

Department of Justice and Attorney-General

Office of Liquor and Gaming Regulation

Gambling Community Benefit Fund

Funding Guidelines

Round 97
Closing 31 May 2018



Queensland
Government

Contents

Introduction	3
Objective	3
How much funding can an organisation apply for?	3
How does an organisation apply?	3
How often can an organisation apply?	3
Closing dates	3
An overview of the application process	4
The process in more detail	5
Registration	5
Portal tips	6
Applications	6
Funding recommendations	7
Funding approval	7
Registration	8
Is your organisation eligible?	8
Eligible organisations	8
Ineligible organisations	8
Financial information	8
Application	9
Is your application eligible?	9
Eligible applications	9
Ineligible applications	9
Are your requested items eligible?	10
Eligible items	10
Funding priorities	10
Ineligible items	10
Unlikely to be funded items	10
Other information about applying for funding	11
Goods and Services Tax (GST)	11
Are you applying for facility improvements?	11
Providing in-kind or financial support?	12
Referees	12
Grant writers	12
Declaration - grant writer	12
What happens after decisions are announced?	13
Grant payment	13
Approved applications	13
Variations to approved applications	14
Extension to the acquittal due date	14
Variation to funded items	14
Acquitting an approved application	15
Quality assurance	16
Other information	17
Client survey	17
Translating and interpreting assistance	17
Feedback	17
Further assistance	17
Definitions	18

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.

Applications are processed and assessed by the Office of Liquor and Gaming (OLGR) in the Department of Justice and Attorney-General. Eligible applications are considered by the Gambling Community Benefit Committee (the Committee) on a quarterly basis. Independently appointed by the Attorney-General and Minister for Justice, Leader of the House (the Minister), the Committee has the responsibility of making recommendations to the Minister on funding eligible community groups.

Objective

To allocate funding to not-for-profit community groups to enhance their capacity to provide services, leisure activities and opportunities for Queensland communities.

How much funding can an organisation apply for?

Applications can be submitted for funding of between \$500 and \$35,000. If the cost of items requested or purchased is more than the approved amount, it is the organisation's responsibility to fund the difference.

How does an organisation apply?

Organisations must register and apply for funding on the GCBF online portal. Before registering or applying, representatives of the organisations must thoroughly read and understand these guidelines. The guidelines are updated every round. Please ensure you review the guidelines each time you apply.

How often can an organisation apply?

An eligible organisation can submit one application per funding round provided it does not have an approved application from a previous funding round (including a CCG) that has not been acquitted.

