

Community Benefit Funds Unit

**Information Session
October 2009**

What we will cover today

- Provide an outline of what has changed and what hasn't since moving into an online environment
- Navigate through the website and provide a demonstration of the new application form
- Questions

Our aim

That you leave today's session with:

- An increased awareness of what has changed and what hasn't
- An increased confidence in applying for funding online
- An increased understanding of how to access support if required

Four funding programs

Gambling Community Benefit Fund (Statewide)

- approx. \$38 million per year

Jupiters Casino Community Benefit Fund (South-east Queensland)

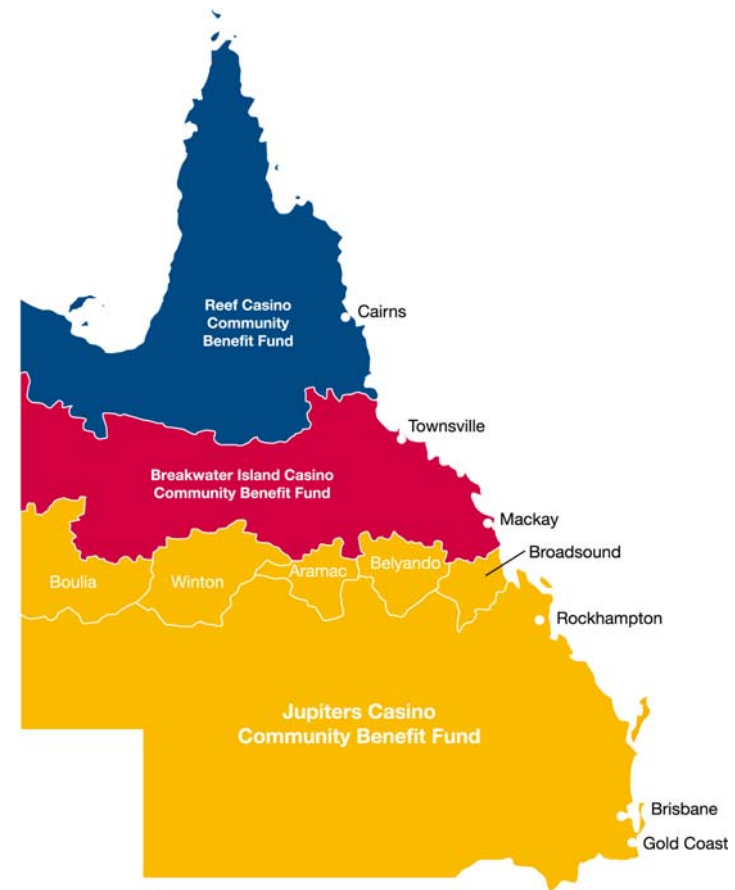
- approx. \$4.4 million per year

Breakwater Island Casino Community Benefit Fund (North Queensland)

- approx. \$260,000 per year

Reef Hotel Casino Community Benefit Fund (Far North Queensland)

- approx. \$530,000 per year



Not everything has changed...

- organisation eligibility and project eligibility have not changed
- the application form requires similar information to the old hard copy application form

- timeframes to complete a project remain the same – 8 months for GCBF
- organisation's will receive notification following the Minister's decision
- projects cannot commence until notification of an outcome

- GCBF applications continue to be valid for two rounds
- four funding rounds per year for GCBF
- GCBF funding limit of \$30,000 or more if complex project
- GCBF closing dates - 28 Feb, 31 May, 31 Aug, 30 Nov

- website remains first place for information, forms and support
- e-newsletter – free to subscribe and distributed four times per year
- all funding requirements are contained within the funding guidelines (available online); previously funding application package

What's new

- applications are now completed and submitted online
- if successful you can manage your grant online
- no documentation needs to be sent (n.b. must be able to validate information provided in forms)

- actual signatures not required; replaced with online declarations
- some changes to terminology e.g. facility improvements, legally liable organisation/legal entity, change requests, grantee online services
- EFT payments instead of cheques
- claims and change requests made through the grantee online services

- budget categories; item types – previously free text budget table
- validating financial information contained within the application form is in accordance with the organisation’s reporting requirements; not mandatory audited financial statements

- requirements to acquit the grant have changed (final claim = end of agreement)
- acknowledgement no longer compulsory

Grantee online services

If successful for funding the accountable officer of the legally liable organisation will be sent a user id and password. This user id and password is used to access the grantee online services and make claims or change requests. The grantee online services is accessible through our website.

Making a claim

- log into grantee online services (user id and password required) and fill in online claim form
- scan quote or invoice (or attach electronic quote/invoice) - quote/invoice must be issued/dated within the agreement period

- first claim for each project, scan (or attach electronic copy) legal entity's latest bank statement – account details must match account details provided within application form
- multiple claims possible

Making a change request

- log into grantee online services (user id and password required) and fill in online change request form
 - contact details, bank account details or GST registration
 - extensions of time
 - change of budget items within the approved expense types

CBFU quality assurance

Guiding principle - be able to substantiate all information provided in the application form and if successful claim or change request forms

- CBFU will check that the grant has been spent only on approved budget items; for approved amounts and within approved timeframes (proof of purchase must be dated within funding agreement dates)

- validation of other information dependent on the project e.g. leases, approvals
- targeted community benefit questions; replacing benefit statement
- contact CBFU if you have further questions about what information may be required to be validated

Application form and website demonstration

Summary - making an application

- access the website
- select the fund you wish to apply to
- follow the steps listed in how to apply (n.b. Adobe Reader 9 and Internet Explorer 7)
- read the guidelines + Minister approved factsheet if applicable

- check your budget items against the expense type list
- complete the help tutorial (approx 6 min) or refer to quick reference guide
- ensure you have authority from accountable officer to apply
- ensure you know the process to save the form

- complete all mandatory sections
- ensure street numbers are provided where possible
- only attach additional budget form (if required) – no other documents
- remember to save - F8 key - use save icon
- send your completed application form

Questions?

For assistance

visit www.olgr.qld.gov.au/grants

phone: 3247 4284 or
1800 633 619
(freecall outside Brisbane)

email : cbf@treasury.qld.gov.au