

Department of Tourism, Innovation and Sport

Sport and Recreation Recovery Grant

SEQ Rainfall and Flooding
(22 February – 5 April 2022)



Australian Government



Queensland
Government

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Updates to the guidelines (as at 30 November 2022)

The following changes have been made to the guidelines since publication on 1 April 2022:

- **Reference to QRA Disaster Activation – South East Queensland rainfall and flooding**
 - removal: (22 February 2022 - 7 March 2022).
 - addition: (22 February 2022 – 5 April 2022)
- **2.1 Important Dates**
 - removal: 30 November 2022 – Applications Close
 - addition: 1 January 2023 – Applications Close
- **Appendix 1 – Sport and Recreation offices**
 - updated contact details
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Assistance



Interpreting services are available for people who have difficulty communicating in English. Sport and Recreation will engage an interpreter to talk with clients. Information on how to access interpreter services is located at www.qld.gov.au/help/languages.

Acknowledgement of Country

Sport and Recreation respectfully acknowledge and recognise Aboriginal peoples 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 emerging for they hold the memories, the traditions and the cultures of Aboriginal and Torres Strait Islander peoples 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.

1. Program objectives

The Sport and Recreation Recovery Grant (the Recovery Grant) is jointly funded (50:50) by the Australian Government and Queensland Government under Category D of the Disaster Recovery Funding Arrangements (DRFA).

The objectives of the Recovery Grant are to assist not-for-profit sport and active recreation organisations with the clean up, repair or replacement of equipment or facilities directly damaged by the South East Queensland Rainfall and Flooding (22 February – 5 April 2022) event and to re-establish activities.

The local government areas that are activated for funding under the South East Queensland Rainfall and Flooding (22 February – 5 April 2022) event are detailed on the Queensland Government's Disaster Management funding activation website at https://www.qra.qld.gov.au/sites/default/files/2022-10/v14_activation_summary_south_east_queensland_rainfall_and_flooding_22_fe_.pdf

2. What assistance is available?

The Recovery Grant provides up to \$20,000 for eligible organisations.

The Recovery Grant is in addition to other funding available for these purposes, such as:

- insurance
- [Sport and Recreation Disaster Recovery Program](#) (SRDRP) Level 1 grant of up to \$5,000 and the
- Queensland Rural and Industry Development Authority (QRIDA) [Extraordinary Disaster Assistance Recovery Grant](#), available of up to \$50,000.

When applying for the Recovery Grant, organisations will be required to demonstrate:

- they have not been able to obtain insurance coverage for infrastructure or equipment damaged or where insurance has been obtained, have claimed financial support from their insurer up to the cap of their policy
- have applied for / are not eligible for the SRDRP Level 1 \$5,000 grant and
- have applied for the maximum funding available (\$50,000) through QRIDA.

Organisations that are not able to access the SRDRP Level 1 grant and/or the QRIDA grants, or that can demonstrate that they have a reasonable basis for not accessing the QRIDA grants, may still apply for the Recovery Grant where the other eligibility requirements are met (being those requirements detailed in section 2 and 3 of these Guidelines).

Organisations applying for funding are encouraged to contact their nearest [Sport and Recreation office](#) to discuss the application process, proof of damage and the available assistance.

Subject to funding availability, DTIS may consider further assistance to address re-establishment costs which exceed the funding that is referred to above (being the SRDRP Level 1 grant, QRIDA funding and this \$20,000 grant). If such further funding is to be provided, DTIS will provide additional information, such as a funding agreement.

Should expected reestablishment costs exceed the funding available above, it is recommended that you contact sr.disaster@dtis.qld.gov.au to provide information regarding the extent of damage. Any further assistance will be subject to funding availability and is determined in DTIS' sole discretion.

2.1 Important Dates

| Date | Activity |
|--------------------------------|--------------------|
| 1 April 2022 | Applications open |
| 31 January 2023 (5.00pm AEST) | Applications close |
| Expenses from 22 February 2022 | Project start |
| 30 November 2023 | Projects completed |
| 29 March 2024 | Acquittal |

3. Eligibility requirements

3.1 Who is eligible to apply?

To be eligible, organisations must:

- be an incorporated not-for-profit sport or recreation organisation or not-for-profit community organisation (with a primary objective of sport or recreation) incorporated under one of the following:
 - [Associations Incorporation Act 1981 \(Qld\)](#)
 - [Corporations Act 2001 \(Cwlth\)](#)
 - [Cooperatives National Law Act 2020 \(Qld\)](#)
 - [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006 \(Cwlth\)](#); or
- sport or recreation clubs incorporated within a Queensland university.