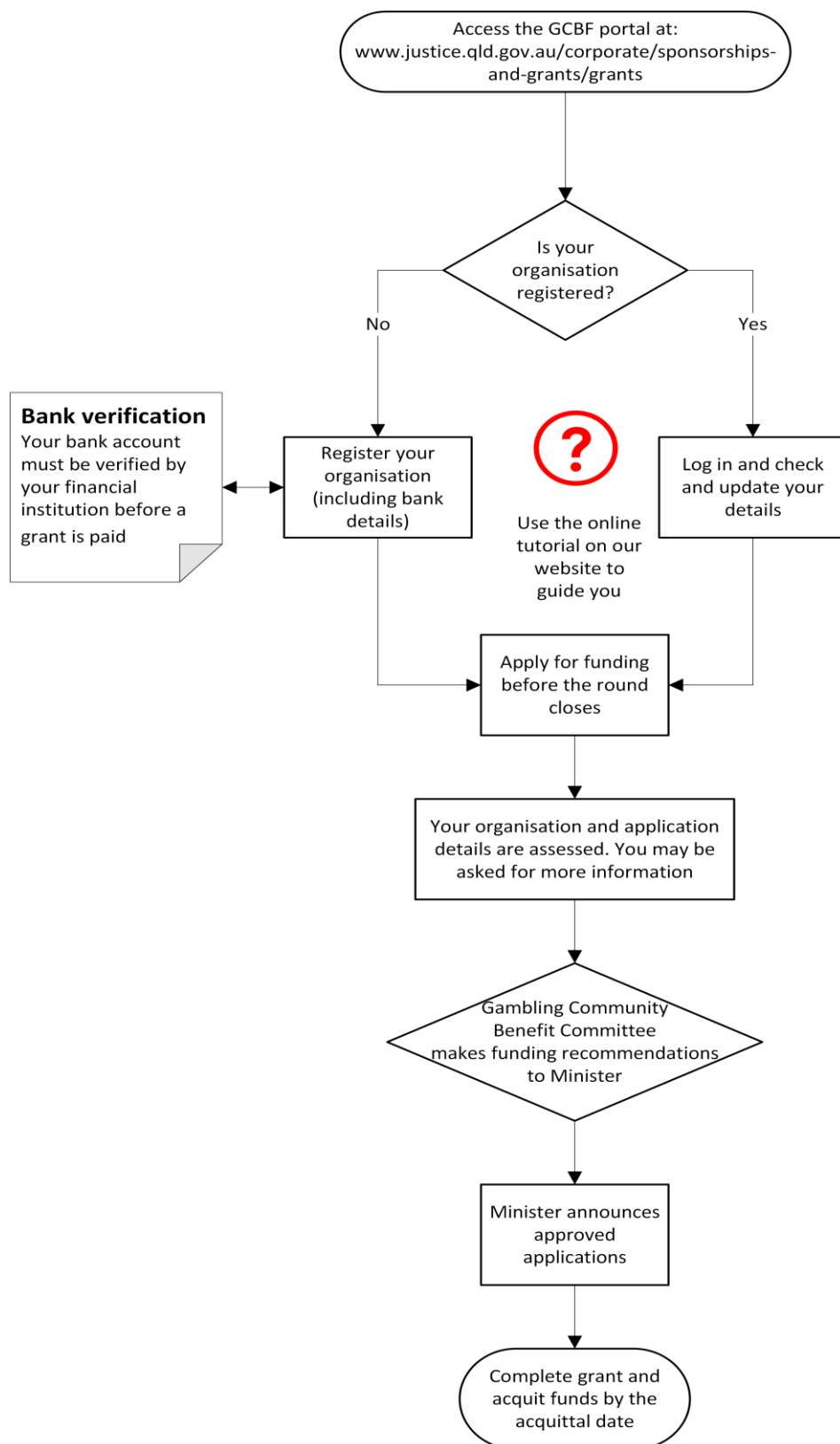
A legal entity is permitted to sponsor multiple organisations in any one funding round, provided the legal entity does not have an approved application in its own right from a previous funding round where the acquittal due date has passed.

Closing dates

There are four funding rounds per year. Funding rounds open approximately six weeks prior to the closing date and applications can only be submitted when a round is open. Funding rounds close at 11.59pm on 28 February, 31 May, 31 August and 30 November. Applications cannot be submitted if they are lodged after midnight of the closing date.

An overview of the application process

Application process



The process in more detail

The website www.justice.qld.gov.au/grants should be your first step – it contains helpful video tutorials and other information to guide you through each step of the process.

The process for obtaining a grant from the GCBF is managed entirely within the GCBF online portal. A link to the portal can be found at www.justice.qld.gov.au/grants. The GCBF online portal has simplified the registration, application and acquittal process for organisations.

Registration

All organisations must register their organisation on the GCBF online portal. Once you have registered an email will be sent to the registered accountable officer detailing the organisation number and a password which you can use to log into the portal and apply for funding. You only need to register once for each legal or sponsored entity.

Your new organisation number will be five digits and will start with 'L' if you are a legal entity or 'S' if you are a sponsored entity. The online video tutorial and handy information on our website www.justice.qld.gov.au/grants will guide you through the registration process.

If you have a new accountable officer, or do not receive your new password after a few minutes, contact the OLGR for assistance.

