

Sport and Recreation Disaster Recovery Program

Guidelines 2021

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1. Assistance



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

2. Program objectives

The Sport and Recreation Disaster Recovery Program (program) supports not-for-profit sport and active recreation organisations with funding to re-establish their facilities after extreme natural events, specifically floods, cyclones and severe storm events.

Areas that are declared are listed on the Queensland Government’s Disaster Management website at www.gra.qld.gov.au/funding/drfa/activations at the time of classification.

3. What assistance is available?

The program has two levels of funding available for eligible sport and recreation organisations located in areas declared under the Disaster Recovery Funding Arrangements (DRFA). Level 1 Assistance will be available where Personal Hardship Assistance (Category A) and Restoration of Essential Public Assets (Category B) are listed. Eligible organisations outside of declared Local Government Areas affected by a disaster event are asked to contact the Department of Tourism, Innovation and Sport (DTIS) to determine their eligibility for funding.

Level	Funding Available	When to Apply
Level 1 - Immediate clean up	An initial grant of up to \$5000 may be provided for items outlined in section 4.2.	Up to three months from the date the DRFA Category A or B disaster is declared on the Queensland Government’s Disaster Recovery website.
Level 2 – Repair, restoration and mitigation support	A grant of up to \$20 000 may be available to organisations that require assistance for items outlined in section 4.2 that are not covered under their insurance.	Up to six months from the date of DTIS’ announcement. See pre-requisites below prior to applying.

Organisations requesting Level 2 funding will be required to:

- demonstrate they have not been able to obtain insurance coverage for infrastructure or equipment damaged
- seek financial support from the insurer up to the cap of their policy
- request the maximum funding available (\$25 000) through the Queensland Rural and Industry Development Authority (QRIDA) (where applicable*) prior to applying.

*DTIS reserves the right to release Level 2 funding if DRFA Category C is not released. Details of areas where Level 2 funding will be available will be on DTIS' website at www.qld.gov.au/recreation/sports/funding/disaster-recovery

Organisations applying for funding should contact their nearest Sport and Recreation advisor to discuss the application process, proof of damage and the available assistance.

Not all applications may be successful. Projects demonstrating need in terms of re-establishing sport and recreation activities will take precedence.

4. Eligibility requirements

4.1 Who is eligible to apply?

To be eligible, organisations must be an incorporated local or regional not-for-profit organisation with an objective relating to sport and active recreation and:

- be located in a DRFA Category A or B declared disaster affected area
- comply with the insurance requirements as outlined in section 4.3
- demonstrate tenure over the infrastructure and have the legal right to conduct works on the site to request repair, restoration or mitigation support to infrastructure damaged by the declared natural event.

4.2 What can the funding be used for?

Level	Eligible items
Level 1 - Immediate clean up	<ul style="list-style-type: none"> • Replacement of damaged equipment that directly relates to the re-establishment of activities (including office and canteen equipment) • Payment of services and hire costs, and purchase of equipment and tools to assist in short term clean-up of facilities • Reimbursement for the purchase of the above made from the date of the relevant disaster • Funds to repair or replace when this is lower than the premium excess set by the insurance provider may be eligible • Excess coverage for insurance claims.
Level 2 – Repair, restoration and mitigation* support	<p>Projects/items which:</p> <ul style="list-style-type: none"> • Mitigate the effect of future damage to the sport and recreation infrastructure due to a similar disaster event: <ul style="list-style-type: none"> – drainage – more resilient materials/surfaces/fixtures • Repair/restore damage to sport and recreation infrastructure that directly relates to the re-establishment of facilities • Replace damaged items that are not covered by Level 1 assistance to restore operations to support the delivery of sport and recreation activities.

*To be eligible for mitigation support, a clear rationale for improving the damaged infrastructure will need to be established.

Mitigation (Level 2 only)

DTIS encourages applications for mitigation projects under Level 2 funding to reduce the potential for impact of future disasters. Examples of eligible mitigation projects include:

- flooded and damaged equipment sheds replaced on stumps so any future flood water does not reach the level of the shed and the contained equipment is not damaged
- flooded and damaged fields repaired with additional drainage works to improve water flow resulting in less flooding and faster redirection of water.

