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| **Department of Communities, Housing and Digital Economy** | QLD-GOV-Crest |

Particulars

**(Events, Products or Minor Assets)**

**Version 1.0**

**THE PARTIES**

|  |
| --- |
| **STATE OF QUEENSLAND**, through the Department of Communities, Housing and Digital Economy |

**and**

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

1. **IMPORTANT INFORMATION**

## These Particulars must be read together with the Short Form Terms and Conditions.

## Some capitalised terms used in these Particulars are defined at item 10.

1. **IMPORTANT DATES**

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

1. **SERVICE OUTLET**

|  |  |  |
| --- | --- | --- |
| **Service outlet number** | **Service outlet** | **Departmental region where service outlet is located** |
|  |  |  |

1. **FUNDING**

|  |  |
| --- | --- |
| **Funding stream** |  |
| **Total Funding under Agreement (excl. GST)** |  |
| **Timing of Payments** |  |

1. **FUNDED PURPOSE**

The Funded Purpose is as specified below.

1. One-off Funding for purchase of assets

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

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

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

1. **REPORTING REQUIREMENTS**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reporting period and due date** | **Details and standard of reporting** | **Lodgement** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **QUALITY STANDARDS**

Not applicable

1. **SPECIAL CONDITIONS AND OTHER MATTERS**
   1. **Special Conditions – Standard**
2. 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.
3. You must provide Us with all financial information We request in relation to the Funding.
4. 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.
   1. **Special Conditions – Additional**

Not applicable

* 1. **Other Insurance**

Not applicable

* 1. **Departures from Short Form Terms and Conditions**

Not applicable

1. **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** |  |

1. **DEFINITIONS FOR PARTICULARS**

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

**“Our Website”** meansthe website at <http://www.chde.qld.gov.au/> or such other website as We may from time to time notify You; and

**“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.*