



# Particulars

(Events, Products or Minor Assets)

Version 1.0

## THE PARTIES

**STATE OF QUEENSLAND**, through the Department of Children, Youth Justice and Multicultural Affairs

and

<b>Funded Organisation</b>	[insert organisation name]
<b>ABN/ACN</b>	[insert ABN]
<b>Org. number</b>	Not applicable
<b>Agreement number</b>	[insert grant number]

## 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 10.

## 2. IMPORTANT DATES

<b>Agreement Expiry Date</b>	[insert date in dd/mm/yyyy format]
------------------------------	------------------------------------

## 3. SERVICE OUTLET

Not applicable

## 4. FUNDING

<b>Funding stream</b>	multicultural affairs
<b>Total Funding under Agreement (excl. GST)</b>	\$(insert total amount for the term of the agreement)

Timing of Payments	<p><b>{ONE-OFF FUNDING}</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• <b>&lt;Agreement to Issue Recipient Created Tax Invoices (RCTI) form {if registered for GST} OR &lt;Invoice&gt; {if not registered for GST}</b></li> <li>• <b>Electronic Funds Transfer (EFT) form.</b></li> </ul> <p><b>OR</b></p> <p><b>{MILESTONE PAYMENTS}</b></p> <p>The payment of \$&lt;insert funding amount&gt; for the activity in &lt;insert period&gt;</p> <p>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:</p> <ul style="list-style-type: none"> <li>• <b>&lt;Agreement to Issue Recipient Created Tax Invoices (RCTI) form {if registered for GST} OR &lt;Invoice&gt; {if not registered for GST}</b></li> <li>• <b>Electronic Funds Transfer (EFT) form.</b></li> </ul>
	<p><b>{MULTI-YEAR or MILESTONE PAYMENTS – ADDITIONAL}</b></p> <p>The payment of \$&lt;insert funding amount&gt; for the activity in &lt;insert period&gt;</p> <p>Funding will be paid to You within 28 days after the receipt and acceptance of: <b>{delete if not applicable}</b></p> <ul style="list-style-type: none"> <li>• <b>[a Six-monthly Progress Report];</b></li> <li>• <b>[an Annual Acquittal Statement];</b></li> <li>• <b>[an Acquittal Report for the activity in [insert period]]</b></li> <li>• <b>the proposed date and location for the event in &lt;insert year&gt;</b></li> </ul>

**5. FUNDED PURPOSE**

The Funded Purpose is as specified below.

- (a) One-off Funding for purchase of assets

Description	Funding amount one-off (excl. GST)
Not applicable	Not applicable

- (b) Other one-off Funding for delivery of an event or product

Description	Funding amount (excl. GST)
Delivery of the ' <b>[insert activity title]</b> ' in <b>[year/period]</b> . Deliverables are specified below: <ul style="list-style-type: none"> <li>•</li> </ul>	\$ <b>[insert funding amount]</b> one-off
Delivery of the ' <b>[insert activity title]</b> ' in <b>[year/period]</b> . Deliverables are specified below: <ul style="list-style-type: none"> <li>•</li> </ul>	\$ <b>[insert funding amount]</b> one-off

## 6. 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> {delete row if not applicable}	<b>Reporting period:</b> dd/mm/yyyy {Funding period start date} to dd/mm/yyyy {reporting period end date} <b>Due date:</b> dd/mm/yyyy	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.	Complete and submit the Report through SmartyGrants by logging in at <a href="https://maq.smartygrants.com.au/applicant">https://maq.smartygrants.com.au/applicant</a>
<b>Acquittal Report</b>	<b>Reporting period:</b> dd/mm/yyyy {Funding period start date} to dd/mm/yyyy {activity end date}, or to an amended event date as approved by Us. <b>Due date:</b> dd/mm/yyyy {insert date 6 weeks after the activity end date}, or no later than 6 weeks (42 days) after the event is held. SmartyGrants will specify the due 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.	Complete and submit the Report through SmartyGrants by logging in at <a href="https://maq.smartygrants.com.au/applicant">https://maq.smartygrants.com.au/applicant</a>

## 7. QUALITY STANDARDS

Not applicable

## 8. SPECIAL CONDITIONS AND OTHER MATTERS

### 8.1 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.

### 8.2 Special Conditions – Additional

Not applicable

### 8.3 Other Insurance

Not applicable

### 8.4 Departures from Short Form Terms and Conditions

Not applicable

---

## 9. NOTICE DETAILS

You

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

Us

Our contact officer (person and/or position)	[Insert name] [Insert title]
Postal address	PO Box 15009 City East QLD 4002
Telephone number	(07) 3215 2500
E-mail address	<a href="mailto:MAfunding@cyjma.qld.gov.au">MAfunding@cyjma.qld.gov.au</a>

---

## 10. DEFINITIONS FOR PARTICULARS

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

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

“**Short Form Terms and Conditions**” means the document titled ‘(Short Form) Terms and Conditions’, version 1.2, published on the website at [https://www.hpw.qld.gov.au/\\_data/assets/pdf\\_file/0011/3422/shortformtermsconditions.pdf](https://www.hpw.qld.gov.au/_data/assets/pdf_file/0011/3422/shortformtermsconditions.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.*