

2021 – 2022 Racing Animal Welfare Grants Guidelines

1. About the program

Racing Animal Welfare Grants provide funding to eligible organisations to deliver animal welfare programs that align with the Queensland Racing Integrity Commission's (the Commission's) funding priorities to retrain and rehome retired racing animals.

1.1 Three categories of funding will be available:

- a) Equipment Grant: This category provides funding for the purchase of equipment including capital items - must demonstrate a direct impact on the welfare of retired racing animals;
- b) Activities Grant: This category provides funding for opportunities for eligible activities and sponsorship that promote the post-racing career of retired racing animals; and
- c) Animal Health Grant: This category provides funding for retired racing animal health and welfare initiatives – promoting high quality health care to retired racing animals on their first transition from the racing industry

2. Funding

2.1 A total pool of \$70,000.00 is available under the program.

2.2 Funding of up to \$5,000.00 (GST inclusive) is available per application. One project per application will be accepted and up to three separate applications will be permitted from any one eligible organisation.

2.3 Funding will be prioritised for projects that:

- a) actively promote awareness of appropriate retirement options for racing animals;
- b) stimulate demand for retired racing animals to maximise rehoming and retraining opportunities;
- c) maximise end-of-racing career opportunities for all racing animals; and
- d) promote industry uptake of advances in racing animal training, health and welfare.

3. Eligible applicants

3.1 In order to be eligible for funding an organisation must:

- a) be an incorporated, not-for-profit organisation;
- b) have \$20 million public liability insurance;
- c) have appropriate insurance and workplace health and safety policies in accordance with the funding agreement;
- d) have met all acquittal conditions of previous Commission grants and have no debt to the Commission;
- e) be financially viable; and
- f) have an Australian Business Number (ABN).

4. Ineligible applicants

4.1 Organisations are ineligible for funding if they are:

- a) for-profit entities;
- b) government department and agencies;
- c) individuals;
- d) individuals or groups that are subject to past or current Animal Welfare orders;
- e) political groups; and
- f) unincorporated groups.

5. Eligible projects

5.1 Funding may be used for projects including, but not limited to:

- a) rehoming and adoption assistance;
- b) event sponsorship;
- c) retraining and rehoming initiatives for retired racing animals;
- d) animal health care and welfare; and
- e) retired racing animal education initiatives.

5.2 Projects are **not eligible** for funding if they:

- a) have already commenced;
- b) do not meet requirements of the Commission's Grants Policy or these guidelines;
- c) have start dates outside the timeframes set out in these guidelines;
- d) have a primary commercial purpose;
- e) have the primary objective of fundraising;
- f) are exclusively for the members of the applicant organisation;
- g) are on land owned by an individual or an ineligible entity; and
- h) do not have the required documentation and approvals (i.e., development or landowners approval).

6. Eligible project activities and expenses

6.1 Eligible project activities and expenses may include, but are not limited to:

- a) eligible project advertising and marketing costs;
- b) equipment hire;
- c) venue hire;
- d) costs for services to ensure the welfare of the animal (e.g. worming, desexing, dental, vaccinations, microchipping, and general health and welfare veterinary costs);
- e) requests for capital items must demonstrate a direct impact on the welfare of retired racing animals i.e., float – transport of animals to veterinary appointments;
- f) the purchase of capital items for exclusive use of the eligible organisation and where possible co-branded with the Commission's logos; and
- g) trophies and prize monies for eligible events.

6.2 Activities and expenses which are **not eligible** for funding include:

- a) costs associated with the usual business of general operating expenses (e.g., electricity, lease/rent, telephone, rates, administration and salary/wages that are part of the organisations ongoing expenses, vehicle capital purchase and ongoing maintenance costs);
- b) payment for judges, travel and accommodation;
- c) catering;
- d) purchase of goods or services for prizes
- e) purchase of alcohol;
- f) emergency repairs;
- g) maintenance activities;
- h) facility construction and improvement projects;
- i) accredited study, training or university courses;
- j) mandatory or legislative training, registration and accreditation (e.g. first aid training, blue card applications);
- k) internet and website hosting expenses;
- l) general public liability costs; and
- m) debt payment.

7. Terms and conditions

7.1 Late applications will not be accepted.

7.2 Applications will be ineligible if you do not provide information we request by the due date.

7.3 As part of your approval, the Commission will request involvement in any media opportunities that may arise during the delivery of your project to promote community awareness of racing animal welfare initiatives.

7.4 All collateral utilising the Commission's logos and branding will require the Commission's prior approval.

7.5 The Commission reserves the right to part-fund projects. If your project cannot be completed without full funding from the Commission, explain how your project will be funded to its completion.

7.6 Successful applicants will have 12 months from the date of notification to complete their project.

7.7 Successful applicants must submit an invoice for payment within three months from the date of notification.

7.8 Any change in scope of the approved projects must be submitted via the SmartyGrants online portal and approved by the Racing Minister before commencing the project.

