

Funding guidelines

Round closing 29 April 2011

Liquor Accords Financial Assistance Program

Office of Liquor and Gaming Regulation



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Liquor Accords Financial Assistance Program funding guidelines

Introduction

The Queensland Government is committed to *Towards Q2 – targets for a stronger, healthier and fairer Queensland*. Reducing alcohol-related harm in Queensland is consistent with this vision. The Queensland Government recognises the benefits of working in partnership with other stakeholders and sharing the responsibility to effectively minimise harm from alcohol misuse.

Liquor accords provide an effective, cooperative approach to dealing with alcohol-related harm. Accords are being rapidly adopted throughout Queensland, with the number increasing from around 60 at the end of 2009 to currently more than 85. This means there has been close to a 50 per cent increase in the past year alone.

Objective

The objective of the assistance scheme is to encourage the development and delivery of best practice harm minimisation initiatives by liquor accords in Queensland.

The assistance scheme will be open for one round only.

Organisation eligibility

To be eligible for funding a liquor accord must be either:

1. An incorporated/registered, not-for-profit legal entity

These liquor accords must:

- have proof of status that they have not-for-profit objectives
- be incorporated/registered by an Act of Parliament
- have an ABN, and
- maintain a valid bank account.

OR

2. A sponsored liquor accord. This sponsored liquor accord must apply through a legal entity which may include local businesses.

Legal entity details are checked with the Australian Business Register (ABR) website (www.abr.business.gov.au).

How much funding can a liquor accord apply for?

Liquor accords can apply for up to a maximum of \$5 000, whether the liquor accord is registered for GST or not. See the GST and grants factsheet on the OLGR website for information on how GST is calculated.

An eligible liquor accord can submit one (only) application.

Application eligibility

All applications must demonstrate potential benefit to minimising harm from alcohol use and misuse in the local community.

All applications must include a scanned copy of the legal entity's latest bank statement to confirm bank details. The bank statement should include the account name, BSB number, account number and name of institution.

A copy of the liquor accord arrangement outlining, at a minimum, the accords objectives and signatories to the accord must be provided.

What types of projects or initiatives are eligible?

Projects or initiatives that seek to minimise harm from alcohol use and abuse in the local community will be considered. As a guide, harm minimisation initiatives that may be considered favourably include:

- education programs, for example, "Think the Drink" education sessions for school leavers
- signage, posters or brochures to raise awareness of an individual's rights and responsibilities in relation to alcohol consumption
- designated driver programs
- measures to improve precinct safety, for example, extra lighting around CBD and/or licensed premises.

Please note: these suggested types of initiatives are not an exhaustive list of possible projects.

What is considered ineligible?

All requested items will be reviewed by the selection panel. Items unlikely to be funded include:

- gifts
- administration expenses
- rent and lease costs
- consumable items
- catering
- contingency costs
- project management fees
- repayment of items — items applied for must not be purchased (including deposits on items) before the applicant is notified of an outcome in writing from OLGR. Should it be determined during quality assurance activities that this has occurred the liquor accord, or sponsoring organisation, may be required to repay the funds.

Information about your application

The assistance scheme is a one-off grants program only.

If funding for the items requested in your application is sourced from elsewhere, OLGR must be notified in writing immediately.

Applying for a grant means that the responsible legal entity agrees to follow the guideline requirements if an application is approved. The legal entity takes financial responsibility for the grant and must ensure there is adequate insurance cover for all activities outlined in the application. It is the responsibility of the legal entity to ensure that all local, state and commonwealth laws and regulations are followed.

It is the responsibility of the legal entity making the application to have all approvals and documents to substantiate the information provided in the application form at the time of making the application. If the application is successful, the legal entity must keep and maintain, for a period of five years after the grant is acquitted, the necessary records to substantiate the application.

OLGR may request to see all documentation pertaining to the application prior to assessing the grant application.

Grant assessment

When assessing an application, OLGR may request substantiation of any information provided on the form and may contact any parties listed.

Each application will be considered by the selection panel. The selection panel will make recommendations to the Executive Director, OLGR, based on eligibility, benefit to the community, demonstrated need, ability to implement the proposed initiative, value for money and the amount of funds available for distribution across Queensland.

It is important to submit any requested information as quickly as possible. Any applications missing information will be reported to the selection panel as an ineligible-incomplete application.

The applicant will receive written correspondence from OLGR after the selection panel has met and decisions have been made. This is notification of an outcome. All applicant liquor accords will receive notification of an outcome, whether successful, unsuccessful or ineligible.

Grant agreement

OLGR may attach special conditions to a grant, such as reporting requirements. Any special conditions will be outlined in the letter from OLGR. By accessing the grant, the legal entity agrees to meet any special conditions.

If an application is successful, the applicant will receive a letter from the Executive Director, OLGR, notifying the outcome of the application. The legal entity will also receive a letter and acquittal form from OLGR which specifies the approved grant amount and items. This acquittal form and a proof of purchase will be required to finalise the grant agreement once all equipment/items have been purchased (see quality assurance for more information on acquitting a grant).

The legal entity has six months to complete the project or initiative and acquit the grant.

Payment

All documents supporting quotes and payments must be on commercial terms and consistent with quotes obtained from other contractors/suppliers. Quotes or tax invoices will represent the best price available to the liquor accord for those services/supplies. Any contract entered into with a supplier/contractor will be on commercial terms to ensure no conflict of interest issues arise between the liquor accord, its members and suppliers.

OLGR may choose to part-fund an application and/or item.

