

Queensland

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Collaborate with
active industry

Active Women and Girls

Program guidelines

30 November 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, 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 recreation.

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Updates to the guidelines (as at 30 November 2023)

The following changes have been made to the guidelines since publication on 6 November 2023:

- Appendix 1 – Eligible sport and active recreation activities
 - Addition of Dodgeball
 - Addition of Circus Skills
- Addition of Category 2 focus area **Promotional materials or opportunities**
- Addition of Category 2 Eligible Organisation be a National Sporting organisation operating under a unitary model or similar

1. What is the Active Women and Girls Program?

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 Women and Girls is a rolling program which will provide funding to not-for-profit local and regional sport and active recreation organisations, state level sport and active recreation organisations (SLOs) and local government authorities (LGAs) to ensure quality participation opportunities for women and girls.

It is important that organisations have the capability and resources to provide physical activity opportunities which better meet community preferences and emerging needs of Queensland's women and girls.

2. Objective

The objective of Active Women and Girls is to provide funding to eligible organisations to support opportunities to increase sport and recreation participation for women and girls.

3. Important dates

Date	Activity
20 November 2023	Applications open
6 March 2024	Applications close (5pm AEST)*
December 2023 - May 2024	Successful projects announced**
June 2025	Project completion
30 June 2025	Acquittal and final reporting complete

**Applications will close earlier if the Program budget has been expended.*

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

4. Funding available

The total funding for the Active Women and Girls program is \$15 million (GST exclusive). This is a rolling program where applications are assessed as they are received until all funding has been expended, or 6 March 2024, whichever occurs first.

5. Eligible Organisations

Eligible organisations will have one application approved under the Program. Eligible organisations can only apply for funding for the listed sport or active recreation activities (refer to Appendix 1).

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.

At the time of the department considering the application, organisations should:

- 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.

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.

Who can apply?

Organisations are only eligible in one of the following categories:

Category 1: \$7,500 (GST exclusive)

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

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

Category 2: \$25,000 (GST exclusive)

- be a State level sport or active recreation organisation or
- be an eligible Multi-location organisation*(refer to Appendix 4) or

- be a National Sporting organisation operating under a unitary model or similar** incorporated under the:
 - *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
- Queensland Local government authority (refer to Appendix 2)
- *Local Government Act 2009* (Qld); and
- have a registered ABN.

**Eligible multi-location organisations (refer to Appendix 4) will only be considered for Category 2. Individual applications from branches will not be eligible.*

***Any National Organisations approved for funding under the program must maintain a separate record of all financial transactions incurred in carrying out the services related to the funding in Queensland, evidencing that all funding has been spent on delivery of services in Queensland. If unsure of the organisation's eligibility, please email SportRecPartnership@dtis.qld.gov.au before applying. As part of the assessment process the department may request information from the organisation to show why they should not be deemed ineligible.*

6. Eligible projects

Applicants will be required to nominate one key focus area when applying, but expenditure may include elements from other focus areas.

The below table provides some examples of projects that would be eligible under this Program. Please note this list is not exhaustive.

Category One - \$7,500 (GST exclusive)	
Focus area	Examples
Education and training	<ul style="list-style-type: none"> • Online training programs for women and girls in remote and regional areas. • Targeted education and training for women and girls' staff and/or volunteers e.g. coach, instructor or officiator accreditation courses. • Leadership training opportunities for women and girls from diverse backgrounds.
Equipment	<ul style="list-style-type: none"> • On-field - Equipment retained by the organisation including safety equipment, bats, balls, racquets, safety pads, nets, bibs, first aid, uniforms or apparel. • Off-field - Equipment retained by the organisation including software, IT equipment hardware, white goods, child friendly activity space/equipment, club signage, display stands.
Resources	<ul style="list-style-type: none"> • Participation activities and events – Costs associated with planning and delivery of women and girls sign-on days, come and try days, carnivals, mental and/or physical first aid, venue hire, equipment hire. • Participation programs – Resourcing costs to operate online, modified, target group or social participation programs e.g., advertising, venue hire, presenters. • Develop systems and practices – Costs associated with enhancing women and girls' involvement in the organisational/club environment.
Category Two - \$25,000 (GST exclusive)	
Focus area	Examples
Education and training	<ul style="list-style-type: none"> • Online education and training opportunities in remote and regional areas for women and girls. • Targeted education and training for women and girls' staff and/or volunteers e.g., coach, instructor or officiator accreditation courses.

