

Particulars

(Service Provision)

Version 2.0

THE PARTIES

STATE OF QUEENSLAND, through the Department of Communities, Child Safety and Disability Services

and

Funded Organisation	[insert]
ABN/ACN	[insert]
Org. number	[insert]
Agreement number	[insert Grant ID]

1. IMPORTANT INFORMATION

- (a) These Particulars must be read together with the Short Form Terms and Conditions.
- (b) Some capitalised terms used in these Particulars are defined at item 12.

2. IMPORTANT DATES

Services Start Date*	[insert a date in dd/mm/yyyy format]
Agreement Expiry Date	[insert a date in dd/mm/yyyy format]

**Note: The Services Start Date is relevant to when payments of the Funding will start and when You must start delivery of the services. See 'Timing of Payments' in item 4 and the 'Special Conditions' in item 10.*

3. SERVICE OUTLET

Not applicable

4. FUNDING

Funding stream	Celebrating Multicultural Queensland grants program	
Total Funding under Agreement (excl. GST)	\${insert total amount for the term of the agreement}	
Funding details	per-annum	Not applicable

(excl. GST)	one-off	\$ [insert amount]
Timing of payments	Per-annum	
	Not applicable	
Timing of payments	One-off Funding	
	One-off Funding will be paid to You in a single instalment, within 28 days after the Services Start Date.	

5. FUNDED PURPOSE

The Funded Purpose is the delivery of the services specified at item 6.

6. SERVICES TO BE DELIVERED

The services to be delivered, including the Service Users, Deliverables and Service Delivery Requirements are specified below.

[insert text or table]

7. QUALITY STANDARDS

1.1 Quality Standards

The Quality Standards are the Human Services Quality Standards.

1.2 Assessment of compliance

- (a) The Quality Framework specifies the types of human services:
- (i) that are in-scope for certification;
 - (ii) that are Self-Assessable; or
 - (iii) in relation to which We may accept other current accreditation or certification as evidence that the services are being delivered in compliance with the Quality Standards.
- (b) Subject to item 1.2(c), for services that are Self-Assessable, You must:
- (i) self-assess whether the services are being delivered in compliance with the Quality Standards, using the self-assessment tool available on Our Website and in accordance with the Quality Framework; and
 - (ii) promptly and, in any case, immediately upon request, provide a copy of Your self-assessment to Us.
- (c) Item 1.2(b) does not apply if You hold any current certification with Us that human services that You deliver comply with the Quality Standards.
- (d) For services that are of a type described in item 1.2(a)(iii), You must:
- (i) promptly and, in any case, immediately upon request, provide to Us a copy of any relevant accreditation or certification, together with any supporting or additional information that We may request; and
 - (ii) maintain that accreditation or certification until the Agreement Expiry Date.

8. ASSETS TO BE PURCHASED WITH THE FUNDING

Description of asset	Funding amount (excl. GST)
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Not applicable	
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9. 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
Progress Report	Due date: 15 July 2016	Provide update on progress of project activities	Email to MAQ@communities.qld.gov.au
Acquittal Report	Reporting period: 1 January 2016 to 30 December 2016 Due date: 31 January 2017	You must complete and submit the Acquittal Report available on Our Website.	Email report to MAQ@communities.qld.gov.au

10. SPECIAL CONDITIONS AND OTHER MATTERS

10.1 Special Conditions – Standard

- (a) You must start delivering the services specified in item 6 from the Services Start Date.
- (b) 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.
- (c) You must provide Us with all financial information We request in relation to the Funding.
- (d) 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.

10.2 Special Conditions – Additional

Not applicable

10.3 Other Insurance

Not applicable

10.4 Departures from Short Form Terms and Conditions

Not applicable

11. NOTICE DETAILS

You

Your contact officer (person and/or position)	[insert]
Postal address	[insert]
Telephone number	[insert]

Fax number	[insert]
E-mail address	[insert]

Us

Our contact officer (person and/or position)	[insert]
Postal address	[insert]
Telephone number	[insert]
Fax number	[insert]
E-mail address	[insert]

12. DEFINITIONS FOR PARTICULARS

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

“Geographic Catchment Area”, if specified at item 6, means:

- (a) if the Funding is from the community services or community care funding streams, the area or areas where the services are to be delivered, which, unless described otherwise, correspond to Australian Bureau of Statistics Statistical Areas; and
- (b) if the Funding is from the child safety funding stream, the area or areas where the services are to be delivered, which, unless described otherwise, correspond to Our child safety service centre catchment areas or the Australian Bureau of Statistics Statistical Areas;

“Human Services Quality Standards” means the ‘Human Services Quality Standards’ forming part of the Quality Framework;

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

“Quality Framework” means the ‘Human Services Quality Framework’ version 3.0, published on Our Website;

“Quality Standards” means the ‘Human Services Quality Standards’ forming part of the Quality Framework;

“Self-Assessable” means human services of a type subject to self-assessment for compliance with the Quality Standards, determined under the Quality Framework;

“Services Start Date” means the Services Start Date specified in item 2; 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> 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.

EXECUTED as an Agreement

SIGNED for and on behalf of **STATE OF QUEENSLAND**,
acting through the Department of Communities, Child
Safety and Disability Services by:

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(name)

(title)

(signature)

a duly authorised person, in the presence of:

(signature of witness)

(name of witness)

(date)

SIGNED by **[insert name]** **[insert position]** for and on
behalf of **[insert name of funded organisation]** as its
duly authorised officer, in the presence of:

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(signature of witness)

(name of witness)

(signature)

(date)