7.9 All grant funds must be acquitted within 8 weeks of the project's finish date.

7.10 Receipts are to be submitted to the Commission for all grant's monies spent and the Commission will issue an invoice to recover any unspent grant monies.

7.11 Whilst it is not a requirement, it is highly recommended that you contact the Commission to discuss your application and project.

7.12 Meet all relevant workplace health and safety requirements.

7.13 Obtain all necessary permits and approvals prior to the beginning of the project.

7.14 Maintain appropriate insurance cover for the duration of the funded project.

7.15 Ensure all employees (paid and volunteer) have the required skills and licences.

7.16 Approved purchases with grant funds must be made on commercial terms, ensuring there are no conflict of interest.

7.17 Submitted documents may be subject to disclosure under the *Right to Information Act 2009*, subject to the exemptions under that Act. Likewise, applicants may access information under the *Right to Information Act 2009*, subject to the exemptions under that Act.

7.18 Successful applications will be monitored against project milestones to ensure outcomes are met and grant monies are spent as authorised.

8. How to apply

8.1 Applicants are encouraged to submit their application online via the Commission's website: www.qric.qld.gov.au

8.2 Prior to submitting an application, applicants should ensure they have:

- a) read these guidelines fully;
- b) collected all information required to complete the application;
- c) all requested documentation including: a current audited financial statement, insurance certificates, support material and quotes; and
- d) their management committee's approval to submit the application.

9. Assessments

9.1 Applications are checked for eligibility.

9.2 The application and assessment process will be managed via the SmartyGrants portal, in order to maximise efficiency and ensure appropriate controls are applied at all stages.

9.3 Grant funding recommendations will be made available as a result of an annual application and assessment process which will be advertised Queensland-wide.

9.4 Grant funding recommendations will be made by a panel of three people. One of these panel members will be external to the Commission and be a representative from an animal welfare organisation.

9.5 The assessment process will be conducted in accordance with the principles of the Code of Conduct for the Queensland Public Service, namely: integrity and impartiality, promoting the public good, commitments to the system of government and accountability and transparency.

9.6 Grant funding recommendations and decisions will be made independently of the Animal Welfare Manager.

9.7 The decision to award grant funding to an organisation will be made by the Minister on the recommendation of the QRIC Commissioner.

9.8 The Commission will also consider funding priorities outlined in Section 2.3 in conjunction with the below.

9.9 Projects will be scored against the following assessment criteria.

| Criteria # | Assessment Criteria | Percentage weighting |
|------------|--|----------------------|
| 1. | Does the project meet the objectives of the fund? | 20% |
| 2. | The capacity of the organisation to undertake all aspects of the proposed project. | 20% |
| 3. | Is the budget comprehensive, realistic and provides value for money? | 20% |
| 4. | Does the organisation demonstrate the need and/or support for the project? | 10% |
| 5. | Project outcomes or benefits will continue beyond the project. | 10% |
| 6. | Demonstrated financial need. | 10% |
| 7. | The applicant's ability to promote the program to a wider audience. | 10% |

10. Notification and reporting on decisions

10.1 All applicants will receive an email receipt acknowledging submission of an application.

10.2 Details of successful organisations and projects will be published on the Commission's website and in the Commission's Annual Report.

10.3 There is no avenue for appealing the Minister's decision. However, if there are concerns about the integrity of the process, a complaint may be lodge with the Commission using the Report Something portal on the Commission's website. In order to maintain the highest standards of integrity, all complaints about Commission staff in regards to integrity of the process are dealt with immediately and directly by the Commissioner.

10.4 Applications will receive notification advising if their application is successful or unsuccessful via the email address noted in the application.

11. Unsuccessful applicants

11.1 Failure to receive funding is not necessary due to a poor application but may be the result of competing demand for funds. Please contact the Commission's Animal Welfare team for feedback on your application.

12. Successful applicants and funding letter of agreement

12.1 If your application is successful, the Commission will provide a letter of agreement and a funding kit. The letter of agreement must be signed and returned to the Commission before grant monies will be paid. The letter of agreement will outline the grant's terms and conditions.

12.2 If you are successful in receiving a grant, ensure that you:

- a) continue to remain in compliance with these guidelines;
- b) deliver the approved projects in accordance with the successful application;
- c) comply with the terms and conditions as outlined within the letter of agreement; and
- d) fully acquit the grant to the Commission as outlined within the letter of agreement.

13. Round key dates

| Opening Date | Closing Date | Project Start Date | Notification of Outcome | Disbursal of Funds | Assessment Date |
|--------------------|--------------------------|--|-------------------------|---|-------------------|
| 8am 1 July 2021 | 5pm 31 August 2021 | For projects commencing after 1 January 2022 | Mid November 2021 | 30 days from the receipt of completed documentation. | September 2021 |

14. More information

14.1 Further information is available by contact the Commission's Animal Welfare team on 1300 087 021 or via email welfare@qric.qld.gov.au

14.2 For customers with a hearing or speech impairment, please contact us through the National Relay Service. www.relayservice.com.au

14.3 If you require this information in other languages, please phone the Translating and Interpreter Service (TIS) on 131 450.