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

When assessing a registration, the OLGR may seek further information and contact any persons provided on the registration. You must respond to the OLGR by the requested date or your organisation may be made invalid. Any applications submitted by an invalid 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 from the GCBF. 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. A Bank Verification Form is available either from our website or the online grants portal to download and provide to the financial institution for completion. The financial institution for the legal entity must verify the details of their bank account.

You must scan and upload the verified form to the portal (making sure you attach it 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 organisations registration within 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 the OLGR.

You do not need to submit any other supporting documentation during the registration process unless specifically requested by the 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. Ideally more than one contact person's details should be provided at registration. Organisations must also ensure email accounts are regularly checked **especially over holiday** periods as this is the primary contact method utilised by OLGR. All updates to organisation details can only be done in the GCBF online portal.

Portal tips

When logging into the portal:

- **type your organisation number or name slowly, wait for the full name to appear in the drop down list**
- **click on the organisation name, this will populate in the *Name or Number* box.**
- **type in your password exactly as it appears in your registration confirmation email – do not copy and paste. Be careful to check if your password has a number zero ‘0’ or a letter ‘O’.**

If you commence a new application and would like to save what you have completed ensure you click the ‘save’ button each time prior to signing out of the portal. This will ensure next time you log into the portal your draft application will be made available to continue on with. If you sign out without saving you will lose any unsaved information.

Make sure you use the ‘Sign Out’ function when you have finished working in the online grants portal, rather than clicking on the ‘X’ on your browser window. This will avoid issues when you next login.

Do not bookmark the online grants portal, always access the portal from the link on the www.justice.qld.gov.au/grants website.

Do not allow your internet browser to ‘save’ your password. Simply click ‘no’ if prompted to save your password for the portal. You need to type the password in every time you log in to your account (remember do not cut and paste the password from your registration confirmation email).

When registering your organisation, it is advisable to list at least two different contact people with different email addresses should your organisation need to be contacted regarding the registration or application process.

Applications

All applications must be submitted through the GCBF online portal **before midnight on the closing date**. The funding round will automatically close at midnight.

The online video tutorial and handy information on the www.justice.qld.gov.au/grants will guide you through the application process.

Supporting documentation such as references, letters of support, photos, quotes, budgets, financial reports or any other documentation **should not be submitted unless requested by the OLGR**.

The ability to create and submit a new application will not be available to registered organisations unless the acquittal of a previous application is complete. Applications will be ineligible if the organisation (legal entity or sponsored entity) has an approved application that has not been satisfactorily acquitted or is incomplete.

All applications submitted are assessed by the OLGR. Each application is checked against the funding guidelines to ensure the application and items being requested are eligible. More details about application and item eligibility are detailed below.

When assessing an application, the OLGR may ask for information to be substantiated and may contact any persons provided on the application. Information must be returned by uploading it to the portal by the requested date or the application will be considered ineligible.

Organisations are able to review the status of their applications at any time on the portal.

Funding recommendations

All eligible applications are presented to the Committee for consideration at quarterly meetings.

The Committee considers all eligible funding applications in each round and recommends to the Minister which applications should be approved. The Committee base recommendations on the funding priorities and other determining factors set out below in these guidelines.

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

Funding approval

The recommendations made by the Committee are presented to the Minister who makes the final decision on which organisations will receive funding from the GCBF.

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 congratulate you on receiving a GCBF grant.

Registration

Is your organisation eligible?

Eligible organisations	Ineligible organisations
<p>All organisations must:</p> <ul style="list-style-type: none">○ have not-for-profit objectives○ be community based○ be registered on the GCBF online portal as a legal entity or sponsored entity prior to submitting an application. <p>All legal entities must:</p> <ul style="list-style-type: none">○ be incorporated or registered by an Act of Parliament○ have an active ABN○ have a bank account in the name of the legal entity and submit the Bank Verification Form stamped by the financial institution.○ agree to the terms and conditions of the grant○ if sponsoring an organisation, ensure the sponsored entity has not-for-profit objectives and○ if sponsoring an organisation, agree to accept legal and financial responsibility for the grant. <p>Organisations must be one of the following:</p> <ul style="list-style-type: none">○ A legal entity; or○ A sponsored entity applying through a legal entity; or○ A local Ambulance Committee, Rural Fire Brigade or State Emergency Service Group sponsored by their relevant Government department. <p>If the OLGR team 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">○ a Certificate of Incorporation○ a Certificate of Registration against an Act of Parliament and a copy of the constitution to verify not-for-profit objectives○ Letters patent○ Trust Deed○ Shareholder information	<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 payment.</p>

