Club House Grant

Program Guidelines

12 November 2026

DELIVERING FOR QUEENSLAND

Queensland Government

Contents

Contents 2

1. What is Club House? 3

2. Objective 3

3. Important dates 3

4. Funding available 4

5. Eligibility 4

5.1 Who can apply? 4

5.2 Other eligibility considerations 5

Constitution 5

Bank Statements 5

Multi-location Organisations 6

5.3 Who will not be funded? 6

6. Eligible projects 6

6.1 What will not be funded? 8

7. What is the application process? 8

8. How will applications be assessed? 9

9. Approval process 10

10. Privacy 12

11. Late Applications 12

12. Appeals 12

13. Payments 13

Goods and Services Tax (GST) 13

Payment Compliance 13

13.1 Bank Details 14

14. Audit requirements 15

15. Acknowledgement Requirements 15

16. Reporting 15

Appendix 1 – Eligible activities 16

Appendix 2 – Local Government Areas 17

Appendix 3 – Definitions 18

Appendix 4 – Terms and Conditions 19



The Department of Sport, Racing and Olympic and Paralympic Games (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.

1. What is Club House?

Queensland Spirit: The Road to 2032 sets the Queensland Government's vision for harnessing the opportunities of the 2032 Olympic and Paralympic Games to create a lasting sporting legacy. Through four priorities, *Games On!*, *Queensland is the Home of Australian Sport*, *Play On!* and *Beyond 2032*, the strategy focuses on supporting clubs and volunteers, growing participation, investing in infrastructure, strengthening talent pathways and delivering enduring social, economic and community benefits for Queenslanders across the state.

The Club House Grant (Club House) is a Queensland Government initiative supporting local clubs delivered by the Department of Sport, Racing and Olympic and Paralympic Games.

Club House aims to provide funding to help grassroots clubs with the things they need most to get more Queenslanders involved in sport, through total funding of $4.5 million (GST exclusive).

2. Objective

Club House provides funding to grassroots clubs for workforce and volunteer support, equipment, and participation opportunities, enabling clubs to build their capability and deliver positive participant experiences that encourage more Queenslanders to participate in sport.

3. Important dates

Date	Activity
26 November 2026	Applications open
17 December 2026	Pool One close (5pm AEST)
18 February 2027	Pool Two close (5pm AEST)
1 April 2027	Pool Three and Program close (5pm AEST)
February – May 2027	Approved applicant announcements - Pool 1: Early February 2027 (up to 500 organisations) - Pool 2: Late March 2027 (up to 500 organisations) - Pool 3: Mid May 2027 (up to 500 organisations)
Six (6) months from approval letter	Project completion date
Projects can commence subject to receipt of a project approval letter from the department.	

4. Funding available

Total funding of $4.5 million (GST exclusive) for approved organisations for eligible projects up to $3,000 to support volunteers through education and training, volunteer recognition and coordination, equipment for on-field and equipment and technology for off-field, participation activities and events, and participation programs.

The total project cost may exceed $3,000, however approved organisations will be responsible for contributing any amount over the department approved funding.

Club House is a rolling program where applications may be submitted at any time within the open period. Funding will be allocated across three funding pools until program close on 1 April 2027.

Organisations are limited to one approved application per financial year.

(See Section 7 for details regarding the application process)

5. Eligibility

5.1 Who can apply?

All organisations must meet the following criteria to apply for the grant:

1.	**be registered with an Australian Business Number (ABN); and**
2.	**deliver an eligible activity/ies listed at Appendix 1; and**
3a.	• be located in Queensland as a **not-for-profit organisation** with an objective of sport and recreation that is incorporated under one of the following acts: – *Associations Incorporation Act 1981 (Queensland)* – *Corporations Act 2001 (Commonwealth)* – *Co-operatives National Law Act 2020* – *Corporations (Aboriginal & Torres Strait) Act 2006 (Commonwealth)*; **or**
b.	• be one of the following **multi-location organisations**, or meet the definition at Appendix 3: – Guides Queensland, The Boys Brigade Queensland, Police Citizens Youth Club (PCYC), Special Olympics Australia, Spinal Life Australia, Parkrun Australia, The Young Men's Christian Association of Brisbane (YMCA), The Scout Association of Australia Queensland Branch; (see below for further information) **or**
c.	• be a sport or recreation **club** incorporated **within a Queensland university**.

