



*Congratulations on your grant success.
These guidelines will help with all the stages
to successfully deliver your grant.*

Quotes

- All suppliers MUST be ABN registered, check registration status at <https://abr.business.gov.au/>. The ABN must appear on all quotes/ invoices.
- All quotes must clearly show whether GST is applicable and included in the total amount. If the works are not subject to GST this must be clearly stated on the quotes. This information is critical when looking at grant budgets and expenditure.
- Online pricing information must show the name of the supplier and GST. Online screen shots cannot replace quotes.
- If a grant is for property related works, your builder must be provided an asbestos register for the hut.
- Reputable builders should include QBCC licence on quote – searchable [here](#). Works must meet Australian Standards (e.g.stairs).
- GGQ and grant funding bodies require 2 comparative quotes, demonstrating value for money for all items > \$3,000. Some funding bodies may be stricter. An example of non-comparative quotes would be vinyl flooring v's carpet flooring. Any extra work not previously quoted must be itemized and quoted separately
- If your grant is externally audited, failure to produce more than one quote could result in your District being asked to repay any/all funds paid out. Special consideration may be given in localities where Districts adequately record all attempts to secure comparative quotes in consultation with their Region Manager.
- Large multi-supplier projects must also have a budget summary based on preferred quotes.

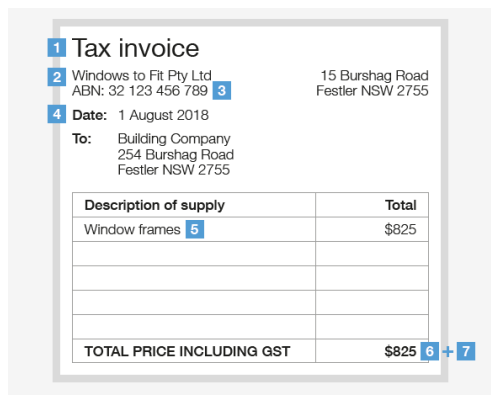
Next steps

- Grant executed by CEO and grant monies will be deposited into State Office bank account.
- A District notification will be emailed once the funds are received by State Office and this will include the funding agreement, approved funded items, key deadlines and any other conditions that must be met.
- Acknowledgements required as part of the grant must be considered early to ensure this guideline is met and to leverage this opportunity to raise community awareness, stimulate membership and maximise future funding success.
- Once funding is announced quoted prices must be confirmed and amended as appropriate. Scheduling of contractors must fall within grant delivery and acquittal timeframes. Child safety guidelines must be adhered to when there are contractors on site and if they are onsite while children are present they must hold a valid Blue Card.
- If Support Groups elect to use a supplier that hasn't submitted the cheapest quote they must minute these reasons at a District Meeting and supply them to State Office.
- If the supplier is connected to your District in any way the district must supply meeting minutes confirming reasons for electing to use the known supplier as there could be a perceived conflict of interest. The District members connected to the supplier cannot be involved in the decision making process. This information must be provided to the Grants Officer
- All quotes and contracts must be addressed correctly to Guides Queensland (35-45 Tamarind Street, Marsden Qld 4132) and forwarded to the Grants Officer grants@guidesqld.org for signing by the CEO.
- Funding bodies only fund eligible items as per the application. Any project change/ variation must be communicated to the Grants Officer and agreed with the funder prior to purchase.



Grant Payments

- District Managers must have oversight of all grant payments and ensure the work is inspected and completed satisfactorily in accordance with the quote/contract. Contractors must be aware GGQ payment cycle is fortnightly.
- All grant payments require a valid tax invoice – not just an invoice, sales order or quote. Tax invoice requirements as per the ATO must include the words Tax Invoice, supplier name, ABN, date of issue, description of items and GST treatment clearly stated.



- For Tax invoices to be eligible they must be dated after the funding body confirmed the grant was successful. Grant funding bodies don't normally allow retrospective payment of bills issued before the CEO signs the grant agreement.
- Grant invoices will not be paid until State Office have received the grant funds and the District have paid the grant administration fee.
- Tax invoices must be addressed to Guides Queensland, not the District or a volunteer. Incorrect tax invoices must be amended by suppliers prior to payment. If a supplier cannot amend an invoice a Statutory Declaration will be required.
- All grant invoices are paid electronically - bank account details must be provided at the time of request for payment.
- Please avoid loyalty cards as they insert a volunteer's name on tax invoice/receipts and inevitably delay reimbursement.
- Cash or credit card purchases are most easily reimbursed by Support Groups. Proof of payment must be provided when requesting a reimbursement, this includes bank statements showing the payment. These are to be emailed to grants@guidesqld.org.

- Bank statements or internet banking summaries must show the full account name, account number and all transactions associated with the reimbursement. This is normally the same account the grant monies are paid into.
- Grant reimbursements to volunteers must be adult members or serving committee members. Please note it's NOT possible to reimburse credit cards – therefore another account in the same name for monies to be paid into must be verified by volunteers supplying another bank header. Other personal information must be blocked out for privacy.

Acquittal Requirements

- Thanking the funder is typically mandated in funding agreements. Please check your grant requirements.
- For some grants you may be required to display signage, extend an invitation to the funder or ensure your grant funding is noted in Guides Queensland publications such as Queensland on the Go. All acknowledgements should be discussed with the Grants Officer.
- Social media posts may require logos, standard acknowledgement phrases and pre-approval by the Funder. Districts must ensure quality photos are taken for inclusion on GGQ Facebook – good lighting, setting for inclusion. These must include our members in uniform, enjoying the benefits of the funding. Close up images capturing faces are best with a quote of what this funding means to the Leaders and girls.
- District Managers must ensure photos featuring youth members have the appropriate media consents prior to forwarding to the Grants Officer.
- GGQ will acquit on behalf of Districts where possible including GCBF grants. However, some grants require Districts to summarise the work done, how funds have improved facilities/ membership, event details etc. If your grant was completed via a portal such as Smarty Grants, please send through log in details and password to grants@guidesqld.org.

Congratulations! Please reach out for any support to grants@guidesqld.org!