



Collaborate with
active industry

Active Clubs Round 4

Program guidelines

19 December 2023



Queensland
Government



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 emerging for they hold and continue the memories, the traditions, and the cultures and the ailan kastom 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 active recreation.

Contents

1. What is Active Clubs Round 4?	3
2. Objective	3
3. Important dates	3
4. Funding available	4
5. Eligibility.....	4
Who can apply?	4
6. Eligible projects.....	5
7. What will not be funded?	6
Ineligible items	6
8. What is the application process?	6
9. How will applications be assessed?.....	7
10. Approval process and conditions	7
11. Late applications	8
12. Appeals	8
13. Payments	9
13.1 Goods and Services Tax (GST)	9
13.2 Payment Compliance	9
13.3 Bank Details	9
14. Audit Requirements	11
15. Survey and Case Study.....	11
Appendix 1 – Eligible sport and active recreation activities	12
Appendix 2 – Local Government Areas	13
Appendix 3 – Key contacts and links.....	14
Appendix 4 – Definitions	14
Appendix 5 – Terms and Conditions	15

1. What is Active Clubs Round 4?

Activate! Queensland 2019-2029 (Activate!) is the Queensland Government's 10-year strategy outlining a new collaborative direction for physical activity and movement in Queensland.

Through *Activate!* The Queensland Government is committed to supporting opportunities that empower more Queenslanders to enjoy physical activity to improve their health and wellbeing.

Accelerate 2022-2025, the second 3-year Action Plan under Activate! has a commitment to 'Collaborate with the active industry to get more Queenslanders moving'.

Active Clubs Round 4 will provide funding to not-for-profit local and regional sport and active recreation organisations to support volunteers and provide increased physical activity opportunities.

Volunteers are essential to the sustainability of the sport and active recreation industry. However, the retention of volunteers is often cited as a leading challenge for sport and active recreation organisations. Organisations can support their volunteers by providing them with appropriate education and training as well as recognising their important contribution.

Resources for volunteer management and volunteers is available on the Australian Sports Commission website [Volunteer Resource Hub](#).

Active Clubs Round 4 will also provide funding to assist with providing flexible and safe physical activity opportunities. It is important that organisations can provide physical activity opportunities which meet the evolving needs of participants.

2. Objective

The objective of Active Clubs Round 4 is to provide funding to local and regional sport and active recreation organisations to support volunteers and provide flexible and safe physical activity opportunities to increase sport and active recreation participation.

3. Important dates

Date	Activity
7 February 2024	Applications open
6 March 2024	Applications close (5pm AEST)
May 2024	Successful projects announced *
30 June 2025	Project completion

**Projects can commence subject to receipt of a project approval letter from the department.*

4. Funding available

Total funding for Round 4 is \$4.393 million (GST exclusive) for eligible projects for approved organisations to support volunteers through education and training, and volunteer recognition; equipment for on-field and off-field and resources for participation opportunities; and other eligible projects that meet the program objective.

The total project cost can exceed \$2,500 however the organisation is responsible for the payment of any amount over \$2,500 through other sources.

5. Eligibility

Who can apply?

All organisations eligible to apply for funding must:

- **be registered with an ABN;**
- and
- **be a Queensland not-for-profit sport or active recreation organisation or not-for-profit community organisation (with an objective of delivering sport or active recreation activities) incorporated under one of the following:**
 - *Associations Incorporation Act 1981 (Qld)*
 - *Corporations Act 2001 (Cwlth)*
 - *Co-operatives National Law Act 2020 (Qld)*
 - *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cwlth);* or
- **be a sport or recreation club incorporated within a Queensland university.**

Several State level organisations will be eligible for funding and must contact the Sport and Recreation Partnerships Office (sportrepartnership@dtis.qld.gov.au) to confirm their eligibility prior to applying.

Eligible organisations can only apply for funding for the listed sport or active recreation activities (refer to Appendix 1).

Eligible organisations may only submit one application for this round of the program.