Additionally, organisations must meet all of the following criteria:

- facilities are located within a local government area activated for disaster funding under the South East Queensland Rainfall and Flooding (22 February – 5 April 2022) event
- works comply with the insurance requirements as outlined in section 3.3
- demonstrate tenure over the infrastructure and have the legal right to conduct the proposed works to clean up, repair or replace infrastructure that has been directly damaged by the event
- demonstrate the request is not eligible to be covered under other funding sources.

Eligible organisations, including multisport and regional organisations, can only submit one application for this program unless otherwise approved by the department.

Organisations that require further assistance should contact sr.disaster@dtis.qld.gov.au

3.2 What can the funding be used for?

Eligible costs are costs which are directly related to:

- works to repair/replace sport and recreation items and infrastructure (e.g. clubhouse, field of play, lighting, indoor courts, etc) damaged by the event and required for the re-establishment of activities in place prior to the event and/or
- works that mitigate/improve resilience of the sport and recreation infrastructure to the effects of future flood events*.

*Mitigation

DTIS encourages applications for mitigation projects to reduce the potential for impact of future flood events. Examples of eligible mitigation projects include:

- equipment storage solutions that raise equipment above flood level to prevent damage or loss during an event
- additional drainage works in flooded/damaged fields to improve water flow resulting in less flooding and faster redirection of water or more resilient materials/surfaces/fixture.

To be eligible for mitigation support, a clear rationale for mitigation works will need to be established.

Ineligible costs include:

- any costs that are applied for under alternate funding sources (including SRDRP Level 1, QRIDA or insurance)
- land acquisition costs
- feasibility and planning studies
- legal expenses
- works not associated with the scope of the approved works
- temporary works, other than those required to enable completion of the Approved Project
- duplication of existing initiatives
- official opening expenses (including permanent signage)
- ongoing costs for recipient's administration, operation, maintenance or engineering
- remuneration of employees for work not directly related to the Approved Project
- remuneration for permanent or executive officers
- non-specific indirect and overhead charges including internal administration costs to the recipient such as finance, human resources, back-office processing, catering and administration
- vehicle purchasing
- vehicle leasing, unless directly required for construction or service delivery (and only to that extent)
- costs of preparing the application, reporting and acquittal or associated supporting material
- in-kind contributions
- costs that are reimbursable under insurance other external funding sources.

The above list identifies the most common examples of ineligible costs and is not intended to be prescriptive or comprehensive. If required, please contact your nearest [Sport and Recreation office](#) to clarify.

3.3 Insurance requirements

The cost of works covered by insurance are considered ineligible, except in special circumstances (such as where the insurance cover is capped and the cost of the works exceeds the capped amount). Capped insurance must be due to the insurance company's restriction and not because an organisation has undervalued the cost for replacement of an item or repair to infrastructure.

When applying for funding, organisations must demonstrate the following:

- the insurance policy does not cover the damage or has been assessed by an insurance provider and deemed to not meet the criteria for coverage; and/or
- insurance coverage does not cover the damage and affected items cannot be claimed against the insurance policy; and/or
- a third party is not responsible for repairing infrastructure and items (for example, a landlord under a lease).

4. Application process and conditions

Applications are to be submitted using the online application form within the timeframes stated in Section 2.1 above. Visit the department's website for more information

<https://www.qld.gov.au/recreation/sports/funding/sport-and-recreation-recovery-grant>

In order to apply for funding under this program (or any Sport and Recreation grant), the organisation must register in the [Sport and Recreation Grant Registration Portal](#) (GRP). An organisation or individual can only be registered once. For more information, or to register, visit www.qld.gov.au/recreation/sports/funding/grants-portal/.

The declaration section of the application MUST be completed by an accountable officer for the organisation, as an endorsement of the accuracy of the application and agreeing to the [terms and conditions](#) associated with the grant.