Financial information

Financial information provided at registration should be sourced from your organisation's financial reporting. Your financial statements must be retained and available if requested by the OLGR or an audit officer. If financial reports are not available, the information should be obtained from the organisation's most recent balance sheet or income and expenditure statement. The OLGR may also ask for copies of bank statements to show the financial position.

It is the responsibility of the organisation to log into the GCBF online portal annually to review and update the financial information for the organisation. It is also recommended at the same time to review all other organisation details, including bank details and contact details to ensure information is up to date. Failure to update this information may result in the organisation being ineligible to apply for funding.

Education Queensland, Parents and Citizens Associations, Local Ambulance Committees, Rural Fire Brigades, State Emergency Services and their relevant legal entity are not required to submit financial information when applying for a grant.

Application

Is your application eligible?

Eligible applications	Ineligible applications
<p>All applications must:</p> <ul style="list-style-type: none"> ○ be submitted on the GCBF online portal before the relevant funding round closes ○ be submitted by an eligible organisation ○ demonstrate a benefit to Queensland communities. <p>The legal entity must, in relation to each application:</p> <ul style="list-style-type: none"> ○ 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) ○ retain relevant information about any sponsored entities and determine how they interact with a sponsored entity about the funding. <p>Documentation about the application may be requested by the OLGR when the application is being assessed. Unless requested, no other documentation should be submitted with the application.</p>	<p>Applications will be ineligible if:</p> <ul style="list-style-type: none"> ○ the organisation (legal entity or sponsored entity) has an approved application that has not been satisfactorily acquitted ○ it is incomplete ○ it is requesting ineligible items

Are your requested items eligible?

Eligible items

Organisations can apply for any item, except ineligible items. When applying, organisations should also consider the list of 'unlikely to be funded' items and the funding priorities.

Funding priorities

In each round applications are prioritised from 1 (being the highest) to 5 (being the lowest). The Committee consider funding from all priorities however allocate funding to higher priorities first. Funding priorities are:

Priority 1

Applications by organisations affected by a declared natural disaster in the last 2 years (see Definitions)

Priority 2

Applications for the purchase of equipment and/or facility improvements (see Definition and details below)

Priority 3

Applications for the purchase of buses, cars, caravans, boats, tractors, trailers, large mowers, motorbikes and similar items

Priority 4

Applications for community events, training, workshops, programs and festivals

Priority 5

Applications by organisations that have received a grant or grants from the GCBF of more than \$15,000 in the past two years

Other determining factors:

- financial position of organisation
- age of organisation
- value for money of the grant
- contributions, financially or in-kind, toward the project
- opportunities for the organisation to generate income
- benefits to more than one organisation
- number of applications by the legal entity (if sponsoring)
- geographical location of organisation and benefit to a region
- target group being assisted
- government priorities identified by the Minister

Ineligible items

The following items are ineligible:

- items purchased or committed to purchase before the organisation is notified in writing their application is successful
- 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
- project management fees
- purchase of equipment/service that benefit an individual
- funding for a staff or member social event
- alcohol
- gifts or prizes
- subsidies
- sponsorship

Note: ineligible items cannot be incorporated in contracts or invoices.

Unlikely to be funded items

Items *unlikely* to be funded include:

- 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
- internal training not provided by a third party
- prepaid or store cards

An application that meets some or all priorities does not automatically guarantee funding. The funding program is oversubscribed and applications may be part funded to assist distribution of funds to more community groups. If applications are part funded, the organisation will need to fund the balance of the grant.