Where the organisation is either a multi-activity or multi-location organisation, as per the definitions in Appendix 4, the following apply:

- Eligible multi-activity organisations may only submit one application per eligible activity for this round of the program (refer to Appendix 1).
- Eligible multi-location organisations may only submit one application per location for this round of the program.

Eligible regional organisations can submit one application (only) for this round of the program (refer to Appendix 4).

If you are unsure of your organisation's eligibility, including activity or eligibility as a regional or State level organisation, multi-activity or multi-location organisation please contact the nearest [Sport and Recreation office](#) before applying and refer to Appendix 4 – Definitions.

At the time of program close, organisations must:

- have no more than 1 annual report outstanding with the Office of Fair Trading;
- have met all obligations for projects/activities currently funded by the department; and
- have no debt owing to the department.

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

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

6. Eligible projects

Applicants may only select one eligible category as their primary focus in the application but may expend approved funding on multiple eligible projects across categories. Eligible projects within categories are those that meet the program objectives. These include:

- training and education for volunteers
- volunteer recognition
- equipment (on-field and off-field)
- opportunities for participation (activities/events e.g., come try days; programs e.g., modified)

Example projects and eligible costs may include:

Categories (primary focus)	Examples
Support Volunteers	
Volunteer Training and education	<ul style="list-style-type: none"> • Coach, instructor and official education and accreditation • Governance, financial or volunteer management training courses • Conferences and travel including meal and accommodation expenses
Volunteer Recognition	<ul style="list-style-type: none"> • Volunteer travel reimbursement for regular competition • Volunteer event dinners, membership, nomination fee subsidy • Volunteer catering at competitions, event tickets or volunteer apparel
Equipment	
Equipment – on field	<ul style="list-style-type: none"> • On field equipment retained by the organisation including: <ul style="list-style-type: none"> – Safety equipment – Bats, balls, racquets, safety pads, nets, bibs – Coaching apps subscriptions – First aid – Maintenance equipment

Equipment – off field	<ul style="list-style-type: none"> • Off field equipment retained by the organisation including: <ul style="list-style-type: none"> - Software - IT equipment hardware - White goods - Point of sale systems
Flexible participation opportunities	
Participation activities and events	<ul style="list-style-type: none"> • Costs associated with planning and delivery of sign-on days, come and try days, carnivals: <ul style="list-style-type: none"> - Welcome to Country - First aid - Venue hire or Equipment hire
Participation programs	<ul style="list-style-type: none"> • Costs to deliver online, modified, target group or social participation programs e.g., advertising, venue hire, presenters.

7. What will not be funded?

Ineligible items

The following are ineligible items:

- merchandise for retail sale
- general operational expenses (e.g., insurance, maintenance, venue hire, electricity unless specifically related to a one-off event)
- participant uniforms
- capital works or fixed structures (e.g., shade sails and stands)
- consultancy that does not have education/training for the organisation e.g., developing a strategic plan/grant application or administration fees
- feasibility studies/research
- prizes/giveaways/alcohol/cash/gift cards
- programs with on-going subscription costs (e.g., MYOB, Xero)
- wages of ongoing/seasonal nature (e.g., paid coaches)
- expenditure not directly related to the eligible project.

8. 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.

Applicants should review the terms and conditions at Appendix 5 or on the department's website, before proceeding with an application. The terms and conditions will apply from the date of funding approval and are non-negotiable.

Applications must be submitted using the online application form by **5.00pm (AEST) on 6 March 2024**. Your application is complete when you receive an acknowledgement email.

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

It is the applicant's responsibility to follow up before the program closes if they do not receive the acknowledgement email.

No other supporting documentation is required for the application.

9. How will applications be assessed?

If the department receives more eligible applications than can be funded with the available resources, a random selection tool will be used to determine those applications to be assessed against the program eligibility criteria with:

- 50 percent of funds allocated to eligible projects in South East Queensland*
- 50 percent of funds allocated to eligible projects in Regional Queensland*.

*Refer to Appendix 2 Local Government Area List

10. Approval process and conditions

Submitting an application does not guarantee 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 of 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.

