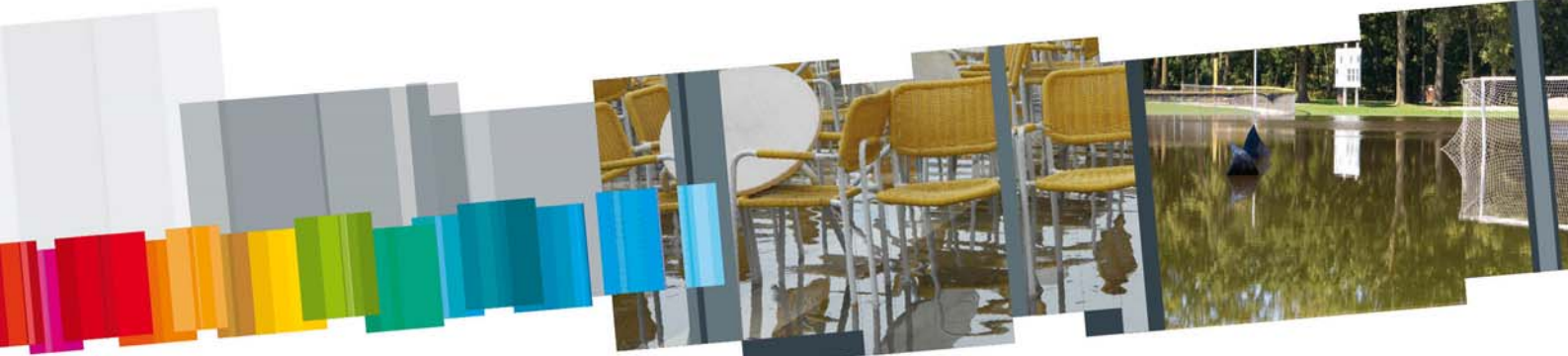


Sport and Recreation Disaster Recovery Program



Sport and Recreation Disaster Recovery Program

1.0 What is the program about?

The recent floods faced by a large part of Queensland have caused considerable damage to sport and recreation facilities and equipment across the state. To assist sport and recreation organisations, the Sport and Recreation Disaster Recovery Program supports not-for-profit sport and recreation organisations with relief efforts to re-establish their facilities and activities. This program provides funding to the eligible organisations that are within areas declared under the Queensland Government Natural Disaster Relief and Recovery Arrangements (NDRRA).

1.1 Objective

The Program will provide one-off funding to assist organisations within NDRRA declared areas to re-establish sport and recreation services to support local participation.

1.2 What assistance is available?

The program provides two categories of assistance.

- (i) Grants of up to \$5 000 for replacement of operational items such as sport and recreation equipment, white goods and canteen items.
- (ii) Grants of up to \$20 000 to assist with capital works projects to repair sport and recreation infrastructure which was damaged as a result of recent winds or flooding.

Organisations can apply once in each category and receive a maximum of \$25 000.

Not all applications may be successful. Projects demonstrating the highest need in terms of re-establishing sport and recreation activity will take precedence.

1.3 Important Dates

31 December 2010 - applications open

28 February 2011 - applications close

31 December 2011 - completion of projects and final acquittal

2.0 Eligibility Requirements

2.1 Who is eligible to apply?

To be eligible, your organisation must:

- be located in an area declared under the Queensland Government NDRRA within Queensland in December 2010;
- be able to demonstrate tenure over a facility that has suffered damage as a direct result of floods and damaging winds in the declared areas;
- have suffered damage to sport and recreation equipment or infrastructure as a direct result of heavy rainfall and flooding which is the subject of the disaster declaration area;
- be an incorporated not-for-profit sport or recreation organisation; and
- not be eligible to receive or have already received assistance for the items claimed or have or be able to acquire appropriate insurance that would cover the damage caused.

3.0 How to apply

An application form is available from your nearest Department of Communities (department) office or at www.sportrec.qld.gov.au.

Visual inspection by a departmental officer and/or the supply of photographic evidence of damage will be required as part of the assessment process, along with estimates for the replacement or repair of damage.

