associations Incorporation Act 1981* prescribed and established to be the precinct boards for areas prescribed as a safe night precinct under the Liquor Regulation 2002.

## **What sources of funding are available to precincts?**

To allow for the establishment of precincts and their ongoing funding of initiatives, the Government has allocated grant funding to two funding pools:

- (1) Seed Funding; and
- (2) Operational Funding.

| <b>Seed funding (once off) – up to \$50,000 (excl GST) each precinct</b>   | <b>Operational funding – up to \$250,000 (excl GST) each precinct per financial year</b>   |
|--|--|
| <p>To achieve the objectives of the strategy the Government has established the Seed Funding grant program. Funding of up to \$50,000 (excl GST) is available for each local board. Applications can be made for:</p> <ul style="list-style-type: none"> <li>• establishment costs of the local board;</li> <li>• facilitator to assist with the development of a management plan; and</li> <li>• 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.</li> </ul> <p>While the Office of Liquor and Gaming Regulation (OLGR) understands members of the local board’s management committee have extensive skills, knowledge and experience in their particular area of expertise, it is important to ensure members have an understanding of governance models, frameworks and tools which allow them to pursue the objectives of the local board in an effective and accountable manner.</p> | <p>Operational funding of up to \$250,000 per financial year is available to each precinct to assist ongoing precinct initiatives.</p> <p>Grant funding applications are expected to link to the management plan developed by the local board 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.</p> <p>If the seed grant allocation of \$50,000 (excl GST) has been allocated, the local board 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.</p> |

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

# 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 major 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: 1) seed funding is CAPPED at \$50,000 (excl GST) per local board  
2) usual practice is to apply for the grant in instalments of \$10,000  
3) there is no opening or 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 to contact the OLGR to lodge another application form (unless it is the final approved payment). The local board will submit the new application form (refer steps 2 to 8).

## Step 10

Submit grant conditions as applicable.