* Definitions for multi-activity, multi-location organisations can be found at Appendix 3.

Eligible organisations, including multi-activity organisations, may only submit one application per location.

Additionally, at the time of program close, organisations must meet the following compliance checks:

- **have no more than one annual report outstanding with the Office of Fair Trading;**
- **have met all obligations for projects currently funded by the department;**
- **have no debt owing to the department; and**
- **not be named on the National Redress Scheme's website as declined to join or unresponsive to the Scheme.** Refer to the Australian Government National Redress Scheme (www.nationalredress.gov.au).

Before applying, contact the Office of Fair Trading or telephone 13 QGOV (13 74 68) or your nearest Sport and Racing office to determine whether the organisation has any outstanding compliance issues. Refer to the Australian Government National Redress Scheme for further information.

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.

If you are unsure of your organisation's eligibility, please contact the nearest Sport and Racing office before applying and refer to Appendix 3 – Definitions.

Organisations must continue to meet the eligibility requirements for the duration of the application and funding approval process.

5.2 Other eligibility considerations

Constitution

Applicants must provide a current copy of their organisation's constitution that demonstrates sport or recreation is the organisation's primary purpose or objective. Applications that do not include a valid constitution, and where the constitution does not clearly identify sport or recreation as the primary objective of the organisation, may be deemed ineligible and may not be considered for funding under Club House.

Organisations may be contacted by the department seeking clarity on constitution documentation. In the event this occurs, organisations will be provided *three business days* to supply a suitable response and/or updated documentation, or their application may be deemed ineligible.

Bank Statements

To be eligible for funding, applicants must provide an official bank statement with their application. The bank statement must clearly show the account name, BSB and account number for the account into which grant funding will be paid.

Applicants are responsible for ensuring that all banking details provided are accurate and current. Applications that do not include a valid bank statement may be deemed ineligible.

Eligible organisations may be contacted by the department if a non-compliant bank statement has been submitted and will be provided *three business days* to provide compliant documentation or applications may be deemed ineligible.

(See Section 13.1 for Bank Statement requirements)

Multi-location Organisations

Approved funding must only be used for the approved branch or location identified in the application and must not be transferred, shared or pooled across other branches, locations or projects. Any expenditure of approved funding outside the approved branch or location may be considered a breach of the funding agreement and these Guidelines.

The approved multi-location organisation/approved branch or location must maintain accurate and complete financial records and supporting documentation for all project expenditure and provide these records to the department on request, including for audit purposes.

5.3 Who will not be funded?

Examples of entities that are NOT eligible to apply are:

- individuals
- not-for-profit organisations that do not have an objective of sport and recreation or do not deliver or coordinate an eligible sport
- for-profit groups, including trusts/trustees and sole traders
- unincorporated organisations
- state and/or national level sporting organisations
- state sport and active recreation bodies
- schools, TAFE Colleges and universities
- parents and citizens associations
- religious groups (where their main objective is not to deliver or coordinate sport)
- political organisations (where their main objective is not to deliver or coordinate
- sport)
- Local, State or Federal government departments.
- Organisations approved for funding under Club House will not be eligible to receive a further Club House grant in the same financial year.

6. Eligible projects

Applicants must nominate one primary funding category in their application. However, approved funding may be spent across multiple eligible project types, provided all expenditure aligns with the eligible project categories listed below.

