

# Contact Change Request

## Enquire Grant Registration Portal (GRP)

### Background

By completing this form, you declare to Sport and Recreation that the person currently registered as the Primary/Key Contact for the organisation is no longer holding this position or has left the organisation and you are replacing them.

The Primary/Key Contact is the person authorised to act on the organisation’s behalf, including maintaining the information in the GRP and inviting Secondary Contacts (other users who may access the portal on behalf of the organisation).

We recommend one of these following positions should be considered as the Primary/Key Contact:

- **For Local and Regional Organisations (clubs):** President, Treasurer, Secretary, Chief Executive or equivalent representative.
- **For State Level Organisations:** Representative who has day-to-day contact with Sport and Recreation. This might not be the Chief Executive Officer or President (who can be entered as “Head Contact” to receive important correspondence) but should be someone with sufficient authority to make decisions on behalf of the organisation.
- **For Local Government Authorities (LGA):** Representative who is responsible for applying and acquitting State Government grants. This might not be the Chief Executive Officer or Mayor (who can be entered as “Head Contact” to receive important correspondence) but should be someone with sufficient authority to make decisions on behalf of the LGA.

Update Contact Details		Primary/Key contact for Voucher Programs	Primary/Key contact for all other Grant Programs
Organisation legal name			
Organisation ABN			
Remove Former Contact name		<input type="checkbox"/>	<input type="checkbox"/>
New Contact full name		<input type="checkbox"/>	<input type="checkbox"/>
New Contact position title			
New Contact mobile			
New Contact phone			
New Contact email			



## Declaration

By submitting this form, I declare that:

1. The information supplied in this form, to my knowledge, is true and correct, and
2. The person I am replacing is no longer holding this position or has left the organisation, and
3. I am authorised by the organisation to make the above changes on its behalf, and
4. I accept that missing/incorrect information will result in this request being declined and a new form will need to be submitted.

Full name:

Date:

Contact phone number:

Email address:

Please email the completed change request form to [srsgrportal@dtis.qld.gov.au](mailto:srsgrportal@dtis.qld.gov.au) with the subject line "Contact change request form".