

Particulars

(Events, Products or Minor Assets)

Version 1.0

THE PARTIES

STATE OF QUEENSLAND, through the Department of Communities, Disability Services and Seniors

and

Funded Organisation	[insert]
ABN/ACN	[insert]
Org. number	[insert]
Agreement number	[for Community Services or Seniors insert schedule number and for Community Care or Disability Services insert Grant ID(s)]

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

Agreement Expiry Date	[insert a date in dd/mm/yyyy format OR if no specific end date insert 'Within 12 months of Your acceptance of the Funding.']
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[For items listed below, if you are not using the tables, delete and add the words 'Not applicable' or replace with alternative table/text. Note: the item number and heading must be kept. **DELETE** this text.]

3. SERVICE OUTLET

Service outlet number	Service outlet	Departmental region where service outlet is located
[insert]	[insert]	[insert]

[Additional rows can be added to the service outlet table above for organisational-level Short Form Agreements – refer to the Business Rules for Use of Short Form Agreements. **DELETE** this text.]

4. FUNDING

Funding stream	[insert relevant funding stream e.g. 'community services', 'seniors', 'disability services' or 'community care'. Do not use title case as the funding streams are not defined.]
Total Funding under Agreement (excl. GST)	[\$[insert total amount for the term of the agreement]]
Timing of Payments	<p>[Select one option only, DELETE all other options. DELETE this text.]</p> <p>[Option 1: One instalment. DELETE this heading.]</p> <p>Payment will be made within 28 days of Your notification of Funding approval by Us and subject to the receipt of Your vendor details.</p> <p>[Option 2: More than one instalment. DELETE this heading.]</p> <p>Annual payments will be prorated for the financial year. The first annual instalment Payment will be made within 28 days of Your notification of Funding approval by Us and subject to the receipt of Your vendor details. Provided that You are up-to-date with the Reporting Requirements, each remaining annual instalment will be paid to You in advance, within 28 days after receipt of the [insert report that triggers payment].</p>

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)
[insert OR delete table and insert 'Not applicable' and retain item headings]	[\$[insert]]

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

Description	Funding amount per annum/one-off (excl. GST)
[insert OR delete table and insert 'Not applicable' and retain item headings. If retained ensure the Funding amount column (per annum or one/off) is amended accordingly.]	[\$[insert]]

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
<p>Directors' Certification</p> <p>[Do not delete this requirement unless an invoice is</p>	<p>Reporting period:</p> <p>[insert]</p> <p>Due date:</p> <p>[insert]</p>	<p>You must complete and submit* the form titled 'Directors' Certification' available on Our Website.</p> <p><i>* Note: If You have more than one Service Agreement or Short Form Agreement with Us, You are only required to complete and submit one organisational-level Directors' Certification for each reporting period.</i></p>	<p>[insert where the report should be sent or submitted. Refer to the relevant Funding and Service Details for lodgement details]</p>

<p>requested from the org. or the DC is built into 'other' report – see Business Rules for use of the Short Form Agreement. DELETE this text.</p>			
<p><i>[insert type/name of report in italics or delete this row]</i></p>	<p>Reporting period: [insert]</p> <p>Due date: [insert]</p>	<p>[insert any specific requirements around the content of the report]</p>	<p>[insert where the report should be sent or submitted]</p>

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

[DELETE this text: Additional Special Conditions can only be inserted at cl. 8.2 with the approval of the relevant Program Area and Legal Services. A copy of the approvals must be kept on file. If adding more than one additional condition, ensure each condition is numbered e.g. (a), (b), (c) etc and indented correctly. Numbering is not required when adding only one additional condition and the text is not indented.]

8.3 Other Insurance

Not applicable

8.4 Departures from Short Form Terms and Conditions

Not applicable

[DELETE this text: cl.8.4 must not be amended in any way.]

9. NOTICE DETAILS

You

<p>Your contact officer (person and/or position)</p>	<p>[insert]</p>
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Postal address	[insert]
Telephone number	[insert]
Fax number	[insert]
E-mail address	[insert]

Us

Our contact officer (person and/or position)	[insert]
Postal address	[insert]
Telephone number	[insert]
Fax number	[insert]
E-mail address	[insert]

10. DEFINITIONS FOR PARTICULARS

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

“**Our Website**” means the website at <http://www.communities.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 <http://www.hpw.qld.gov.au/SiteCollectionDocuments/UpdatedShortFormtermsandconditions.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.