Get in the Game

# Get Playing Places and Spaces

Funding to improve facilities

## PROJECT COMPLIANCE REPORT

### Project details

**1 enQuire reference number**

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| G | P | P | S | | | - | 2 | 0 | 1 | | - | | | | |

**2 Who is the contact person for this project?**

| | |
|---|---|
| **Name** | |
| **Job title** | |
| **Organisation name** | |
| **Mobile** | |
| **Email address** | |

**3 Have you attached a copy of the Certificate of Practical Completion or Final Inspection Certificate?**

☐ Yes

☐ No – please provide a reason for not providing the relevant certificate:

| | |
|---|---|
| **Reason** | |

**4 Have you attached a copy of the Certificate of Classification?**

☐ Yes

☐ No – please provide a reason for not providing the relevant certificate:

| | |
|---|---|
| **Reason** | |

**5 Have you provided three electronic high quality photographs of the approved project to the department?**

☐ Yes – *emailed to the department*

☐ No – *please email these to the department to complete your acquittal*

**6 Have you provided a photo and sought approval of permanent signage?**

☐ Yes – *attached*

☐ No – *you will need to discuss this with the department*

**7 Detail any in-kind donations of services or goods and volunteer support included in the project costs in question 8 (provide copies of signed letters from suitably authorised representatives, such as the President/Treasurer, and any in-kind external assistance confirming contribution).**

| Task | Name/s of those supervising task and qualification | In-kind support | Number of hours/days | Rate per hour/day | Total cost (excluding GST) |
|---|---|---|---|---|---|
| *e.g. Building works supervision* | *John S, Builder (builder)* | *Building supervision* | *100 hours* | *$60/hour* | *$6,000* |
| *e.g. Building works labour* | *John S, Builder (builder)* | *Club volunteer labour support x 5 volunteers* | *100 hours* | *$25/hour* | *$2,500* |
| | | | | $ | $ |
| | | | | $ | $ |
| | | | | $ | $ |
| | | | | $ | $ |
| | | | | $ | $ |
| | | | | **Total cost (excluding GST)** | $ |

**8 Complete the following table, final project cost and works completed. All costs must be listed as GST exclusive (refer the Grant Deed in regards to GST application).**

**Note: All organisations not registered for GST will be required to incur the GST costs associated with the delivery of the project.**

*(attach all invoices and proof of payment associated with the project).*

| PROJECT COMPONENT | PROJECT COSTS (GST exclusive) | Documentation attached |
|---|---|---|
| Total in-kind contributions* (provide breakdown in question 7) | $ | ☐ |
| **Construction works** | | |
| | $ | ☐ |
| | $ | ☐ |
| | $ | ☐ |
| | $ | ☐ |
| | $ | ☐ |
| | $ | ☐ |
| | $ | ☐ |
| | $ | ☐ |
| | $ | ☐ |
| | $ | ☐ |
| **Professional fees** | | |
| | $ | ☐ |
| | $ | ☐ |
| | $ | ☐ |

| | | |
|---|---|---|
| **Statutory fees and charges** | | |
| | $ | ☐ |
| | $ | ☐ |
| **Other (please specify)** | | |
| | $ | ☐ |
| | $ | ☐ |
| | $ | ☐ |
| **Total eligible cost (GST exclusive) (A)** | $ | |
| **Ineligible Items** | | |
| | $ | ☐ |
| | $ | ☐ |
| | $ | ☐ |
| | $ | ☐ |
| | $ | ☐ |
| **Total ineligible cost (GST exclusive) (B)** | $ | |
| **TOTAL PROJECT COSTS (A+B)** | $ | |
| **Total Organisation contribution* (GST exclusive)** | $ | |
| **Total funding acquitted* (GST exclusive)** | $ | |
| **Total refund (GST exclusive)** | $ | |

**Note – the department will not pay for in-kind costs. These may be included as the organisation's contribution, but cannot be included as a component of the funding being acquitted for the project. Refer to the Grant Deed in regards to in-kind contributions.*

## 9 How did you acknowledge the funding your organisation received from the department?

(Please attach evidence).

☐ In an annual report

☐ In the organisation's newsletter

☐ In any advertisement material

☐ In any flyer or other documentation

☐ In newspaper or other press coverage

☐ In any display during activities

## 10 Feedback

**11** How would you rate the support provided to you by departmental staff in completing the project to date?

☐ Not useful at all ☐ Slightly useful ☐ Neutral ☐ Reasonably useful ☐ Extremely useful

- How long did it take you to complete the report (not including preparation time for the project)? mins.
- How would you rate completing the Progress Report?

☐ Very complex ☐ Complex ☐ Neutral ☐ Simple ☐ Very simple

## 12 Additional comments

**As per the Grant Deed, a Project Outcomes Report is to be completed 12 months after Practical Completion Date to finalise this project. Please contact your local regional office to receive the report template.**

### PRIVACY NOTE

The Department of National Parks, Sport and Racing is collecting the information on this form to assess project acquittal information for funding under the *Get Playing Places and Spaces* program. Information will also be used to help the department monitor and evaluate programs and resources. This information will only be accessed by authorised employees within the department. Information on approved organisations and details of approved projects, such as funding approved and location of the project will also be made available on the department's website and may be provided to local governments and relevant sport and recreation organisations for the purpose of advice on approved project information. Your information will not be disclosed to any other parties unless authorised or required by law.

If you have any further questions regarding privacy, please contact the department's Privacy Contact Officer at privacy@npsr.qld.gov.au

## Declaration

*Two (2) members of your organisation's management committee needs to complete the details below.*

*For Local Governments only one (1) Accountable Officer or Delegated Officer needs to complete the details below.*

We certify that our organisation has recorded and retained original invoices and receipts and expended the grant received from the Queensland Government in accordance with the terms and conditions of our Grant Deed with the Queensland Government. We acknowledge that financial records relating to this funding must be kept for a minimum of seven (7) years. We also acknowledge that the Queensland Government may audit the organisation to verify the accuracy of the information contained in this Progress Report.

| **Authorised Officer** | | **Authorised Officer** | |
|---|---|---|---|
| Name: | _____ | Name: | _____ |
| Title: | _____ | Title: | _____ |
| Signature: | _____ | Signature: | _____ |
| Date: | _____ | Date: | _____ |