4.3 Insurance requirements

Funding requests can only be made for infrastructure and items that are not currently insured; due to insurance not being available or where the insurance cover is capped. Capped insurance must be due to the insurance company's restriction and not because an organisation has undervalued the cost for replacement of an item or repair to infrastructure.

Funding for insurance excess will be available through the program up to the minimum excess provided by the insurer (if excess is elected to be higher than the minimum by the organisation then the organisation is responsible for the additional cost).

Where an organisation has chosen not to take out a policy where it is available, the organisation will not be eligible for funding.

When applying for Level 2 funding, organisations must demonstrate the following:

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

It is recommended that all organisations audit their insurance at least once a year and adjust their insurance requirements as necessary, including insurance cover for any new purchases.

5. Application process and conditions

Applications are to be submitted using the online application form within the timeframes stated in section 3 above. In order to apply for funding under this program (or any Sport and Recreation grant), the organisation must register in the [Sport and Recreation Grant Registration Portal](#) (GRP). An organisation or individual can only be registered once.

For more information, or to register, visit www.qld.gov.au/recreation/sports/funding/grants-portal

The declaration section of the application MUST be completed by an accountable officer for the organisation, as an endorsement of the accuracy of the application and agreeing to the [terms and conditions](#) associated with the grant. A full list of Sport and Recreation offices can be found in Appendix 1.

Submitting an application does not guarantee the application will be approved. DTIS reserves the right (at the DTIS' sole discretion) to refuse an application, not assess an application or not approve funding, for any reason, irrespective of whether the eligibility and assessment criteria have been met. DTIS' decision in relation to an application or the process is final. DTIS reserves the right, at any time, whether before or after, the closing date for each category of funding, to:

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

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

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

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

5.1 What supporting documentation is required?

Level	Required
Immediate clean up	<ul style="list-style-type: none"> • Inspection by DTIS and/or photographic evidence of affected areas • Invoices/proof of payment demonstrating the organisation's own funds were used to repair damage (where the facility has already returned to operation).
Level 2 – Repair, restoration and mitigation support	<ul style="list-style-type: none"> • Inspection by DTIS and/or photographic evidence of affected areas • Insurance details and assessments for affected items as outlined under 4.3 Insurance requirements • Details outlining that the applicant organisation is responsible for repairing infrastructure and items • At least one quote for damaged infrastructure and/or equipment worth \$10,000 or more.

5.2 Assessment process and conditions

Applications will be assessed by DTIS as they are received.

Applications will be assessed on how well applicants demonstrate they meet the eligibility requirements and the degree to which the project will assist in re-establishing sport and recreation activity/ies.

Projects are expected to provide value for money to the applicant and the Queensland Government. To ascertain value for money, organisations are advised to undertake a competitive process, where appropriate.

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

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

5.3 Approval process

DTIS will approve eligible Level 1 projects as Director level has the approved and necessary delegation.

DTIS will recommend eligible Level 2 projects to the Director-General, DTIS who is the decision maker and financial delegate for the program. All applicants will be advised in writing within 10 business days whether their application has been approved.

Approval and receipt of funding is subject to the organisation agreeing with the terms and conditions of funding.

5.4 Appeals process

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

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

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

Organisations will be notified in writing of the appeal outcome within 21 business days from receipt of the appeal.

5.5 Payment arrangements

Approved funding will be provided as either one instalment if seeking support for Level 1 and/or 2 at the same time, or separate payments if applications for assistance under each level are submitted as separate requests.

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

Payments will be made within 10 business days of DTIS' approval and all payment information being received. To make a payment for any approved grant, an ABN, complete EFT form and organisation's bank statement (no more than three months old at the time of application) will be required.

5.6 GST application

Goods and Services Tax (GST) is a broad-based tax of 10% 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 Australian taxation legislation. For more information the Australian Taxation Office can be contacted on 13 24 or visit www.ato.gov.au. If the organisation receives a grant from DTIS, it must be aware it may affect the organisations turnover amount and whether or not the organisation must register for GST.

