

Sport and Recreation Disaster Recovery Program

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1. What is the program about?

The Sport and Recreation Disaster Recovery Program (program) supports not-for-profit sport and recreation organisations with funding to re-establish their facilities and activities after extreme natural events, including flooding and associated damage.

2. Objective

The program will support not-for-profit sport and recreation organisations with funding to re-establish their facilities after extreme natural events, specifically floods, cyclones and severe storm events.

3. What assistance is available?

Funding of up to \$5000 and \$20,000 is available for eligible sport and recreation organisations located in areas declared under the Natural Disaster Relief and Recovery Arrangements (NDRRA).

Areas that are declared are listed on the Queensland Government's Disaster Management website at www.qldreconstruction.org.au/ndrra/ndrra-activations at the time of classification.

Where Personal Hardship Assistance (Category A) and Restoration of Essential Public Assets (Category B) are listed, Level 1 assistance will be available. Eligible organisations outside of these LGAs affected by the disaster event are asked to contact the department to determine their eligibility for funding.

Level	Funding Available	When to Apply
Level 1—Immediate clean up	An initial grant of up to \$5,000 may be provided for items outlined in section 4.2.	Applications for Level 1 assistance can be submitted for up to two months from the date of the NDRRA Category A or B disaster.
Level 2—Repair, restoration and mitigation support	A grant of up to \$20,000 may be available to organisations that require assistance for items outlined in section 4.2 that are not covered under their insurance.	If Level 2 is announced as being available by the department, applications can be submitted for up to three months from the date of the department's announcement.

Organisations requesting Level 2 funding will be required to:

- a. demonstrate that they have not been able to obtain insurance coverage for infrastructure or equipment damaged
- b. seek financial support from the insurer up to the cap of their policy.

Organisations applying for funding should contact their nearest Sport and Recreation advisor to discuss the application process, proof of damage and the available assistance.

In the event that NDRRA Category C funding is available from [QRAA](http://www.qraa.qld.gov.au) – details available at www.qraa.qld.gov.au/current-programs/Disaster-recovery – eligible organisations requesting Level 2 funding will need to request maximum funding available through QRAA support. The department reserves the right to release Level 2 funding if NDRRA Category C is not released. Details of the areas where Level 2 funding will be available will be on the department's website at www.qld.gov.au/recreation/sports/funding/disaster-recovery/.

Not all applications may be successful. Projects demonstrating need in terms of re-establishing sport and recreation activities will take precedence.

4. Eligibility requirements

4.1 Who is eligible to apply?

To be eligible, the organisation must:

- be located in an NDRRA Category A-C declared disaster affected area, depending on level of funding requested
- be an incorporated local or regional not-for-profit organisation with a primary objective relating to sport and recreation
- comply with the insurance requirements as outlined in section 4.3
- demonstrate tenure over the infrastructure and have the legal right to conduct works on the site to request repair, restoration or mitigation support to infrastructure damaged by the declared natural event.

4.2 Eligible projects/items

Level	Eligible items	Ineligible items
Level 1— Immediate clean up	<ul style="list-style-type: none"> • Replacement of damaged equipment that directly relates to the re-establishment of activities (including office and canteen equipment) • Payment of services and hire costs, and purchase of equipment and tools that assist in short term clean-up of facilities • Reimbursement for the purchase of the above made from the date of the relevant disaster • Funds to repair or replace when this is lower than the premium excess set by the insurance provider may be eligible • Excess coverage for insurance claims 	Items purchased for clean-up purposes that provide a long-term benefit to the organisation are not eligible, for example: <ul style="list-style-type: none"> • Ride-on lawn mower • Generator • Tractor
Level 2—Repair, restoration and mitigation* support	Projects/items which: <ul style="list-style-type: none"> • Mitigate the effect of future damage to the sport and recreation infrastructure due to a similar disaster event: <ul style="list-style-type: none"> • Drainage • *More resilient materials/surfaces/fixtures • Repair/restore damage to sport and recreation infrastructure that directly relates to the re-establishment of facilities. • Replace damaged items that are not covered by Level 1 assistance to restore operations to support the delivery of sport and recreation activities. 	

**To be eligible for mitigation support, a clear rationale for improving the damaged infrastructure will need to be established.*

4.3 Insurance requirements

Funding requests can only be made for infrastructure and items that are not currently insured; due to insurance not being available or where the insurance cover is capped. Capped insurance must be due to the insurance company's restriction and not because an organisation has undervalued the cost for replacement of an item or repair to infrastructure.

Funding for insurance excess will be available through the program up to the minimum excess provided by the insurer (if excess is elected to be higher than the minimum by the organisation then the organisation is responsible for the additional cost).

Where an organisation has chosen not to take out a policy where it is available, the organisation will not be eligible for funding.