Submitting an application does not guarantee the application will be approved. DTIS reserves the right (at DTIS' 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. DTIS' decision in relation to an application or the process is final. DTIS reserves the right, at any time, whether before or after, the closing date for each stage of funding, 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 of funding and/or these guidelines to 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
- request further information or supporting documents from the organisation relating to the application for funding
- place any additional conditions or changes the conditions of funding
- 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.

Organisations accept the risk, responsibility and liability connected with submitting an application and will not make any claim in connection with a decision by DTIS 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 DTIS 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, DTIS expressly excludes any process contract arising.

4.1 What supporting documentation is required?

The following may be required to support the application, dependent on what works and costs are requested:

- Inspection by a departmental officer and/or photographic evidence of affected areas
- Evidence demonstrating other funding sources have been sought (refer section 2 above)
- Invoices/proof of payment demonstrating the organisation's own funds were used to repair damage (where the facility has already returned to operation)
- Insurance details and assessments for affected items as outlined under 3.3 Insurance requirements
- Details outlining that the applicant organisation has the right to conduct the works related to the funding (e.g. lease agreement)
- At least one quote or Quantity Surveyors estimate for damaged infrastructure and/or equipment worth \$10,000 or more. Alternatively, DTIS may complete a damage assessment including bill of quantities.

4.2 Assessment process and conditions

Stages of assessment:

1. Organisation eligibility
2. Project eligibility
3. Approval

Applications will be assessed by DTIS as they are received.

Applications will be assessed based on applicants meeting the eligibility requirements and evidencing the project will assist in re-establishing sport and active recreation activity.

DTIS may seek (at its discretion) clarification or further information from an applicant, including but not limited to information about any other local or State government funding received by the organisation, where the provision of such further information may assist in assessment.

DTIS will retain all documents submitted and will not return these to the organisation.

4.3 Approval process

Applications will be validated by DTIS against the program eligibility criteria in section 3. Where an organisation is deemed ineligible, the project will not be considered.

Organisations will receive written notification of the outcome of their application. 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 DTIS.

Approval and receipt of funding is subject to the organisation agreeing with the terms and conditions of funding. Applicants accept the Sport and Recreation Recovery Grant Terms and Conditions when submitting their online application form. The Terms and Conditions will apply where the funding application is approved.

4.4 Late Applications

An applicant may request to submit a late application. All applicants lodging a late submission, either wholly or in part, must submit a request in writing for DTIS' consideration. The request for submission of

a late application, or part thereof, must be made within a maximum of three business days, following program close and is at the discretion of DTIS.

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

- where the client has notified DTIS or the relevant help desk of difficulties, by phone or email, and the issue has not been resolved prior to the application 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 applicant (e.g. natural disasters, births, deaths in family).

4.5 Appeals process

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

If an applicant is not satisfied with a decision, such as an application not being approved for funding, the grant applicant can request a review of the decision. An appeal can be requested where the applicant believes the decision does not adhere to the program guidelines and/or DTIS' process of the application. The appeals process does not include applicants challenging the program guidelines or seeking variations or exceptions to the program guidelines.

Appeals will only be considered if received by DTIS within 10 business days from the date of the applicant's receipt of written notification from DTIS on the outcome of the organisation's application. Appeals must be lodged in writing to SRS.info@dtis.qld.gov.au. Organisations will be notified in writing of the appeal outcome within 21 business days from receipt of the appeal.

4.6 Payment arrangements

Approved funding will be provided as one instalment.

Organisations must obtain an ABN to be funded by DTIS. While it is not necessary to have an ABN to apply, should the application be successful, an ABN will be required for DTIS to pay funding for the approved project.

Payments will be made within 10 business days of DTIS' approval and all payment information being received. To make a payment for any approved grant, an ABN, complete EFT form and organisation's bank statement will be required.

Bank details

Bank details and an EFT form will be requested by DTIS to allow payment of approved applications.

It is the organisation's responsibility to ensure the name on the bank account details which are provided with the application, match the organisation's legal name. To confirm the organisation's legal name see [Office of Fair Trading Certificate of Incorporation](#) or [Australian Business Register](#).