Organisations are advised to undertake due diligence (obtain multiple quotes) to ensure competitive pricing for the items being purchased. Unsuccessful applicants are encouraged to resubmit a new application in the next funding round if the requested items remain a priority.

Other information about applying for funding

Goods and Services Tax (GST)

Application

You will be required to enter requested amounts inclusive or exclusive of GST on the goods depending on the legal entity's GST registration status for each line item. 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

Grant funds from the GCBF are not considered by the Australian Taxation Office (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 \$35,000 of funds. When you acquit you must provide invoices to the value of \$35,000 exclusive of GST (or \$38,500 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 \$35,000 of funds. When you acquit you must provide invoices to \$35,000 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 or speak to your accountant.

Are you applying for facility improvements?

If your organisation is applying for facility improvements you must refer to the Definitions table at the back of these guidelines.

Applicants for funding of facility improvements 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 facility improvements.

If your 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 facility improvements 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. Organisations can have a combination of formal tenure and custom and practice to meet the three year requirement. The organisation 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. Documents are not required to be submitted with your application but **must be retained by the legal entity** and capable of being produced to officers of the OLGR or auditors if requested.

If successful for funding towards facility improvements, the works must be undertaken by a licenced builder/builder contractor. OLGR will decline at acquittal, tax invoices/receipts from unlicensed builder/builder contractors as the works have not been carried out in accordance with the Queensland building and construction laws within Queensland.

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. OLGR may request copies of building contracts at acquittal.

Providing in-kind or financial support?

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

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

For example, if you want to purchase a vehicle for \$35,000 and intend to contribute \$10,000 toward the purchase, you should request funding of \$25,000.

If your organisation receives funding from another source for the approved items you must notify the OLGR as soon as possible. At acquittal, if this is identified, the OLGR may request a return of the grant funds.

Referees

Referees listed on the application form may be contacted at any time. They should be informed of their inclusion as a referee prior to an 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.

Written references are not required to be submitted.

Grant writers

Grant writer fees and associated costs are ineligible for funding from the GCBF. 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 facility improvements and/or the purchase of funded items) by a grant writer, and
- invoices/receipts provided by a grant writer (and any of their associated companies).

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.

Declaration - grant writer

The person submitting the application must answer the declaration questions. Any remuneration paid to a grant writer should be on a fee for service basis. Grant funds are not permitted to be spent on grant writer fees. The organisation remains responsible for the application and management of the grant and written communications from OLGR will be to the accountable officer.

What happens after decisions are announced?

Your organisation's accountable officer will be notified of the outcome of your application by email.

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 .

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. If your application remains a priority for your organisation and you are able to rectify the issues that deemed your application ineligible, you are encouraged to reapply in the next funding round.

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 is provided below.

Grant payment

Payments for approved items will be electronically transferred into the legal entity's nominated bank account within 14 business days from notification of approval.

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

Approved applications

You can log into the GCBF online portal to view details of the approved items and amounts.

A legal entity must meet any conditions set out in the general terms and conditions which can be accessed by the link on the portal.

If organisations seek to vary an approved application, such as changes to items to be purchased with grant funds or extensions to the acquittal due date, organisations must submit a variation on the portal. More information about variations is below.

All purchases must be on commercial terms.

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

Variations to approved applications

Extension to the acquittal due date

You may extend your acquittal due date up to 12 months from approval date by logging into the portal and updating the acquittal due date field within the application 'Items' tab, section 3. Please provide a detailed explanation for the need to extend the acquittal due date for the application. A video tutorial is provided at Step 6 on the website to guide you through this process.

1 Organisation 2 Contacts 3 Items

Acquittal Due Date

25/08/2019

Reason *

"Please provide an update of the project and a detailed reason for the extension."

Changes to acquittal due dates will be reviewed by CBFU and you will be notified if it's not accepted.

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

Variation to funded items

Please note: approval **must** be given by OLGR **prior** to purchasing any varied items. If during acquittal processing OLGR determines that items approved in a variation were purchased prior to approval of the variation, these items will be **declined** from the acquittal.