Applications are required to be submitted electronically, in person or by post to your nearest departmental office by **5:00pm Monday 28 February 2011**.

Please contact the department on 1300 656 191 if you have any enquiries.

Late applications may not be considered.

3.1 How is my application assessed?

Applications will be assessed on how well applicant organisations can demonstrate they meet the eligibility requirements and the degree to which the project will assist in re-establishing sport and recreation activity within communities.

Insurance requirements

Organisations that have not considered their insurance requirements to ensure their assets have adequate insurance cover (or the available level of insurance) will not be able to claim on these assets. You must also only request funding for infrastructure and items that are not currently insured or have insurance claims applied to them where the insurance cover is capped and further assistance is required.

Any capped insurance must be due to the insurance company's restrictions, and not because an organisation has undervalued the cost for replacement of an item or repair to infrastructure. It is recommended that all organisations should audit their insurance at least on an annual basis, and adjust their insurance requirements as necessary, including insurance cover for any new purchases.

3.2 What if my application is successful?

Once an application has been assessed and approved, you will be notified of the outcome in writing by the Department. If funding is approved, you will receive the full amount of your grant in one up-front payment. If your organisation is registered for GST, once the Funding Agreement is signed you agree to allow the Department to issue your organisation with a Recipient Created Tax Invoice (RCTI) in respect of GST applicable to advances of the funding. Please note the Department does not accept tax invoices. It is essential you complete and include in your application **Form E – Payment by Electronic Funds Transfer** (to transfer direct to a nominated bank account) and **Form D – Statement by a Supplier Form** (for organisations that do not have an ABN). These forms are found at the Program information web page:

<http://www.sportrec.qld.gov.au/Funding/Ourfundingprograms/SportandRecreationDisasterAssistanceProgram.aspx>.

3.3 Acknowledgement Requirements

Organisations are required to acknowledge the Queensland Government's contribution to your project through:

- inclusion of the Departmental logo on any project related promotional material; and
- recognition of the Queensland Government in any media releases.

Further information on acknowledging the funding provided by the Queensland Government will be forwarded to you by the Department. You can also refer to the Department's Acknowledgement Guidelines under the Funding section of www.sportrec.qld.gov.au.

3.4 Acquittal Process

Organisations will be required to submit an acquittal form demonstrating that grant funds have been appropriately expended. Should the full grant amount be unexpended, the

unspent proportion of the grant (plus applicable GST) will need to be returned to the Department.

3.5 How does GST apply?

Under A New Tax System (Goods and Services Tax Act) 1999 (the legislation) and associated tax rulings, the grant paid to your organisation by the Department is deemed to be a 'taxable supply' of services. Your organisation is therefore known as 'the supplier' and the Department is known as 'the recipient'.

Please provide the relevant payment forms with your application so funding can be provided upon approval. The forms can be downloaded at the Program information web page (www.sportrec.qld.gov.au):

If your current or projected annual turnover for all revenue activities (including this project) is \$150,000 or more, you must be registered for GST.

Compliance with the legislation is a requirement of Federal Taxation Legislation. For more information visit the Australian Taxation Office (ATO) website www.ato.gov.au or phone 13 24 78.

Privacy

The Department of Communities is collecting the information in your application in accordance with the *Information Privacy Act 2009* to assess your application for funding. The information collected will be used to provide you with further relevant information and will help us monitor and evaluate our programs and resources. Your contact details may also be included in a database for future mailouts and emails.

Please advise the department if you do not want your details to be added to a database by emailing info@sportrec.qld.gov.au. The information collected may also be disclosed to relevant officers of the Department, local members of Parliament, local Governments and relevant sport and recreation organisations. Information collected on this form will be retained as required by the *Public Records Act 2002* and other relevant Acts and regulations. The information collected is subject to consideration for release under the *Right to Information Act 2009*.

If you have any further questions regarding your privacy, please contact the Department's Privacy Contact Officer at privacy@communities.qld.gov.au. Your information will not be given to any other person or agency other than as provided for in this Privacy notice, unless you have given us permission or we are required by law.