When applying for Level 2 funding, organisations must demonstrate the following:

- the insurance policy does not cover the damage or has been assessed by an insurance provider and deemed to not meet the criteria for coverage
- insurance coverage does not cover the damage and affected items cannot be claimed against the insurance policy
- a third party is not responsible for repairing infrastructure and items (for example, a landlord under a lease).

It is recommended that all organisations audit their insurance at least once a year and adjust their insurance requirements as necessary, including insurance cover for any new purchases.

5. Application process

Application forms are available on the department's website at www.qld.gov.au/recreation/sports/funding/.

Application forms may also be issued by the department directly to organisations that have been identified by sport and recreation regional officers as receiving damage caused by the event.

Applications are to be submitted electronically, in person or by post to the nearest departmental office within the timeframes stated in section 3 above. The declaration section of the application MUST be signed by an accountable officer for the organisation, as an endorsement of the accuracy of the application and agreeing to the terms and conditions associated with the grant. A full list of Sport and Recreation Services offices can be found in Appendix 1. Please contact the department to arrange an inspection and to discuss any enquiries.

Late applications may not be considered by the department, in its absolute discretion.

5.1 What supporting documentation is required?

Level	Required
Level 1—Immediate clean up	<ul style="list-style-type: none">• Inspection by the department and/or photographic evidence of affected areas.• Invoices/proof of payment demonstrating the organisation's own funds were used to repair damage (where the facility has already returned to operation).
Level 2—Repair, restoration and mitigation support	<ul style="list-style-type: none">• Inspection by the department and/or photographic evidence of affected areas• Insurance details and assessments for affected items• Details outlining that the applicant organisation is responsible for repairing infrastructure and items• At least one quote for damaged infrastructure and/or equipment worth \$10,000 or more.

5.2 Assessment process

Applications will be assessed by the department as they are received.

Applications will be assessed on how well applicant organisations can demonstrate they meet the eligibility requirements and the degree to which the project will assist in re-establishing sport and recreation activity/ies.

Projects are expected to provide value for money for the Queensland Government and for the approved organisations. To ascertain value for money, organisations are advised to undertake a competitive process, where appropriate.

The department may seek (at its discretion) further information or clarification from an organisation in relation to an application, including but not limited to information about any other local or state government funding received by the organisation, where the provision of such further information may assist in assessment.

The department reserves the right to refuse an application for any reason, irrespective of whether the eligibility and assessment criteria have been met. The department may cancel or vary the assessment process, the program or these guidelines at any time, whether before or after the closing dates for each category of funding. Approval and receipt of funding is subject to the organisation agreeing with the terms and conditions of funding.

The department will retain all documents submitted and will not return to the organisation. The organisation must ensure that its officers, employees, agents and/or sub-contractors do not make any public announcement or advertisement in any medium in relation to the process or the program without the prior written consent of the department.

5.3 Approval process

All applicants will be advised in writing whether their application has been approved.

5.4 Payment arrangements

Approved funding will be provided as either one instalment if seeking support for Level 1 and/or 2 at the same time, or separate payments if applications for assistance under each level are submitted as separate requests.

Organisations must obtain an ABN to be funded by the department. While it is not necessary to have an ABN to apply, should the application be successful, an ABN will be required for the department to pay funding for the approved project.

Payments will be made within ten (10) business days of departmental approval and all payment information being received by the department. To make a payment for any approved grant, an ABN, complete EFT form and organisation's bank statement will be required.

5.5 GST application

Goods and Services Tax (GST) is a broad-based tax of 10% on the sale of most goods and services purchased in Australia.

Organisations with current or projected annual turnover for all revenue activities of \$150,000 or more (including this project), must be registered for GST. Compliance with the legislation is a requirement of Federal taxation legislation. The Australian Taxation Office can provide more information—refer to the website www.ato.gov.au or telephone 13 24 78. If the organisation receives a grant from the department, you must be aware that this may affect your turnover amount and whether or not your organisation must register for GST.

Organisations that are not registered for GST can receive funding including GST up to the maximum funding amount, and the department will issue a remittance advice. Organisations registered for GST will receive the additional GST amount when the funding is paid, and a Recipient Created Tax Invoice will be issued.

6. Acknowledgement requirements

Organisations are required to acknowledge the Queensland Government's contribution to the restoration and repairs by:

- including the Queensland Government crest on any related promotional material
- recognising the Queensland Government in any media releases.

Further information on acknowledging the funding provided by the Queensland Government is available on the department's website

<https://www.qld.gov.au/recreation/sports/funding/acknowledgements/>.

7. Declaration and acquittal

Organisations will be required to acquit the funding to demonstrate the grant has been appropriately expended. Should the full grant amount not be appropriately expended, the inappropriately spent or unspent portion of the grant (plus applicable GST) must be returned to the department. The final report and acquittal form is available on the department's website at <https://www.qld.gov.au/recreation/sports/funding/disaster-recovery/>.