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 department may seek (at its discretion) clarification or further information from an applicant, where the provision of such further information may assist in assessment.

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.

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, until the parties form an agreement as set out in the 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.

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

Applicants accept the Active Clubs Round 4 Terms and Conditions when submitting their online application form. The Terms and Conditions are also available on the department's website.

Organisations that are not approved for Active Clubs Round 4 can contact the department to seek further information as to the application not being approved.

11. 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 the department's consideration.

The request for submission of a late application, or part thereof, must be made within a maximum of one business day, 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 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).

12. Appeals

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. The request is required in writing. An appeal can be requested where the applicant believes the decision does not adhere to the program guidelines and/or the department 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 the department within 10 business days from the date of the department's written notification of the outcome of the organisation's application. Appeals must be lodged in writing to SR_info@dtis.qld.gov.au. Organisations will be notified in writing of the appeal outcome.

13. Payments

Funding will be processed as one payment by the department to the approved organisation after the organisation has been notified of its approval.

Approved multi-activity organisations are responsible for ensuring that the grant is expended in full for the activity that has been approved (refer to Appendix 1 for eligible sport and active recreation activities).

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 13.1 below regarding GST application).

13.1 Goods and Services Tax (GST)

Goods and Services Tax (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 www.ato.gov.au or telephone 13 24 78.

The grant funding amounts referenced in this guideline are GST exclusive.

The [GST factsheet](#) outlines how the department will treat GST on approved grant payments.

13.2 Payment Compliance

At the time of payment, organisations must be compliant with the following:

- have no more than 1 annual report outstanding with the Office of Fair Trading
- have met all obligations for projects/activities currently funded by the department.
- have no debt owing to the department.
- provide a compliant bank statement (section 13.3).

Contact the [Office of Fair Trading](#) to determine whether the organisation has any outstanding issues or go to www.fairtrading.qld.gov.au.

13.3 Bank Details

Applicants are to carefully check the details of their bank statement for accuracy, as **incorrect** details may result in non-payment of the approved funding.

Organisations will be contacted by the department if a non-compliant bank statement has been submitted.

It is the organisation's responsibility that the name on the bank account details provided with the application must 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](#).

In order for the department to make payment of the approved grant funding, the following conditions must be met.

An official bank statement needs to be provided with your application. Please note these important and mandatory requirements:

- the bank statement should not be older than 3 months from the date of application.
- the bank statement must be an official statement from your bank in PDF format.
- it must clearly state “statement” on the document.



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-

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

We **do not** accept online printouts, transaction listings, account confirmations, screen captures or mobile app screenshots.

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

It is important that the organisation name on the bank statement matches **exactly** to the organisation’s legal name as per the Office of Fair Trading website listing of Incorporated Associations.

Additionally, your Australian Business Number (ABN) is to be provided at time of application. The name on the ABN needs to match the legal name **exactly**. You can check your ABN listing [here](#).

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

14. Audit Requirements

Approved organisations may be subject to an audit from the department.

The department will audit 2.5% of approved projects to ensure they have been delivered as approved.

All organisations funded by the department are required to keep accurate records of expenditure (including invoices or receipts) to support the delivery of the approved project. These records are to be made available to the department should the organisation be selected for an audit.

15. Survey and Case Study

Approved organisations may be asked to complete a survey or provide a case study upon project completion. The information within the survey or case study will be used to help the department evaluate the program and promote the outcomes of the project.

