



# First Nations Sport and Recreation Program Round 2

Program guidelines

1 March 2023





The Department of Tourism, Innovation and Sport (the department) will provide and pay for qualified interpreting services for customers who are hearing impaired or have difficulties communicating in English. Please [contact the department](#) if you require interpreting services.

#### ACKNOWLEDGEMENT OF COUNTRY

Sport and Recreation respectfully acknowledge and recognise Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of the lands, winds and waters where we live, learn and work.

We pay our respects to the Elders past, present and future for they hold the memories, the traditions and the cultures of Aboriginal and Torres Strait Islander people across the nation.

We will walk together with Aboriginal and Torres Strait Islander peoples, communities and organisations in our journey to enrich lives and strengthen community connection through the power of sport and recreation.

## Contents

Contents .....	2
1. What is the First Nations Sport and Recreation Program? .....	3
2. Objective .....	4
3. Important dates .....	4
4. Funding available .....	4
5. Eligibility .....	5
5.1 Who can apply? .....	5
5.2 Who cannot apply? .....	5
5.3 Ineligible locations .....	6
6. Eligible projects .....	7
6.1 Mandatory application requirements .....	8
6.2 Eligible contributions .....	8
6.3 What will not be funded .....	9
7. What is the application process? .....	10
8. How will applications be assessed? .....	10
8.1 Stage 1 - Assessment .....	10
8.2 Stage 2 – Quality Review .....	11
8.3 Stage 3 – Moderation Panel .....	11
9. Approval process (Stage 4) .....	11
9.1 Application process terms and conditions .....	12
10. Late Applications .....	12
11. Appeals .....	13
12. Payments .....	13
12.1 Goods and Services Tax (GST) .....	13
12.2 Bank details .....	14
12.3 Payment Compliance .....	14
13. Reporting, acquittals and audit requirements .....	14
14. Survey .....	14
Appendix A – Ineligible locations funded under other Aboriginal and Torres Strait Islander Sport and Recreation Programs .....	15
Appendix B – Definitions .....	16

## Updates to the guidelines (as at 29 May 2023)

The following changes have been made to the guidelines since publication on 1 March 2023:

### 5. Eligibility

Addition: In assessing eligibility, the Department may conduct due diligence in relation to officers of the applicant organisation and consider associated funding and obligation compliance history for officers and related organisations.

## 1. What is the First Nations Sport and Recreation Program?

*Activities led, designed, and determined by Aboriginal and Torres Strait Islander peoples in Queensland*

*Activate! Queensland 2019 – 2029* (*Activate! Queensland*) is the Queensland Government's 10-year strategy to further enrich the Queensland way of life and build on our strong community foundations to deliver better health and well-being outcomes for all Queenslanders.

Through *Activate! Queensland*, the Queensland Government is committed to supporting opportunities that encourage lifelong movement and break down the barriers that prevent Queenslanders from achieving a sufficient level of physical activity.

The Queensland Government is committed to Closing the Gap life outcomes for Aboriginal and Torres Strait Islanders as outlined in the *Queensland Closing the Gap Implementation Plan 2021*.

By reframing the relationship with Aboriginal and Torres Strait Islander Queenslanders on their journey towards self-determination, the Department of Tourism, Innovation and Sport (Sport and Recreation) will contribute to these outcomes through the delivery of quality, co-designed and culturally appropriate participation opportunities.

The First Nations Sport and Recreation Program aims to increase the physical activity levels of Aboriginal and Torres Strait Islander peoples in non-discrete communities, noting physical inactivity has been identified as a contributing factor to the gap in health and life expectancy (*Making Tracks Strategy*).

The First Nations Sport and Recreation Program will provide funding to organisations to coordinate and facilitate the delivery of physical activity opportunities in non-discrete communities. The funding will be prioritised for Aboriginal and Torres Strait Islander organisations and businesses in alignment with the Queensland Government's *Moving Ahead Strategy 2016 – 2022*, to improve economic participation of Aboriginal and Torres Strait Islander peoples.