Copies of invoices and proof of payment will be required for any Level 2 payments. All organisations are advised to keep copies of payment documentation associated with the grant as funded organisations may be audited.

8. Privacy disclaimer for organisations

The Department of National Parks, Sport and Racing is collecting the information in the Sport and Recreation Disaster Recovery Program application form to assess applications for funding under the program. Information will also be used to help the department monitor and evaluate programs and resources. This information will only be accessed and used by authorised employees within the department, and approved contractors appointed by the department to conduct a program evaluation.

The department will disclose details of approved funding and details of accountable officers (such as name, position in the organisation, and telephone number) to local members of Parliament. Information on approved organisations and details of approved projects, such as funding approved and location of the project, will also be made available on the department's website and may be provided to local governments and relevant sport and recreation organisations for the purpose of advice on approved project information. Your information will not be disclosed to any other parties unless authorised or required by law, subject to the above.

If you have any further questions regarding privacy, please contact the department's Privacy Contact Officer at privacy@npsr.qld.gov.au.

Appendix 1

Sport and Recreation Services offices

Departmental offices are located across the state, with staff available to offer advice and assistance with your project. Please direct enquiries to your nearest Sport and Recreation Services office or alternatively phone 1300 656 191.

Brisbane Region

Email: srs.bris.sportrec@npsr.qld.gov.au

Brisbane regional office

Address: Level 6, 400 George Street,
Brisbane QLD 4000
Postal: PO Box 15187, City East QLD 4002
Phone: (07) 3333 5309

South East Region

Email: south.east@npsr.qld.gov.au

South East regional office

Address: Building D, Unit 9, 54 Perrin Drive,
Underwood QLD 4119
Phone: (07) 3078 3188

Gold Coast area office

Address: Tallebudgera Recreation Centre
1525 Gold Coast Highway,
North Palm Beach
QLD 4221
Postal: PO Box 50, Burleigh Heads QLD 4220
Phone: (07) 5507 0214

South West Region

Email: southwestsportrec@npsr.qld.gov.au

South West regional office

Address: Toowoomba Sports Ground
47 Arthur Street,
Toowoomba QLD 4350
Postal: PO Box 2259, Toowoomba QLD 4350
Phone: (07) 4596 1008

Dalby area office

Address: 30 Nicholson Street, Dalby QLD 4405
Postal: PO Box 3, Dalby QLD 4405
Phone: (07) 4531 8525

Warwick area office

Address: Corner Guy and Fitzroy Street,
Warwick QLD 4370
Postal: PO Box 13, Warwick QLD 4370
Phone: (07) 4667 5100

Ipswich area office

Address: Level 4, 117 Brisbane Street, Ipswich QLD
Postal: PO Box 2259, Toowoomba QLD 4350
Phone: 0477 317 531

North Coast Region

Email: north.coast@npsr.qld.gov.au

North Coast regional office

Address: Level 6, 12 First Avenue,
Maroochydore QLD 4558
Postal: PO Box 3008, Maroochydore QLD 4558
Phone: (07) 5459 6176

Central Queensland Region

Email: srcentralqld@npsr.qld.gov.au

Central Queensland regional office

Address: 61 Yeppoon Road,
Parkhurst QLD 4702
Postal: PO Box 822, Rockhampton QLD 4700
Phone: (07) 4936 0510

Bundaberg area office

Address: 16 Enterprise Street, Bundaberg QLD 4670
Postal: PO Box 618, Bundaberg QLD 4670
Phone: (07) 4131 2702

Hervey Bay area office

Address: Ground Floor, 50-54 Main Street, Hervey Bay
QLD 4655
Postal: PO Box 3054, Hervey Bay QLD 4655
Phone: (07) 4125 9352

Emerald area office

Address: 99 Hospital Rd, Emerald QLD 4720
Postal: PO Box 346, Emerald QLD 4720
Phone: (07) 4982 1510

North Queensland Region

Email: northernpsportrec@npsr.qld.gov.au

North Queensland regional office

Address: 3-9 Redpath Street,
North Ward QLD 4810
Postal: PO Box 1468, Townsville QLD 4810
Phone: (07) 4799 7010

Mount Isa area office

Address: Suite 27 Mount Isa House
Mary Street, Mount Isa QLD 4825
Postal: PO Box 1605, Mount Isa QLD 4825
Phone: (07) 4747 2186

Mackay area office

Address: Level 5, 44 Nelson Street, Mackay QLD 4740
Postal: PO Box 239, Mackay QLD 4740
Phone: (07) 4999 8520

Far North Queensland Region

Email: srfarnorth@npsr.qld.gov.au

Far North Queensland regional office

Address: Level 2, Building 2, William McCormack Building
5B Sheridan Street, Cairns QLD 4870
Postal: PO Box 2494, Cairns QLD 4870
Phone: (07) 4222 5236