If the amount of any item is more than the amount approved, it is the liquor accord's responsibility to arrange funding for the difference.

Payments for approved items will be electronically transferred into the legal entity's bank account within 14 working days from notification of approval. Correspondence will be sent to the legal entity confirming that the payment is processed.

Making changes

Once a grant is approved, any changes to the responsible legal entity or grant agreement details must be provided in writing by the applicant.

Details that may need updating include:

- contact details
- bank account details
- GST registration status
- incorporation status.

The purpose, quantity, amount or time for expenditure of the grant cannot be changed without written approval from OLGR.

All change requests must be submitted to OLGR prior to the end of the six month agreement period. The change request will be processed and a letter provided to the applicant with the outcome.

Quality assurance

OLGR undertakes quality assurance checks on all grant agreements to ensure grants are spent according to the requirements of funding guidelines. Checks are undertaken to ensure that all information provided can be substantiated and that the grant was spent only on approved items, for the approved quantities, for the approved amounts and within the specified timeframe.

The legal entity receiving a grant must keep copies of documents for at least five years after the grant is acquitted. Document requirements depend on the type of application but the general principle is that all answers to the questions in the application form must be able to be substantiated.

Breaches of the funding guidelines may result in the funding agreement being cancelled and the return of any monies paid.

Once the grant is completed, the acquittal form and proof of purchase (copies of tax invoice or receipt showing payment) must be forwarded to OLGR. Proof of purchase must be dated within the agreement period. All liquor accords must submit the acquittal form and proof of purchase prior to the end of the grant agreement.

If quality assurance checks show that there is a greater than \$300 difference between the total amount approved and total spent on approved items, the liquor accord is required to pay back the difference. If the amount unspent is less than \$300, the balance can remain with the liquor accord with the understanding the balance will be utilised on liquor harm minimisation initiatives that will benefit the local community.

Reporting

When returning your quality assurance documentation (as outlined in the Quality assurance section) you are required to provide a benefit statement. This statement will detail the following:

- a summary of the project including benefits to the local community
- if any identified risks in the application form come to realisation or if new risks were identified that had not been included (if yes, please identify).

Translating and interpreting assistance

The Commonwealth Translating and Interpreting Service can help applicants who want to access this information in another language. For the cost of a local call ring 131 450 and ask for an interpreter who can contact OLGR to make an enquiry.

Privacy statement

The Department of Justice and Attorney-General is collecting personal information to assist in the assessment and management of the Liquor Accords Financial Assistance Program. This information will only be accessed by authorised persons of the department. Information about the Liquor Accord and yourself as that Liquor Accord's contact may be made available to other areas of the department for the purposes of correspondence, notification, marketing and promotional activities.

OLGR may contact applicants and/or identified referees for more information. Details of successful applications, including details of the accord and the project, may be used in OLGR's promotional material including media releases, annual reports, brochures and on the OLGR website.

Your personal information will not be disclosed to any other parties without your consent unless authorised or required by law.

Closing dates

The Liquor Accords Financial Assistance Program will close on 29 April 2011.

Further assistance

Website: www.olgr.qld.gov.au

Email: liquoraccords@olgr.qld.gov.au

Phone: (07) 3872 0881

Fax: (07) 3237 9713

Postal address: Locked Bag 180, CITY EAST QLD 4002

Definitions

ABN	Australian Business Number An organisation can apply for an ABN at http://www.abr.gov.au
Accountable officer	The person with the authority to agree to funding terms and conditions on behalf of the legal entity (only one accountable officer per legal entity/ABN). Usually this will be the president, chairperson, school principal, chief executive officer or delegated authority. Delegation may be recorded in meeting minutes or similar. The authority to complete the application form may be delegated by the accountable officer to another person.
Bank statement	The bank statement should include the account number, account name, name of institution and BSB number.
Change request	The process of changing organisation or agreement details.
Contact person	The person who knows most about the application.
Incorporated/registered by an Act of Parliament.	Typical incorporation acts include: <ul style="list-style-type: none"> • <i>Associations Incorporation Act 1981</i> • <i>Corporations Act 2001 (Cth)</i> with not-for-profit objectives • <i>Cooperatives Act 1997</i> with not-for-profit objectives • <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)</i> • <i>Religious Educational and Charitable Institutions Act 1861</i> • <i>Guides Queensland Act 1970</i> • <i>Uniting Church in Australia Act 1977</i> • <i>Newstead House Trust Act 1939</i> • <i>Church of England Act 1901</i>
Legal entity	The incorporated/registered organisation applying for a grant or the incorporated/registered organisation which is sponsoring the grant application.
Legally liable organisation	See legal entity.
Proof of purchase	Tax invoice OR Receipt showing payment. Proof of purchase must be dated within the approved agreement period.
Quality assurance	The legal entity must be able to substantiate information provided in all forms (applications, change requests and claims). OLGR will also check that a grant was spent

	only on approved items, for approved amounts and within timeframes.
Quote/receipt/tax invoice	All quotes/receipts/tax invoices submitted must contain the business name and contact details of the supplier and have the ABN listed (where applicable). All items must be clearly identifiable and where more than one product or service is included these must be listed separately. GST must be listed as a separate component.
Sponsor	Legal entity which takes legal and financial responsibility for the grant.
Sponsored accord	Liquor accords which require a sponsor. A sponsored liquor accord must apply through a legal entity that has authorised it will accept legal and financial responsibility for the grant.
Valid bank account	A bank account maintained by the legal entity.