Appendix 1 – Eligible sport and active recreation activities

Abseiling	Disc – Ultimate, Flying (inc Disc Golf)	Medieval Combat	Skate - Scooter Activities
Acrobatics	Disability Sports	Mixed Martial Art	Skate Boarding
Active Recreation	Diving	Modern Pentathlon	Skipping
Adventure Racing	Dragon Boating	Motor Sport	Snow Sports
Aerobics	Drill Dance	Motorcycling	Softball
Aerobics - Aqua	Endurance Riding	Mountain Bike Orienteering	Shooting - Target
Aikido	Equestrian	Mountain Biking	Sport Climbing
Air Sport	Extreme Sport	Netball	Squash
Archery	Fencing	Netball - Indoor	Stand Up Paddleboarding
Athletics	Fistball	Orienteering	Surf – Other (e.g. Kitesurfing)
Athletics Little	Fitness	Outrigger Canoeing	Surfing
Australian Football	Floorball	Oztag	Surfing - Body Boarding
Badminton	Football	Paintball	Swimming
Baseball	Football - Indoor	Parachuting	Swimming - Synchronised
Basketball	Futsal	Parkour	Table Tennis
Baton Twirling	Gaelic Football	Petanque	Taekwondo
Beach Volleyball	Gateball	Pickleball	Tai Chi
Billiards/Snooker	Gelball	Pilates	Tennis
BMX	Geocaching	Polo	Tenpin bowling
Bocce	Gliding	Polocrosse	Touch
Boccia	Goalball	Pony Club	Traditional Indigenous Games
Bowls - Indoor	Golf	Power Boats	Trail Bike Riding
Bowls - Lawn	Gridiron	Power Lifting	Trampolining
Boxing	Gymnastics	Recreational Fishing	Triathlon
Boxing - Kick	Handball	Riding For Disabled	Underwater Sports
Broomball	Hang Gliding	Rock Climbing	Vigoro
Bushwalking	Hockey	Rodeo	Volleyball
Calisthenics	Horse Riding - Recreational	Rogaining	Wakeboarding
Campdraft	Hurling	Roller Blading	Walking
Canoeing	Ice Hockey	Roller Derby	Water Polo
Carriage Driving	Ice Racing	Roller Skating	Water Skiing
Cheerleading	Ice Skating	Roller Sports	Wave Ski Surfing
Circus Skills	Inline Hockey	Rowing	Weightlifting
Climbing - Indoor	Ju Jitsu	Rugby League	Wheelchair Basketball
Cricket	Judo	Rugby Union	Wheelchair Rugby
Cricket - Indoor	Karate	Running	White Water Rafting
Croquet	Karting	Sailing	Windsurfing
Curling	Kayaking	Scuba	Woodchopping
Cutting	Kendo, Iaido, Jodo	Shooting	Wrestling
Cycling	Lacrosse	Shooting - Clay Target	Yachting
Dance	Laser tag	Shooting - Pistol	Yoga
Dancesport	Life Saving Royal	Shooting - Rifle	Zen Do Kai
Darts	Life Saving Surf	Shooting - Sporting	Zumba
Dodgeball	Martial Arts	Shooting - Sporting Clays	

Appendix 2 – Local Government Areas

Regional Queensland Councils	
Aurukun (S)	Livingstone (S)
Balonne (S)	Lockhart River (S) (a)
Banana (S)	Longreach (R)
Barcaldine (R)	Mackay (R)
Barcoo (S)	Mapoon (S)
Blackall-Tambo (R)	Maranoa (R)
Boulia (S)	Mareeba (S)
Bulloo (S)	McKinlay (S)
Bundaberg (R)	Mornington (S)
Burdekin (S)	Mount Isa (C)
Burke (S)	Murweh (S)
Cairns (R)	Napranum (S)
Carpentaria (S)	North Burnett (R)
Cassowary Coast (R)	Northern Peninsula Area (R)
Central Highlands (R)	Palm Island (S)
Charters Towers (R)	Paroo (S)
Cherbourg (S)	Porpuraaw (S)
Cloncurry (S)	Quilpie (S)
Cook (S) (a)	Richmond (S)
Croydon (S)	Rockhampton (R)
Diamantina (S)	South Burnett (R)
Doomadgee (S)	Southern Downs (R)
Douglas (S)	Tablelands (R)
Etheridge (S)	Torres (S)
Flinders (S)	Torres Strait Island (R)
Fraser Coast (R)	Townsville (C)
Gladstone (R)	Weipa (T)
Goondiwindi (R)	Western Downs (R)
Gympie (R)	Whitsunday (R)
Hinchinbrook (S)	Winton (S)
Hope Vale (S)	Woorabinda (S)
Isaac (R)	Wujal Wujal (S)
Kowanyama (S)	Yarrabah (S)
South East Queensland Councils	
Brisbane (C)	Noosa (S)
Gold Coast (C)	Redland (C)
Ipswich (C)	Scenic Rim (R)
Lockyer Valley (R)	Somerset (R)
Logan (C)	Sunshine Coast (R)
Moreton Bay (R)	Toowoomba (R)