The program also recognises the important role Aboriginal and Torres Strait Islander organisations and businesses provide in terms of community engagement, partnerships, reconciliation and support to Aboriginal and Torres Strait Islander peoples.

The program will prioritise projects that support Aboriginal and Torres Strait Islander people who are currently inactive or insufficiently active, including those currently not participating in the specific activity for which funding is sought.

## 2. Objective

To provide funding to organisations in non-discrete communities to coordinate and facilitate the delivery of community-identified physical activity opportunities for Aboriginal and Torres Strait Islander peoples, to increase physical activity participation.

## 3. Important dates

Date	Activity
22 March 2023	Applications open
26 April 2023	Applications close at 5:00pm (AEST)
July 2023	Successful project/organisation announced
01 July 2023	Project can commence (subject to approval)
30 June 2024	Project completed
31 July 2024	Project acquitted and reports submitted

## 4. Funding available

Total funding of \$1 500 000 (GST exclusive) is available under the program for the delivery of projects in non-discrete communities from 1 July 2023 to 30 June 2024. Grants will be awarded through a competitive application and assessment process.

The total project cost may exceed the department funding however the approved organisation will be responsible for any amount over the department approved funding, through their own contribution or from other partners.

Eligible organisations can submit only one application under either Tier 1 or Tier 2 for employment costs, equipment, participation programs and capacity building as set out in Section 6 (Eligible projects).

Tier	Funding available (GST exclusive)	Organisation contribution
Tier 1	Up to and including \$25,000	<ul style="list-style-type: none"> <li>no contribution required</li> </ul>
Tier 2	\$25,001 to \$200,000 Maximum of \$25,000 per community	<ul style="list-style-type: none"> <li>a minimum 20% contribution of the total project cost (financial or in-kind)</li> <li>delivery across multiple communities</li> </ul>

## 5. Eligibility

### 5.1 Who can apply?

All organisations must meet the following criteria to apply for the program:

- have a registered Australian Business Number (ABN); and
- be based or have its headquarters based in Queensland; and
- at time of program close:
  - have no more than 1 annual report outstanding with Office of Fair Trading
  - have met all obligations for any projects funded by the department; and
  - have no debt owing to the department; and
- be incorporated under the:
  - Associations Incorporation Act 1981 (Queensland)
  - Corporations Act 2001 (Commonwealth)
  - Co-operatives National Law Act 2020 (Queensland)
  - Corporations (Aboriginal & Torres Strait) Act 2006 (Commonwealth); **or**
- be a Queensland Local Government Authority (excluding discrete community Local Government Authorities).

Additionally, **incorporated** organisations are required to be **one** of the following organisation types:

- Aboriginal and Torres Strait Islander Business - must be listed as a registered business in Queensland with [Black Business Finder](#), [ORIC](#) or [Supply Nation](#); **or**
- Not-for-profit organisation - must be operating as a not-for-profit organisation in Queensland.

Eligible organisations can only submit **one** application for this round of the program (unless otherwise approved by the department).

Applicants who were previously successful under Round 1 of the program are again eligible to apply, provided all Round 2 eligibility requirements outlined in these Program Guidelines are met.

Applicants approved in Round 1 or 2 of the program may be lower priority in future rounds.

In assessing eligibility, the Department may conduct due diligence in relation to officers of the applicant organisation and consider associated funding and obligation compliance history for officers and related organisations.

If unsure of the organisation's eligibility, please contact the nearest [Sport and Recreation office](#) or telephone 13 QGOV (13 74 68) before applying. The department will validate an organisation's eligibility to apply.

To check if your organisation has any outstanding compliance issues, contact the [Office of Fair Trading](#) or your nearest [Sport and Recreation office](#).

