

Putting Queensland Kids First Partnership Fund – Round One

Guidelines

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Glossary

Detailed Application – the second stage of the application process. Successful applicants from the EOI stage will be invited to submit a Detailed Application.

Department – State of Queensland as represented by the Queensland Government Department of the Premier and Cabinet. The Department includes the administrators of the Grant Program.

Expression of Interest (EOI) – the initial stage of the application process.

Grant Program – Putting Queensland Kids First Partnership Fund Round One.

Outcome areas – refer to [section 2.5](#) of these guidelines.

Project – encompasses initiatives, programs and services and includes the entire scope of works identified in the application and commencing from the project start date through to project completion.

Putting Queensland Kids First (PQKF) – the Queensland Government’s plan to invest in the future of Queensland children and families to give them the best start and a lifetime of opportunities.

PQKF Partnership Fund – a \$15 million fund designed to facilitate stronger partnerships with NGOs and Aboriginal and Torres Strait Islander community-controlled organisations, investing in their expertise to design and deliver supports which respond to the unique needs of families and local communities.

Regional Queensland – includes all areas of the State that are outside of South-East Queensland.

Service delivery – the provision of programs, activities, initiatives and supports/services that contribute to one or more of the ‘target cohorts’ achieving positive shifts in one or more ‘outcome areas’.

State – the State of Queensland.

Target cohorts – these are the intended beneficiaries of initiatives funded under the PQKF Partnership Fund Round One. The cohorts include: pregnant people; newborns and infants; children up to age eight; and two generations (children and their families/kin).

1. Introduction

Putting Queensland Kids First (PQKF) is the Queensland Government's plan to invest in the future of Queensland children and families to give them the best start and a lifetime of opportunities.

It delivers \$502 million to strengthen prevention and early intervention supports to deliver lifelong and multigenerational benefits for children, families, and communities for children and families.

The plan has been shaped by evidence and insights from a diverse range of families, community organisations, academics, and philanthropic stakeholders, who overwhelmingly supported an increased focus on early supports for children and families. Stakeholders were clear that government must work in partnership with communities and the vibrant community services sector to deliver meaningful, collaborative services and supports that are flexible and responsive to family and community circumstances.

More information on the PQKF Plan is available at: www.qld.gov.au/about/putting-qld-kids-first

2. Overview

2.1 What is the PQKF Partnership Fund?

The \$15 million PQKF Partnership Fund is a flagship initiative of PQKF. This Fund is designed to facilitate stronger partnerships with NGOs and Aboriginal and Torres Strait Islander community-controlled organisations, investing in their expertise to design and deliver supports which respond to the unique needs of families and local communities. This approach reflects strong community feedback and an acknowledgement that genuine community co-design of solutions is necessary to support Queensland's commitments under Closing the Gap.

The PQKF Partnership Fund will administer grants for the delivery of connected and community-led projects, programs and services that respond to the needs and aspirations of children and their families, and in doing so support those children and their families in building positive and healthy pathways for life.

Funds of between \$500,000 and \$1.5 million will be made available as contributions to community-led projects and programs which are responsive to the local community context – leveraging existing community assets and addressing gaps to support positive changes in the lives of children and their families.

The PQKF Partnership Fund is planned to be administered through two grant rounds:

- Round One totalling \$5 million (*current round*)
- Round Two totalling \$10 million.

Note. These guidelines have been developed to support Round One of the PQKF Partnership Fund.

Following Round One, the Department of the Premier and Cabinet plans to seek feedback from interested stakeholders, including grant applicants and relevant industry bodies and groups, to help inform the approach and guidance materials used for a Round Two.

2.2 What are key dates for Round One?

Round One activity/action	Key dates*
Applications	
Expressions of Interest (EOI) stage	Friday 27 September – Friday 25 October 2024 (5pm)
Final date to submit EOI questions	Wednesday 23 October 2024 (5pm)
Detailed Application stage (by invitation only)	December – January 2025
Successful applicants advised	Early 2025
Implementation	
Project implementation commences	Within 3 months of entering into a funding agreement
Project fully completed	Within 2 years of the project commencing
Final evaluation report (including evidence of the change the project made for the intended cohort and community)	No later than 3 months after project completion

*Dates are indicative, and applicants will be informed if there is a change.

2.3 Who is the PQKF Partnership Fund designed to benefit?

PQKF is about setting our youngest Queenslanders on positive and healthy pathways and empowering families to build the best foundations for their children at every stage of life.