Organisations that are not registered for GST can receive funding including GST up to the maximum funding amount, and DTIS will issue a remittance advice. Organisations registered for GST will receive the additional GST amount when funding is paid, and a Recipient Created Tax Invoice will be issued.

6. Acknowledgement requirements

Organisations are required to acknowledge the Queensland Government's contribution to the restoration and repairs by:

- including the Queensland Government crest on any related promotional material
- recognising the Queensland Government in any media releases.

Further information on acknowledging the funding provided by the Queensland Government is available at www.qld.gov.au/recreation/sports/funding/acknowledgement

7. Financial Acquittal

Organisations will be required to acquit the funding to demonstrate the grant has been appropriately expended. Should the full grant amount not be appropriately expended as per the program Guidelines, the inappropriately spent or unspent portion of the grant (plus applicable GST) must be returned to DTIS. The final report and acquittal form is available on DTIS' website at www.qld.gov.au/recreation/sports/funding/disaster-recovery/.

Copies of invoices and proof of payment will be required for any Level 2 grants. All organisations are advised to keep copies of payment documentation associated with the grant as funded organisations may be audited.

DTIS will disclose details of approved funding and details of accountable officers (such as name, position in the organisation, and telephone number) to the Queensland Reconstruction Authority (QRA) and local Members of Parliament. Information on approved organisations and details of approved projects, such as approved funding and location of the project will also be made available on DTIS' website and may be provided to local governments and relevant sport and recreation organisations for the purpose of advice on approved project information. Organisation information will not be disclosed to any other parties unless authorised or required by law, subject to the above.

Further information on how DTIS manages personal information can be found at www.dtis.qld.gov.au/site-information/privacy

Appendix 1 - Sport and Recreation offices

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

Head office

General enquiries: 13 74 68 (13 QGOV)

Email: SRS.info@dtis.qld.gov.au

South Coast service area

Email: south.coast@dtis.qld.gov.au

Address: Unit 9 Level 1, 54-66 Perrin Drive

Underwood QLD 4119

Phone: 07 3078 3188

Gold Coast area office

Address: Tallebudgera Recreation Centre
1525 Gold Coast Highway, North Palm Beach QLD 4221

Phone: 07 5669 2114

South West service area

Email: SRSSWSportRec@dtis.qld.gov.au

Address: Toowoomba Sports Ground
Ground Floor, Clive Berghofer Stadium
47 Arthur Street, Toowoomba QLD 4350

Phone: 07 4596 1006

Dalby area office

Address: 30 Nicholson Street, Dalby QLD 4405

Phone: 07 4531 8525

Warwick area office

Address: Government Building, Corner Guy and
Fitzroy Streets, Warwick QLD 4370

Phone: 07 4667 5100

Bundaberg area office

Address: 16 Enterprise Street, Bundaberg QLD 4670

Phone: 07 4131 2702

Hervey Bay area office

Address: Ground Floor, Brendan Hansen Building,
50-54 Main Street, Hervey Bay QLD 4655

Phone: 07 4125 9352

Northern service area

Email: SRS.info@dtis.qld.gov.au

Address: 61 Yeppoon Road, Parkhurst QLD 4701

Phone: 07 4936 0510

Townsville area office

Address: Townsville Sports House, 3-9 Redpath Street,
North Ward QLD 4810

Phone: 07 4799 7010

Mackay area office

Address: Level 5, 44 Nelson Street, Mackay QLD 4740

Phone: 07 4999 8520

Mount Isa area office

Address: Suite 27, Mount Isa House, Mary Street,
Mount Isa QLD 4825

Phone: 07 4747 2186

Emerald area office

Address: 99 Hospital Road, Emerald QLD 4720

Phone: 07 4991 0830

Far North service area

Email: srfarnorth@dtis.qld.gov.au

Address: Level 2, Building 2, William McCormack Place,
5B Sheridan Street, Cairns QLD 4870

Phone: 07 4222 5236

North Coast service area

Email: north.coast@dtis.qld.gov.au

Address: Level 6, 12 First Avenue, Maroochydore
QLD 4558

Phone: 07 5459 6176