### 5.2 Who cannot apply?

Examples of who is **NOT** eligible to apply are:

- Individuals, including sole traders
- for-profit groups, unless identified as an Aboriginal and Torres Strait Islander business/organisation
- charities, unless identified as an Aboriginal and Torres Strait Islander business/organisation
- trusts
- unincorporated organisations
- Industry Peak Bodies
- state or national sport and recreation bodies
- schools, TAFE colleges and Universities
- Parents and Citizens Associations
- religious groups

- political organisations
- state or federal government departments
- discrete community and Torres Strait Island Local Government Authorities, businesses and organisations

### 5.3 Ineligible locations

The following locations are **ineligible**:

- Queensland discrete Aboriginal and Torres Strait Islander communities - listed at Appendix A
- Communities located outside of Queensland

## 6. Eligible projects

Project categories:

- Employment - employment costs/contract positions that support an active community
- Participation – reducing barriers to participation in physical activities
- Equipment – equipment to facilitate the delivery of physical activity experiences
- Capability and Capacity – skills, knowledge and experience of volunteers and staff

Organisations can include project elements that are to be delivered in non-discrete communities from more than one category.

<b>Eligible Project Examples</b>	
<b>Category 1 – Employment</b>	
<b>Tier 1</b>	<ul style="list-style-type: none"> <li>• travel and accommodation directly related to delivering and facilitating sport and active recreation for the community</li> <li>• support one or more school-based trainees completing a certificate related to sport and active recreation</li> <li>• funding toward employment costs for a sport and recreation officer</li> </ul>
<b>Tier 2</b> (Multi-site)	<ul style="list-style-type: none"> <li>• full cost of salary or co-fund a salaried position for a sport and recreation officer/manager</li> <li>• costs related to contracting an organisation/business to deliver an activity program</li> <li>• travel and accommodation directly related to delivering and facilitating sport and active recreation for the community</li> </ul>
<b>Category 2 – Participation</b>	
<b>Tier 1</b>	<ul style="list-style-type: none"> <li>• costs to remove barriers to participate in competition and/or training, and sport and active recreation events internal/external to community</li> <li>• venue costs for sport and active recreation program delivery, competition, training, events</li> </ul>
<b>Tier 2</b> (Multi-site)	<ul style="list-style-type: none"> <li>• provide support to reduce barriers to participation and initiate sustainable solutions to ongoing participation</li> <li>• conduct four "on country" bushwalks with activities including rock climbing, canoeing, and traditional games and dance.</li> </ul>
<b>Category 3 – Equipment</b>	
<b>Tier 1</b>	<ul style="list-style-type: none"> <li>• equipment such as new mats, post guards, sport kits, sport equipment storage bags/stands, bats, balls</li> </ul>
<b>Tier 2</b> (Multi-site)	<ul style="list-style-type: none"> <li>• equipment - purchase a mobile skate park and two sport trailers including video equipment and laptops, basketball and netball posts, portable football goals and roll-out cricket pitch, balls, bibs and bats.</li> <li>• equipment to help deliver quality physical activity experiences or assist volunteers to facilitate activity</li> </ul>

<b>Category 4 – Capability and Capacity</b>	
<b>Tier 1</b>	<ul style="list-style-type: none"> <li>• trainer costs to deliver in community, travel, venue (non-council owned), accommodation, presentation equipment hire</li> <li>• contract an organisation to set up and administer a volunteer capacity building and management program</li> <li>• set up costs for online communication, newsletters, purchase noticeboards</li> </ul>
<b>Tier 2</b>  (Multi-site)	<ul style="list-style-type: none"> <li>• gain accreditation and support training for volunteers and casual staff to conduct competitions and events such as traditional games, tennis, basketball, softball, netball, lawn bowls, cricket and modified sports.</li> <li>• on the job training and mentoring of volunteers and staff by conducting a series of six-week competitions and four mini-carnivals consisting of multiple sports/games.</li> </ul>

## 6.1 Mandatory application requirements

For the project to be eligible, the following items must be submitted:

Tier 1 and Tier 2:

- evidence of community consultation to identify the need/s for the project
- project cost sheet

Tier 2 only (additional to the above items):

- project plan
- sufficient evidence confirming the required cash/in-kind co-contribution as outlined in Section 6.2
- if application includes costs for employment, provide an organisational structure and/or position description/s showing the proposed roles

Applications for multiple community locations must be clearly outlined and costed per location in the project cost sheet, as it is not guaranteed that every location within your application will be funded.