Appendix 3 – Key contacts and links

- Sport and Recreation Grant Registration Portal - www.qld.gov.au/recreation/sports/funding/grants-portal
- Office of Fair Trading - Certificate of Incorporation - <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association>
- Australian Business Register - <https://abr.business.gov.au/>
- How to register for an ABN - <https://www.business.gov.au/registrations/register-for-an-australian-business-number-abn>
- Office of Fair Trading - <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/fair-trading-services-programs-and-resources/fair-trading-services-and-contact-information/contact-us>
- Sport and Recreation Offices - <https://www.qld.gov.au/recreation/sports/office-locations>
- Australian Taxation Office - www.ato.gov.au
- Sport Australia Game Plan - <https://www.sportaus.gov.au/club-development>
- ASC Volunteer Resource Hub - [Volunteer Resource Hub | Australian Sports Commission \(ausport.gov.au\)](http://Volunteer Resource Hub | Australian Sports Commission (ausport.gov.au))

Appendix 4 – Definitions

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

Multi-activity organisations: Multi-activity organisations (also known as umbrella organisations) are legal entities which represent multiple ‘sub-clubs’ or branches, carrying out eligible activities, but without constituting a separate legal entity to the multi-activity organisation.

Multi-location organisations: Multi-location organisations (also known as umbrella organisations) are legal entities which carry out eligible activities (predominantly one activity but can be multiple) across multiple locations or branches, but without the locations/branches constituting a separate legal entity to the multi-location organisation. The following organisations are recognised multi-location organisations:

- Guides Queensland, The Boys Brigade Queensland, Police Citizens Youth Club, Special Olympics Australia, The Sporting Wheelies and Disabled, Sport and Recreation Association of Queensland, Parkrun Australia, The Young Men's Christian Association of Brisbane, The Scout Association of Australia Queensland Branch

Organisation: Interchangeable with a ‘club’ or ‘association’ and includes those legal entities that meet the eligibility criteria for the program, as outlined in Section 5, 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; or
- 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.

Regional organisation: An organisation that has affiliated member organisations and is responsible for the coordination of an activity across a specified area.

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.

State Level Organisation: Organisations that are responsible for developing their sport or active recreation from community participation to high performance levels.

Volunteer: Time willingly given for the common good and without financial gain. The term 'volunteering' covers a diverse range of activities and includes formal volunteering, which takes place within organisations in a structured way and informal volunteering, acts that take place outside the context of a formal organisation.

Appendix 5 – Terms and Conditions

The following terms and conditions will apply to the funding if the application is approved, from the date of the Department's letter of funding approval.