- volunteer education and training
- volunteer recognition and coordination
- equipment - on-field

- equipment off-field and technology
- participation activities and events
- participation programs.

Example projects and eligible items may include:

Categories (primary focus)	Examples
Workforce and Volunteers	
Volunteer education and training	• Coach, instructor and official education and accreditation • Governance, financial or volunteer management training courses • Conferences and travel including meal and accommodation expenses directly related to attendance
Volunteer recognition and coordination	• Volunteer travel reimbursement for regular competition • Volunteer event dinners, membership, nomination fee subsidy • Volunteer catering at competitions, event tickets or volunteer apparel • Volunteer recognition items excluding alcohol and cash • Volunteer coordinator reimbursement and honorarium costs
Equipment	
Equipment – on field	• On field equipment retained by the organisation including: – Safety equipment – Bats, balls, racquets, safety pads, nets, bibs – First aid – Maintenance equipment
Equipment – off field and technology	• Technological innovations through new software or IT equipment or apps • Off field equipment retained by the organisation • Food and beverage equipment, including water stations, white goods, and food preparation equipment such as air fryers and smoothie makers.
Participation	

Participation activities and events	• Costs associated with planning and delivery of sign-on days, come and try days and carnivals: – First aid – Venue hire or equipment hire
Participation programs	• Costs to deliver online, modified or social participation programs (e.g. advertising, venue hire, presenters).

6.1 What will not be funded?

The following are ineligible items:

- merchandise and/or food for retail sale
- general operational expenses (e.g. insurance, maintenance, 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 or research
- alcohol and cash
- first class air travel
- wages of ongoing or seasonal nature, excluding volunteer coordinator costs directly related to the project
- expenditure not directly related to the eligible project.

7. What is the application process?

Club House is a rolling program where applications may be submitted at any time within the open period. Funding will be allocated through three funding pools until program close on 1 April 2027.

To be considered within a funding pool, applications need to be submitted prior to the relevant pool closure as outlined in Section 3 – Important Dates.

There is no requirement for applicants to submit multiple applications. Eligible applications that are not approved in a funding pool will automatically progress to the next funding pool, subject to ongoing eligibility and compliance screening.

Organisations may only have one active Club House application at any point in time. Where an organisation submits a new application while an existing application remains under consideration, the most recent application will supersede any previous application, and the previous application will be withdrawn.

Organisations are limited to one approved application per financial year.

To apply for funding under Club House, the organisation must be registered in the Sport Grant Registration Portal (GRP). An organisation can only be registered once. For more information, or to register, visit the website.

GRP registration should be commenced as early as possible prior to submitting an application.

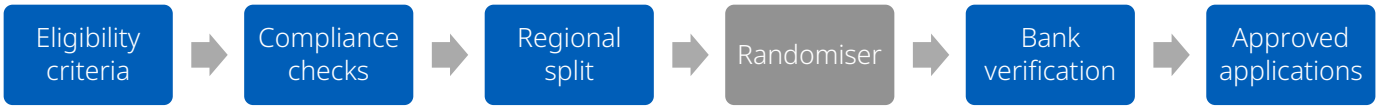
Applicants should review the terms and conditions at Appendix 4 or on the department's website before proceeding with an application. The terms and conditions will apply from the date of funding approval and are non-negotiable.

Applications must be submitted using the online application form by **5.00pm (AEST) on 1 April 2027.** An application is complete when an acknowledgement email is received.

The online applicant portal is not compatible with mobile devices. If further assistance is required to complete the online application, email srsgrportal@sport.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.

8. How will applications be assessed?



Club House will operate through three funding pools. Applications may be submitted at any time while the program remains open. Funding decisions will be made at designated points throughout the program.

Applications will first be assessed against the eligibility criteria outlined in these guidelines. The department may request additional information or provide applicants with up to three business days to rectify compliance issues or provide missing information.

