

Community Benefit Funds

Office of Liquor and Gaming Regulation

How to register your organisation online

Every legal entity and sponsored organisation must successfully register their details prior to completing an application form.

Legal entity

The incorporated/registered organisation applying for a grant,

OR

the incorporated/registered organisation which is sponsoring either:

- a sponsored organisation, or
- Minister approved organisation.

Sponsored organisation

Organisations which require a sponsor. A sponsored organisation is an entity authorised by the legal entity to apply for funding through them. A Minister approved organisation is a special type of authorised sponsored organisation.

Only registered organisations (business partners) can submit application forms.

Every organisation that has applied for grant funding since 1 September 2009 will be a registered business partner. If you cannot remember your business partner number please contact the Community Benefit Funds Unit on (07) 3247 4284 or Freecall 1800 633 619 (outside Brisbane) or via email cbf@treasury.qld.gov.au.

If you have not applied for grant funding since 1 September 2009 you will need to register. To access the registration form click [here](#).

Minimum computer requirements

Browser version

The application forms work best with Internet Explorer version 7. Download [Internet Explorer](#).

Adobe Reader

Adobe Reader version 9 is required. Other PDF readers are not supported. Download [Adobe Reader](#).

Learn how to register your organisation online

A tutorial has been recorded to show you the online registration process from start to finish. We encourage you to view the tutorial prior to completing the registration process.

Legal entity

- Click [here](#) to access the tutorial on completing the registration form for a legal entity.

Sponsored organisation

- Click [here](#) to access the tutorial on completing the registration form for a sponsored organisation.

Can't access the form?

If the browser and operating system you are using appear compatible with our minimum computer requirements but you are having further issues, it is possible the errors are due to specific terminal settings or network security settings. These issues can only be resolved by one of your network administrators.

If these issues can't be resolved, please have the network administrator email cbf@treasury.qld.gov.au with the following:

- outline of the issue being experienced
- details of your operating system
- type of browser used
- browser settings
- firewall software details
- screenshots (including screenshots of browser settings, error messages, and proxy server information if applicable)
- contact details.

If we require additional information we will contact you within 3-5 working days (please note that if you are experiencing difficulties near the end of a closing round, please follow up with the Community Benefit Funds Unit by phone to ensure your email was received).

How to register your organisation offline

Should you require a hard copy registration form please contact CBFU on (07) 3247 4284 or Freecall 1800 633 619 (outside Brisbane) or via email cbf@treasury.qld.gov.au.