

QUEENSLAND OFF-THE-TRACK GRANTS PROGRAM

ACKNOWLEDGED RETRAINER EXPANSION GRANT GUIDELINE

GRANT ROUND - MAY 2024

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ABOUT THE GRANT

The QOTT Acknowledged Retraîner Expansion Grant aims to support its network of Acknowledged Retrainers to expand their operations and/or improve their facilities to increase their capacity to transition more retired racehorses into suitable long-term homes.

GRANT OBJECTIVES

The objectives of the QOTT Acknowledged Retraîner Expansion Grant are to:

- ▶ Increase the capacity of QOTT Acknowledged Retrainers to retrain and rehome more retired racehorses into suitable long-term homes via the QOTT Acknowledged Retrainers Program; and
- ▶ Support QOTT Acknowledged Retrainers to expand their operations and/or upgrade their facilities to enhance the quality of the QOTT Program's Acknowledged Retraîner network.

FUNDING

Eligible QOTT Acknowledged Retrainers can apply for funding to purchase equipment and/or undertake capital projects for the purpose of meeting the objectives of the QOTT Acknowledged Retraîner Expansion Grant.

Eligible QOTT Acknowledged Retrainers can submit one (1) application for funding, based on the number of retired racehorses they have retrained and rehomed under the QOTT Acknowledged Retrainers Program in the twelve (12) months prior to the date of the grant application:

- ▶ 3-4 retired racehorses retrained and rehomed - Maximum Grant \$10,000 (GST inclusive)
- ▶ 5-6 retired racehorses retrained and rehomed - Maximum Grant \$25,000 (GST inclusive)
- ▶ 7-9 retired racehorses retrained and rehomed - Maximum Grant \$35,000 (GST inclusive)
- ▶ 10+ retired racehorses retrained and rehomed - Maximum Grant \$50,000 (GST inclusive)

ASSESSMENT CRITERIA

Applications will be assessed against the following four (4) criteria:

1. Performance under the QOTT Acknowledged Retrainers Agreement.	40%
2. QOTT Acknowledged Retrainer outlines how objectives align with the objectives of the Grant and demonstrates how those objectives will be achieved. Please note: Performance of the QOTT Acknowledged Retrainer under any previous QOTT Program Grant will also be considered by the QOTT Grants Panel (if applicable).	40%
3. Provision of supporting documentation and data.	10%
4. Promotion of the QOTT Program.	10%

ELIGIBILITY CRITERIA

To be eligible to apply for the QOTT Acknowledged Retrainer Expansion Grant, the Acknowledged Retrainer must:

- ▶ be a currently approved QOTT Acknowledged Retrainer and have been a QOTT Acknowledged Retrainer continuously for the previous twelve (12) months prior to the date of the grant application;
- ▶ have retrained and rehomed a minimum of three (3) individual retired racehorses under the QOTT Acknowledged Retrainers Program in the twelve (12) months prior to the date of the grant application, as evidenced by QOTT's receipt of a completed '*QOTT Incoming - Eligible Horse Application Form*' and '*QOTT Outcome - Eligible Horse Outcome Form*' within the specified timeframes for each retired racehorse;

Note: Individual retired racehorses means unique horses (i.e. the same horse, should it be returned to the care of a QOTT Acknowledged Retrainer and subsequently rehomed for a second time, cannot be counted twice).

- ▶ undertake to continue to retrain and rehome retired racehorses under the QOTT Acknowledged Retrainers Program for an additional minimum term of twelve (12) months, following the expiry of the current QOTT Acknowledged Retrainers Agreement; and
- ▶ not be subject to a warning (verbal or written) under clause 16.4 of the QOTT Acknowledged Retrainers Agreement at the time of application.

QUEENSLAND OFF-THE-TRACK GRANTS PROGRAM

FREQUENTLY ASKED QUESTIONS

WHEN WILL THE QOTT GRANT APPLICATIONS OPEN AND CLOSE?

Applications will open at 9:00am (AEST) on 8 May 2024 and close at 5:00pm (AEST) on 29 May 2024.

HOW DO I APPLY FOR A GRANT?

Complete and submit an application for a QOTT Grant through the SmartyGrants platform at <https://racingqueensland.smartygrants.com.au/>

Incomplete or late applications will not be considered.

Applicants will receive a confirmation email from SmartyGrants acknowledging receipt of your application with a PDF copy of your submission attached.

HOW DO I CREATE A SMARTYGRANTS USER ACCOUNT?

Instructions on how to create a SmartyGrants user account and submit an application are available at: <http://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

HOW WILL MY GRANT APPLICATION BE ASSESSED?

The QOTT Grant assessment process will comprise of the following three phases:

Phase 1:	Initial Eligibility Assessment: Applications will be checked for eligibility.
Phase 2:	QOTT Grants Panel Evaluation: Applications will be evaluated by the QOTT Grants Panel, which will be comprised of (3) people, one (1) of whom will be external to the QOTT Program.
Phase 3:	Approval: The decision to award grant funding will be made by the QOTT Board Chair on the recommendation of the QOTT Grants Panel.

WHEN WILL I KNOW THE OUTCOME OF MY APPLICATION?

