

Community benefit funding programs

The Office of Liquor and Gaming Regulation (OLGR) Community Benefit Funds Unit (CBFU) administers the Gambling Community Benefit Fund (GCBF). The fund is Queensland's largest one-off grants program, distributing revenue from gaming taxes to various not-for-profit community groups throughout Queensland.

Grant applications to the Gambling Community Benefit Fund must be submitted through the new online grants portal. Please watch the tutorial videos accessed via the following link:
<http://www.justice.qld.gov.au/corporate/sponsorships-and-grants/grants/community-benefit-funding-programs>

Gambling Community Benefit Fund (GCBF)

Geographical area Whole of Queensland

Available funding Grants from \$500 to \$35,000 (inclusive of GST) are available.

Closing dates:

31 May
31 August
30 November
28 February

Important Information.

Funding round announcements will occur approximately five months after the closing date. Guides Queensland State Office will receive written notification of the outcome of your application and you will be advised as soon as possible afterwards. Successful applicants are listed on the OLGR website

Please ensure you access a NEW ONLINE application form each funding round. Old application forms should not be used.

Read and understand the guidelines for the current round before downloading the application form as they may change from round to round. They can be accessed via:

<https://publications.qld.gov.au/dataset/community-benefit-fund-funding-guidelines/resource/74452804-d232-41f6-b64c-3a66146e2520>

Ensure the items or services you are applying for are eligible.

Allow plenty of time to complete your application. Do not wait for the last couple of weeks to start an application.

Incorrect information will not necessarily be followed up by the funding body.

For facility upgrade: If your hut is on leased land, it is important that you know and understand your responsibilities. Contact the local council, government department or other body you lease the property from to find out what approval, if any, you require to carry out improvements.

For Districts with huts on Brisbane City Council leased land, go to <https://www.brisbane.qld.gov.au/facilities-recreation/parks-venues/community-leasing/tenant-responsibilities/managing-your-leased-or-licensed-property/application-works-community-lease-site> or phone **Community Facilities Operations Team** on 07 3403 8888

How to complete the GCBF Grant Registration form.

To complete a GCBF application, your District requires an Organisation Number and Password. Follow the steps below to obtain your Number and Password.

1. Go to the online portal

<https://www.gamblingcommunityfund.qld.gov.au/#/welcome>

2. Once you have read the funding guidelines, terms and conditions and privacy statement, tick the box and click 'Continue'.

3. If this is the first time you have accessed the online portal, select '**Register your organisation**'.

4. In the **Organisation Details** section, please select 'Sponsored Entity' and when prompted, enter the Organisation Name as <Name of District> Girl Guides.

5. Fill in the location of your Guide hut in the '**Physical Address of Organisation**'. Add in your District Postal Address.

6. In the section **Organisation Overview**, select Recreation, Sport and Arts. For the question, 'When was your organisation established?', enter the date 15/11/1919.

7. In the section, 'What does your organisation do?' enter the following:
Girl Guides Queensland empowers girls and young women to grow into confident, self-respecting community members through a range of non-formal education programs.
The question, 'What geographical area does your organisation cover?' *should reflect the geographical areas covered by your District.*
8. The **Financial Position of the Organisation** section requires information regarding your District's financial details.
9. The **Organisation Contact details** are:
Phone Number (Your contact phone number)
Email address (Your email address)
Website www.guidesqld.org
10. The **Organisation President** is Paul Nicholls.
Phone number is 07 3357 1266 and email address is seo@guidesqld.org
11. The **Accountable Officer** is Lesley Jardine.
Phone number is 07 3357 1266 and email address is finance@guidesqld.org
12. No supporting documentation is required as the OLGCR have all of this on file.
13. The **Declaration Officer** is the person completing the application form on behalf of the District.

Once you have registered, you will be sent an Organisation Number and Password. Can you please forward this information to finance@guidesqld.org as it is required for Grant Acquittal.

Information for completing a GCBF Grant Application form.

Go to the online portal and sign in using your Organisation Number and Password.
<https://www.gamblingcommunityfund.qld.gov.au/#/welcome>

1. Guides Queensland is the Legal Entity.
Guides Queensland Organisation Number is L00130
Guides Queensland ABN is 50 250 642 103.

2. The **Application Contact Person** (for enquiries about the funding submission) is the person in your group best suited to answer any questions about the application
3. The **Accountable Officer** is Lesley Jardine
4. **In-kind or financial contribution:** This includes any in-kind donations that your group is providing to the project such as volunteer labour.
5. **Requested items:** Check funding guidelines for the list of items that are unlikely to be funded. All requested items do not have to be for the same project and it is possible to have more than one project included in the same application.

Sometimes partial funding is received and for this reason, it is important to list requested items in priority order and list items for the same project together.

Usually it takes five months before you are notified if you are successful or not and for this reason it is important that you spend the time getting accurate item costs so that should you be successful no shortfall arises. If successful, you can vary the supplier for a similar item.

6. **Grant Funding referee:** Referees listed on the application form may be contacted regarding their support and should be informed of their inclusion prior to an application being submitted.
Referees cannot be members of the management committee.
Written evidence of the referee's support is not required. It is advisable to contact the persons before nominating them as a referee so that they agree before using their names and contact details. Some suggestions for referees include: regular users of your Guide facilities. Other community organisations that support your group, local Councillor and Members of Parliament.

7. **Before submitting your application, please ensure that it has been checked by the finance team at State Office. Do this by sending an email to finance@guidesqld.org with your Organisation Number and Password.**