Round One of the PQKF Partnership Fund is focused on supporting projects that target the following cohorts:

- pregnant people
- newborns and infants
- children up to age eight
- two generations (children and their families/kin).

2.4 What principles must proposals align with?

Round One of the PQKF Partnership Fund will support projects which align with the following guiding principles of the PQKF Plan:

- children, families and community at the centre
- culture, inclusion, diversity, access and equity for all
- strengths-based and empowering
- partnering to connect Queenslanders to holistic support
- shifting the balance to preventive care and a life course focus
- evidence-informed, accountability and transparency.

2.5 What outcomes must proposals contribute to?

Projects funded under the PQKF Partnership Fund must contribute to children and families making positive shifts in one or more of the following PQKF outcome areas:

- health, wellbeing and development
- learning, skills and positive pathways
- secure and affordable housing
- safety and connection in family and community
- empowered First Nations peoples.

2.6 How much can I apply for?

Available funding of between **\$500,000 and \$1.5 million** (excluding GST) per application.

Applicants may be offered a smaller funding amount than outlined in their application. This may be due to factors including:

- items that are not eligible for funding being incorrectly included in the funding sought
- amounts included in the project budget that have been rounded up from quotes
- the PQKF Partnership Fund being oversubscribed.

Applicants will be required to indicate on their application form if they will accept partial funding.

Projects funded under Round One of the PQKF Partnership Fund will be ineligible for further funding under a Round Two.

3. Eligibility criteria

3.1 Organisations

3.1.1 Who can apply for PQKF Partnership Fund grants?

To be eligible to apply for this grant through the PQKF Partnership Fund, organisations must:

- be an incorporated registered not-for-profit legal entity
- have a registered and current Australian Business Number (ABN) or Australian Company Number (ACN)
- demonstrate experience in working in partnership with community leaders, groups, networks, service providers and/or Aboriginal and Torres Strait Islander community-controlled organisations to successfully co-design and deliver place-based supports that respond to the unique needs of local Queensland communities
- demonstrate experience in working alongside at least one of the target cohorts, specifically: pregnant people; newborns and infants; children up to age eight; or two generations (children and their families/kin)
- hold public liability insurance to the value of not less than \$10 million, or provide evidence of plans to obtain insurance to the value of not less than \$10 million to cover the proposed project
- have no overdue reports, or service delivery or performance issues for funding previously or currently provided by Queensland Government departments
- have support for the project from any partner organisation involved in the delivery of the proposed project or program, where success of the proposal is reliant on the partner's resources. For example, if a proposal is for delivery of a service within school settings, a letter from the school supporting the project must be included
- have support for the project from the relevant Aboriginal and/or Torres Strait Islander Regional Council, if the proposal is to deliver the project in a remote Aboriginal and/or Torres Strait Islander community
- detail how they will comply with requirements under the [Working with Children \(Risk management and Screening\) Act 2000](#), if the proposal involves working with children during any stage of the project.

Applicants are required to provide evidence of eligibility (including legal registration documents, insurance certificates of currency, letters of support from project partners, the relevant Aboriginal and/or Torres Strait Islander Regional Council, etc) at the Detailed Application stage. Where the relevant information has not been provided, the Department may deem the application to be non-conforming to the Program requirements and may set it aside from further consideration, at the Department's absolute discretion.

If organisations are applying as a consortium or partnership, a lead organisation must be identified, and the agreement will be entered into with that organisation.

Organisations are not eligible to apply if they are:

- a local, state, territory or federal government agency or body
- an unincorporated organisation that is not auspiced by an eligible entity
- a for-profit company
- an individual
- an organisation that is not based in Queensland
- a fixed trust
- a political party.

3.1.2 *What if my organisation does not meet the eligibility criteria?*

If an organisation does not meet the eligibility criteria, any EOI will not progress through to the application stage.

Ineligible organisations may ask an eligible incorporated not-for-profit which has operations or already delivers services in Queensland, to auspice the project. Only the eligible organisation may apply.

3.2 Projects

3.2.1 *What projects can I apply for?*

To be eligible projects must:

- be delivered in Queensland
- align with at least one of the guiding principles of the PQKF Plan and focus on at least one of the target cohorts
- not duplicate any currently funded services or initiatives in the proposed location, including services or initiatives funded through Queensland State Government agencies (expansion of an existing initiative must be clearly articulated in the application, including how reporting and evaluation practices will be conducted)
- be demonstrably early intervention or prevention focused, for one or more of the target cohorts outlined above
- be culturally responsive and inclusive of people from culturally and linguistically diverse backgrounds
- commence within three months of entering into the funding agreement and be completed within two years of commencement.