QOTT will notify each applicant in writing regarding the outcome of their application, whether successful or unsuccessful, within thirty (30) business days of the QOTT Grant round closing date. Applicants will receive this notification via the email address submitted in their application.

For successful applications, the QOTT Grants Panel may recommend part-funding or full-funding, depending on the quality of the application and/or demand for available funds.

All decisions are final.

IF MY APPLICATION IS SUCCESSFUL WHAT ARE THE NEXT STEPS?

Successful applicants will receive a QOTT Grant Funding Deed outlining the terms under which the grant funding is offered. The QOTT Grant Funding Deed will form a legally enforceable agreement in relation to the QOTT Grant. An example of a QOTT Grant Funding Deed is included in this guideline.

To accept the offer of grant funding, successful applicants must return a signed copy of the QOTT Grant Funding Deed within five (5) business days of receiving the QOTT Grant Funding Deed.

Details of successful applicants, including funding awarded, will be announced via a media release issued by Racing Queensland and published on the QOTT Program's website and in Racing Queensland's Annual Report.

HOW QUICKLY WILL I RECEIVE PAYMENT?

Grant recipients must provide QOTT with an invoice issued by the recipient when the signed copy of the QOTT Grant Funding Deed is returned to QOTT.

In accordance with the QOTT Grant Funding Deed, grant funding will be transferred by Electronic Funds Transfer (EFT) within thirty (30) business days from QOTT's receipt of a compliant invoice.

WHAT ARE THE TIMEFRAMES TO COMPLETE THE APPROVED FUNDED ACTIVITIES?

Grant recipients will have nine (9) months to commence and complete the approved funded activities.

Grant recipients must not commence the approved funded activities until the commencement date noted in the QOTT Grant Funding Deed. Approved funded activities must be completed by the expiry date noted in the QOTT Grant Funding Deed.

Grant recipients will be required to complete a QOTT Grant Final Acquittal Report via SmartyGrants at the conclusion of the Grant round, in accordance with the QOTT Grant Funding Deed.

CAN I ALTER THE APPROVED FUNDED ACTIVITIES AFTER RECEIVING A GRANT?

Grant recipients are not permitted to vary the approved funded activities and must expend grant funding provided only on approved funded activities as defined, and in accordance with, the QOTT Grant Funding Deed.

In accordance with clause 8 of the QOTT Grant Funding Deed, grant recipients may be required to repay grant funding that is:

- not expended within the timeframe specified in the QOTT Grant Funding Deed;
- spent on items or activities that are not approved funded activities, as defined in the QOTT Grant Funding Deed.

WHO DO I CONTACT WITH QUESTIONS ABOUT THE GRANT?

Please email the QOTT team at offthetrack@racingqueensland.com.au.

QUEENSLAND OFF-THE-TRACK GRANTS PROGRAM

ACKNOWLEDGED RETRAINER EXPANSION GRANT APPLICATION FORM PREVIEW

ACKNOWLEDGEMENTS

- (Q1) I confirm that I have read and understood the QOTT Acknowledged Retrainer Expansion Grant Guideline.
- (Q2) I confirm that I am a QOTT Acknowledged Retrainer and have been a QOTT Acknowledged Retrainer continuously for the previous twelve (12) months prior to the date of the grant application.
- (Q3) I confirm that I have retrained and rehomed a minimum of three (3) individual retired racehorses under the QOTT Acknowledged Retrainers Program in the twelve (12) months prior to the date of the grant application, as evidenced by QOTT's receipt of a completed 'QOTT Incoming - Eligible Horse Application Form' and 'QOTT Outcome - Eligible Horse Outcome Form' within the specified timeframes for each retired racehorse.
- Note: Individual retired racehorses means unique horses (i.e. the same horse, should it be returned to the care of a QOTT Acknowledged Retrainer and subsequently rehomed for a second time, cannot be counted twice).
- (Q4) I confirm that at the time of the grant application, I am not subject to a warning (verbal or written) under clause 16.4 of the QOTT Acknowledged Retrainers Agreement.
- (Q5) I declare that I am not currently under investigation for, nor have I previously been the subject of an investigation in relation to, or found guilty of, an animal welfare or animal cruelty offence by the RSPCA, Police or any state or territory government authority.

ACKNOWLEDGED RETRAINER

- (Q6) Full Name
- (Q7) Business Name (if applicable)
- (Q8) Australian Business Number (if applicable)
- (Q9) Phone Number
- (Q10) Residential Address
- (Q11) Mailing Address
- (Q12) Retraining Address
- (Q13) Email

GRANT ASSESSMENT CRITERIA 1

Performance under the QOTT Acknowledged Retrainers Agreement.

- (Q14) Outline how you have upheld your equine welfare obligations as outlined under clause 8 of your QOTT Acknowledged Retrainers Agreement.
- (Q15) Outline how you have upheld your retraining obligations as outlined under clause 9 of your QOTT Acknowledged Retrainers Agreement.
- (Q16) Outline how you have upheld your rehoming obligations as outlined under clause 10 of your QOTT Acknowledged Retrainers Agreement.
- (Q17) Have you completed a Rehoming Contract/Contract of Sale for each retired racehorse that you have rehomed for the QOTT Acknowledged Retrainers Program in the twelve (12) months prior to the date of this application? (Please note that you will be required to provide evidence of the Rehoming Contract/Contract of Sale for each retired racehorse under Grant Criteria 3).