## 6.2 Eligible contributions

For Tier 2 applications only, applicants must evidence 20% of the total project cost as a financial or in-kind (non-financial) contribution. In-kind may include a confirmed partnership, services or provision of goods.

Financial contributions may be provided through the organisation's funds, an approved grant from another department or agency or a bank loan. Applications evidencing a financial contribution will be prioritised over applications with a non-financial contribution.

**One** of the following forms of evidence must be provided with the application which clearly demonstrates that the organisation has access to sufficient funds or resources for its proposed financial or in-kind contribution:

<b>Acceptable evidence of financial contribution</b>	
<b>Organisations and businesses</b>	<ul style="list-style-type: none"> <li>• a copy of a recent bank statement (dated no earlier than 30 November 2022) which includes the organisation's legal name and account information</li> <li>• a letter from a third-party contributor or partner confirming an allocation of funds to the project (letter must be on official letterhead signed by the person who holds financial delegation)</li> <li>• proof of another funding source, for example a grant letter or similar</li> <li>• an approved loan document</li> </ul>



<b>Local Governments</b>	<ul style="list-style-type: none"> <li>• a letter on official letterhead signed by the person who holds financial delegation</li> <li>• confirmed meeting minutes approving allocation of funds including the amount allocated</li> </ul>
<b>Evidence of non-financial contribution</b>	
<b>Partnership or third-party contributor</b>	<ul style="list-style-type: none"> <li>• a letter on the organisation's official letterhead, signed by a position with delegation, confirming: <ul style="list-style-type: none"> <li>– free or reduced cost use of a venue to facilitate the activity and clearly identifying the timeframe for usage</li> <li>– free or reduced cost provision of services and clearly identifying timeframe for services</li> <li>– donation or loan of equipment free of charge or at a reduced cost listing the equipment being provided and clearly identifying timeframe for usage</li> </ul> </li> </ul>
<b>Own organisation</b>	<ul style="list-style-type: none"> <li>• a letter on the organisation's official letterhead, signed by a position with delegation, outlining the value of resources, venue use and/or employee services that will be <b>directly</b> contributing to the delivery of activities clearly identifying timeframes</li> </ul>

### 6.3 What will not be funded

The department will review project costs listed in the organisation's project cost sheet (provided in the online application) against the list below. If the value of ineligible costs listed in the application exceeds 50%, then the application will be deemed ineligible.

<b>Ineligible costs</b>
<ul style="list-style-type: none"> <li>• Catering in excess of 5% of the total project cost (GST exclusive)</li> <li>• Prizes/giveaways/alcohol/recognition items/merchandise (including the purchase of sporting/physical activity apparel that would be given to participants)</li> <li>• White goods and canteen/kitchen/bar items with exception of a fridge/freezer to support activity</li> <li>• Major works or construction (e.g., anchored grandstands, clubhouses, amenities)</li> <li>• Consultancy without any education/training components e.g., developing a strategic plan/grant applications or administration fees (a community sport and recreation plan and its implementation are eligible).</li> <li>• Feasibility studies/research</li> <li>• Works or purchases that will require a liquor or gaming licence</li> <li>• Payments and delivery made prior to the date of the department's Letter of Approval</li> <li>• Consumable items i.e., canteen goods, cleaning supplies, replenishing of first aid supplies, strapping, supplies for amenities, etc.</li> <li>• Subsidy of loss of revenue</li> </ul>

<b>Ineligible Projects</b>
<ul style="list-style-type: none"> <li>• Elements of a project that have already been funded by another source i.e. existing funded FTE-delivered programs</li> <li>• Projects that are solely aligned to political, religious, or sectarian groups</li> <li>• Projects or initiatives that fall outside of Queensland state boundaries</li> <li>• Projects or initiatives delivered by organisations situated in or delivered within discrete communities or in communities funded under the Torres Strait Community Sport and Recreation Program</li> <li>• Projects or initiatives that involve the endorsement of commercial products or services</li> </ul>

## 7. What is the application process?

To apply for funding under this program, the organisation must be registered in the [Sport and Recreation Grant Registration Portal](#) (GRP). GRP registration should be commenced as early as possible prior to submitting an application.