Applications that do not satisfy the eligibility requirements will be deemed ineligible and will not progress further. Organisations deemed ineligible will be notified in writing and may contact the department for further information regarding the eligibility determination.

Eligible applications will undergo compliance checks to confirm they:

- are not duplicate applications
- have no more than one outstanding compliance issue with the Office of Fair Trading
- have met all obligations for projects currently funded by the department
- have no debt owing to the department

- are not named on the National Redress Scheme website as having declined to join or being unresponsive to the Scheme.

Further checks may be undertaken where required, including reviewing an organisation's constitution to confirm that sport or recreation is the organisation's primary purpose or objective.

Following eligibility and compliance checks, eligible applications will be allocated in accordance with the program's regional distribution of:

- 60 per cent for eligible projects located in Regional Queensland
- 40 per cent for eligible projects located in South East Queensland.

The relevant local government areas are listed in Appendix 2.

Where the number of eligible applications exceeds the funding available within a funding pool, a random selection process (randomiser) will be undertaken.

Organisations approved for funding under Round 2 of the Games On! Grassroots Infrastructure Program will not be prioritised in the first two funding pools and will automatically progress to the final funding pool, subject to ongoing eligibility screening and compliance checks.

Applications selected through the random selection process will undergo bank verification and any final validation checks required by the department.

Organisations will be notified in writing if their application is:

- **Approved** and approved for funding;
- **Ineligible – requires further action,** where the organisation is required to rectify a compliance issue or provide additional information
- **Ineligible,** where the application does not meet the program eligibility requirements and will not proceed further for any of the funding pools.
- **Unsuccessful –** following program close and final program approvals, applicants that were eligible and unsuccessful under the program will be advised.

Eligible applications that are not selected for funding will automatically progress to the next funding pool and applicants will not be required to submit a new application. No notification will be provided in the instance of eligible organisations progressing between funding pools.

Applications progressing to future funding pools may be subject to further eligibility screening, compliance checks and validation requirements.

9. Approval process

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 grant or the application process
- amend dates including extending the closing date
- vary the grant, including the proposed terms and conditions of funding and/or these guidelines
- 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 Club House will be notified on the program website.

Organisations accept all 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 sole 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 announcements 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 excludes any process contract arising.

Applicants accept the Club House Terms and Conditions when submitting their online application form. The Terms and Conditions are also available on the department's website.

Applications will be:

- approved for funding;
- deemed ineligible;
- assessed as eligible and remain under consideration for a future funding pool; or
- deemed unsuccessful at program close

Eligible applications that remain under consideration will automatically progress to the next funding pool and will not be considered unsuccessful until all funding pools have been completed. Eligible applications that are not approved for funding following completion of all funding pools will be deemed unsuccessful.

Organisations deemed ineligible may contact the department for further information regarding the eligibility determination.

10. Privacy

The Department of Sport, Racing and Olympic and Paralympic Games is collecting your personal information to assess, manage and administer applications for Club House.

Your personal information may be disclosed to authorised departmental officers and approved third-party assessors engaged by the department to assist with assessing applications and administering the program.

The department may also disclose your personal information to relevant Queensland Government agencies, and Ministerial Offices where necessary for the administration, reporting, evaluation, audit and promotion of Club House.

If your application is successful, information about your organisation and your funded project may be published or promoted by the department. This may include the name of the organisation, project details, funding awarded and project outcomes.

The department may use information collected through the program for monitoring, evaluation, reporting, research and future program planning purposes. Where appropriate, information used for these purposes may be aggregated or de-identified.

The personal information you provide will be handled in accordance with the *Information Privacy Act 2009 (Qld).* The department will not use your personal information for any other purpose unless we are authorised or required by law to do so.

For additional information, please visit the department's website and privacy policy.

11. Late Applications

Late applications will not be accepted for this program under any circumstances.

12. Appeals

Appeals may only be lodged in relation to an eligibility determination or administrative error. Appeals cannot be lodged because an application was not selected through the random selection process.

