

Overview of grant process

Liquor Accords Financial Assistance Program

Office of Liquor and Gaming Regulation

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Application for a grant

Stage 1 Read the funding application guidelines

Read the funding application guidelines to ensure you meet the Liquor Accords Financial Assistance Program (LAFAP) eligibility criteria.

Stage 2 Plan your project

Before you apply for a LAFAP grant you need to plan your project. It is important to:

- be able to demonstrate there is a need for the project
- consider project management practices such as when the project will start and finish; the human and financial resources needed to complete the project; other commitments your accord has and the added workload of the project.

Stage 3 Prepare your application

A funding submission must include a completed and signed application form with the following supporting documentation:

- copy of accord agreement
- copy of a current bank statement for either the accord or the legally liable organisation sponsoring the accord which lists the name of the account holder, BSB and account number.

Stage 4 Submit your application

Funding submissions may be emailed, faxed or posted to:

Liquor Accord Funding Assistance Program
Regional Services Branch, Compliance Division, OLGR
Email: liquoraccords@olgr.qld.gov.au
Fax: 07 3237 9713
Address: Locked Bag 180, City East, Qld 4002.

Submissions must be received by 29 April 2011.

Incomplete submissions will be considered ineligible for funding.

If after you have submitted your application there is any change to the information contained in the application form, you must advise the Office of Liquor and Gaming Regulation via email at liquoraccords@olgr.qld.gov.au or telephone 07 3872 0881. If the project changes significantly you will need to withdraw your application.

Stage 5 How your application is assessed

Assessment is undertaken by a selection panel. The selection panel make funding recommendations to the Executive Director, Office of Liquor and Gaming Regulation (OLGR), based on the overall merit of the application, the benefit to the community, the amount of funds sought and funding available for distribution.

If your application is successful

Stage 1: Notification

If your application is successful you will be notified by mail and sent an approval package. The approval package will contain:

- an approval letter from the Executive Director, OLGR
- a recipient-created tax invoice (if GST registered)
- an acquittal form.

Stage 2: Start project

Once your project has been approved for funding, you are required to complete your project within six months of the approval.

The grant must be used for the items listed on the application form.

The purpose, approved amount, or time for expenditure of grants cannot be changed without written approval from the Executive Director, OLGR.

Stage 3: Acquittal

Within six months of the grant approval, you must return the acquittal form to the:
Liquor Accord Funding Assistance Program
Regional Services Branch, Compliance Division, OLGR
Locked Bag 180, City East, Qld 4002.

If your application is unsuccessful

If your application is unsuccessful you will receive a letter advising that your application was not approved.

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

Steps in the funding process

Funding round opens 28 March 2011

Funding round closes 29 April 2011

Approximately six weeks after closing date applications are assessed and funding approved.

Successful applications

Successful applicants receive a grant approval package.

Successful applicants should complete the project within six months of approval.

Acquittal documents must be returned to OLGR within six months of approval.

Acquittal documents reviewed by OLGR and advice forwarded to applicant.

Unsuccessful applications

Unsuccessful applicants will receive a letter advising outcome of the grant application.