You may request a variation to an approved item by logging into the portal and editing the funded items on the application 'Items' tab, section 3. Variations to quantities of approved items and amounts will be approved automatically. For example:

From:

Funded Items

Requested Item Category	Description	Quantity	Amount (Ex GST)
Facility Improvements	Kitchen updates	1	20000
Equipment	Sports equipment	5	10000
			Original Requested Amount \$30,000.00
			Approved Amount \$30,000.00
			Current Amount \$30,000.00

To:

Funded Items

Requested Item Category	Description	Quantity	Amount (Ex GST)
Facility Improvements	Kitchen updates	1	25000
Equipment	Sports equipment	3	5000
			Original Requested Amount \$30,000.00
			Approved Amount \$30,000.00
			Current Amount \$30,000.00

If you want to add additional line items or vary the purpose of the grant to something that is not in line with your original approved purpose you may submit a variation by logging into the portal and editing the funded items on the application 'Items' tab, section 3. Variation requests need to have a reason for the change, detailing why the original approved items are not required and how the new request will provide community benefit.

Your request will be considered by a delegated OLGR officer or the Committee. You will not be able to proceed with the acquittal until the variation is actioned. You **must** wait for **approval** before spending grant funds on any varied item/s not approved in the original application.

Funded Items

Requested Item Category	Description	Quantity	Amount (Ex GST)
<p>Currently Pending: this application has pending changes which are awaiting approval.</p>			
Reason for Change:			
"Please provide a detailed reason for the change of line items, example: savings from the grant".			
Facility Improvements	Kitchen updates	1	\$18,000.00
Equipment	Sports equipment	3	\$5,000.00
Solar	Solar Hot Water System	1	\$7,000.00
			Original Requested Amount
			\$30,000.00
			Approved Amount
			\$30,000.00
			Current Amount
			\$30,000.00

Acquitting an approved application

Your approved grant application will remain open until all acquittal requirements have been completed including repayment of any outstanding funds. You cannot apply for further funding if you have an open application.

While the legal entity has overall responsibility for the grant, a sponsored entity must acquit their grant on the portal. Approved applications for funding which include facility improvements must be acquitted within 12 months. All other item types funded must be acquitted within 6 months.

Once grant monies have been spent, evidence of how the funds were spent must be uploaded to the GCBF online portal. It is recommended to upload evidence of expenditure to the portal as soon as funds are spent; you do not need to wait until all funds are spent before starting to upload onto the portal.

The required evidence of expenditure is a tax invoice and/or a receipt showing what was purchased, where it was purchased from and the amount paid. Tax invoices and receipts must be:

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

Most importantly, tax invoices and receipts must be dated on or after the approval date of the grant.

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.

Only where tax invoices and receipts are not available and with the prior approval from OLGR, other documentation may be provided to support acquittal of your grant. These documents may include bank statements showing payments being made to suppliers, photographs, vehicle transfer and registration papers and statutory declarations from appropriate witnesses attesting to what has been purchased or what has occurred.

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.

If there are unspent funds of more than \$300 the legal entity will be required to return the unspent funds (including the \$300). Please note that any trade-in or subsidy/rebate from a supplier will be subtracted from the overall grant expenditure. A variation request may be submitted to the OLGR team (via the online portal, see *Variations to funded items* section above).

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 audits are conducted by the OLGR and further information may be requested to validate information previously provided to the OLGR.

Your acquittal documentation will be assessed by a member of the OLGR team and they 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 invalid and unable to apply for further grants from the fund if breaches are found to have occurred or grant funds not returned.

Once documentation is approved, your accountable officer will be notified the acquittal is complete by email. Hence it is important to ensure the accountable officers details are kept up to date.

Quality assurance

OLGR regular 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 the OLGR to make an enquiry on your behalf.

Feedback

The Department of Justice and Attorney-General and the OLGR 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.