A copy of the organisation's bank statement **must** be uploaded, which provides BSB, Account Number and Account Name of organisation:

- the bank statement should not be older than three months at time of application
- the bank statement must be an official statement from your bank in PDF format
- it must clearly state "statement" on the document
- the organisation name on the bank statement must match **exactly** to the organisation's legal name as per the [Office of Fair Trading](#) listing of Incorporated Associations.

DTIS **will not** accept online printouts, transaction listings, account confirmations, screen captures, mobile app screenshots.

If you are unable to provide an official statement, DTIS will **only** accept another document from your bank if it has a bank stamp and bank signature and is not older than 3 months at time of application. The letter must include account organisation name, account name, account number and BSB.

Bank statements can be downloaded from your banking institutions internet banking facility.

Before applying for this program contact the [Office of Fair Trading](#) or telephone 13QGOV (13 74 68) or your nearest [Sport and Recreation office](#) to determine whether the organisation has any outstanding compliance issues.

An example of a suitable bank statement is below:

YourBigBank
Your Big Bank of Australia
ABN 12 123 123 123
Australian Credit Licence 123456

Bank Statement

| | | | |
|------------------|---|---------|---------|
| Statement | 77 | BSB | Account |
| Account Number | 123-123 | 1234567 | |
| Statement Period | 1 MAY 2020 - 31 MAY 2020 | | |
| Closing Balance | \$000,000 | | |
| Enquiries | 1 1993 (24 hours a day, 7 days a week) | | |

THE PRESIDENT
YOUR LOCAL SPORTS CLUB INC
123 SPORTS PRECINCT ST
BRISBANE QLD 4000

Date of Statement – must be a recent statement within the last 3 months

Account name – must match the legal entity name of your organisation

Must be a bank statement. Transaction history or screenshots not accepted

Business Transaction Account

Account Name: YOUR LOCAL SPORTS CLUB INC

Account name - must match the legal entity name of your organisation

You can check the legal entity name of your organisation online-

4.7 GST application

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 this guideline 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 DTIS 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.

5. Acknowledgement requirements

Approved organisations are required to publicly acknowledge the joint Commonwealth and State funding assistance received under this DRFA Sport and Recreation Recovery Grant. All recipients of funding must adhere to the DRFA Media and Public Acknowledgement Requirements. All DRFA-related media releases/planned events/social media/public notices or signage must be approved by Queensland Reconstruction Authority, in conjunction with the State and Commonwealth.

For more information, or for approval of material, please email media@qra.qld.gov.au.

Visit QRA website: https://www.qra.qld.gov.au/sites/default/files/2019-07/drfa_-_public_acknowledgements_0.pdf

6. Financial Acquittal and Audit

Approved organisations will need to acquit the funding spent to DTIS by the date specified in Section 2.1 in the format or method determined by DTIS.

In addition to a final acquittal report in the format or method determined by DTIS, Approved organisations may also (if requested by DTIS), be required to complete reporting on financial and project activities and outcomes throughout and upon completion of the project, such as progress against project milestones and any variances in scope, cost or time. Organisations will also report to DTIS periodically on an informal basis on the progress.

All organisations funded will be required to keep accurate records of expenditure and provide evidence in the acquittal form supplied 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. Approved organisations may be subject to an audit from DTIS. DTIS will undertake a random audit of approved projects to ensure that projects are delivered as approved.

7. Use of information

DTIS may disclose details of the approved organisation, funding and project scope and details of accountable officers (such as name, position in the organisation, and telephone number) to the Queensland Reconstruction Authority (QRA), Queensland Rural and Industry Development Authority (QRIDA), the Minister for Tourism, Innovation and Sport and Minister Assisting the Premier on Olympics and Paralympics Sport and Engagement and local Members of Parliament for purposes associated with the program or publicising the program.

Information on approved organisations and details of approved projects, such as approved funding and location of the project may also be made available on DTIS' website and may be provided to local governments and relevant sport and recreation organisations for the purpose of advice on approved project information.

Organisations may also be requested to provide information to be used in a case study with the potential for publication on DTIS' website and social media.

The department manages personal information in accordance with the *Information Privacy Act 2009* (Qld). Personal information will be managed by the department as set out in the Privacy Collection notice as set out in the application form.

Appendix 1 - Sport and Recreation offices

Sport and Recreation offices are located across the Queensland, with staff available to offer advice and assistance with applications. Please direct enquiries to your nearest [Sport and Recreation office](#) or alternatively phone 13 74 68.