There is no appeal mechanism for applications that were eligible but not selected through the random selection process.

Departmental 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 and can be sent to SR_Info@sport.qld.gov.au.

An appeal can be requested where the applicant believes the decision does not adhere to the program guidelines and/or the department's processing 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 one month from the date of the applicant's receipt of written notification from the department on the outcome of the organisation's application process.

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-organisations are responsible for ensuring that the grant is expended in full for the approved activity and/or at the approved location (refer to Appendix 1 for eligible sport and recreation activities).

Organisations that are registered for GST will be issued with a Recipient Created Tax Invoice (RCTI) for the funding payment.

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.

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 or telephone 13 24 78.

The funding amounts referenced in this guideline are GST exclusive.

The GST factsheet outlines how the department will treat GST on approved grant payments.

Payment Compliance

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

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

- provide a compliant bank statement (section 14.1).

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

Applications that progress to subsequent funding pools will be subject to further validation and compliance checks prior to payment approval.

13.1 Bank Details

In order for the department to make payment of the approved grant funding, an official bank statement needs to be provided with your application.

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.



Acceptable documentation	NOT accepted
✓ Official bank statement (PDF)	⊗ Screen captures
✓ **No more than 6 months old**	⊗ Mobile app captures
✓ Shows organisation's legal name	⊗ Transaction listings or summary
✓ Shows BSB and account number	⊗ Unverified account printouts
✓ States "Statement"	⊗ Letters from bank

Eligible organisations may be contacted by the department if a non-compliant bank statement has been submitted and will be provided three business days to provide compliant documentation or applications may be deemed ineligible.

It is the organisation's responsibility that the name on the bank account details provided at time of application match the organisation's legal name. To confirm the organisation's legal name see Office of Fair Trading Certificate of Incorporation or Australian Business Register.

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.

14. Audit requirements

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

The department may conduct an audit of approved applicants and projects to ensure they have been delivered as approved and in line with eligible expenditure.

The funded organisation will be required to keep accurate records of expenditure and provide evidence as per the funding agreement to support the delivery of the approved project in the approved location for the required legislative period. These records are to be made available to the department should the organisation be selected for an audit.

15. Acknowledgement Requirements

The Queensland Government must be appropriately acknowledged by the approved organisation in any promotion of the approved project.

16. Reporting

Approved applicants may be asked to complete a report upon project completion, any information within the report will be used to help the department evaluate Club House. Approved applicants may also be asked to provide information to support a case study on their performance journey to promote the outcomes of Club House.

Appendix 1 – Eligible activities

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

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)	Pormpuraaw (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 – Definitions

Multi-activity organisations: Multi-activity (also known as multisport) organisations are legal entities (sometimes called umbrella clubs or organisations) which represent a number of different 'sub-clubs' or branches, each carrying out one unique sport or activity, but without constituting a legal entity in its own right. Multi-activity organisations generally operate across multiple locations in Queensland but can operate at a single location.

Multi-location organisations: Multi-location organisations (also known as umbrella organisations) are incorporated 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 (PCYC), Special Olympics Australia, Spinal Life Australia, Parkrun Australia, The Young Men's Christian Association of Brisbane (YMCA), 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.

Sport: A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behavior governing the activity exist formally through organisations and is generally recognised as a sport.

Volunteer: Time willingly given for the benefit of a community, organisation or cause 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 4 – 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 Club House 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
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 one annual report outstanding with the Office of Fair Trading; 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 six 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/ email and ends 30 days after Project Completion Date, unless terminated earlier in accordance with clauses 6, 20 or 21. 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/ email.
8. 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.
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 Approved Project must be delivered by the Project Completion Date.
11. The Organisation agrees to:
    a. undertake the Approved Project for the approved location; and

b. spend the Approved Funding:

   i. on the Approved Project and/or other Eligible Items for the approved location, and for no other purpose; and