- (Q18) Describe the 'Safety Net' that you have provided to support retired racehorses that you have rehomed under the QOTT Acknowledged Retrainers Program and outline the follow-up support that you have provided to new owners of horses that you have rehomed.
- (Q19) Explain how you have upheld your record keeping and reporting obligations as outlined under clause 11 in your QOTT Acknowledged Retrainers Agreement.

GRANT ASSESSMENT CRITERIA 2

QOTT Acknowledged Retrainer outlines how objectives align with the objectives of the Grant and demonstrates how those objectives will be achieved.

Please note: Performance of the QOTT Acknowledged Retrainer under any previous QOTT Program Grant will also be considered by the QOTT Grants Panel (if applicable).

- (Q20) Specify the total dollar value that you are applying for. The total maximum value that a QOTT Acknowledged Retrainer can apply for is \$50,000.00 (GST inclusive). Please refer to the QOTT Acknowledged Retrainer Expansion Grant Guideline for funding limits.
- (Q21) Specify what kind of project you are applying to use the funding for:
- ▶ Capital Project
 - ▶ Equipment Purchase
 - ▶ Capital Project and Equipment Purchase

CAPITAL PROJECT

- (Q22) Capital Project Title
- (Q23) Specify the type of capital project that will be undertaken.
- ▶ Permanent Development
 - ▶ Temporary Installation
- (Q24) Please enter the total cost that you intend to spend to complete the capital project.
- (Q25) Property address where the capital project will be undertaken.
- (Q26) Please select which best describes your current property arrangement where the capital project will be undertaken.
- ▶ You own, reside and retrain from the property.
 - ▶ You own and retrain from the property.
 - ▶ You rent, reside and retrain from the property.
 - ▶ You rent and retrain from the property.
 - ▶ You do not own or rent the property (e.g. agistment centre).
- (Q27) Do you intend on relocating (either yourself or your horses) from this property within the next 24 months?
- (Q28) Provide a detailed description of the proposed capital project (including a proposed scope of works that establishes all of the project's deliverables and tasks, deadlines, and costs).
- (Q29) Explain how completion of the capital project will enable you to expand your services and increase the number of retired racehorses that you will retrain and rehome for the QOTT Acknowledged Retrainers Program.
- (Q30) Upon completion of the capital project, how many retired racehorses do you intend to retrain and rehome for the QOTT Acknowledged Retrainers Program over the next twelve (12) months?
- (Q31) For new constructions, please attach photos of the area where the capital project will be built. If the capital project involves improving existing infrastructure, please attach photos of the current infrastructure.
- (Q32) You confirm that the necessary building and/or development approvals have been received from your local government authority.

(Q33) Attach formal quotes that have been obtained by you from suppliers to complete the capital project. The number of quotes must be provided as per the following thresholds:

- ▶ \$0-\$4,999 - one (1) quote must be provided.
- ▶ \$5,000-\$19,999 - two (2) quotes must be provided.
- ▶ \$20,000-\$50,000 - three (3) quotes must be provided.

(Q34) QOTT may offer you part-funding for the capital project. Will the capital project proceed and be finished to completion if you receive part-funding from QOTT?

(Q35) If you receive part-funding from QOTT, explain how you intend to fund the capital project to completion.

EQUIPMENT PURCHASE

(Q36) Please enter the total cost that you intend to spend on equipment purchases.

(Q37) List the type of equipment that you intend to purchase. Please include a detailed description of each item of equipment to be purchased (i.e. brand, size, quantity etc).

(Q38) Explain how the purchase of this equipment will enable you to expand your services and increase the number of retired racehorses that you will retrain and rehome for the QOTT Acknowledged Retrainers Program.

(Q39) Upon purchase of this equipment, how many retired racehorses do you intend to retrain and rehome for the QOTT Acknowledged Retrainers Program over the next twelve (12) months?

(Q40) Attach formal quotes that have been obtained by you from suppliers to purchase the equipment. The number of quotes must be provided as per the following thresholds, per item of equipment:

- ▶ \$0-\$4,999 - one (1) quote must be provided.
- ▶ \$5,000-\$19,999 - two (2) quotes must be provided.
- ▶ \$20,000-\$50,000 - three (3) quotes must be provided.

(Q41) QOTT may offer you part-funding for the equipment purchases. Will you proceed with the purchase of the equipment if you receive part-funding from QOTT?

(Q42) If you receive part-funding from QOTT, explain how you intend to fund the purchase of the equipment.

GRANT ASSESSMENT CRITERIA 3

Provision of supporting documentation and data.

(Q43) How many retired racehorses have you retrained and rehomed for the QOTT Acknowledged Retrainers Program in the twelve (12) months prior to the date of this application, as evidenced by QOTT's receipt of a completed '*QOTT Incoming - Eligible Horse Application Form*' and '*QOTT Outcome - Eligible Horse Outcome Form*' within the specified timeframes for each retired racehorse?