Further assistance

Website: <http://www.justice.qld.gov.au/grants>
Email: 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.
Acts of Parliament	A law enacted as legislation by a national or state Parliament, examples include: <ul style="list-style-type: none"> ▪ <i>Associations Incorporation Act 1981 (Qld)</i> ▪ <i>Corporations Act 2001 (Cth)</i> ▪ <i>Cooperatives Act 1997 (Qld)</i> ▪ <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)</i> ▪ <i>Religious Educational and Charitable Institutions Act 1861 (Qld)</i> ▪ <i>Guides Queensland Act 1970 (Qld)</i> ▪ <i>Uniting Church in Australia Act 1977 (Qld)</i> ▪ <i>Church of England Act 1901 (Qld)</i> ▪ <i>Roman Catholic Church (Incorporation of Church Entities) Act 1994 (Qld)</i> ▪ <i>Education (General Provisions) Act 2006</i>
application number	The reference number provided to an organisation when a funding application is submitted. This number will start with APP followed by six numbers e.g. APP-000123
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).
acquittal	Being approved or released from an open application after submitting evidence that all grant funds have been spent on the approved funding purpose. Closing an open application. The process of providing expenditure verification documentation including tax invoices and receipts.
Australian Business Register or ABR	The register of businesses available at www.abr.business.gov.au/
Australian Securities & Investment Commission or ASIC website	The regulator responsible for administering the <i>Corporations Law</i> and register of corporations available at www.asic.gov.au/
OLGR	The Community Benefit Funds Unit in the Office of Liquor and Gaming Regulation of the Department of Justice and Attorney-General
closed application	An approved application that has been satisfactorily acquitted. Once an application is closed a new funding application can be submitted.
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.
contact person	The person who agrees to be contacted about the application. A person authorised to speak on behalf of the organisation who understands the

	most about the application.
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.
declaration officer	The person declaring they have the authority on behalf of the organisation to register, submit, vary or acquit an application.
eligible items	Generally all items that are not on the ineligible items list (see <i>Are your requested items eligible?</i> section within these guidelines).
facility improvements	Facility improvements include: <ul style="list-style-type: none"> ○ construction of demountable buildings, amenities blocks, playgrounds, sheds, lighting or storage facilities ○ landscaping ○ internal and external building improvements ○ upgrades or refurbishments to existing facilities ○ fit-out costs required for occupation and use ○ removable items requiring fixed footings. For example: goal posts or shade structures ○ permanent fixtures to buildings including: <ul style="list-style-type: none"> ▪ air conditioners ▪ extensions, patios or decking ▪ solar panel and system installation ▪ solar battery storage ▪ awnings ○ fencing ○ grandstands or stadium seating ○ shade structures
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 entities.
funding priorities	Priorities established by the Minister that are considered by the Committee when making recommendations for funding. The Committee will consider applications in order of priority.
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 www.justice.qld.gov.au/grants . Register organisations, apply for funding and acquit open applications on the portal.
ineligible application	An application that was not eligible for funding. Generally because the application or items requested were not eligible (see list of eligible application and items above).
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.
invalid organisation	An organisation that does not meet the eligibility requirements as set out in these funding guidelines. An invalid organisation cannot submit a grant application. An invalid organisation may have failed to satisfactorily acquit a grant.
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.
Minister	The Attorney-General and Minister for Justice
natural disaster	A declared disaster listed in the last two years at: www.disasterassist.gov.au or a drought declared area listed at: https://www.longpaddock.qld.gov.au/queenslanddroughtmonitor/
OFT	The Office of Fair Trading - retains the register of incorporated associations at http://www.qld.gov.au/law/fair-trading/
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
organisation number	A registered number required for each applicant organisation to be able to apply (legal entity and sponsored entity). The number is used as a unique identifier for each organisation making an application. The organisation number will be prefaced by an L for a legal entity and an S for 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 applied for or received grant funds to ensure compliance with the funding guidelines and to substantiate any information relating to the grant. This may include information about registration, applications, variations and acquittals.
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.
variation	A request to vary (or change) the approved items that has been funded or a request to vary the acquittal due date. Some variations are automatically approved and some require approval by an appropriately delegated officer in OLGR.