



Extraordinary Disaster Assistance Recovery Grants

Ex-Tropical Cyclone Seth, 2-10 January 2022 Application Form **Non Profit Organisations**

This application is for a Extraordinary Disaster Assistance Recovery Grant for the Ex-Tropical Cyclone Seth, 2-10 January 2022 disaster event.

Please ensure that you have read the guidelines which contain the eligibility criteria before applying.

v2 26/4/2022

Information checklist

Required information:	Provided with this form:	
Rates Notice / Lease Your non profit organisation must be located within a defined disaster area. <ul style="list-style-type: none"> If you own the property, please attach a copy of your most recent Local Government rates notice for the property impacted by the disaster event. If you lease, please attach a copy of your current lease agreement (lease agreement must confirm that you are responsible for meeting the costs being claimed). 	Yes	
Photographs of damage 5 - 10 photographs showing direct damage to the affected property. If photographs are not held, please provide quotes or tax invoices clearly identifiable as being related to damage from the eligible disaster.	Yes	
Evidence of expenditure / payment For grant applications up to \$10,000 (i.e. for immediate resumption of business directly following the disaster event): Copies of tax invoices or quotes ----- OR For grant applications over \$10,000 or subsequent applications (up to a maximum of \$50,000): Copies of tax invoices AND evidence that these invoices have been paid (e.g. bank statements, electronic bank transfer confirmations or official supplier receipts).	Yes	
Bank statement Please attach a copy of your bank account statement for your business account nominated in Section 2 of the application form.	Yes	
Details of insurance If insured, full details of your insurance policy and/or claim must be provided. If yes, Section 5 must be completed. Note: For grant applications over \$10,000 QRIDA may be unable to finalise your application until the outcome of your insurance claim is determined and claim outcome is provided.	Yes	Not applicable
Are you an existing QRIDA client? If YES, please provide your QRIDA Client ID number.	Client ID: <input type="text"/>	Yes No
Have you already applied for QRIDA assistance for this disaster?	Yes	No

Preliminary eligibility criteria

Refer to the Scheme Guidelines for a definition of non-profit organisation. Is the organisation incorporated and registered under the Australian Charities and Non-Profit Commissions Act (2021) or Collections Act 1966 or registered to raise funds under a law of another state.	Yes	No
Was the organisation operating in the defined disaster area prior to and at the time of the eligible disaster?	Yes	No
Does the organisation intend to continue/re-establish its operation in the defined disaster area?	Yes	No
Have you received any other government assistance for the costs now being claimed?	Yes	No

Defined disaster area

- Bundaberg Regional Council
- Fraser Coast Regional Council
- Gympie Regional Council
- North Burnett Regional Council
- South Burnett Regional Council

If you have any questions regarding your eligibility for the Extraordinary Disaster Assistance Recovery Grant, please contact QRIDA on 1800 623 946 or visit qrda.qld.gov.au



Australian Government

1800 623 946 qrda.qld.gov.au

/QRIDAMedia

/QRIDAMedia

/company/QRIDA

@we.are.qrida

Queensland Rural and Industry Development Authority (QRIDA)

GPO Box 211 Brisbane Qld 4001 Email: contact_us@qrda.qld.gov.au ABN: 30 644 268 943



Queensland Government

Section 1 - Organisation details

Full legal name of organisation

Is it incorporated? Yes No Incorporation number

Under which act are you incorporated?

Organisation's ABN

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Nominated contact person

Landline

Fax

Mobile

Email address

Road address of organisation:

Postal address of organisation:

Please tick if same as road address

Town/city

State

Postcode

Town/city

State

Postcode

Section 2 - Payment details

Please provide your bank account details for payment of the assistance funds by Electronic Funds Transfer

(Note: Bank account name must match the applicant entity).

Please ensure a copy of your bank account statement is provided to ensure prompt payment. The bank details provided for payment below must match the bank statement. Any variation between the details listed on this application form and the bank statement provided can result in delays in payment.

Bank

Branch

BSB

Account name

Account number

Section 3 - Detail of your organisation

Please provide information about your organisation.

What is the main purpose of your organisation?

How long has your organisation been operating?

Other relevant information about your organisation:

Section 4 - Details of the direct damage as a result of the eligible disaster

Please provide a description of the direct damage sustained as a result of the eligible disaster.

Road address where the damage was sustained

What was the damage?

In which Local Government Area is the property where the direct damage occurred as a result of the eligible disaster?

Section 5 - Insurance

Have you made an insurance claim in relation to the direct damage caused by the disaster?