Please note, the online applicant portal is not compatible with mobile devices. If further assistance is required to complete the online application, email [srgrportal@dtis.qld.gov.au](mailto:srgrportal@dtis.qld.gov.au) or call 13 QGOV (13 74 68).

Applications must be submitted using the online application form by **5:00pm (AEST), Wednesday 26 April 2023**.

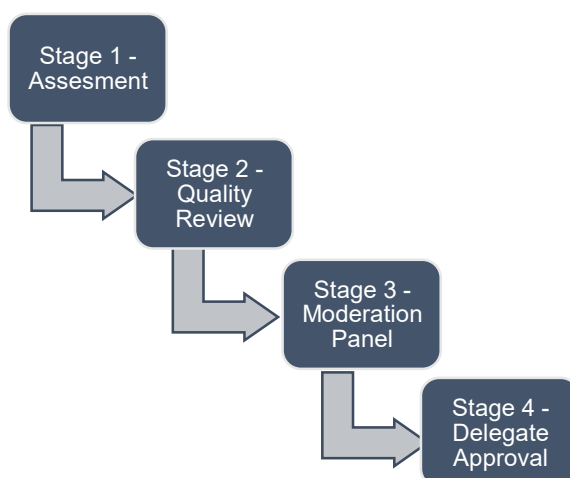
Applicants should review all documentation provided on the department website prior to submitting an application ([www.qld.gov.au/recreation/sports/funding/first-nations-sport-and-recreation-program/](http://www.qld.gov.au/recreation/sports/funding/first-nations-sport-and-recreation-program/)).

Applicants will be required to provide supporting documentation in their application as per Section 6.1 of these Program Guidelines (Mandatory application requirements).

Organisations should seek guidance regarding the suitability of their documentation and/or eligibility by contacting their local [Sport and Recreation office](#), allowing sufficient time prior to applications closing (minimum of one week prior to closing date).

## 8. How will applications be assessed?

Applications will be assessed by the department against the program eligibility criteria through Stages 1 and 2 for consideration by the Moderation Panel (Stage 3).



### 8.1 Stage 1 - Assessment

Assessment will include verifying if the application:

- is submitted by an eligible organisation (refer to Section 5);
- is submitted for an eligible location (refer to Section 5.3);
- the project activities are eligible (refer to Section 6); and
- includes mandatory application documentation (refer to Section 6.1).

Applications will then be assessed against how they identify and address community need, ability to deliver and alignment with program priorities. Assessment will consider all information supplied in the application and any supporting documentation.

#### Community-identified need

- local need/s have been identified and validated through community consultation
- Tier 2 only - an appropriate distinction between multiple communities, for e.g. geographical distance, social and/or family groups, has been made

#### **Ability to deliver**

- the applicant has the capacity to manage and complete the proposed project within timeframes and budget

#### **Alignment with program priorities**

- the proposed project increases participation by Aboriginal and Torres Strait Islander peoples who are not currently participating in the specific activity, or who are inactive or insufficiently active

## 8.2 Stage 2 – Quality Review

Quality review will include a check of the Stage 1 Assessment.

Once the above considerations have been assessed, an application will move to the Moderation Panel for consideration in the prioritisation of projects.

## 8.3 Stage 3 – Moderation Panel

The Moderation Panel will be responsible for recommending the distribution of funding and will undertake a prioritisation of eligible applications to inform the distribution of funding, including any over subscription of funding, ensuring that the recommendations are consistent with the program objective.