Funding will be made available as contributions to community-led projects and programs which are responsive to the local community context – leveraging existing community assets and addressing gaps to support positive changes in the lives of children and their families.

During consultation on the draft PQKF Plan, stakeholders highlighted emerging and innovative projects and services that aligned with the intent of the Plan. The following illustrate the types of projects and programs the PQKF Partnership Fund has been designed to support:

- Multi-generational Aboriginal and Torres Strait Islander-led programs which connect early years care for babies and infants, with programs and services for parents and kin
- coordinated delivery of play and positive attachment opportunities for children and their parents, paired with health and wellbeing initiatives

- coordination of multi-disciplinary teams/services to join up clinical, therapeutic multiple practitioners, teams, services, or organisations to pair a therapeutic response with social activities, or deliver a multi-disciplinary service response (may be via outreach to community spaces, co-location with another complementary partner/location, or virtual a network)
- antenatal classes paired with education for new parents about healthy relationships.

Projects are ineligible and will not progress to the Detailed Application stage if:

- they do not meet the eligibility criteria
- they do not meet the purpose of the grant round
- they involve travel outside Queensland or involve overseas people visiting Queensland
- they are political in nature or are held for political purposes
- they are commercial or fundraising activities

Projects which are primarily focused to one or several of the following areas are unlikely to be considered for funding:

- workforce attraction, recruitment and retention initiatives
- professional development initiatives and Communities of Practice
- development of tools, resources and frameworks to support service delivery
- research, policy development and advocacy projects
- public awareness campaigns.

Proposals which include a small component of the above, to support work with children and families, may be considered at the discretion of the Assessment Panel chair.

3.3 Costs

Applicants will be responsible for all ineligible project costs and any eligible project costs over and above the approved funding amount. Applicants will also be responsible for meeting any project cost increases that occur over the course of delivering an approved project.

Approved PQKF Partnership Funds may only be applied towards 'eligible project costs'.

3.3.1 Eligible project costs

Eligible project costs include:

- salaries and organisational running costs (except for existing staff performing usual business operations)
- marketing costs
- training educational materials
- project consumables
- equipment or venue hire
- office equipment or technology
- participant brokerage
- project-specific professional development.

3.3.2 Ineligible project costs

Ineligible project costs include:

- costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement including any otherwise eligible expenditure
- salaries and organisational running costs for existing staff performing usual business operations
- capital expenditure and equipment including renovations, building and maintenance
- purchase of capital assets such as land
- reimbursement of costs already incurred
- unrelated professional development
- personal gain
- existing debt and loan repayments
- projects outside of Queensland
- campaigns
- purchasing vehicles
- expenditure to develop submissions for the grants program
- expenditure related to projects that are political in nature or are held for political purposes.
- commercial or fundraising activities
- acquittal, auditing or reporting costs
- purchase of gifts or prizes, or
- fees associated with an auspice agreement.

4. Application process

4.1 How to apply

PQKF Partnership Fund Round One funding will be awarded through a competitive application assessment process, involving two stages:

1. EOI (mandatory for all interested applicants). Applicants lodge a brief submission indicating they meet the eligibility requirements and outlining how they respond to the primary criteria.
2. Detailed Application (invitation only process led by the Department). Invited applicants lodge a detailed submission, providing evidence they meet the eligibility criteria, responses to the additional assessment criteria, and further information and documentation to support their application.

Refer to [section 2.2](#) for the dates when each stage will open and close.

Prospective applicants are encouraged to apply if they:

- have read and understood the PQKF Partnership Fund Guidelines; and
- meet the organisation and project eligibility requirements.

To apply, applicants must:

- submit all applications via the SmartyGrants portal. Setting up a SmartyGrants account is free and previous users can use their existing account
- provide all the information requested
- address all eligibility criteria and assessment criteria required for the relevant stage (EOI or Detailed Application)
- include all attachments required for the relevant stage (EOI or Detailed Application)
- lodge all submissions by the closing date and time.