## Step 11

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

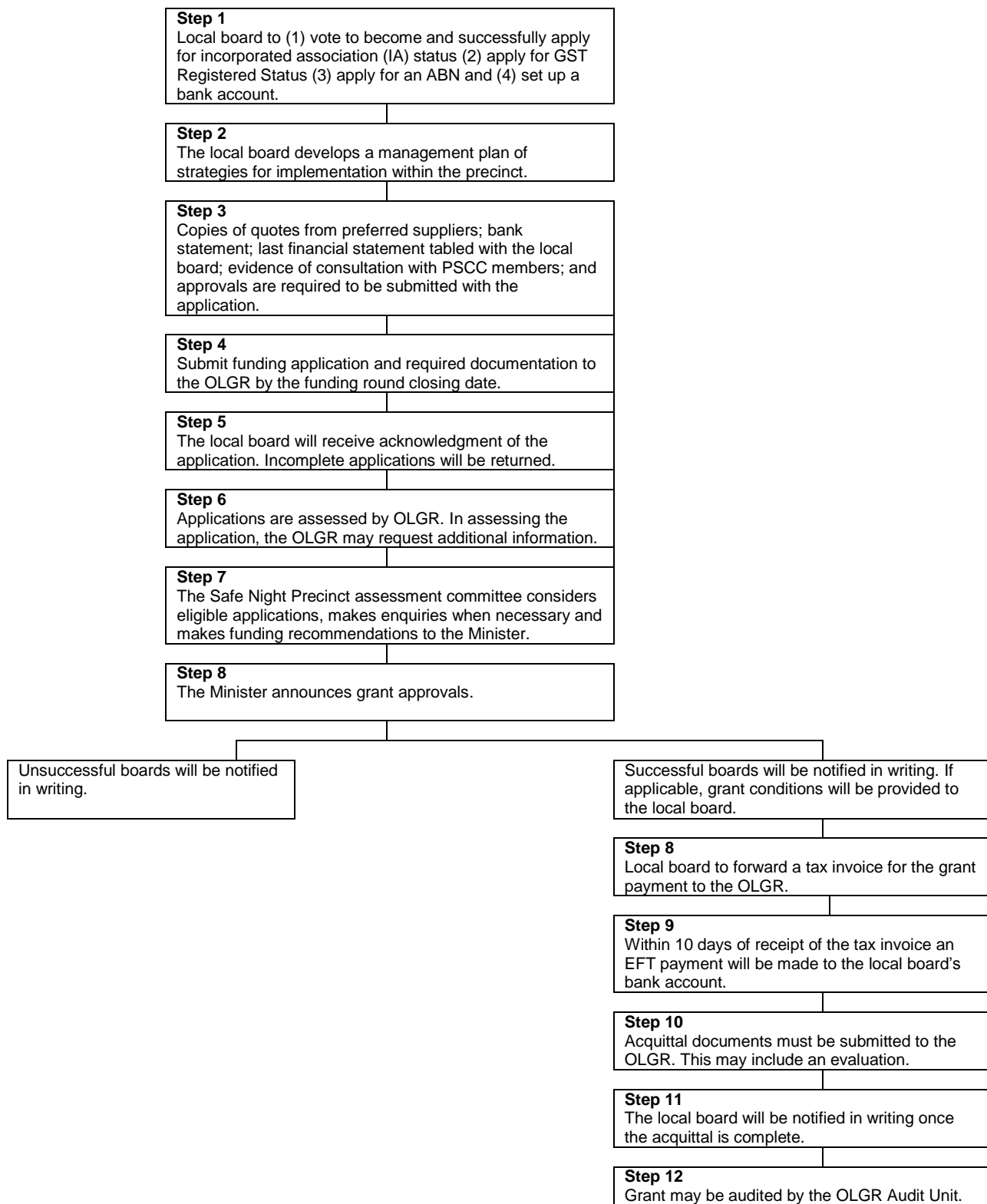
## Step 13

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

## Step 14

Grants may be audited by the OLGR Audit Unit.

## Steps to apply for Operational Funding



## How much funding can a board apply for?

| Seed funding – up to \$50,000 (excl GST) for each precinct   | Operational funding – up to \$250,000 (excl GST) each precinct per financial year  |
|--|--|
| <p>Applications can be submitted for grant payments of up to \$10,000 (excl GST) - total funding is capped at \$50,000 (excl GST) for each local board over the life of the SNP program.</p> <p>Applications for more than \$10,000 (excl GST) may be considered where evidence is provided to support the claim.</p> <p>When the balance of grant funds reaches approximately \$2,000 the local board should contact the OLGR to arrange a new application form. Supporting documentation will be required To acquit the grant will be documented in the approval correspondence.</p> | <p>Local boards can apply for a maximum of \$250,000 (excl GST) in any financial year (this amount does not include seed funding).</p> <p>Boards can apply for funding in four funding rounds conducted each financial year.</p> <p>Maximum funding in any one round is \$50,000 (excl GST) although one application for up to \$100,000 (excl GST) may be considered each financial year for larger initiatives.</p> <p>Operational funding may also be utilised for administration expenses if the seed grant allocation of \$50,000 (excl GST) has been allocated. The local board 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.</p> <p>Local boards may 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.</p> <p>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.</p> |

### Other funding opportunities

In addition to applying for grants from the strategy funding pools, a local board is 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 the website <http://www.business.qld.gov.au/industry/liquor-gaming>. It should be noted duplicate funding will not be permitted.

Should a local board be approved funding for an initiative from the safe night funding pools, the Gambling Community Benefit Fund grant for the same initiative will be deemed ineligible. The local board 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 the OLGR website at <http://www.business.qld.gov.au/industry/liquor-gaming>.

Other avenues for local boards to raise revenue can be by applying membership fees and/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 – up to \$50,000 (excl GST) for each precinct   | Operational funding –Up to \$250,000 (excl GST) for each precinct per financial year   |
|--|--|
| <p>The initial application can be submitted immediately once the local board has been incorporated and prescribed.</p> <p>Once the balance of the seed funding is reduced to \$2,000 the board can make a new application.</p> | <p>There are four rounds each financial year and an application can be submitted each round.</p> <p>The SNP assessment committee may consider applications for emergent or urgent matters which require consideration outside of the funding rounds. For support, please contact the CBFU team immediately. Along with a completed application form, the local board will be required to provide evidence of discussion with local board and public safety consultative committee members e.g. minutes of 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.</p> <p>Local boards may utilise operational grant expenditure for administration costs if the seed grant funding has been fully utilised. Applications must be made in advance of the period that funding is sought and include a proposed timesheet and PD.</p> <p>The opening and closing dates will be notified on the OLGR website:<br/> <a href="https://www.business.qld.gov.au/industry/liquor-gaming/safe-night-out-strategy/safe-night-precincts">https://www.business.qld.gov.au/industry/liquor-gaming/safe-night-out-strategy/safe-night-precincts</a></p> |
| <p>Applications are assessed by OLGR as they are received. Assessment will occur on receipt of complete grant applications and will not be delayed until the end of the closing round.</p>                                     |  |