The moderation panel will prioritise the applications with reference to the considerations outlined in *Stage 1: Assessment* when recommending distribution of funding, and may have additional regard to:

1) Projects delivered by Aboriginal and Torres Strait Islander businesses or organisations
2) Spread of projects across non-discrete communities, categories and activities
3) Extent to which the project addresses community need
4) An approximate 50/50 funding split between Tier 1 and Tier 2 (\$750 000 per Tier)
5) Percentage of Aboriginal and Torres Strait Islander population in-community (where known)
6) Tier 2 only – level of financial contribution (up to 20%) as opposed to in-kind

## 9. Approval process (Stage 4)

The Moderation Panel will make recommendations to the department's delegate on the outcome of the assessment process.

Applicants will receive written notification on the outcome of their application advising whether the project was approved or not approved.

Tier 1 – Organisations accept the First Nations Sport and Recreation Program [Terms and Conditions](#) when submitting their online application form. The Terms and Conditions are also available on the department's [website](#). These Terms and Conditions will apply if the organisation's application for funding is approved.

Tier 2 – Organisations who are approved, will be required to enter into a funding agreement with the Queensland Government. The provision of funding is subject to execution of a funding agreement to be provided by the department.

## 9.1 Application process terms and conditions

Submitting an application does not guarantee that the application will be approved. The department reserves the right (at the department's sole discretion) to refuse an application, not assess an application or not approve funding, for any reason, irrespective of whether the eligibility and assessment criteria have been met. The department's decision in relation to an application or the process is final.

The department reserves the right, at any time, whether before or after, the closing date to:

- cancel or vary the assessment process
- close early, suspend, stop or extend the operation of the program or the application process
- amend dates including extending the closing date
- vary the program, including the proposed terms and conditions or funding and/or these guidelines
- consider or reject an application received after the closing date and time
- consider an application submitted other than in accordance with the requirements of the application process, including accepting a non-conforming or incomplete application
- determine whether a project meets the eligibility criteria, project requirements and other requirements set out in these guidelines and should be deemed ineligible
- change the allocation of funding available under the Program, the eligibility criteria or the types of projects that will be considered.

Any action taken to close early, suspend, stop or extend the program will be notified on the program website.

The department may, at its discretion, request information or documents (included but not limited to audited financials) from an organisation or any other person in order to consider and/or verify the accuracy of an application.

The department will retain all documents submitted and will not return these to the organisation. The organisation must ensure that its officers, employees, agents and/or sub-contractors do not make any public announcement or advertisement in any medium in relation to the process or the program without the prior written consent of the department.

Organisations accept the risk, responsibility and liability connected with submitting an application and will not make any claim in connection with a decision by the department to exercise or not to exercise any of its rights in relation to the application process.

The application and participation in the application process does not constitute an offer or an invitation to make an offer under the application process. It also does not indicate an intention by the department to enter into any form of legal relations with any party. The acceptance of an application or any invitation to negotiate will not be effective to constitute a contract or to create any legitimate expectation on an organisation's part unless and until a formal written funding agreement is entered into (as per the process set out in the funding terms and conditions). Nothing in this application process amounts to any process contract and in making the application available and conducting this application process, the department expressly excludes any process contract arising.

## 10. Late Applications

An organisation may request to submit a late application. All organisations lodging a late submission, either wholly or in part, must submit a request in writing for the department's consideration.

The request for submission of a previously commenced but unsubmitted late application, or part thereof, must be made within a maximum of three business days following program close and is at the discretion of the department.

A late submission may be accepted by the department in the following circumstances:

- where the client has notified the department or the relevant help desk of difficulties, by phone or email, and the issue has not been resolved prior to the program close
- where there has been a confirmed system failure (e.g., database, departmental, internet service provider)
- where there are extraordinary circumstances, beyond the control of the organisation (e.g., natural disasters, births in family, Sorry Business).

## 11. Appeals

Sport and Recreation staff can provide an organisation that has not been approved with an initial explanation of the rationale for the decision.