Please note: the retired racehorses included in your figure must be individual retired racehorses (i.e. the same horse, should it be returned to the care of a QOTT Acknowledged Retrainer and subsequently rehomed for a second time, cannot be counted twice).

(Q44) Please identify the retired racehorses (i.e. official race name or microchip number) that you have included in your figure above.

(Q45) Please attach the completed and signed Rehoming Contract/Contract of Sale for each retired racehorse that you have identified above.

(Q46) How many retired racehorses do you currently have on your waiting list to enter the QOTT Acknowledged Retrainers Program?

(Q47) Please identify the retired racehorses (i.e. official race name or microchip number) that are currently on your waiting list to enter the QOTT Acknowledged Retrainers Program.

GRANT ASSESSMENT CRITERIA 4

Promotion of the QOTT Program.

- (Q48) Please list all Social Media platforms that you use to promote yourself as a QOTT Acknowledged Retrainer (e.g. Facebook, Instagram, Twitter) and include a link to each Social Media account/profile.
- (Q49) Describe how you have actively promoted the QOTT Program, and the funding support provided by the QOTT Acknowledged Retrainer Expansion Grant, to create awareness, and raise the importance of, the QOTT Program and initiatives during the past twelve (12) months.
- (Q50) Describe how you have actively promoted yourself and your work as a QOTT Acknowledged Retrainer during the past twelve (12) months.
- (Q51) Please attach evidence of all published and/or displayed media, advertising, marketing or promotional materials (including screenshots of social media posts) that acknowledge QOTT as a supporting Grantor and/or promote the QOTT Program and/or promote your work as a QOTT Acknowledged Retrainer.

DECLARATION

- (Q52) I understand and agree that QOTT or Racing Queensland may use and disclose the personal information provided by me for the purpose of processing this application and to facilitate the operation and administration of the QOTT Grants Program. The personal information collected in this form may also be used or disclosed by QOTT or Racing Queensland in accordance with its Privacy Policy:
<https://www.racingqueensland.com.au/privacy-policy>.
- (Q53) I declare that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge.
- (Q54) I agree that I will contact Queensland Off-The-Track immediately if any information provided in this application changes or is incorrect.
- (Q55) Should I be successful in being awarded grant funding, I confirm that I undertake to continue to retrain and rehome retired racehorses under the QOTT Acknowledged Retrainers Program for an additional minimum term of twelve (12) months, following the expiry of the current QOTT Acknowledged Retrainers Agreement.



QUEENSLAND OFF-THE-TRACK GRANT FUNDING DEED ACKNOWLEDGED RETRAINER EXPANSION GRANT

BACKGROUND

- A. Queensland Off-The-Track (**QOTT**), a business unit of the Racing Queensland Board ABN 80 730 390 733 (**RQ**), operates grant programs to support and benefit retired racehorses.
- B. The QOTT Acknowledged Retrainer (**Recipient**) is a QOTT Acknowledged Retrainer who is currently operating under an active QOTT Acknowledged Retrainers Agreement.
- C. The Recipient applied for the QOTT Acknowledged Retrainer Expansion Grant (**Grant**).
- D. QOTT has approved the Recipient for the Grant in accordance with this Grant Funding Deed (**Deed**).

GRANT DETAILS SCHEDULE 1

ITEM 1 GRANTOR	<p>Name: Queensland Off-The-Track (QOTT) (trading as Racing Queensland)</p> <p>Australian Business Number: 80 730 390 733</p> <p>Email Address: offthetrack@racingqueensland.com.au</p> <p>Postal Address: P.O. Box 63, Sandgate QLD 4017</p>
ITEM 2 RECIPIENT	<p>Full Name: --</p> <p>ABN or ACN: --</p> <p>Contact Number: --</p> <p>Residential Address: --</p> <p>Mailing Address: --</p> <p>Retraining Address: --</p> <p>Email Address: --</p>
ITEM 3 GRANT	<p>Grant Name: QOTT Acknowledged Retrainer Expansion Grant</p> <p>Grant Funding: --</p> <p>Commencement Date: 1 July 2024</p> <p>Expiry Date: 31 March 2025</p> <p>For the sole purpose of the QOTT Acknowledged Retrainer Expansion Grant:</p> <p>Requirements: Eligible Retired Racehorse is a Thoroughbred or Standardbred horse that has been retrained and rehomed via the QOTT Acknowledged Retrainers Program, as evidenced by QOTT's receipt of a completed 'QOTT Incoming - Eligible Horse Application Form' and 'QOTT Outcome - Eligible Horse Outcome Form' within the specified timeframes for each retired racehorse.</p>
ITEM 4 FUNDED ACTIVITIES	<p>Grant Funding can only be used by the Recipient for:</p> <p>--</p>
ITEM 5 FINAL ACQUITTAL REPORTING	<p>QOTT Grant Final Acquittal Report Due: --</p> <p>The Recipient must complete one (1) QOTT Grant Final Acquittal Report via SmartyGrants and disclose information and evidence including:</p> <p>a) --</p> <p>b) --</p> <p>c) --</p>
ITEM 6 TRADEMARKS	<p>--</p>