## Who is eligible?

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

The board must have an ABN; be registered for GST; and 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, please contact the CBFU team on 07 3247 4284 or 1800 633 619 or email [snp-grants@justice.qld.gov.au](mailto:snp-grants@justice.qld.gov.au)



## Are your requested items eligible for funding submission?

### Eligible items

Local boards 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 those items that are listed as ineligible items.

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

#### Examples for seed funding:

- 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 fees;
- accounting fees;
- audit fees;
- training costs;
- public liability insurance;
- workers compensation insurance; and
- motor vehicles expenses.

#### Examples for operational funding:

- 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 utilised, 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 \*\*; and
- transition costs to liquor laws.

Note – grant funding is not available for the:

- remuneration of members of the local board or management committee.

\*Note – grant funding is not available for the:

- 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 the local board enters into a signed contract between the local board and the supplier (If applicable). The local board should consider that the contract define both parties' responsibilities and timeframes, along with anything else that will ensure that the purpose of the grant will be met.

Note - when employing staff either in the role of administration/secretariat staff or in other employment, the SNP local board 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. By doing this, it will assist in ensuring value for money. A pay calculator can be found at <http://calculate.fairwork.gov.au/findyouraward>

\*\*Note – capital work ownership

- each application for capital works is considered on a case by case basis by the Minister.

### **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 usual/normal operational expenses;
- funding of initiatives which are currently undertaken and are available from other sources, e.g. additional policing; costs associated with rest and recovery services, e.g. equipment; and
- ID scanners.

### ***How to submit your application and supporting documentation***

Applications for funding must be lodged and completed using the application form which is available from the OLGR.

| <b>Seed Funding – up to \$50,000 (excl GST) for each precinct</b>  | <b>Operational Funding - Up to \$250,000 (excl GST) for each precinct per financial year</b>  |
|--|---|
| <p><u>Financial Reports</u><br/>Attach a copy of the last financial statement tabled with the local board.</p> <p><u>Bank Statement</u><br/>Attach a copy of the most recent bank statement.</p> <p><u>Budget</u><br/>Attach most recent annual budget.</p> <p><u>Quotes</u><br/>Local boards obtain quotes for all major requested items. Copies of quotes for the preferred supplier/s are to be submitted.</p> <p><u>Position Description for Administration/ secretarial staff</u><br/>Attach a position description, including the hourly rate of pay and estimated hours per week.</p> | <p><u>Financial Reports</u><br/>Attach a copy of the last financial statement tabled with the local board.</p> <p><u>Bank Statement</u><br/>Attach a copy of the most recent bank statement.</p> <p><u>SNP Local Board Management Plan</u><br/>A copy of the local board's management plan should be attached to the application.</p> <p><u>Consultation</u><br/>Evidence of consultation with PSCC members e.g. minutes of meeting.</p> <p><u>Capital Works Applications</u><br/>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.</p> <p><u>Other Funding</u><br/>If part funding is being provided from another source, a copy of the approval must be provided.</p> <p><u>Quotes</u><br/>Local boards must obtain at least two quotes for all requested items. Copies of two quotes for the preferred supplier/s are to be submitted.</p> <p><u>Administration Expenses</u><br/>Local boards may utilise operational grant expenditure for administration costs if the seed grant funding has been fully utilised. Applications must be made in advance of the period that funding is sought and include a proposed timesheet and position description.</p> |

|  |   |
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|  | <p><u>Joint Application</u><br/>If submitting a joint application details of each SNP local board must be included.</p> |
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All certified applications and supporting documentation must be emailed to [snp-grants@justice.qld.gov.au](mailto:snp-grants@justice.qld.gov.au) or forwarded by post to the address at the bottom of this guideline.

Acknowledgement of the application will be forwarded to the local board upon receipt and contact with OLGR should be made if receipt is not acknowledged within 10 days. Ideally the application should provide an email address for communications between the local board and the OLGR.