1. The Department reserves the right to withdraw the Active Clubs Round 4 Program or make changes at any time. Any changes to the program will be publicly advertised on the Department's website at www.qld.gov.au/recreation/sports/funding/active-clubs
2. In consideration of the Organisation complying with the Funding Agreement (including clause 5), the Department will provide the Organisation with the Approved Funding, within 60 days of the date of the Department's approval letter/email.
3. The Department may withhold payment of the Approved Funding, where it reasonably believes the Recipient has not complied with the Funding Agreement, failed to provide all information necessary for payment or is unable or unwilling to undertake the Approved Project.
4. Any payment to the Organisation by the Department is not an admission or acceptance by the Department that the Organisation has complied with the Funding Agreement.
5. Payment of the Approved Funding is subject to and conditional upon the Organisation being compliant as at the date of the Department's approval letter/email, with:
 - a. have no more than 1 annual report outstanding with the Office of Fair Trading where the Organisation is incorporated under the relevant State association legislation; and
 - b. the Organisation's name on bank account details supplied with application matching the Organisation's legal name; and
 - c. the Organisation providing a copy of their actual bank statement which must state BSB, Account Number and Account Name of Organisation. Bank statements should not be older than three months from the time of application. The Department can alternatively accept a print-out or letter which has been bank stamped and verified by the bank. The details must match the Australian Business Register printout regarding the legal Organisation's name and the details supplied with the application.
6. Where the Recipient fails to rectify its non-compliance with clause 5(a), (b) or (c) within the period notified by the Department, this Funding Agreement immediately terminates. The Department has no obligation to pay the Approved Funding, and neither party will be liable to the other in connection with the Funding Agreement.
7. The Funding Agreement commences on the date of the Approval Letter and ends 30 days after Project Completion Date, unless terminated earlier in accordance with clauses 6, 21 or 22. The

- Organisation accepts that by making its application it agrees to these Terms and Conditions and is bound by the Funding Agreement upon the Department issuing the Approval Letter.
8. The Funding Agreement commences on the date of the Department's funding approval letter and ends 30 days after Project Completion Date, unless terminated earlier in accordance with clauses 5, 22 or 23.
 9. The Organisation warrants that it is an **Eligible Organisation**, and that the person agreeing on behalf of the Organisation to the Funding Agreement is authorised to do so.
 10. Payment will be made by electronic transfer in accordance with the bank account details specified in the application. It is the Organisation's responsibility to notify the Department of any changes to its bank details by providing either a bank statement which details the Organisation's account information or a letter from the financial institution with details of the Organisation's account for the payment of the Approved Funding.
 11. The Approved Project must be delivered by the Project Completion Date.
 12. The Organisation agrees to:
 - a. undertake the Approved Project; and
 - b. spend the Approved Funding:
 - i. on the Approved Project, and for no other purpose (Approved Project means the project approved by the Department as stipulated in the Department's approval letter/email, or another eligible cost, equipment or training project as detailed in section 6 of the Active Clubs Round 4 Guidelines and that is not an Ineligible Item); and
 - ii. for expenditure incurred after receipt of project approval letter from the Department; and
 - iii. by 30 June 2025, or such later date if approved in writing by the Department in its absolute discretion, upon written request by the Organisation; and
 - c. not spend the Approved Funding on Ineligible Items; and
 - d. be responsible for providing any additional funds (in excess of the Approved Funding) required to complete the Approved Project; and
 - e. keep accurate records and accounts of expenditure of the Approved Funding; and
 - f. use the Approved Funding in a way to ensure value for money, transparency, and accountability of public funds; and
 - g. respond to an online survey provided by the Department after the Project Completion Date; and
 - h. acknowledge the Queensland Government's funding contribution as specified at www.qld.gov.au/recreation/sports/funding/acknowledgement; and
 - i. upon receipt of an invoice from the Department, return to the Department any part of the Approved Funding not spent, expended, or committed, in accordance with the Funding Agreement (as determined by the Department) as follows:
 - iv. in accordance with the amount and date specified in the notice provided in clause 24, where the Funding Agreement is terminated by the Department; and
 - v. immediately where the Organisation terminates the Funding Agreement pursuant to clause 23; and
 - vi. within 10 business days of receipt of the invoice and written notice requiring the Organisation to return the amount of Approved Funding where (i) and (ii) above, do not apply; and