31 May

FUNDING DEED

TERMS AND CONDITIONS

1. DEFINITIONS & INTERPRETATION

- 1.1 In this Deed, the following definitions apply:
- Associates** includes employees, directors, representatives, volunteers and contractors.
- Australian Accounting Standards** means the relevant standards and requirements published by the Australian Accounting Standards Board.
- Business Day** means 9:00am to 5:00pm (AEST) on a day other than a Saturday, Sunday or public holiday in Brisbane.
- Claim** includes any claim, action, proceeding, demand, liability, obligation, costs, loss, damages and expenses including legal expenses.
- Confidential Information** of a party means information that is by its nature confidential, is designated by that party as confidential or the other party knows or ought to know is confidential.
- Deed** means this document and any schedules and attachments.
- GST** has the same meaning as in the GST Act.
- GST Act** means the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).
- Intellectual Property Rights** includes all present and future rights in relation to copyright, trademarks, designs, patents, trade, business or company names, trade secret, confidential or other proprietary rights, or any rights to registration of such rights whether created before or after the date of this Deed, and whether existing in Australia or otherwise.
- Personal Information** has the meaning given in the *Information Privacy Act 2009* (Qld).
- RQ Policies** means all policies published by RQ (available at <https://www.racingqueensland.com.au/about/rules-and-policies/policies>).
- Unexpected Event** means any circumstance beyond the reasonable control of a party which results in either party being unable to perform an obligation on time, and includes, but is not limited to natural disasters, pandemics, government restrictions, public health orders, fire, storm, flood, landslide, earthquake, cyclone or tornado damage, terrorist act or war.
- 1.2 Capitalised terms used without definition shall have the meanings assigned to them in the Grant Details Schedule.
- 1.3 In this Deed:
- (a) a reference to a person includes a reference to corporations and other entities recognised by law;
 - (b) all monetary amounts refer to Australian currency;
 - (c) a reference to any legislation includes any subordinate legislation made under it and any legislation amending, consolidating or replacing it;
 - (d) the singular includes the plural and vice versa and words importing one gender include a reference to all other genders;
 - (e) a covenant or Deed on the part of two or more persons will be deemed to bind them jointly and severally; and
 - (f) where the day on or by which any act, matter or thing is to be done is not a Business Day, the act, matter or thing may be done on the next Business Day.

2. GRANT FUNDING TERM

- 2.1 This Deed starts on the Commencement Date and, unless terminated earlier, will expire on the Expiry Date.

3. APPLICABLE TERMS

- 3.1 The documents forming this Deed are:
- (a) Grant Details Schedule; and
 - (b) these Funding Deed Terms and Conditions.
- 3.2 To the extent of any inconsistency, the documents listed higher in clause 3.1 will have priority over documents listed lower.

4. APPROVALS AND COMPLIANCE

- 4.1 This Deed constitutes the entire Deed between the parties in relation to the Grant and supersedes all prior negotiations, arrangements and Deeds.
- 4.2 Each Party must do all things reasonably required to give effect to this Deed.
- 4.3 If any part of this Deed is determined to be invalid, unlawful or unenforceable for any reason then that part will be severed from the rest of the Deed and the remaining terms and conditions will continue to be valid and enforceable to the fullest extent permitted by law.
- 4.4 The Recipient must ensure that it has all necessary approvals in order to be able to perform the Funded Activities.
- 4.5 During the Grant Funding Term, the Recipient must comply with all laws, rules and regulations.

5. OBLIGATIONS OF THE RECIPIENT

- 5.1 The Recipient must:
- (a) expend Grant Funding provided only on Funded Activities defined at **ITEM 4**;
 - (b) perform the Funded Activities in accordance with this Deed;
 - (c) not vary the Funded Activities;
 - (d) complete the Funded Activities by the Expiry Date;
 - (e) not do anything or become involved in any situation which, in the reasonable opinion of QOTT reflects unfavourably upon QOTT or the State and/or the Funded Activities;
 - (f) in carrying out its obligations under the QOTT Grant Funding Deed, the Recipient must comply with all applicable Commonwealth and State laws and regulations, including obtaining and maintaining any license or authorisation required for the Recipient to carry out the Funded Activities;
 - (g) always act and operate within the enforced *Animal Care and Protection Act 2001*;
 - (h) immediately notify QOTT in writing:
 - (i) if there are any significant delays or difficulties in performing the Funded Activities in accordance with this Deed and provide an explanation of those matters;
 - (ii) if the Recipient is unable to accomplish the Funded Activities within the monetary limit of the Grant or by the Expiry Date and provide an explanation of those matters;
 - (iii) of any matter that may affect the Recipient's eligibility to continue to carry out the Funded Activities;
 - (iv) of any allegation of misconduct or dishonesty concerning the Recipient;
 - (v) if any significant issue comes to its attention regarding its compliance with this Deed; and
 - (vi) of any issues regarding compliance with any laws concerning the provision or use of the Grant whether by an officer, employee, director, representative, volunteer or contractor engaged by the Recipient.
- 5.2 Unless otherwise provided for in this Deed, no party will assign, novate, transfer, encumber or subcontract any or all of its rights or obligations under this Deed.