Proposals should describe how applicants plan to measure how the service or program is contributing to outcomes. The [Social Impact Toolbox](#) (developed by University of Technology Sydney) or the [Community Services Outcomes Tree](#) (developed by the Centre for Social Impact, Swinburne University of Technology, in partnership with Uniting Vic Tas) are useful supporting resources.

By submitting an application, the applicant agrees to abide by all of the terms and conditions as specified in these guidelines.

Applicants which are ineligible or proposals that do not meet the criteria are unable to be funded.

Late submissions will not be accepted, except where there are exceptional circumstances and the Department is satisfied that it would not compromise the integrity and competitiveness of the process.

4.1.1 Expressions of interest (EOI)

Interested eligible organisations are required to submit an EOI application, including amount of funding sought and:

- provide any documentation (evidence) that supports statements made in the EOI
- if multiple EOIs are submitted by the same organisation, numerically prioritise those EOIs.

Applicants will be notified in writing of the assessment outcome of their projects and those with shortlisted projects will be invited to submit a Detailed Application for further consideration.

Feedback may be made available to applicants on request. Feedback on shortlisted projects will be given priority to assist in the preparation of Detailed Applications.

4.1.2 Detailed Application

Detailed Applications will only be invited from applicants that have had a project shortlisted at the EOI stage.

If invited to submit a Detailed Application, the fundamental elements of the proposed project must remain unchanged from the EOI stage. Significant changes to the proposed scope of the project may result in a Detailed Application being ineligible or not being considered further.

Eligible applicants submitting a Detailed Application will be required to complete the Detailed Application and provide the following mandatory supporting documentation:

1. evidence to confirm applicant eligibility (e.g. incorporation under the *Corporations Act 2011* as proof of not-for-profit status).
2. a letter of support from community-based partner/s
3. a project plan that outlines key milestones and demonstrates capacity to commence and deliver the project within the timeframe.
4. a budget (using the template provided) that:
 - demonstrates sound planning with reference to financial feasibility
 - outlines the budget over the life of the program
 - demonstrates overall costs and contributions from all sources
5. if applicable, letters confirming any financial and in-kind contributions from other parties, including details of the amount of funding and any conditions attached to the funding—all funding must be confirmed at the time of submission
6. any additional documentation (evidence) that supports statements made in the Detailed Application
7. read and accept/sign the applicant acknowledgement prior to submitting the Detailed Application (refer to **Appendix 1**).

If an organisation is invited to submit multiple Detailed Applications, they will be required to assign a numerical priority to each Detailed Application submitted.

Applicants will be notified in writing of the assessment outcome for their Detailed Applications. Those with successful applications will be contacted in due course by the Department about developing a Project Funding

Agreement.

5. Assessment and approval process

Assessment of applications will be led by the Department of Premier and Cabinet.

The process entails:

- EOs – The Department will seek funding proposals through a mandatory EOI process from potential Applicants.
- EOI Review – The Department will review the received EOIs against the eligibility requirements and assessment criteria detailed in [section 5.1.1](#). Applicants whose EOI application meets the eligibility requirements and assessment criteria to a high standard will be invited to submit a Detailed Application.
- Detailed Application – Applicants that have had a project shortlisted at the EOI stage will be invited to submit a Detailed Application which involves (but is not limited to), supplying evidence of eligibility, responding to the assessment criteria detailed in [section 5.1.2](#), and providing all necessary supporting documentation (such as letters of support, budget, documentation confirming service delivery experience)
- Eligibility confirmation (Detailed Application) – Applications will only proceed to assessment if both the Applicant and Project are confirmed to be eligible by the Department.
- Assessment of Detailed Application – The Department will, over a nominated Assessment Period:
 - assess the Application against the Assessment Criteria, as part of an Interdepartmental Assessment Panel
 - undertake due diligence, program benefit and probity checks
 - consult with other relevant Queensland Government agencies or external specialists, as required.
- Moderation – The Department will review assessments to ensure that the process is consistently applied across all Applications and to make recommendations to the Interdepartmental Assessment Panel.
- Selection and recommendation – An Interdepartmental Assessment Panel, chaired by the Department and including members from representatives of other Queensland Government agencies, will make the final recommendations. Assessors may take into consideration local need, existing service provision and the geographical spread of applications to avoid duplication and/or concentration of service delivery in a single area.
- Approval – On receipt of the recommendations, the Director-General, Department of the Premier and Cabinet, will approve the funding allocations.
- Notification – Successful applicants will be notified by email.
- Funding Agreement – Successful applicants will be offered an agreement through a lead Queensland Government agency as appropriate and as determined by the PQKF Deputy Directors-General group chaired by the Department. Responsibility for developing agreements with successful applicants, managing grant payments and ensuring adequate acquittal will sit with the nominated lead government agency.

