|  |  |  |
| --- | --- | --- |
| Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships | QLD-GOV-Crest |  |

Particulars

(Events, Products or Minor Assets)

**Version 1.1**

# THE PARTIES

|  |
| --- |
| **STATE OF QUEENSLAND**, through the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships |

**and**

|  |  |
| --- | --- |
| Funded Organisation  |  |
| ABN/ACN |  |
| Org. number |   |
| Agreement number |  |

# IMPORTANT INFORMATION

1. These Particulars must be read together with the Short Form Terms and Conditions.
2. Some capitalised terms used in these Particulars are defined at item 10.

# IMPORTANT DATES

|  |  |
| --- | --- |
| Agreement Expiry Date |  |

# SERVICE OUTLET

|  |  |  |
| --- | --- | --- |
| Service outlet number | Service outlet | Departmental region/area where service outlet is located |
|  |  |  |

# FUNDING

## Funding Amount(s)

The Funding We will provide to You is GST exclusive and comprises per-annum/milestone/one-off Funding amounts set out below, to be paid in accordance with item 4.2:

1. Funding Type

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Service Type - Service User**  | **Description**  | **Funding Period\*** | **Funding Amount (excl. GST)**  |
| 1.1  |  |  |  |  |
| 1.2  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Funding Amount (excl. GST)**  | **Effective Date**  | **Currency**  |
|  |  |  |

\* Note: This year/period to which Funding relates is included for information. The Funding will be paid in accordance with item 4.2

## Timing of Payments

Payment will be made within of the ‘effective date’.

Where applicable, payments will be prorated for the financial year. The first instalment Payment will be made within of the ‘effective date’. Provided that You are up-to-date with the Reporting Requirements, each remaining instalment will be paid to You in advance, within after receipt of the relevant milestones as specified in item 6.

# FUNDED PURPOSE

The Funded Purpose is as specified below.

1. One-off Funding for purchase of assets

|  |
| --- |
| Description and Funding amount one-off (excl. GST) |
|  |

1. Other one-off Funding for delivery of an event or product

|  |
| --- |
| Description and Funding amount (excl. GST) |
|  |

# REPORTING REQUIREMENTS

This item sets out the Reporting Requirements for the Funding, which must be met to Our satisfaction.

[insert]

# QUALITY STANDARDS

Not applicable

# SPECIAL CONDITIONS AND OTHER MATTERS

## Special Conditions – Standard

1. 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.
2. You must provide Us with all financial information We request in relation to the Funding.
3. 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.

## Special Conditions – Additional

## Other Insurance

Not applicable

## Departures from Short Form Terms and Conditions

Not applicable

# NOTICE DETAILS

**You**

|  |  |
| --- | --- |
| Your contact officer (person and/or position) |  |
| Postal address |  |
| Telephone number |  |
| E-mail address |  |

**Us**

|  |  |
| --- | --- |
| Our contact officer(person and/or position |  |
| Postal address |  |
| Telephone number |  |
| E-mail address |  |

# DEFINITIONS FOR PARTICULARS

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

**“Online Reporting System”**means Our online reporting system for the electronic lodgement of data and reports and which is:

1. subject to subparagraph (b), and unless stated otherwise in the Reporting Requirements, P2i;
2. or as otherwise notified by Us to You from time to time;

**“Our Website”** meansthe website at [Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (https://www.dsdsatsip.qld.gov.au/)](https://www.dsdsatsip.qld.gov.au/) or such other website as We may from time to time notify You; and

**“P2i”** means Our reporting system known as ‘Procure to Invest’ and which is available through Our Website or as otherwise notified by Us from time to time;

**“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.