A copy of the outcome of your insurance claim must be provided to QRIDA once determined (refer to checklist on page one).

Yes - please provide insurance details below		No - please indicate why	
Insurance company		<input type="checkbox"/>	Uninsured (please explain below)
Policy/claim no.		<input type="checkbox"/>	My/our policy does not provide cover for the items damaged or damage caused by the eligible disaster (please attach insurance policy)
Claim manager name		<input type="checkbox"/>	Other (briefly detail below)
Claim manager phone no.		<input type="checkbox"/>	

Additional insurance / other details:

Section 6 - Details of expenditure (refer to scheme guidelines for a list of eligible expenditure that can be claimed)

- Please complete the Invoices Being Claimed Schedule (page 6) detailing the expenditure you have incurred which relates directly to the clean-up and reinstatement of your organisation (Schedule should also include any expenditure associated with a previous Disaster Assistance Recovery Grant application made under this scheme).
- Please complete the Fuel Calculator Schedule (page 7) detailing the fuel, machinery and operator costs incurred for the use of your own machinery or fuel provided for contractor's equipment in repairing disaster damage (if applicable).

Is your business registered for GST?

Yes - your claim amounts below must **exclude** any GST shown on your invoices

No - your claim amounts below must **include** any GST shown on your invoices

Expenditure	Claim amount
Claim amount as per Invoices being claimed	
Fuel, machinery and operator costs to conduct repairs (as per Fuel Calculator Schedule)	
Total clean-up and reinstatement claim amount	
Less previously paid Disaster Assistance Grant amount	
Disaster Assistance Grant amount now being claimed	

Section 7 – Acknowledgements, consents and privacy statement

In the following sections, titled acknowledgements, consents and privacy statement QRIDA means Queensland Rural and Industry Development Authority.

Acknowledgements

I/We have read and understood the guidelines at qrda.qld.gov.au for the Extraordinary Disaster Assistance Recovery Grants Scheme and have obtained clarification where needed.

I/We certify that:

- a) all of the information provided in the whole of this application is true and accurate and discloses my/our correct financial position; and
- b) to the extent this application or any information provided in relation to this application contains information of, or about, another person, I/we have the authorisation of that person to provide the information and for it to be used and disclosed in accordance with the above authorisations.

I/We are aware that it is an offence and that penalties may be applied under the *Rural and Regional Adjustment Act 1994* (Qld) if any information provided in an application or any document provided in respect of an application is found to be false misleading or incomplete in a material manner.

Do you have, or have you had, any business dealings with QRIDA that could be considered an actual, potential or perceived conflict of interest with this application? Yes No

If Yes - please provide details of all your business dealings with QRIDA that may be considered an actual, potential or perceived conflict of interest:

I/We have read the Privacy Statement below and understand how personal information provided in my/our application may be used.

Consents

I/We authorise QRIDA and each of its authorised representatives to obtain or collect such information as QRIDA or an authorised representative considers to be necessary or appropriate in connection with this application or any aspect of the Scheme from:

- a) any accountant, solicitor, business consultant, bank, financier, supplier, processor, or other agent named or identified in this application or in supporting documentation provided with, or in support of, this application; and
- b) any Commonwealth, state or local government department, agency or authority that QRIDA or an authorised representative may consider relevant, (each a **Relevant Person**).

Without limiting the above, I/we authorise any Relevant Person to disclose to QRIDA and its authorised representatives such information as may be requested about me/us in connection with this application or any aspect of the Scheme.

I/We understand and agree that QRIDA and its authorised representatives will use information contained in or provided in relation to this application and my /our financial statements and personal taxation returns and other supporting information to determine if my/our business is eligible to receive a loan under the Scheme and in relation to the administration and management of the Scheme and any loan provided to me/us under the Scheme.

I/We authorise:

- a) QRIDA and each of its authorised representatives to disclose:
 - that I/we have made this application;
 - information contained in this application or any supporting documentation provided with, or in support of, this application;
 - information collected by QRIDA or an authorised representative from any Relevant Person; and
 - information about any previous application I/we have made to, or financial assistance I/we have received from, QRIDA. (in each case, **Disclosable Information**) to any:
 - Relevant Person or any contractor or agent of QRIDA, for purposes related to the assessment of this application or the administration and management of the Scheme or any loan provided to me/us under the Scheme, and for the purposes set out in the Privacy Statement; and
 - any other, Queensland Government department or Commonwealth Government department, agency or authority, for policy planning;
- b) the use of Disclosable Information by any department, agency or authority or other person referred to in a) above for a purpose stated in a) above or any purpose set out in the Privacy Statement.