Note. Applicants may be asked to submit further details or provide clarification during the assessment process.

5.1 Assessment criteria

5.1.1 Expression of Interest

1. Describe the challenge, need or opportunity your proposal is seeking to meet.
2. Describe your proposal, outlining: <ul style="list-style-type: none"> • how the proposal can be considered an early intervention or prevention initiative • the role partnership plays in designing and delivering the proposal • how it will deliver a holistic project or program, which connects traditionally ‘siloe’d’ programs/service delivery/focus areas and/or disciplines.

5.1.2 Detailed Application

If the application meets the eligibility criteria, it will be initially assessed against criterion 1 below:	
1. The proponent demonstrates strong community connections and partnerships or alliances with (as relevant) local community leaders, groups, networks, organisations and/or service providers, and philanthropic organisations, and outlines how their connection to people and place have helped shape their proposal.	30%
If the application meets criterion 1, it will be assessed in full against all weighted criteria, including criterion 1 above, and the three additional assessment criteria below:	
2. The proposal logically outlines: <ul style="list-style-type: none"> • how the proposed activity can be considered an early intervention or prevention initiative • how it will contribute to positive changes for one or more target group/s in at least one of the PQKF outcome areas • how it will deliver a holistic project or program, which connects traditionally ‘siloe’d’ programs/service delivery/focus areas • alignment to the PQKF guiding principles. 	30%
3. The proposal demonstrates sound planning with reference to financial feasibility and capacity to deliver in the selected community.	20%
4. The proposal incorporates a logical and appropriate approach to evaluation and learning.	10%
5. The proposal demonstrates the organisation’s cultural competency and capacity to deliver the project in a way that is culturally inclusive.	10%

Other considerations

In addition to the criteria outlined above, as part of its decision making process the Department will also consider:

- diversity of targeted cohorts
- geographic spread
- confirmed partnerships with named stakeholders (noting partnerships with Aboriginal and Torres Strait Islander Community Health Services will be highly regarded)
- longevity/sustainability of the initiative after the contract period ends.

6. Terms and conditions

In these terms and conditions, a reference to:

- An application means an application (or relevant part of an application) made to the PQKF Partnership Fund, and includes an EOI, a Detailed Application and any other supporting or additional information in whatever form provided by the applicant in connection with its EOI or Detailed Application.
- Guidelines is a reference to these PQKF Partnership Fund Round One Guidelines.

6.1 Reservation of rights

Despite any provision of these Guidelines to the contrary, the Department reserves the right to administer the PQKF Partnership Fund and conduct the process for the assessment and approval of applications to the PQKF Partnership Fund in such manner as the Department thinks fit, in its absolute discretion.

Without limiting the above paragraph, the Department retains all rights and powers to make all decisions and actions in order to achieve the program objectives and the Department reserves the right, in its absolute discretion and at any time, to:

- (i) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall PQKF Partnership Fund (including submission and compliance of applications), where in such circumstances notice will be provided to applicants;
- (ii) consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these Guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these Guidelines or is otherwise non-conforming in any respect;
- (iii) vary or amend the eligibility or assessment criteria prior to closing applications;
- (iv) take into account any information from its own and other sources (including other Government agencies and other advisors);
- (v) accept or reject any application, having regard to these Guidelines, the eligibility criteria, the assessment criteria or any other item, matter or thing which the Department considers relevant, including the limitations on the funds available for the PQKF Partnership Fund;
- (vi) seek clarifications or additional information from or provide clarifications or additional information to any applicant, or to negotiate or deal with or seek presentations or interviews from any applicant;
- (vii) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals;
- (viii) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information;
- (ix) terminate the further participation of any applicant in the application process;
- (x) terminate or reinstate the PQKF Partnership Fund or any process in the PQKF Partnership Fund;
- (xi) not proceed with the PQKF Partnership Fund in the manner outlined in these Guidelines, or at all;
- (xii) allow the withdrawal or addition of an applicant after the closing date; and
- (xiii) take such other action as it considers in its absolute discretion appropriate in relation to the PQKF Partnership Fund processes.