**Are you applying for capital works?**

Applications for capital works will be considered for funding. If funding is approved for the project, the local board 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 of the project. Evidence of the agreement must be provided with the application form.

**Assessment of grant applications and decision**

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

When assessing an application, the OLGR will consider and take into account a range of matters 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, physical area and hours of trade;
- some initiatives may have fixed costs where others are proportional to the size or location of the precinct;
- the priorities of the initiatives as advised by the local board;
- effectiveness of initiatives previously implemented where an application is made for continuance of the initiative;
- funding is not available from another source for the initiative; and
- has the Public Safety Consultative Committee been consulted in relation to the activities the board is seeking funding.

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

The OLGR may request substantiation of any information provided on the application form and may contact any parties listed. Any additional information requested by the OLGR should be returned by the requested date to ensure that a decision on the application is made in a timely manner. Failure to supply any requested information may delay a decision being made on the application.

|  |  |
|--|--|
| <b>Seed funding – up to \$50,000 (excl GST) for each precinct</b>  | <b>Operational funding - Up to \$250,000 (excl GST) for each precinct per financial year</b>   |
| Once the assessment has been completed, the OLGR will submit the application to the SNP assessment committee. The SNP assessment committee will review the application and determine | Once an initial assessment has been completed the application will be forwarded to the SNP assessment committee. The SNP assessment committee will review the application and make a recommendation to the Minister. |

|  |  |
|--|--|
| <p>whether funding will be allocated.</p> <p>The funding approval may be for all of the requested items, part of the requested items, or a contribution towards the requested items.</p> | <p>The funding approval may be for all of the requested items, part of the requested items, or a contribution towards the requested items.</p> <p>At times, the Minister may make the decision to approve an operational funding grant to the local board and request the grant payment be provided to a named entity who will have ownership of the facility/asset.</p> |
|--|--|

The board will be notified in writing of an outcome (whether successful, unsuccessful or ineligible).

### **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 *Safe Night Precinct 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' 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 not initially identified by the local board (in section 5 of the application) as being part of the proposed evaluation.

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

The local board must keep original documents for at least seven 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).

The OLGR conducts regular audits of grants and may request further information to validate information previously provided to OLGR.

### **Grant payment**

If an application is successful, the local board will receive advice notifying the outcome of the application. The advice will be accompanied by an acquittal form from the OLGR which 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 from receipt of a tax invoice from the precinct board.

Correspondence will be sent to the local board confirming the payment has been approved.

### **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 money obtained from the public purse.

Value for money is about thinking about more than just the price alone as the sole indicator of the value of goods and services. Consideration should be given to both cost-related factors (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 in receipt of 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) that Committee member/s 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 through a decision made to purchase goods or services from a specific supplier.

A typical example is deciding what 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 (ownership, partner or family member working there). If such an association occurs, the SNP management committee must seek a number of quotes from suppliers, in addition to the supplier that the management committee member is associated with.

To reduce the likelihood of any COI or perceived 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 minuted in meeting minutes.

## Grant acquittal

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

| <b>Seed funding – up to \$50,000 for each precinct</b>  | <b>Operational funding - \$8 million pool<br/>Up to \$250,000 for each precinct per financial year</b>  |
|---|---|
| <p>The local board must acquit the grant by lodging:</p> <ul style="list-style-type: none"> <li>• a signed acquittal form;</li> <li>• invoices/receipts for the approved items in the name of the local board;</li> <li>• bank statement/s that include payment/s for the approved items.</li> </ul> <p>The expected acquittal date will be advised in the acquittal form accompanying the approval letter or approved variation letter.</p> <p>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 OLGRC.</p> | <p>The local board must acquit operational funding grants 6 months after the grant is approved, unless otherwise stated.</p> <p>The local board must acquit the grant by lodging:</p> <ul style="list-style-type: none"> <li>• a signed acquittal form;</li> <li>• invoices/receipts for the approved items in the name of the local board;</li> <li>• bank statement/s that include payment/s for the approved items; and</li> <li>• 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 not initially identified by the local board (in section 5 of the application) 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.</li> </ul> <p>The expected acquittal date will be advised in the acquittal form accompanying the approval letter or approved variation letter.</p> <p>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.</p> |

Checks are undertaken to ensure that all information provided in the acquittal can be substantiated and the grant was spent only on approved items and within the specified timeframe. Failure to comply with the provisions of the Associations *Incorporation Act 1981* may result in future applications being deemed ineligible and/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 have the ABN listed (where applicable).