- j. maintain public liability insurance for a sum of not less than \$20 million for any one event and workers compensation for a sum as required by law. Certificates of Currency must be provided at any time upon the request of the Department; and
 - k. keep all records relating to the Approved Project for a period of seven years, and permit the Department access to such records for audit purposes, for any reasonable time; and
 - l. provide to the Department all information as requested by the Department, in relation to the Approved Project and Approved Funding; and
 - m. comply with all relevant Acts, subordinate legislation, and lawful requirements in carrying out the Approved Project; and
 - n. comply with any Special Conditions specified in the Department's approval letter/email.
13. If the Organisation is a multi-activity or multi-location organisation, the Organisation agrees that the Approved Funding or any part of the Approved Funding must be expended for the relevant sub-club or location (as applicable) for approved purposes under the Funding Agreement. Failure to comply with this clause or return unspent money to the Department by 30 September 2025, will deem the relevant amount to be a liquidated debt due and payable to the Department.
14. The Organisation agrees to release, discharge, indemnify and keep indemnified the State of Queensland, its employees, and agents from and against any loss, damages, claims, legal costs, expenses, and costs arising from:
- a. the Approved Project
 - b. the Organisation's non-compliance with the Funding Agreement
 - c. any negligent act or omission or wilful misconduct by the Organisation, its employees, contractors, volunteers, agents, or other authorised representatives
 - d. contravention by the Organisation of any Commonwealth, State, or local law
 - e. the death, injury, loss, or damage to any person; or
 - f. an actual breach of any third party's intellectual property rights or moral rights.
15. The Organisation agrees that the Department may disclose the following information (including, without limitation, the Organisation's confidential information), to third parties or advisers:
- a. some or all the information contained in the application form or Funding Agreement, to publicise funding arrangements and programs of the Department; or
 - b. the Organisation's general details and information concerning the Approved Project, to publicise funding arrangements and programs of the Department; or
 - c. any information, for the purposes of undertaking an audit or an evaluation of the Funding Agreement or the Active Clubs Program.
16. The Organisation agrees that the email address you provide as part of the registration or application process will be used by the Department and/or the Department's contracted service providers in relation to the Program to communicate with you. Dependent on your email service provider this may involve the transfer of your personal information overseas.
17. The Organisation agrees in relation to any personal information it provides to the Department in connection with this Agreement, that it will obtain a consent from the individual concerned:
- a. For the disclosure of the personal information to the Department; and
 - b. For the Department's use of the personal information for the purpose of administration and evaluation of the program; and

- c. For the Department's disclosure of the personal information to other Queensland government agencies and/or contracted service providers, for use for the purpose of administration and evaluation of the program and public accountability purposes.
18. Ownership of all intellectual property rights in all material the Organisation creates pursuant to the Approved Project ('the Material') vests in the Organisation.
19. The Organisation grants the Department a perpetual, irrevocable, royalty-free, worldwide, and non-exclusive licence (including a right to sub-licence) to use, communicate, reproduce, publish, adapt, and modify, the Material for any purpose.
20. The Approved Funding is exclusive of Goods and Services Tax, or similar tax, levy or impost imposed by the Commonwealth ('GST').
21. Where the Organisation is registered for GST:
 - a. the Department will pay the Organisation the GST amount at the same time as paying the Approved Funding
 - b. the Organisation agrees to allow the Department to issue the Organisation with a Recipient Created Tax Invoice (RCTI) in respect of GST applicable to advances of the Approved Funding. The following requirements will apply for the duration of the Funding Agreement:
 - i. the Department can issue the Organisation with an RCTI in respect of the supplies
 - ii. the Organisation will not issue tax invoices in respect of the supplies for which the Department issues RCTIs
 - iii. the Organisation acknowledges that it is registered for GST and agrees to notify the Department if the Organisation ceases to be registered
 - iv. the Department acknowledges that it is registered for GST and agrees to notify the Organisation if the Department ceases to be registered for GST
 - v. by fulfilling all these conditions, the Department will issue a RCTI upon each payment made to the Organisation under the Funding Agreement; and
 - vi. both parties to this supply agree that they are parties to an RCTI agreement as outlined in GSTR2000/10.
22. The Organisation will be in breach of the Funding Agreement and the Department may suspend or terminate the Funding Agreement if the Organisation:
 - a. does not comply, to the Department's satisfaction, with a notice to remedy a default (within the timeframe specified in the notice) of any provision in the Funding Agreement
 - b. becomes insolvent, enters into external administration, is wound up (except if the stay on enforcing rights under Part 5.1 of the Corporations Act 2001 (Cth) applies), or in the Department's opinion, suffers financial distress which may have an adverse effect on the Organisation's ability to complete the Approved Project; or
 - c. is no longer eligible to receive the funding, including without limitation, if the Organisation is no longer an Eligible Organisation.
23. Either party may terminate the Funding Agreement for any reason, on the provision of one month's written notice to the other party. If the Funding Agreement is terminated under this clause 23, neither party will have any liability to pay the reasonable costs of the other party in relation to the termination.
24. If the Funding Agreement is terminated under clause 22 or 23 or otherwise expires, the Organisation agrees to comply, to the Department's satisfaction, with the requirements specified in any notice given by the Department, including any directions regarding the return of any unspent part of the Approved Funding, or return of Approved Funding not expended or committed in accordance with the Funding Agreement.