Where, under these Guidelines, it is stated that the Department may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant).

6.2 No relationship

The Department's obligations in connection with the application process are limited to those expressly stated in these Guidelines.

Subject to clause 6.7, no contractual or legal relationship exists between the Department and an applicant in connection with the PQKF Partnership Fund, these Guidelines or the application process or any stage of the PQKF Partnership Fund.

An applicant, or its representatives:

- (i) has no authority or power, and must not purport to have the authority or power to bind the Department or the State, or make representations on behalf of the Department or the State;
- (ii) must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venture with the Department or the State; and
- (iii) must not represent to any person that the Department or the State is a party to the proposed project other than as a potential funder, subject to the competitive application process detailed in these Guidelines.

6.3 Participation at applicant's cost

Each applicant participates in the application process at its own cost and risk.

To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the Department (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:

- (i) any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the Department, attendance at meetings or involvement in discussions) or otherwise in connection with the PQKF Partnership Fund;
- (ii) the Department at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the PQKF Partnership Fund; or
- (iii) any of the matters or things relevant to its application or the PQKF Partnership Fund in respect of which the applicant must satisfy itself under these Guidelines.

Without limiting the above paragraph, if the Department cancels or varies the PQKF Partnership Fund at any time or does not select any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under clause 6.1 of these Guidelines, no applicant will have any claim against the Department arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the PQKF Partnership Fund.

6.4 Non-exhaustive

These Guidelines have been prepared to give potential applicants background information in relation to the PQKF Partnership Fund, and do not contain all of the information that applicants may require in reaching decisions in relation to whether or not to submit an application. Applicants must form their own views as to what information is relevant to such decisions.

Applicants must make their own independent investigations of the information contained or referred to in these Guidelines. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these Guidelines, or otherwise made available to them, during the application process.

The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information provided by it in connection with the PQKF Partnership Fund or interpretations placed on that information by applicants.

6.5 Intellectual property

Any intellectual property rights that may exist in an application will remain the property of an applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain intellectual property rights should be clearly identified by the applicant.

The applicant grants to the State (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the PQKF Partnership Fund.

6.6 Law

These guidelines are governed by the laws applicable in Queensland.

6.7 Acceptance

By submitting an application, each applicant:

- (a) warrants to the Department that the information contained in its application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the Department in assessing the application;
- (b) undertakes to promptly advise the Department if the applicant becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect;
- (c) acknowledges that the Department will rely on the above warranty and undertaking when evaluating the application;
- (d) acknowledges that the Department may elect to remove an application at any stage as a result of material changes to the information presented in its application;
- (e) acknowledges that the Department may suffer loss or damage if the applicant breaches the above warranty and undertaking; and
- (f) is taken to have accepted these Guidelines, including these terms and conditions.

7. Conditions of funding

7.1 Funding agreements

Successful applicants will be required to:

- enter into an agreement with the lead Queensland Government agency
- comply with the requirements and conditions within the agreement, including reporting.
- comply with the *Community Services Act 2007* and/or other legislation as specified by the lead government agency.

The lead agency will be required to execute an agreement with the applicant before any payment can be made.

Grant recipients will be bound by the grant agreement and contractual terms and conditions. Additional individual conditions may be specified at the time of approval.

7.2 Supporting documentation

Successful applicants may be required to provide the following prior to release of any grant funding:

- a Certificate of Currency for public liability insurance coverage of at least \$10 million (in total and per event) that is current and remains current for the duration of the project
- a Certificate of Currency for workplace health and safety insurance and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (where applicable)
- an outline of the quality standards and safeguards systems that the organisation applies (and will apply to the proposed project), and will comply with – for example:
 - Human Services Quality Framework
 - NDIS Practice Standards and Code of Conduct
 - ISO Standards
- validation of existing operations within Queensland for at least 2 years (lead applicant if an applicant group)
- Other project-specific insurances as required by the lead agency establishing contractual arrangements.

7.3 Funding acknowledgement and branding

Organisations that receive funding through the PKQF Partnership Fund are required to appropriately acknowledge the Queensland Government's contribution.

This should include acknowledgement of State funds in annual reports, all publicly made statements, websites, and other appropriate promotional materials and documentation.

The lead agency you contract with requires any media announcements or other publicly made statements to be provided in draft form for approval prior to release, as the department or the Minister may wish to collaborate with the organisation on joint media announcements or statements.