	<ul style="list-style-type: none"> • Leadership training opportunities for women and girls from diverse backgrounds.
Employment	<ul style="list-style-type: none"> • Personnel to deliver a physical activity program in local council parks and reserves targeting inactive women. • Engage a coaching or officiating development expert to support or mentor emerging female coaches/officials/technical officers. • Personnel to deliver engaging participation initiatives that drive growth for women and girls in your activity.
Resources and Equipment	<ul style="list-style-type: none"> • Purchase equipment and resources required to conduct a virtual physical activity program to support inactive women and girls. • Purchase equipment to deliver a modified/flexible program to respond to emerging market needs for women and girls. • Purchase equipment for a series of skills sessions to support women and girls with a disability. • Purchase equipment or resources to create a welcoming space/environment for women and girls. • Purchase equipment to support the delivery of a female senior's program in local council parks and green spaces.
Promotional materials or opportunities	<ul style="list-style-type: none"> • Create promotional material for an introductory program supporting women and girls in regional or remote communities. • Launch a promotional campaign for women's and girl's involvement in sport and active recreation programming. • Develop a campaign or materials promoting positive sideline behaviour.

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)
- 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)
- 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.

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).

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.

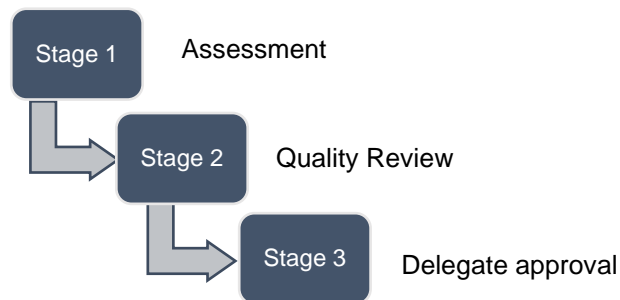
Applications must be submitted using the online application form by **5.00pm (AEST) on 6 March 2024**. Your application is complete when you receive an acknowledgement email. Active Women and Girls applications may be closed prior to 6 March 2024 if all funding is expended.

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

Late application received after 5:00pm AEST on 6 March 2024 will not be considered for funding under this program.

9. How will applications be assessed?

Applications will be assessed by the department against the program eligibility criteria.



Stage 1: Assessment

Applications will be assessed as they are received by the department, against the program eligibility criteria.

Assessment will include verifying if the application:

- has been submitted by an eligible organisation (refer to *Eligible Organisations*).
- is for an eligible activity.
- is for an eligible project.
- additionally, assessment of Category 2 applications will consider alignment to the objective of the program and the need for the project.

Stage 2: Quality Review

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

Once the above considerations have been assessed, the application will move to Delegate approval.

Applications with incorrect bank details will not progress for further assessment until correct bank details have been provided (Refer Section 13.3).

Where the program budget has been expended, or the program has closed, incorrect bank details will result in the application being deemed ineligible.

10. Stage 3: Approval process

Recommendations will be made 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.

Application process terms 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; or
- 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.

Late applications will not be considered for funding under this program.

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

Applicants accept the Active Women and Girls program 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 under Active Women and Girls program can contact the department to seek further information as to the application not being approved.

11. Privacy

Any personal information will be handled in accordance with the Information Privacy Act 2009. Information regarding the department's privacy policy can be found online [here](#).

For audit purposes, the department is required to retain the applications and other supplied supporting material.

The department considers the protecting of a person's right to privacy and managing personal information in accordance with the IP Act in the highest regard. If you do not feel that the department has adhered to the IP Act, you can raise your concerns with DTISPrivacy@dtis.qld.gov.au

12. Appeals

Departmental staff can provide an applicant that has not been approved for funding, 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.

Category 1 – Organisations will be required to provide a compliant bank statement at the time of application.

Category 2 – Organisations will be required to provide a compliant bank statement and a signed EFT form at the time of application.

It is the organisation's responsibility to ensure that the name on the bank account details provided match the organisation's legal name.

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.

Organisations that are registered for 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.

13.2 Payment Compliance

At the time of payment, organisations should 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; and
- Electronic Fund Transfer Form for Category 2 applicants only.