25. General

- a. The Organisation agrees that it will not assign or subcontract its rights and obligations in relation to the Approved Project, without the Department's prior written consent.
 - b. No rights under the Funding Agreement will be waived except by notice in writing signed by each party.
 - c. The Approved Project and the Funding Agreement are governed by the laws of the State of Queensland.
 - d. All notices under the Funding Agreement must be in writing and may be delivered by hand, pre-paid post, or email to the other party, unless a specific mode of delivery is specified by either party (except email). In the case of the Organisation, notices are to be provided to the Accountable Officer in the application form.
 - e. The Funding Agreement may only be varied by:
 - i. a document signed by or on behalf of each party
 - ii. an email exchange between the parties for the Organisation as specified in the Organisation's login; and for the Department being the email address of your closest Sport and Recreation Service Area Office (<https://www.qld.gov.au/recreation/sports/office-locations>). The Electronic Transactions (Queensland) Act 2001 specifies applicable rules for time of dispatch (s23), time of receipt (s24), and place of dispatch and receipt (s25), which will apply unless otherwise agreed between the parties; or
 - f. If any provision of the Funding Agreement is held to be illegal or unenforceable, the provision will be severed from the Funding Agreement and the remaining provisions will govern the relationship of the parties.
 - g. Clauses 12, 13, 14, 15, 16, 19, 23 and 24 will survive expiration or termination of the Funding Agreement.
 - h. The use of the word 'includes' in any form, is not a word of limitation.
26. If there is any ambiguity in or inconsistency between the various parts of the Funding Agreement, the following order of precedence applies to resolve the ambiguity or inconsistency:
- a. the Department's approval letter/email
 - b. these Funding Terms and Conditions
 - c. the application form; and
 - d. the Active Clubs Program Guidelines.
27. The following definitions apply to these conditions:
- a. '**Active Clubs Guidelines**' means the Active Clubs Guidelines available at www.qld.gov.au/activeclubs.
 - b. '**Approved Funding**' means that amount as stipulated in the Department's approval letter/email.
 - c. '**Approved Project**' means the project approved by the Department as stipulated in the Department's approval letter/email, or another eligible cost, equipment or training project as detailed in section 6 of the Active Clubs Guidelines and that is not an Ineligible Item.
 - d. '**Department**' means the State of Queensland acting through the Department of Tourism, Innovation and Sport.
 - e. '**Department's approval letter/email**' means the letter/email from the Department advising that the funding has been approved unconditionally, and that no compliance items are outstanding.

- f. **'Eligible Organisation'** means an organisation that meets the eligibility criteria specified in section 5 of the Active Clubs Guidelines.
- g. **'Funding Agreement'** means the Department's approval letter/email (including any attachments), the application form, these Funding Terms and Conditions (or, if required under clause 7, the additional funding agreement) and the Active Clubs Guidelines.
- h. **'Ineligible Items'** means those items listed in section 7.1 of the Active Clubs Guidelines and any items not related to the Approved Project or deemed by the Department as ineligible.
- i. **'Organisation'** means the organisation specified in the application form which has been approved by the Department's approval letter/email to receive funding under the Active Clubs Program.
- j. **'Project Completion Date'** means 30 June 2025.