4.0 Queensland Damaged Areas Currently Declared Under Natural Disaster Relief & Recovery Arrangements (NDRRA) in December 2010

Balonne, Banana, Barcaldine, Barcoo, Blackall-Tambo, Bulloo, Bundaberg, Burdekin, Cairns, Cassowary Coast, Central Highlands, Charters Towers, Cherbourg, Fraser Coast, Gladstone, Gold Coast, Goondiwindi, Hinchinbrook, Ipswich, Isaac, Lockyer Valley, Logan, Longreach, Mackay, Maranoa, Moreton Bay, Murweh, North Burnett, Paroo, Quilpie, Rockhampton, Scenic Rim, Somerset, South Burnett, Southern Downs, Sunshine Coast, Tablelands, Toowoomba, Townsville, Western Downs and Woorabinda local government areas.

5.0 Where do I get help?

Department of Communities staff members are located across the State and can offer advice and assistance in completing your application.

Any queries you have regarding your application can be directed to your nearest departmental office or phone 1300 656 191 to contact your nearest office and arrange a time to meet with an Advisor.

Brisbane

PO Box 143
Kedron Qld 4031
(Level 1, 457 Gympie Road
Kedron Qld 4031)
Phone (07) 3896 9931

Email: bris.sportrec@communities.qld.gov.au

South East

PO Box 50 Burleigh Heads Qld 4220
(Tallebudgera Recreation Centre
1525 Gold Coast Highway North Palm Beach)
Phone (07) 5520 4963

PO Box 236, Woodridge, QLD 4114
(Level 1, 6 Ewing Road, Woodridge)
Phone (07) 3441 8142

Email: south.east@communities.qld.gov.au

North Coast

PO Box 7377, Sippy Downs Qld 4556
(Level 4, Health & Sport Centre
Sports Precinct, University of the Sunshine
Coast, Via Sippy Downs Drive Sippy Downs Qld
4556)
Phone (07) 5458 7100

Email: north.coast@communities.qld.gov.au

Central Queensland

PO Box 618 Bundaberg Qld 4670
(33 Maryborough St Bundaberg Qld 4670)
Phone (07) 4151 9561

PO Box 259 Maryborough Qld 4650
(319-325 Kent Street Maryborough Qld 4650)
Phone (07) 4121 1710

PO Box 822 Rockhampton Qld 4700
(130 Bolsover Street Rockhampton Qld 4700)
Phone (07) 4938 4805

PO Box 346 Emerald Qld 4720
(14 Ruby Street Emerald Qld 4720)
Phone (07) 4982 1510

Email: srcentralqld@communities.qld.gov.au

South West

PO Box 2259 Toowoomba Qld 4350
(128 Margaret Street Toowoomba Qld 4350)
Phone (07) 4615 3600

PO Box 3 Dalby Qld 4405
(132 Cunningham Street Dalby Qld 4405)
Phone (07) 4662 3277

PO Box 13 Warwick Qld 4370
(Government Building Fitzroy Street
Warwick Qld 4370)
Phone (07) 4667 5100

PO Box 275 Ipswich Qld 4305
(225 Brisbane Street Ipswich Qld 4305)
Phone (07) 3280 1875

Email: southwestsportrec@communities.qld.gov.au

Far North Queensland

PO Box 2494 Cairns Qld 4870
(Level 9, Citi Central Building
46-48 Sheridan Street Cairns Qld 4870)
Phone (07) 4039 8299

PO Box 494 Atherton Qld 4883
(Professional Centre 53 Mabel Street
Atherton Qld 4883)
Phone (07) 4091 9230

Email: sfarnorth@communities.qld.gov.au

North Queensland

PO Box 871 Townsville Qld 4810
(3-9 Redpath Street
North Ward Qld 4810)
Phone (07) 4799 7010

PO Box 1605 Mount Isa Qld 4825
(Suite 16 Mount Isa House
Mary Street Mount Isa Qld 4825)
Phone (07) 4747 2186

PO Box 239 Mackay Qld 4740
(Level 2 Post Office Square
67-69 Sydney Street Mackay Qld 4740)
Phone (07) 4967 1434

Email: northernsportandrec@communities.qld.gov.au