



# Particulars

## THE PARTIES

**STATE OF QUEENSLAND**, through the Department of Local Government, Racing and Multicultural Affairs

and

<b>Funded Organisation</b>	<insert organisation name>
<b>ABN/ACN</b>	<insert ABN>
<b>Agreement number</b>	<insert grant ID>

## 1. IMPORTANT INFORMATION

- (a) These Particulars must be read together with the Short Form Terms and Conditions.
- (b) Some capitalised terms used in these Particulars are defined at item 12.

## 2. IMPORTANT DATES

<b>Agreement Expiry Date</b>	<insert date in dd/mm/yyyy format>
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## 3. FUNDING

<b>Total Funding under Agreement (excl. GST)</b>	\$<insert funding amount>
<b>Timing of payments</b>	One-off Funding will be paid to You in a single instalment, within 28 days of your notification of Funding approval by Us and subject to the receipt of Your completed <Agreement to Issue Recipient Created Tax Invoices {form if registered for GST}> <b>OR</b> <Invoice {if not registered for GST}> and <b>Electronic Funds Transfer (EFT)</b> form.

#### 4. FUNDED PURPOSE

- The Funded Purpose is for the delivery of the '<insert activity title>' in <insert year/s>. Activities are specified below:
  - o XXX
  - o XXX
- You must acknowledge this funding with the display of the Queensland Government logo (crest) on any marketing material. Logo to be provided by Us.
- You must complete and submit a <six monthly Progress and> Final Acquittal Report** to be reviewed and approved by Us.

#### 5. REPORTING REQUIREMENTS

This item sets out the Reporting Requirements for the Funding, which must be met to Our satisfaction.

	Reporting period and due date	Details and standard of reporting	Lodgement
<b>Progress Report</b> <i>(if applicable)</i>	<b>Reporting period:</b> <insert start date> to <insert end date for reporting period>  <b>Due date:</b> dd/mm/20XX	<You must fully complete and submit a Progress Report form. Instructions relating to the information required in this report will be provided in the form.>  <b>OR</b> <You must fully complete and submit an Progress Report using the template provided by the Department. Instructions relating to the information required in this report is provided in the template.>	Complete and submit the Report through <SmartyGrants.> <b>OR</b> <the mechanism advised by Us to You.>  <b>OR</b> <Email report to: MAQfunding@dlgrma.qld.gov.au>
<b>Acquittal Report</b>	<b>Reporting period:</b> <insert start date> to <end date>  <b>Due date:</b> <insert date 6 weeks after the activity end date>	You must fully complete and submit an Acquittal Report form. Instructions relating to the information required in this report will be provided in the form.  <b>OR</b> You must fully complete and submit an Acquittal Report using the template provided by the Department. Instructions relating to the information required in this report is provided in the template.	Complete and submit the Report through <SmartyGrants.> <b>OR</b> <the mechanism advised by Us to You.>  <b>OR</b> <Email report to: MAQfunding@dlgrma.qld.gov.au>

#### 6. QUALITY STANDARDS

Not applicable.

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## 7. SPECIAL CONDITIONS AND OTHER MATTERS

### 7.1 Special Conditions – Standard

- (a) You must maintain accurate records and accounts of expenditure in relation to the Funding for at least 7 years from the end of this Agreement.
- (b) You must provide Us with all financial information We request in relation to the Funding.
- (c) We may conduct audits of Your records and financial accounts in relation to the Funding and You must make available all information that We, or Our auditors, request in relation to any such audit.

### 7.2 Special Conditions – Additional

Not applicable

### 7.3 Other Insurance

Not applicable

### 7.4 Departures from Short Form Terms and Conditions

Not applicable

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## 8. NOTICE DETAILS

You

<b>Your contact officer (person and/or position)</b>	<Insert name and title>
<b>Postal address</b>	<Insert full address>
<b>Telephone number</b>	<insert contact telephone number>
<b>E-mail address</b>	<insert contact email>

Us

<b>Our contact officer (person and/or position)</b>	Mr Wayne Briscoe Executive Director, Multicultural Affairs and Engagement
<b>Postal address</b>	PO Box 15009, City East, QLD, 4002
<b>Telephone number</b>	(07) 3215 2500
<b>E-mail address</b>	MAQfunding@dlgrma.qld.gov.au

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## 9. DEFINITIONS FOR PARTICULARS

In these Particulars, unless otherwise stated or a contrary intention appears:

“**Our Website**” means the website at <http://www.dlgrma.qld.gov.au> or such other website as We may from time to time notify You;

“**Short Form Terms and Conditions**” means the document titled ‘(Short Form) Terms and Conditions’ version 1.2, published on the website at <http://www.hpw.qld.gov.au/SiteCollectionDocuments/UpdatedShortFormtermsandconditions.pdf> or such other website as We may from time to time notify You.

*Note: If You cannot locate the Short Form Terms and Conditions, please contact Us and We will assist You or provide You with a copy.*