

FUNDED ACTIVITY PARTICULARS

Between **The State of Queensland** acting through
the **Department of Women, Aboriginal and Torres Strait Islander Partnerships and
Multiculturalism**

and

<insert organisation name>

1. IMPORTANT INFORMATION

- (a) These Funded Activity Particulars form part of the Funding Agreement and must be read together with the Funding Agreement General Terms.

2. FUNDED ACTIVITY DETAILS

Funding Program/Initiative	Multicultural Affairs Queensland <insert funding program >	
Funding Program Guidelines	<insert Funding Program Guidelines>	
Funded Activity number	<insert grant ID>	
Funded Activity title	<insert event/project title>	
Funded Activity Start Date	[insert a date in dd/mm/yyyy format]	
Funded Activity End Date	[insert a date in dd/mm/yyyy format]	
Funded Activity	<insert description of the Funded Activity>	
Land	Address	<insert address of the Land>
	Lot on Plan	<insert the lot and plan description of the Land>
	Title reference	<insert title reference no of the Land>

3. APPROVED FUNDING

(a) The Approved Funding We will provide to You is specified below.

Approved Funding (excluding GST)	
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4. PAYMENT OF APPROVED FUNDING INSTALMENTS

(a) Subject to the terms of the Funding Agreement, Approved Funding Instalments will be paid to You as follows:

Instalment Date	Instalment amount (exclusive of GST)	Instalment amount as a percentage of the Approved Funding
On receipt of completed and signed Funding Agreement General Terms and these Funded Activity Particulars (By dd mmm yyyy)	\$XXXXXX	
On receipt of and approval by Us of a completed Progress Report (By dd mmm yyyy)	\$XXXXXX	
On receipt of and approval by Us of a completed Progress Report (By dd mmm yyyy)	\$XXXXXX	
On receipt of and approval by Us of a completed Acquittal Report (By dd mmm yyyy)	\$XXXXXX	

5. SECURITY

Security	<Applicable> or <Not applicable>
Security Delivery Date	<insert date that the Organisation must give the Department the Security>

6. FUNDED ACTIVITY DELIVERABLES

The Funded Activity deliverables are:

Works	<insert description of the capital works>
Minimum Design Requirements	<insert description of the Department's minimum design requirements>

Practical Completion Date	<insert practical completion date>
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7. ELIGIBLE EXPENDITURE AND INELIGIBLE EXPENDITURE

Eligible Expenditure	The following expenditure is Eligible Expenditure under the Funding Agreement: • Expenditure that directly relates to the Funded Activity; • Expenditure that directly relates to the Works; • [insert]
Ineligible Expenditure	The following expenditure is Ineligible Expenditure under the Funding Agreement: • Expenditure that does not directly relate to the Funded Activity or the Works; • Your costs of entering into the Funding Agreement; • [insert]

8. REPORTING REQUIREMENTS

(a) Your Reporting Requirements are as follows:

	Reporting period and due date	Details and standard of reporting	Lodgement
Progress Report	Reporting period: Due date:	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, including photos to demonstrate the progress of the project.	Complete and submit the Report through SmartyGrants by logging in at https://maq.smartygrants.com.au/applicant
Audited Financial Statement	Due date: 31 October yyyy [to be provided for each financial year funding is received]	Provision of audited financial statement for the amount of Approved Funding required to deliver the Funded Activity in the [insert financial year] financial year.	Submit the Statement through SmartyGrants by logging in at https://maq.smartygrants.com.au/applicant

	Reporting period and due date	Details and standard of reporting	Lodgement
Acquittal Report	Reporting period: dd/mm/yyyy to dd/mm/yyyy Due date: dd/mm/yyyy	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, including photos to demonstrate the completed project.	Complete and submit the Report through SmartyGrants by logging in at https://mag.smartygrants.com.au/applicant

9. SPECIAL CONDITIONS

The following Special Conditions form part of the Funding Agreement:

- (a) If a plaque will be produced in respect of the Funded Activity, You must provide Us with a proposed version of the plaque, including text, for Our approval prior to its production which We may grant or decline in Our reasonable discretion, and Our approval may be subject to conditions.

EXECUTED as an Agreement by the parties on the dates appearing below

EXECUTED on behalf of the **STATE OF QUEENSLAND** (acting through the Department of Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism) by

.....
(full name)

.....
(designation)

a duly authorised person, in the presence of:

.....
(print name of witness)

.....
(signature of witness)

EXECUTED by <Organisation Name>
<ACN> <ABN> in accordance with s 127 of the
Corporations Act 2001 (Cth) by

.....
(Director signature)

.....
(Director name)

.....
(Director/Secretary signature)

.....
(Director/Secretary name)

..... / /
(date)

THE COMMON SEAL of <Organisation Name> <ACN> <ABN>

The affixing of which was witnessed by

.....
(Director/Member signature)

.....
(Director/Member name)

.....
(Director/Secretary/Member signature)

.....
(Director/Secretary/Member name)

..... / /
(date)

EXECUTED on behalf of the <Organisation Name> <ACN> <ABN> in accordance with s 28 of the Associations of Incorporation Act 1981 (Qld)

.....
(Member of the Management Committee, signature)

)
)
) (Member of the Management Committee, name)
)
)
)
) (Secretary/Member of the Management Committee,
) signature)
)
)
) (Secretary/Member of the Management Committee,
) name)
)
) / /
) (date)

EXECUTED on behalf of the <Local
Government Organisation> in accordance
with s 236 of the *Local Government Act 2009*
(Qld)

)
)
) (full name)
)
)
) (designation)
) / /
) (date)
a duly authorised person, in the presence of:
)
)
) (print name of witness)
)
)
) (signature of witness)