Applicants are encouraged to contact the [Office of Fair Trading](#) or telephone 13 QGOV (13 74 68) to determine whether the organisation has any outstanding issues.

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](#).

An official bank statement needs to be provided with your application in order for the department to make payment of the approved grant funding. The following conditions must be met:

- 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.

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

We **do not** printouts, listings,

screen mobile app

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 PREGINCT ST
BRISBANE QLD 4000

Date of Statement – must be a recent statement within the last 12 months

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

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

accept online transaction account confirmations, captures or screenshots.

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-

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. Reporting Requirements

Approved organisations are required to acquit the funding spent on the approved project using a template provided by the department. All organisations funded are 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. Approved organisations may be subject to an audit by the department. The department may undertake a random audit of approved projects to ensure they are delivered as approved.

Additionally, approved organisations under Category 1 will be required to complete a survey and approved organisations under Category 2 will be required to provide a case study upon project completion. The information within the survey or case study will be used to help the department evaluate and promote the outcomes of the program.

Appendix 1 – Eligible sport and active recreation activities

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

Appendix 2 – Queensland Local Government Areas

Regional Queensland Local Government Areas			
Aurukun	Cloncurry	Livingstone	Pormpuraaw
Balonne	Cook	Lockhart River	Richmond
Banana	Croydon	Longreach	Rockhampton
Barcaldine	Diamantina	Mackay	South Burnett
Barcoo	Doomadgee	Mapoon	Southern Downs
Blackall-Tambo	Douglas	Maranoa	Tablelands
Boulia	Etheridge	Mareeba	Torres
Bulloo	Flinders	McKinlay	Torres Strait Island
Bundaberg	Fraser Coast	Mornington	Townsville
Burdekin	Gladstone	Mount Isa	Weipa
Burke	Goondiwindi	Murweh	Western Downs
Cairns	Gympie	Napranum	Whitsunday
Carpentaria	Hinchinbrook	North Burnett	Winton
Cassowary Coast	Hope Vale	Northern Peninsula Area	Woorabinda
Central Highlands	Isaac	Palm Island	Wujal Wujal
Charters Towers	Kowanyama	Paroo	Yarrabah
Cherbourg			

South East Queensland Local Government Areas	
Brisbane	Noosa
Gold Coast	Redland
Ipswich	Scenic Rim
Lockyer Valley	Somerset
Logan	Sunshine Coast
Moreton Bay	Toowoomba

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

Resources to support Queensland's Active Industry

Club Development - [Game Plan | Australian Sports Commission \(sportaus.gov.au\)](http://sportaus.gov.au)

Volunteer Hub - [Volunteer Resource Hub | Australian Sports Commission \(ausport.gov.au\)](http://ausport.gov.au)

Participation Design Toolkit - [Participation Design Toolkit | Australian Sports Commission \(sportaus.gov.au\)](http://sportaus.gov.au)

Safe and Inclusive Sport - [Safe and Inclusive Sport | Australian Sports Commission \(sportaus.gov.au\)](http://sportaus.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.

Queensland Local Government Authority: Queensland Local Government recognised under the Local Government Act 2009.

Multi-activity organisations: Multi-activity 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. Eligible multi-activity organisations may submit one application per eligible activity for Category 1 of the Program.

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 under the Program and can make one application under Category 2:

- Guides Queensland, The Boys Brigade Queensland, Police Citizens Youth Club, 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 Sport or Active Recreation Organisation: Organisations that are responsible for developing their sport or active recreation activity in Queensland 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/email of funding approval (the Approval Letter).

1. The department reserves the right to withdraw the Program or make changes at any time. Any changes to the Program will be publicly advertised on the Department's website at <https://www.qld.gov.au/active-women-girls-program>
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.
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 Approval Letter, 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;
 - 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 Organisation warrants that it is an **Eligible Organisation**.
9. 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.
10. The Organisation must deliver the Approved Project by the Project Completion Date.
11. The Organisation agrees to:
 - a. undertake the Approved Project; and
 - b. spend the Approved Funding:
 - i. only on the Approved Project;