All items must be clearly 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 arise between the board, its members and suppliers.

If there is unspent funds of more than \$300 (including GST) between the total amount paid and the total spent on approved items, the Board will be required to pay back the full amount unspent (inclusive of the \$300).

#### Goods and services tax (GST)

GST can affect a Board's grant in two ways:

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

GST considerations are based on the GST registration status of the local board. For advice about GST please visit the ATO website at [www.ato.gov.au](http://www.ato.gov.au).

## **Requests to change grant or board details**

### **Changes to an approved grant**

| <b>Seed funding – up to \$50,000 (excl GST) for each precinct</b>   | <b>Operational funding - Up to \$250,000 (excl GST) for each precinct per financial year</b>  |
|---|---|
| Seed grants are to be expended in accordance with the approved items.   | Operational grants are to be expended in accordance with the approved items.  |
| At times, the local board may incur expenses that have not been listed as approved items by the OLGR, however are consistent with the objectives and intended purpose of the seed funding.  | Should the local board be required to change the approved items, please contact the SNP team to discuss as the local board may be required to seek written approval prior to the expenditure of approved items.   |
| To allow for these incurred expenses, the local board may reprioritise approved items within 10% of the approved grant value without the approval of OLGR.  | If the approved items remain the same as those approved by OLGR, the local board may vary expenditure on individual items by up to \$500 or 15% +/- (whichever is greater) per approved item.   |
| If the local board is unable to meet the acquittal timeframe, the local board must seek an extension of time via email. The request must include the reason for the extension and grant funds expended to date. OLGR will provide written advice of the decision. | If the local board is unable to meet the acquittal timeframe, the local board must seek an extension of time via email. The request must include the reason for the extension and grant funds expended to date. OLGR 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 the Office of Fair Trading within a month of the position becoming vacant. Changes must be submitted in writing to OLGR using Form 10A as provided by the Office of Fair Trading. <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/incorporated-associations-forms-and-fees>

## Requesting or updating information

The table below outlines who is eligible to request or update information recorded with OLGR.

| Type of request   | Person able to request   |
|---|--|
| application information/status or updates to an application | Executive of the board as advised to OLGR or contact person or other committee member listed on the application form |
| funding outcome   | Executive registered with OLGR or other committee member listed on the original application form                     |
| withdraw an application                                     | Executive registered with OLGR or other committee member listed on the original application form                     |
| changes to a grant arrangements                             | Executive registered with OLGR or other committee member listed on the original application form                     |
| grant information   | Executive registered with OLGR or other committee member listed on the original application form                     |
| grant payment information                                   | Executive registered with OLGR or other committee member listed on the original application form                     |

Any changes made to a grant after the initial advice to the board will be confirmed in writing by OLGR and have the same effect as if it 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 OLGR to make an enquiry.

### ***Privacy statement***

The Department of Justice and Attorney-General is collecting personal information on this form to assist in the assessment and management of grant funding. This information may be disclosed to other Departments (for example 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 and Industry website.

### ***Feedback***

OLGR is 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. Full details can be accessed at

[www.justice.qld.gov.au/corporate/about-us/liquor-gaming/priorities/service-charter](http://www.justice.qld.gov.au/corporate/about-us/liquor-gaming/priorities/service-charter).



## Further assistance

Website: <http://www.business.qld.gov.au/industry/liquor-gaming>

Email: [snp-grants@justice.qld.gov.au](mailto:snp-grants@justice.qld.gov.au)

Phone: (07) 3247 4284 or 1800 633 619

Postal address: Locked Bag 180, CITY EAST QLD 4002

## 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. Boards may explain circumstances if they expect to remain at a location for at least three years from time of application although it has no formal instrument of tenure (building or land). Owner approval must be able to be verified. 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. 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   |
| 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 of GST. 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.

To access the latest version of the terms and conditions applicable to all Safe Night Precinct grant funding applications visit:

<http://www.hpw.qld.gov.au/SiteCollectionDocuments/UpdatedShortFormtermsandconditions.pdf>.

Note that the Funding Guidelines and your completed funding application constitute the Particulars referred to in the Short Form – Terms and Conditions and form part of the contract binding successful grant funding applicants.