6. ROLE OF QOTT

- 6.1 QOTT only has the responsibility to ensure that the administrative aspect of the QOTT Grants Program is operating correctly, including assessing application forms and providing the Grant Funding.
- 6.2 QOTT is not involved with the operation or management of the Recipient's business or the Funded Activities.
- 6.3 QOTT may, in its sole discretion, cancel the QOTT Grants Program, or cancel the Recipient's participation in the QOTT Grants Program for any reason or at any time. QOTT will not be responsible for any loss, cost, damage, or liability that may arise as a result.

7. RECORDS AND REPORTING

- 7.1 The Recipient must at all times keep proper and adequate records of expenditure and evidence pertaining to Funding Activities specified at **ITEM 4**.
- 7.2 The Recipient must complete one (1) QOTT Grant Final Acquittal Report with criteria specified at **ITEM 5**.
- 7.3 QOTT reserves the right to amend or add any other information required for the Recipient to report on as part of the QOTT Grants Program.
- 7.4 The records required must be retained by the Recipient for a period of twelve (12) months after the Expiry Date, or longer if required by law.
- 7.5 If QOTT requests the Recipient, in writing, to provide any document, invoice or receipt relevant to the Funded Activities, the Recipient must provide the document, invoice or receipt to QOTT within ten (10) Business Days of the request.
- 7.6 Failure of the Recipient to complete the QOTT Grant Final Acquittal Report will deem the Recipient ineligible for any future QOTT Grant Program funding.
- 7.7 The requirement for the Recipient to complete the QOTT Grant Final Acquittal Report survives the termination or expiry of this Deed.

8. ENTITLEMENT TO GRANT

- 8.1 The Recipient acknowledges that it has no entitlement to the Grant other than as expressly set out in this Deed.
- 8.2 If, as at the Expiry Date or earlier termination of this Deed, any Grant Funding is unspent or uncommitted, QOTT will provide written notice to the Recipient to repay the amount set out in the notice within twenty (20) Business Days after receipt of the notice.
- 8.3 If, at any time, QOTT forms the reasonable opinion or otherwise becomes aware that:
 - (a) any part of the Grant Funding has been used, spent or committed by the Recipient other than in accordance with this Deed; or
 - (b) QOTT has made payments of the Grant Funding, or otherwise, to which the Recipient is not, in whole or part, entitled,

QOTT may, by written notice to the Recipient, require the Recipient to repay that part of the Grant Funding, and the Recipient must repay to QOTT the amount set out in the notice within twenty (20) Business Days of receipt of the notice.

9. GRANT FUNDS MANAGEMENT

- 9.1 The Recipient must not, use any part of the Grant Funding to:
 - (a) provide security for any purpose;
 - (b) make a loan or gift for any purpose;
 - (c) pay sitting fees to directors, investors, committee members, members involved in the Recipient's business, or any other person;
 - (d) make payments that are inconsistent with the Funded Activities.
- 9.2 The Recipient's accounting system must be structured to:
 - (a) enable the expenditure of Grant Funding to be properly and accurately identified, sourced, traced and reported upon to QOTT; and
 - (b) ensure appropriate internal controls are in place to identify and prevent misuse or misappropriation of Grant Funding.
- 9.3 Each party must pay its own costs of and incidental to the negotiation, preparation and execution of this Deed.

10. PAYMENT OF GRANT FUNDS

- 10.1 The Recipient must provide QOTT with an invoice issued by the Recipient along with this signed Deed within five (5) Business Days of receipt of the Deed.
- 10.2 QOTT will make an Electronic Funds Transfer (EFT) within thirty (30) Business Days upon receipt of the Deed, duly executed by the Recipient.
- 10.3 The Recipient's invoice must reflect the below requirements:
 - (a) Addressed To:
Queensland Off-The-Track Program

ABN: 80 730 390 733
PO Box 63, Sandgate QLD 4017

- (b) Invoice:
The total value must match the approved Grant Funding specified at **ITEM 3**.
- (c) Description:
QOTT Business Expansion Grant

10.4 The Recipient acknowledges that QOTT makes no representations about future Grant Funding and there is no obligation on QOTT to provide future Grant Funding to the Recipient in respect of any matter.

11. CONFIDENTIALITY AND PRIVACY

11.1 The Recipient must not make any public statement in relation to this Deed without the prior written consent of QOTT.

11.2 Each party undertakes not to disclose any Confidential Information, under any circumstances, without the prior consent of the other party, except:

- (a) to its employees, officers, directors, investors, representatives, contractors or volunteers requiring that information for the conduct of their duties under or in relation to this Deed;
- (b) to its accountants and legal advisors;
- (c) in respect of QOTT, to the responsible Minister or Department administering racing in Queensland; or
- (d) as required or permitted by law.

11.3 For the avoidance of doubt, nothing limits QOTT's ability to make public statements in relation to the Deed or the provision of the Grant to the Recipient.

11.4 If a party discloses Confidential Information of the other party under one of the exceptions listed in clause 11.2, the disclosing party must take reasonable steps to maintain the confidentiality of the information.

11.5 The Recipient acknowledges that information relating to this Deed is potentially subject to disclosure to third parties under the *Right to Information Act 2009* (Qld).