- ii. on Eligible Expenditure;
 - iii. for expenditure incurred after the date of the Approval Letter; and
 - iv. on or before 30 June 2025; and
- c. not spend the Funding on Ineligible Expenditure;
- d. be responsible for providing any additional funds (in excess of the Approved Funding) required to complete the Approved Project;
- e. keep accurate records and accounts of expenditure of the Approved Funding;
- f. use the Approved Funding in a way to ensure value for money, transparency, and accountability of public funds;
- g. complete expenditure acquittal and any other reporting requirements in the template provided by the Department by the Project Completion Date;
- h. complete an online survey provided by the Department after the Project Completion Date;
- i. acknowledge the Queensland Government's funding contribution as specified at www.qld.gov.au/recreation/sports/funding/acknowledgement; and
- j. return to the Department any part of the Approved Funding not spent, expended, or legally committed, in accordance with the Funding Agreement (as determined by the Department) as follows:
- v. in accordance with the amount and date specified in the notice provided in clause 22, where the Funding Agreement is terminated by the Department;
 - vi. immediately where the Organisation terminates the Funding Agreement pursuant to clause 21;
 - vii. 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;
- k. maintain public liability insurance for a sum of not less than \$20 million for any one event and workers compensation insurance for a sum as required by law during the Funding Agreement Term. Certificates of currency must be provided at any time upon the request of the Department;
- l. 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, upon reasonable notice;
- m. provide to the Department all information as requested by the Department, in relation to the Approved Project and Approved Funding;
- n. comply with all relevant Acts, subordinate legislation, and lawful requirements in carrying out the Approved Project; and
- o. comply with any Special Conditions specified in the Approval Letter.
12. If the Organisation is a multi-activity organisation, the Organisation agrees that the Approved Funding or any part of the Approved Funding must be expended for the relevant sub-club (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.
13. The Organisation releases, discharges, indemnifies and keeps indemnified the Department and its employees, contractors, agents and representatives from and against any loss, damages, claims, legal costs, expenses, and costs arising from or in connection with:
- a. the Approved Project;

- b. the Organisation's performance of or 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 in connection with the Approved Project;
 - d. contravention by the Organisation of any Commonwealth, State, or local law;
 - e. death or personal injury of any person, or loss or damage to property of any person; or
 - f. an actual breach of any third party's intellectual property rights or moral rights.
14. 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 Program.
15. 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.
16. Ownership of all intellectual property rights in all material the Organisation creates pursuant to the Approved Project ('the Material') vests in the Organisation.
17. 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.
18. The Approved Funding is exclusive of Goods and Services Tax, or similar tax, levy or impost imposed by the Commonwealth ('GST').
19. 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.
20. The Department may suspend or terminate the Funding Agreement immediately by written notice 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.
21. 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.
22. If the Funding Agreement is terminated under clause 20 or 21 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 legally committed in accordance with the Funding Agreement.
23. General
- a. The Organisation agrees that it will not assign, novate 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 6, 11, 12, 13, 14, 16, 17, 17, 19, 22, 23, 24 and 25 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.
24. 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 Program Guidelines.
25. The following definitions apply to these conditions:
- a. **'Approved Funding'** means that funding amount as specified in the Approval Letter.
 - b. **'Approval Letter'** means the letter/email from the Department to the Organisation advising that the funding has been approved and specifying the Approved Project details.
 - c. **'Approved Project'** means the project approved by the Department as specified in the Approval Letter, or other Eligible Expenditure.
 - d. **'Department'** means the State of Queensland acting through the Department of Tourism, Innovation and Sport.
 - e. **'Eligible Expenditure'** means those items and expenditure listed as eligible in the Program Guidelines and for the purpose of the Approved Project.
 - f. **'Eligible Organisation'** means an organisation that meets the eligibility criteria specified in section 5 of the Program Guidelines.
 - g. **'Funding Agreement'** means the Approval Letter, the application form, these Funding Terms and Conditions and the Program Guidelines.
 - h. **'Ineligible Items or Ineligible Expenditure'** means those items and expenditure listed as ineligible in the Program Guidelines and any items not for the purpose of the Approved Project.
 - i. **'Organisation'** means the organisation specified in the application form which has been approved by the Approval Letter to receive funding under the Program.
 - j. **'Project Completion Date'** means 30 June 2025.
 - k. **'Program'** means the Active Women and Girls program.
 - l. **'Program Guidelines'** means the Active Women and Girls guidelines available at <https://www.qld.gov.au/active-women-girls-program>