8. Further information and assistance

Answers to **any frequently asked questions** will be regularly updated on the POKF website at www.qld.gov.au/putting-qld-kids-first.

Should applicants require further assistance, please email: pqkfpartnershipfund@premiers.qld.gov.au. Questions about the EOI stage must be submitted to the department by 5pm Wednesday 23 October 2024. Further deadlines for questions during the Detailed Application stage will be provided following the EOI stage.

For applicants needing assistance with their SmartyGrants account, or for any technical issues, please contact SmartyGrants Technical Support on (03) 9320 6888 or service@smartygrants.com.au. Support Desk Hours are from 9am – 5pm AEST, Monday to Friday.

9. Feedback and complaints

Applicants may request feedback on their grant application up to 4 weeks after they are notified of the outcome.

The decision in relation to an application is final and may not be appealed. If, however, an applicant has any concerns in relation to the application or assessment process, an applicant may raise their concerns in writing by contacting pqkfpartnershipfund@premiers.qld.gov.au.

All questions about decisions on applications for the Grant Program must be lodged in writing within 4 weeks of being notified of the grant outcome by contacting pqkfpartnershipfund@premiers.qld.gov.au.

DPC is committed to effective complaints management and will deal with all complaints against our actions, decisions or officers' conduct in a responsive, confidential and fair manner. Please refer to the customer service compliments and complaints section of our website at www.premiers.qld.gov.au/about-us/contact-us/compliments-and-complaints.aspx for information on the options for lodging a complaint online or verbally.

10. Confidentiality, Privacy and Use of Information

We treat your personal information according to the *Information Privacy Act 2009*. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

In submitting a grant application, you agree to the Queensland Government collecting your personal information, including your name, contact details and role in your organisation, in order to assess your application and for the purpose of grants administration. If you do not provide this information, we cannot assess your grant application.

The Queensland Government may also use and disclose information collected about you under this grant in any other Queensland Government business or function. This includes disclosing grant information on Queensland Government websites and providing information to the Australian Taxation Office for compliance purposes.

We may share the information you give us in your application, including personal information, with other State entities, the responsible Minister/s and their staff, and with Members of Parliament, for other purposes including government administration, research or service delivery, or as otherwise authorised or required by law.

Personal information collected as part of the application and assessment process will be used by the State and disclosed to third parties for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any subsequent agreement). The State will otherwise deal with personal information provided to it in accordance with the *Information Privacy Act 2009*.

The State intends to publicly disclose the names of applicants, information about projects, the amount of funding granted to each successful applicant and details about the anticipated outcomes and benefits of successful projects.

For audit purposes, the State is required to retain applications and other supplied supporting material. Successful applications will be retained for seven years and unsuccessful applications retained for two years.

Appendix 1: Applicant Acknowledgement

Please note, the below acknowledgement will be required as part of the Detailed Application stage of the application process. An appropriately authorised/delegated representative of the Applicant Organisation will be required to accept the following:

I have read and understood the Putting Queensland Kids First (PQKF) Partnership Fund Round One Guidelines.

I declare that I am authorised to submit this application for funding which the Applicant Organisation has endorsed and on behalf of the Applicant Organisation, I:

- a. acknowledge that submission of an application does not guarantee funding approval for all or part of the funding sought;
- b. authorise the Department to assess the application and undertake due diligence activities, including sharing information with program stakeholders and other government agencies;
- c. warrant to the Department that the information contained in the application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the Department in assessing the application;
- d. undertake to promptly advise the Department if the applicant becomes aware of any change in circumstances which causes the information contained in the application to become inaccurate or incomplete in a material respect;
- e. acknowledge that the Department will rely on the above warranty and undertaking when evaluating the application;
- f. acknowledge that the Department may elect to remove an application at any stage as a result of material changes to the information presented in the application;
- g. acknowledge that the Department may suffer loss or damage if the applicant breaches the above warranty and undertaking; and
- h. accept the PQKF Partnership Fund Round One Guidelines, including the terms and conditions.

Privacy Notice: the Department is collecting personal information as part of the application and assessment process for the PQKF Partnership Fund Round One grant program and it will be used by the Department and disclosed to third parties for purposes in connection with the assessment of applications (and if an application is successful, in connection with administration of any funding agreement). The Department will otherwise deal with personal information provided to it in accordance with the *Information Privacy Act 2009*.

Signature: _____

Name: _____

Position: _____

Date: _____