11.6 Where the Recipient has access to Personal Information in relation to this Deed, it must comply with:

- (a) any legislative requirements about Personal Information that apply to the Recipient;
- (b) Parts 1 and 3 of Chapter 2 of the *Information Privacy Act 2009* (Qld), in relation to the discharge of its obligations under this Deed as if the Recipient was QOTT; and
- (c) other privacy and security measures as QOTT reasonably advises the Recipient in writing from time to time.

11.7 The Recipient must immediately notify QOTT upon becoming aware of any breach of this clause 11.

11.8 QOTT and the Recipient will make every reasonable effort to ensure that their Associates are aware of and comply with the obligations in this clause 11.

12. INTELLECTUAL PROPERTY

12.1 Nothing in this Deed effects a change in ownership of Intellectual Property Rights in material that exists as at the Commencement Date and is supplied by a party to the other for the purpose of this Deed.

13. TRADEMARK USAGE

13.1 QOTT may use the Recipient's logos and trademarks during the Grant Funding Term of this Deed for the purpose of promoting and marketing QOTT's involvement as a Grantor at its sole discretion.

13.2 The Recipient must not use, nor permit any third party to use, any logos or trademarks belonging to QOTT (or RQ) unless such use has been authorised by QOTT in writing. The Recipient must provide QOTT with at least five (5) Business Days' notice to review and approve or reject logo use.

13.3 Both parties acknowledge and agree that no party has any right, title, or interest in the logos or trademarks of the other party, except the rights to use the other party's logos and

trademarks as provided in this Deed and nothing in this Deed, will be construed as an assignment or grant to one party of any intellectual property, right, title, or interest in the logos or trademarks of the other party.

13.4 These trademark provisions survive the termination or expiry of this Deed.

14. PUBLICITY

14.1 The Recipient is aligned with the vision, mission and values of the QOTT Program and will support and promote the QOTT Program and its initiatives.

14.2 The Recipient will acknowledge the support provided by the QOTT Program in any published or displayed advertising, marketing or promotional materials in accordance with this Deed.

14.3 The Recipient agrees to assist QOTT by way of involvement in media releases, case studies or promotional activities to create awareness and raise the importance of the QOTT Program and its initiatives.

14.4 The Recipient agrees to provide QOTT with content (including photographs) for one (1) promotional article that will highlight the retired racehorses that have been supported by the Grant.

14.5 The Recipient is not authorised to speak on behalf of QOTT or RQ.

15. LIABILITY

15.1 To the maximum extent permitted by law, the aggregate liability of QOTT arising under or in connection with this Deed (whether in contract, tort (including negligence), statute, equity or otherwise) is limited to the value approved in this Deed.

15.2 Neither party is liable to the other for any indirect or consequential loss, loss of profit, loss of revenue, loss of contract value, loss of anticipated profit, or damages for lost opportunity or loss of data.

16. INDEMNITY

16.1 The Recipient indemnifies QOTT and RQ, its officers, employees, agents, contractors and volunteers (**Indemnified Parties**) against any claims, liabilities, losses, and costs (including reasonable legal costs) (**Loss**) from:

- (a) any negligent or unlawful act or omission of the Recipient, its officers, directors, employees, representatives, contractors, volunteers or agents;
- (b) any breach of this Deed by the Recipient (including warranties);
- (c) any infringement by the Recipient of any rights (including intellectual property rights and moral rights) of any person;
- (d) any defects in any goods or services provided by the Recipient or in connection with any activities carried out by the Recipient;
- (e) any injury to or death of a natural person, or any loss of or damage to the real or personal property of QOTT or a third party, caused or contributed to by the Recipient, its employees, directors, representatives, contractors, agents or volunteers;
- (f) except to the extent that the Loss is caused by a breach of this Deed by QOTT or the negligent act or omission of any Indemnified Party.

16.2 These indemnity obligations survive the termination or expiry of this Deed.

17. INSURANCE

17.1 It is the responsibility of the Recipient to effect and maintain at their own expense appropriate business, property and personal insurance cover.

18. TERMINATION

18.1 QOTT may, by notice in writing, terminate this Deed if in QOTT's reasonable opinion, the Recipient:

- (a) is in breach of this Deed and:
 - (i) the breach is not capable of being remedied; or

- (ii) the breach is capable of being remedied and the Recipient fails to remedy the breach within fifteen (15) Business Days of receiving a notice from QOTT requesting the Recipient to do so;
- (b) provides false or misleading information to QOTT in any material respect;
- (c) notifies QOTT that it is unable or unwilling to commence or continue with the Funded Activities;
- (d) fails to carry out the Funded Activities in accordance with this Deed;
- (e) is or admits in writing that it is, or is declared to be, or is taken under any applicable law to be (for any purpose), insolvent or unable to pay its debts;
- (f) amends its constitution or operations in a way that means the Recipient is no longer eligible for the Grant Funding or is no longer able to comply with this Deed;
- (g) becomes subject to any form of external administration;
- (h) notifies QOTT of a Conflict of Interest under clause 20 and is unable to resolve or otherwise deal with the conflict within a reasonable timeframe;
- (i) is wound up, voluntarily or involuntarily;
- (j) engages in conduct which, in the reasonable opinion of QOTT, reflects unfavourably on the good name, goodwill, reputation or image of QOTT; or
- (k) there is credible evidence of fraud or mismanagement of the Grant Funding on behalf of the Recipient