If an organisation is not satisfied with a decision, such as an application not being approved for funding, the organisation can request a review of the decision. The request is required in writing. An appeal can be requested where the organisation believes the decision does not adhere to the Program Guidelines and/or the department process of the application.

The appeals process does not include organisations challenging the Program Guidelines seeking variations or exceptions to the Program Guidelines.

Appeals will only be considered if received by the department within one month from the date of the organisations receipt of written notification from the department on the outcome of the organisation's application. Appeals must be lodged in writing to [SR\\_Info@dtis.qld.gov.au](mailto:SR_Info@dtis.qld.gov.au). Organisations will be notified in writing of the appeal outcome.

## 12. Payments

Funding will be processed by the department to the approved organisation after the organisation has been notified of its approval, and as follows:

Tier 1 – one single payment, following notification of funding approval letter and any required conditions being met; and

Tier 2 – two separate payments of 50% each, following execution of a funding agreement between the department and the organisation and any required conditions of funding being met.

Organisations that are registered for GST will be issued with a Recipient Created Tax Invoice (RCTI) for the funding payment.

Where the approved organisation is not registered for GST, the GST amount will not be added, and a remittance advice will be provided for the approved funding payment (refer to Section 12.1 below regarding GST application).

### 12.1 Goods and Services Tax (GST)

GST is a broad-based tax of 10 per cent on the sale of most goods and services purchased in Australia.

Organisations with current or projected annual turnover for all revenue activities of \$150 000 or more (including this project), must be registered for GST. Compliance with the legislation is a requirement of Federal taxation legislation. For more information, refer to the [Australian Taxation Office website](#) or telephone 13 24 78.

The grant funding amounts referenced in these Program Guidelines are GST exclusive.

Organisations that are registered for Goods and Services Tax (GST) will be paid a GST component in addition to the approved funding and will be issued with a Recipient Created Tax Invoice (RCTI) for the funding payment.

Organisations that are not registered for GST can receive funding up to the maximum funding amount with no additional GST component, and the department will issue a remittance advice. Organisations not registered for GST need to be aware funding received will need to cover any GST payable. Any shortfall between the funding provided and the GST inclusive project cost will need to be met by the funding recipient.

## 12.2 Bank details

The department will require the provision of bank details and a completed Electronic Funds Transfer (EFT) form prior to any payment being made to approved applicants. The department will provide information regarding the format and requirements for bank account details to successful applicants.

## 12.3 Payment Compliance

At the time of the payment, organisations must be compliant with the following prior to any payment of funds:

- have no outstanding compliance issues with Office of Fair Trading
- have met all obligations for projects currently funded by the department; and
- have no debt owing to the department

Contact the Office of Fair Trading to determine whether the organisation has any outstanding issues. Go to [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au) or telephone 13 QGOV (13 74 68).

# 13. Reporting, acquittals and audit requirements

The approved organisation must complete reporting on financial and project activities and outcomes throughout and upon completion of the project. Progress reports will be required for submission to the department with due dates specified in the Funding Agreement.

Reporting templates will be provided by the department.

The approved organisation will need to acquit the funding spent to the department at the conclusion of the project term, using a template provided by the department.

The funded organisation will be required to keep accurate records of expenditure and provide evidence as per the funding agreement to support the delivery of the approved project for the required legislative period. These records are to be made available to the department should the organisation be selected for an audit.

The approved organisation may be subject to an audit by the department.

The Queensland Government must be appropriately [acknowledged](#) by the approved organisation in any promotion of the approved project.

# 14. Survey

Approved applicants will be asked to complete a survey post project completion. The information within the survey will be used to help the department evaluate the program. Approved applicants may also be asked to provide information to support a case study on their performance journey to promote the outcomes of the program.