I/We agree to participate in follow up surveys regarding any loan provided under the Scheme or its outcomes, if requested.

I/We agree to QRIDA using your personal information to provide you with information (including, where permitted by law, by telephone (including by text or SMS or electronically) about this grant product.

Authority to disclose certain information to joint applicants –

I understand that if I fail to provide any information requested in this form or do not agree to any of the possible exchanges or uses detailed above my application may not be accepted by QRIDA.

Privacy statement

QRIDA may collect, use, and disclose the personal information provided via this form in accordance with the *Information Privacy Act 2009* (Qld) and its privacy policy, available at: qrda.qld.gov.au/privacy. Personal information provided on, or in support of, this application by you or that is obtained from any Relevant Person, may be used by QRIDA and its authorised representatives to assess your eligibility for the Scheme and your application for the Scheme, and in relation to the administration and management of the Scheme or any loan provided to you under the Scheme. QRIDA may also use this information to provide you with information, goods or services, facilitate its internal business operations and fulfil legal obligations, research and develop its service, to collate statistical data, and otherwise where required or permitted by law. In some cases, QRIDA may use or disclose your personal information to provide you with information on other QRIDA programs or other support programs that may be relevant and of interest to you. QRIDA may disclose your personal information in accordance with the authorisations above and any department, agency, authority or other person to which such information is disclosed may use the information for the purposes stated in the authorisations. QRIDA may also disclose your personal information to its employees, contractors, related affiliates and third parties who assist it in operating its business and providing information, goods and services to you, or as otherwise required or authorised by law. Further information on these third parties is set out in the privacy policy. Some third parties may be located overseas and you agree to QRIDA disclosing your personal information to overseas entities to enable it to perform its functions and activities. Other than as set out in the authorisations above, QRIDA is not aware of any further disclosures of your personal information made by any recipient. More information about the way QRIDA uses, discloses, and secures your personal information, how you can access and correct that information, and how you can make a complaint about a breach of privacy can be found in its privacy policy. QRIDA will comply with the *Human Rights Act 2019* (Qld) when making any decision, including with respect to collection, use, and disclosure of personal information.

Section 7 – Acknowledgements, consents and privacy statement (continued)

Signed for and on behalf of the organisation by:

Please ensure an authorised member of the Executive/Management Committee completes the section below.

Member of Executive / Management Committee to complete

Signature	Name	Position	Date

Please list the names and positions of the members of your management committee:

Name	Position

Further information

Did you engage with a QRIDA Regional Area Manager for this application? Yes No

Who else assisted you with this application process?

Financial Counsellor Accountant Consultant QRIDA - Head Office

Other, please specify:

How did you find out about this assistance?

QRIDA Regional Area Manager QRIDA Head Office QRIDA Website Financial Counsellor

Newspaper advertisement Radio advertisement Social media Event (please specify below)

Prime Focus (QRIDA newsletter) Word of mouth Other, please specify:

How to apply

Please submit your completed application including all supporting documents to QRIDA by:

Post: GPO Box 211, Brisbane QLD 4001 **Email:** contact_us@qrda.qld.gov.au **Fax:** (07) 3032 0300

Enquiries

Further information on the program is available on the QRIDA website at qrda.qld.gov.au

If you need assistance with completing your application, or wish to speak to a Regional Area Manager, please contact QRIDA on **1800 623 946**.

+ Fuel Calculator

Please complete, detailing the fuel, machinery and operator costs incurred for the use of your own machinery or fuel provided for contractor's equipment in repairing disaster damage (if applicable)

Client GST registered? Yes No

Fuel Claim Calculator								
Fuel consumption whilst making repairs								
Machinery type & model (e.g. CAT D9T Dozer)	Fuel usage/hour	No. hours used	No. litres used for repairs	^If necessary, GST is removed if client is registered for GST. Alternatively, GST will be added where \$ per litre excludes GST and client is not registered for GST *Rebates may also be applicable for gaseous fuels and blended fuels. For information refer to ato.gov.au *Details on eligible liquid fuels and current rebate amounts can be located at ato.gov.au				
TOTAL								
Liquid fuels e.g. diesel or petrol								
Date	Fuel invoice no.	Fuel supplier	No. of litres	\$ per litre	Does \$ per litre include GST?	Fuel rebate	\$ per litre less rebate ^	Claim amount
Total				Total claim amount^				