19. EFFECTS OF TERMINATION OR EXPIRY

- 19.1 Upon the termination or expiry of this Deed:
- (a) all rights under this Deed cease, other than rights accrued up to and including the date of termination or expiry; and
 - (b) each party must immediately cease using the other party's trademarks, logos or other materials (as applicable).
- 19.2 If this Deed is terminated by QOTT, then QOTT:
- (a) will have no obligation to pay to the Recipient any part of the Grant Funding not already paid; and
 - (b) may demand immediate and full repayment of the same from the Recipient, following which demand such amounts will be a debt immediately due and payable to QOTT.
- 19.3 If this Deed is terminated, the Recipient may be ineligible for any future QOTT Grant Program funding, subject to QOTT's reasonable discretion.
- 19.4 Termination or expiry of this Deed will not affect any rights or remedies already accrued to either party under, or in respect of any breach of, this Deed and will not relieve either party of any obligation under this Deed that is expressed to continue after termination or expiry.

20. CONFLICTS OF INTEREST

- 20.1 The Recipient warrants that at the date of this Deed, no conflict of interest exists or is likely to arise in the execution of this Deed or in the performance of the Funded Activities and that if, during the Grant Funding Term, a conflict of interest arises, then the Recipient is to notify QOTT immediately in writing of that conflict or risk.

21. DISPUTE RESOLUTION PROCESS

- 21.1 Both parties agree that any dispute arising during the course of this Deed will be dealt with as follows:
- (a) firstly, the party claiming that there is a dispute will serve notice to the other party setting out the nature of the dispute;
 - (b) secondly, the parties will try to resolve the dispute by direct negotiation;
 - (c) thirdly, the parties have ten (10) Business Days from the service of the notice (or such extended time as the parties may agree in writing before the expiration of the ten (10) Business Days) to reach a resolution or to agree that the dispute will be submitted for mediation or some other form of alternative dispute resolution procedure with the costs and expenses of any mediation or alternative dispute resolution procedure being borne equally between the parties; and

- (d) lastly, if:
 - (i) there is no resolution or agreement; or
 - (ii) there is a submission to mediation or some other form of alternative dispute resolution procedure, but there is no resolution within thirty (30) Business Days of the submission or such extended time as the parties may agree in writing before the expiration of the thirty (30) Business Days then the party may commence legal proceedings.

21.2 Each party shall as far as reasonably possible, continue to perform its obligations under this Deed notwithstanding the existence of any dispute or proceeding under this clause 21.

21.3 This clause does not apply to termination by QOTT under or purportedly under clause 18.1 (Termination) nor does it preclude either party from commencing legal proceedings for urgent interlocutory relief.

22. NOTICES

22.1 All notices in connection with this Deed must be in writing and must be delivered to the address of the party as set out in the Grant Details Schedule or notified by a party to the other from time to time by hand or prepaid post or emailed to its email address.

22.2 A notice will be deemed to be given:

- (a) if posted – two (2) Business Days after the date of posting;
 - (b) if delivered by hand during a Business Day– on the date of delivery; or
 - (c) if emailed – on the date of the email,
- except that an email or delivery received after 5:00pm will be deemed to be given on the next Business Day.

23. NO AGENCY EMPLOYEE OR PARTNERSHIP RELATIONSHIP

23.1 The Recipient must not represent itself and must ensure that its members, employees, directors, representatives, volunteers or contractors do not represent themselves as being an employee, partner or agent of RQ or QOTT.

23.2 This Deed does not create a relationship of employment, agency or partnership or joint venture between the parties.

24. UNEXPECTED EVENTS

24.1 No party is liable for any failure to perform or delay in performing its obligations under this Deed if that failure or delay is due to an Unexpected Event. If that failure or delay exceeds sixty (60) Business Days, either party may terminate this Deed with immediate effect by giving notice to the other party.

25. WAIVER

25.1 A waiver by a party of any rights arising from a breach or non-observance by the other party of a term of this Deed will not be taken to be a waiver in respect of any other breach or non-observance of the same or any other term.

25.2 The failure of either party to enforce a term of this Deed will not be interpreted as a waiver of that term.

26. WARRANTIES

26.1 The Recipient represents and warrants that:

- (a) it has the power to enter and comply with its obligations under this Deed;
- (b) it owns or is licensed to use the logos, marks, and devices that it permits QOTT to use under this Deed;
- (c) it must not carry out the Funded Activities in any way which may be prejudicial to QOTT (or RQ); and
- (d) it will comply with all applicable laws, codes of conduct, and industry standards when exercising its rights or complying with its obligations under this Deed.

27. COMPLIANCE WITH LAW

- 27.1 The laws of the State of Queensland govern this Deed and the parties submit to the exclusive jurisdiction of the courts of Queensland.
- 27.2 The Recipient shall in carrying out the Funded Activities comply with the provisions of any relevant statutes, regulations, by-laws and requirements of any applicable Commonwealth, State, Territory or local authority.

EXAMPLE