

Gambling Community Benefit Fund (GCBF)

The Office of Liquor and Gaming Regulation (OLGR) Community Benefit Funds Unit (CBFU) administers the Gambling Community Benefit Fund (GCBF). This is one of Queensland's largest one-off grants programs, distributing revenue from gaming taxes to community groups in Queensland.

All GCBF grant applications must be submitted through the online grants portal. Full details of this program are at <https://www.justice.qld.gov.au/initiatives/community-grants>

Geographical area Whole of Queensland

Available funding The first grant round every year will be a super round up to \$100,000 and the remaining 3 rounds will offer funding from \$500 to \$35,000 (exclusive of GST).

Successful recipients of more than \$35,000 will be required to provide an audit prepared by a registered company auditor or suitably qualified person to acquit their grant.

Closing dates:

28 February	< \$100,000 (Super Round)
31 May	< \$35,000
31 August	< \$35,000
31 October	< \$35,000

Important Information

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

Please ensure you access a NEW ONLINE application form each funding round, using current organisation number and password. If you do not have one, please follow the steps on the next page. 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://www.justice.qld.gov.au/initiatives/community-grants/guidelines>

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 upgrades: It is important to engage the GGQ Property Officer early at property@guidesqld.org to know your responsibilities. A business case template will need to be completed by the District to allow these works to be prioritised and approved by GGQ. The Property Officer will also support you by contacting the local council or other body you lease the property from to secure the relevant approvals prior to applying for any grant.

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. If you have previously applied for a grant please contact grants@guidesqld.org to obtain your username 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 Community. 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 a 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 Districts financial details.
9. The **Organisation Contact details** are:
Phone Number (Your contact phone number)
10. Email address (Your email address)
11. Website www.guidesqld.org
12. The **Organisation President** is Ms. Kim Harrington Ph: 07 33571266, Email: ceo@guidesqld.org
13. The **Accountable Officer** is Ms. Karen Carter Ph: 0413 403 479, Email grants@guidesqld.org
14. No supporting documentation is required as the funder have all of this on file.
15. The **Declaration Officer** is always GGQ CEO, Kim Harrington on behalf of the District.

Once you have registered, your Organisation Number and Password will be sent to grants@guidesqld.org, which will then be forwarded to you.

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**, type the number and then wait for Guides Queensland to appear in a box underneath, then select Guides Queensland. 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 Karen Carter
4. **In-kind or financial contribution:** This includes any in-kind donations that your group is providing to the project such as volunteer labour. Providing a financial or in-kind contribution will strengthen your application.
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. During this time, it is important that you gather

accurate item costs to reduce the risk of a shortfall, should your application be successful. If successful, you can vary the supplier for a similar item. **Please ensure you gather a minimum of 2 quotes (comparative in scope) for items or services over \$3,000.**

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 Grants Officer at State Office. Do this by sending an email to grants@guidesqld.org with your Organisation Number and Password.***
8. For support at any point with your application, please contact grants@guidesqld.org
9. With the receipt of government monies, it is important to acknowledge any conflict of interest. It is a conflict of interest if this application will provide direct or perceived financial benefit to the individual applying or individuals attached to the District. Please ensure that this is discussed with your District/Region Manager or State Office if you require any clarification.