## Appendix A – Ineligible locations funded under other Aboriginal and Torres Strait Islander Sport and Recreation Programs

Deadly Active Sport and Recreation Program (Discrete Communities)	
Aurukun	Mossman Gorge
Cherbourg	Napranum
Coen	Northern Peninsula Area
Doomadgee	Palm Island
Hope Vale	Pormpuraaw
Lockhart River	Woorabinda
Kowanyama	Wujal
Mapoon	Yarrabah
Mornington Island	

Torres Strait Island Community Sport and Recreation Program (Inner Islands Model) locations	
Gealug	Muralug
Nurupai	Waiben
Torres Strait Island Community Sport and Recreation Program (Outer Islands Model) locations	
<b>KEMER MERIAM NATION</b> <ul style="list-style-type: none"> <li>• Mer (Murray Island)</li> <li>• Erub (Darnley Island)</li> <li>• Ugar (Stephen or Stephens Island)</li> </ul>	<b>KULKALGAL NATION</b> <ul style="list-style-type: none"> <li>• Iama (Yam Island)</li> <li>• Masig (Yorke Island)</li> <li>• Warraber (Sue Island)</li> <li>• Poruma (Coconut Island)</li> </ul>
<b>MALULIGAL NATION</b> <ul style="list-style-type: none"> <li>• Badu (Mulgrave Island)</li> <li>• Arkai (Kubin) Community - Mua</li> <li>• Wug (St Pauls) Community - Mua</li> <li>• Mabuyag (Jervis Island)</li> </ul>	<b>KAIWALAGAL KAURAREG ABORIGINAL NATION</b> <ul style="list-style-type: none"> <li>• <u>Kirriiri (Hammond Island)</u></li> </ul>
<b>GUDAW MALULIGAL NATION</b> <ul style="list-style-type: none"> <li>• Saibai (Saibai Island)</li> <li>• Boigu (Talbot Island)</li> <li>• Dauan (Mt Cornwallis Island)</li> </ul>	

***The locations listed in this Appendix are not eligible under this Program.***

## Appendix B – Definitions

**Aboriginal and Torres Strait Islander organisation/business** – a business, charity, not-for-profit organisation, incorporated under Commonwealth, state or territory legislation, that has 50% or more Aboriginal and/or Torres Strait Islander ownership and/or directorship and is operated for the benefit of Aboriginal and Torres Strait Islander communities.

**Active recreation** - Any physical activity undertaken during leisure time outside of structured, competitive sport, including unstructured play involving physical activity/exertion.

**Co-design** - refers to a participatory approach to designing solutions, in which community members are treated as equal collaborators in the design process.

**Discrete community** - A discrete Indigenous community refers to a geographic location, bounded by physical or legal boundaries, and inhabited or intended to be inhabited by predominantly Aboriginal and Torres Strait Islander Peoples, with housing or infrastructure that is either owned or managed on a community basis.

**Insufficiently active** - Queenslanders who do not meet the recommended minimum of Australia's Physical Activity and Sedentary Behaviour Guidelines (for their life stage) on most days of the week.

**Local Government** - A local government (LG) is an elected body that is responsible for the good rule and local government of a part of Queensland. A part of Queensland that is governed by a local government is called a local government area (LGA). Queensland LGs operate within the Local Government Act 2009.

**Non-Discrete community** - Refers to a community of Aboriginal and Torres Strait Islander people throughout Queensland excluding those communities funded as a discrete community.

**Organisation** - Interchangeable with a 'club' or 'association' or 'Aboriginal or Torres Strait Islander Business' and includes those bodies that meet the eligibility criteria for the program, as outlined in Section 4, and provide physical activity programs and services at the local community level.

**Participant/Participation/Participating** - Refers to a direct 'joining-in' and active engagement by a person with:

- a particular sport,
- an active recreation, or
- other forms of physical activity.

**Physical activity** - Any bodily movement produced by skeletal muscles that requires energy expenditure and produces progressive health benefits.

**Sport** - Human activity capable of achieving a result requiring physical exertion and/or physical skill which, by its nature and organisation, is competitive and is generally accepted as being a sport.

**Torres Strait Community Sport and Recreation Program (Inner and Outer Islands Model)** – a department program that provides funding to the Torres Shire Council and the Torres Strait Island Regional Council for the delivery of sport and active recreation.