Head office

General enquiries: 13 74 68 (13 QGOV)

Email: sr.disaster@dtis.qld.gov.au

North Coast

Sunshine Coast office

Street address: Level 2 USC Sports Precinct, 30 Olympic Way, SIPPY DOWNS QLD 4556
Postal address: PO Box 7082, SIPPY DOWNS QLD 4556
Phone: (07) 5459 6176
Email: SportRecNorthCoast@dtis.qld.gov.au

Brisbane office—North Coast service area

Street address: Level 6, 140 Creek Street, BRISBANE QLD 4000
Postal address: PO Box 15478, CITY EAST QLD 4002
Phone: (07) 5459 6176
Email: SportRecNorthCoast@dtis.qld.gov.au

South Coast

Logan office

Street address: Unit 9 Level 1, 54-66 Perrin Drive, UNDERWOOD QLD 4119
Postal address: Unit 9 Level 1, 54-66 Perrin Drive, UNDERWOOD QLD 4119
Phone: (07) 3078 3188
Email: SportRecSouthCoast@dtis.qld.gov.au

Brisbane office—South Coast service area

Street address: Level 6, 140 Creek Street, BRISBANE QLD 4000
Postal address: PO Box 15478, CITY EAST QLD 4002
Phone: (07) 3078 3188
Email: SportRecSouthCoast@dtis.qld.gov.au

Gold Coast office

Street address: 1525 Gold Coast Highway, PALM BEACH QLD 4221
Postal address: PO Box 50, BURLEIGH HEADS QLD 4220
Phone: (07) 5669 2114
Email: SportRecSouthCoast@dtis.qld.gov.au

South West Queensland

Toowoomba office

Street address: Toowoomba Sports Ground, Ground Floor, Clive Berghofer Stadium, 47 Arthur Street, TOOWOOMBA QLD 4350
Postal address: PO Box 2259, TOOWOOMBA QLD 4350
Phone: (07) 4596 1006
Email: SportRecSouthWest@dtis.qld.gov.au

Dalby office

Street address: 30 Nicholson Street, DALBY QLD 4405
Postal address: PO Box 3, DALBY QLD 4405
Phone: (07) 4531 8525
Email: SportRecSouthWest@dtis.qld.gov.au

Bundaberg office

Street address: 16 Enterprise Street, BUNDABERG QLD 4670
Postal address: PO Box 618, BUNDABERG QLD 4670
Phone: (07) 4131 2702
Email: SportRecSouthWest@dtis.qld.gov.au

Hervey Bay office

Street address: Ground Floor, Brendan Hansen Building, 50-54 Main Street, HERVEY BAY QLD 4655
Postal address: PO Box 3054, HERVEY BAY QLD 4655
Phone: (07) 4336 7001
Email: SportRecSouthWest@dtis.qld.gov.au

Northern Queensland

Rockhampton office

Street address: 61 Yeppoon Road, PARKHURST QLD 4701
Postal address: PO Box 822, ROCKHAMPTON QLD 4700
Phone: (07) 4936 0510
Email: SportRecNorthern@dtis.qld.gov.au

Townsville office

Street address: Townsville Sports House, 3-9 Redpath Street, NORTH WARD QLD 4810
Postal address: PO Box 1468, TOWNSVILLE QLD 4810
Phone: (07) 4722 5381
Email: SportRecNorthern@dtis.qld.gov.au

Mackay office

Address: Level 5, 44 Nelson Street, MACKAY QLD 4740
Postal: PO Box 239, MACKAY QLD 4740
Phone: (07) 4999 8520
Email: SportRecNorthern@dtis.qld.gov.au

Emerald office

Street address: 99 Hospital Road, EMERALD QLD 4720
Postal address: PO Box 346, EMERALD QLD 4720
Phone: (07) 4991 0830
Email: SportRecNorthern@dtis.qld.gov.au

Far North Queensland

Cairns office

Street address: Level 2, Building 2, William McCormack Place, 5B Sheridan Street, Cairns Queensland 4870
Postal address: PO Box 2494, CAIRNS QLD 4870
Phone: (07) 4222 5236
Email: SportRecFarNorth@dtis.qld.gov.au