   ii. for expenditure incurred after receipt of the project approval letter/ email from the Department; and

   iii. within six (6) months from the date of approval letter, 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. for multi- activity or multi- location organisations, not transfer, share or pool Approved Funding across any other location (including other approved locations); and

e. be responsible for providing any additional funds (in excess of the Approved Funding) required to complete the Approved Project; and

f. keep accurate records and accounts of expenditure of the Approved Funding; and

g. use the Approved Funding in a way to ensure value for money, transparency, and accountability of public funds; and

h. respond to an online report provided by the Department after the Project Completion Date; and

i. acknowledge the Queensland Government's funding contribution as specified at www.qld.gov.au/recreation/sports/funding/acknowledgement; and

j. 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:

   i. in accordance with the amount and date specified in the notice provided in clause 22, where the Funding Agreement is terminated by the Department; and

   ii. immediately where the Organisation terminates the Funding Agreement pursuant to clause 21; and

   iii. 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

k. 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

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, for any reasonable time; and

m. provide to the Department all information as requested by the Department, in relation to the Approved Project and Approved Funding; and

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 Department's approval letter/email.

12. 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. a breach of any third party's intellectual property rights or moral rights.

13. 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 Club House Program.

14. The Organisation agrees that the email address provided 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.

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 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 or

    d. fails to expend the Approved Funding within the six (6) month period from date of approval letter; or

    e. if the Organisation is a multi-activity or multi-location organisation and the Organisation is in breach of clause 11(d) above.

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, 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:-

    (a) the Organisation must comply, to the Department's satisfaction, with the requirements specified in any notice given by the Department,

    (b) return or repay to the Department as a debt due and payable, the Approved Funding or that part of the Approved Funding not expended or committed in accordance with the Funding Agreement as set out in clause 11(j).

23. 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 otherwise 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 if approved by the Department (at its sole and exclusive discretion).

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 11, 12, **Error! Reference source not found.**, 12, 13, 22, 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.

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 Club House Grant Guidelines.

25. The following definitions apply to these conditions:

a. '**Club House Grant Guidelines**' means the Club House Guidelines available at website

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 Club House Grant Guidelines and that is not an Ineligible Item.

d. '**Department**' means the State of Queensland acting through the Department of Sport, Racing and Olympic and Paralympic Games.

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 Items'** means those items listed in section 6 of the Club House Grant guidelines and any items related to the Approved project or deemed by the department as eligible.

g. '**Eligible Organisation**' means an organisation that meets the eligibility criteria specified in section 5 of the Club House Grant Guidelines.

h. '**Funding Agreement**' means the Department's approval letter/email (including any attachments), the application form, these Funding Terms and Conditions and the Club House Grant Guidelines.

i. '**Ineligible Items**' means those items listed in section 6.1 of the Club House Grant Guidelines and any items not related to the Approved Project or deemed by the Department as ineligible.

j. '**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 Club House Grant.

k. '**Project Completion Date**' means six (6) months from the date of the approval letter.

ACKNOWLEDGEMENT OF COUNTRY

The Department of Sport, Racing and Olympic and Paralympic Games acknowledges Aboriginal people and Torres Strait Islander people as the traditional custodians of the lands and waterways.

We respectfully acknowledge and recognise Aboriginal and Torres Strait Islander peoples' connection to country as an integral element of identity, culture, customs, and the rich diversity within their communities.

We offer our respect to the Elders past, present and future and recognise their ongoing connection to Country and community over thousands of generations, and the significant contributions they continue to make to Queensland where we live, work and play.

We are committed to strengthening partnerships with Aboriginal and Torres Strait Islander peoples, communities and organisations in our journey to enrich lives and communities. We aim to build a stronger, culturally safe, and inclusive workforce, ensuring our policies, procedures, and governance reflect genuine respect for Aboriginal and Torres Strait Islander cultures and contribute to delivering quality services for all Queenslanders.