

QUEENSLAND BLUE LIGHT ASSOCIATION INCORPORATED



QBLAI PROCEDURES GRANTS, ADVERTISING & FUNDRAISING

ABN 67 047 589 753
Incorporated Association No. 1478
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QBLAI PROCEDURES

GRANTS, ADVERTISING & FUNDRAISING

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6. GRANTS, ADVERTISING & FUNDRAISING

6.1 Sourcing Funding

A variety of different organisations supply funding for charitable non-profit organisations such as The Queensland Blue Light Association Incorporated. This funding can be utilised for the purchase of equipment to run activities or to fund programs to assist the local community. Funding can be sourced from Federal and State Government and Local Councils.

Some areas of possible funding include the Gambling Community Benefit Fund, the Office of Sports and Recreation, or the Office of Multicultural Affairs. Large local industries often make grants available for community projects also.

6.2 Eligibility

Grant and funding bodies have strict guidelines as to which organisations can apply for funding, and the purposes for which funding can be used.

QBLAI Branches are NOT Incorporated Associations, or registered for gst in their own right. Any application for funding that requires this of recipients will have to be submitted by State Office. Funds will need to be deposited in to the Association bank account, and distributed from there.

Some funding bodies require recipients to have DGR (Deductible Gift Recipient) status. Donations made to charities with DGR status are tax deductible if the contribution is over \$2.00. As of August 2018, QBLAI does NOT have DGR status.

The eligibility requirements of all funding bodies should be checked carefully before the commencement of any application.

6.3 Local Grants & Donations

The Queensland Blue Light Association Incorporated Board of Directors is accountable for all funds associated with the organisation, and therefore has determined a process of risk management and accountability which must be used.

6.3.1 ALL funding applications must be approved by State Office before submission. Even small local funding submissions that do NOT require a branch to be an incorporated association still need approval. This is simply a matter of forwarding the application to State Office via email BEFORE submission. This is so any inaccuracies can be amended.

6.3.2 Applications that need to be signed on behalf of the Association can be completed at Branch level, and then sent to State Office for signing and submission.

6.3.3 Branches may receive donations from local businesses or individuals. Donations are gst free, and therefore may be banked directly in to your Branch bank account. They must be shown in your accounts as a donation received. If a donation is made for a specific purpose, the expenditure should also be clearly shown. For example, if a local business donates \$1000.00 to your Branch so that you can hire a jumping castle for events, your books should clearly show where the \$1000.00 was spent on amusement hire.

Small donations that only need a BL receipt issued can be organised without State Office approval. State Office should be made aware of ANY donation of more than \$1000.00.



6.4 Grants & GST

6.4.1 Spending Grant Funds from Branch Account

Some organisations will require a tax invoice for donations or grant funds. Branches cannot issue tax invoices as they are not registered for gst. State Office can issue a tax invoice on the Branch's behalf. For this to work the funds will have to be banked into the Association account before being transferred to the Branch.

Example: Your local council offers your Branch \$3000.00 towards general running expenses. The amount includes gst, and the council requires a tax invoice. State Office issues the invoice on your Branch's behalf, and the funds are banked in to the Association account.

State Office issues invoice and receives funds	Net \$2727.27	GST \$272.73	Total \$3000.00
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State Office will transfer the net amount of \$2727.27 to the Branch, and remit the gst portion of \$272.73 to the ATO.

If you make purchases for general expenses from your Branch account with this money, you will only get to spend the net amount of \$2727.27.

6.4.2 Spending Grant Funds from Association Account

In order to spend the entire invoice amount including the gst portion, you need to ask State Office to make your purchases for you. Of course this is not practical if you need to make numerous random purchases, but if you know what you wish to spend the funds on it can work this way:

Instead of transferring the money to the Branch, State Office keeps the funds, allocating them in to a provisions account in the Branch's name. As the money is spent, State Office can claim the gst portion of each invoice, allowing the Branch to spend the whole \$3000.00.

State Office issues invoice and receives funds	Net \$2727.27	GST \$272.73	Total Funds In \$3000.00
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State Office pays \$272.73 gst to the ATO.

State Office pays invoices and spends funds	Net \$2727.27	GST \$272.73	Total Funds Out \$3000.00
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State Office claims \$272.73 gst back from the ATO.

6.5 Applications Made from State Office

State Office can make applications on behalf of a Branch. This is usually done when being an Incorporated Association is an eligibility requirement, or for major applications like the Blue EDGE Program.

6.5.1 Applications for major capital equipment like MERV Trailers are often made through the Gambling Community Benefit Fund. There are four funding rounds per year. Each one closes as follows:

- 28th February
- 31st May



- 31st August
- 30th November

It takes approximately five months for successful applicants to be notified. Branches need to supply State Office with the following information in order for an application to be written:

- Details of three referees that can be contacted if necessary.
 - Name.
 - Company or community group & position held.
 - Phone number, either work, mobile or both.
 - Email address.
- Details of what you want the funds for, eg MERV Trailer, equipment upgrade.
- Physical address of your Branch (usually the Police Station).
- Type & frequency of the events you hold (or plan to hold)
- Number of participants at each event, or estimated number.
- How you identified the need for the project.
- The benefit to your Branch and Volunteers.
- The benefit to the wider community.
- Details of any other community groups you work with.
- Your daytime contact telephone number.

6.5.2 State Office will need to be in possession of your latest set of audited accounts before any application can be made. The only exception to this would be a new Branch that has not yet been audited.

6.5.3 All information needs to be supplied to State Office a clear two weeks prior to the end of each funding round. The State Administrator writes and lodges all grant applications, and where time constraints make it necessary applications will be processed on a first in first served basis.

6.6 Grant Funded Equipment & Branch Asset Register

All Items and Equipment purchased with grant funds through State Office remain Association Assets. As such they are recorded and depreciated on the Association Asset & Depreciation Schedule each year. Only items purchased with your Branch funds, or with locally made donations should be recorded on you Branch Asset register for depreciation. Branches should still keep a separate list of any grant funded equipment in their possession, but it does not form part of their audited accounts.

If you have any questions in relation to what should and shouldn't be on your Branch Asset Register contact State Office.

6.7 Requesting Funds from the Association

The Association has very limited funds set aside for Branch assistance. Before making a formal application it is suggested you contact State Office to discuss your requirements. At the discretion of the Board, the Association can assist with the funding of Branch projects or activities. These would generally be special or one off events, and not for the day to day running of a Branch.

6.8 Restrictions on Advertising & Sponsorship

The Queensland Blue Light Association Inc. approves and understands that Branches may be able to arrange sponsorship of activities conducted to offset the costs incurred with conducting those activities. This



sponsorship may involve some advertising of the role of the sponsor. There are restrictions on advertising and sponsorship relating to the Queensland Blue Light Association Inc. that are outlined in the following sections.

6.9 Advertising

Permission is given to Branches to advertise sponsors that comply with all Association Guidelines.

6.9.1 Sponsors should be advertised in the following manner:

- a) “(Branch) Blue Light proudly supported by (name of sponsor)” or
- b) “(name of sponsor) proudly supporting (Branch) Blue Light”

6.9.2 The logo of a company may be used in conjunction with the Blue Light logo in advertising.

6.9.3 At no stage will the Police emblem be used in any advertising unless authorised as per the Police Service Administration Act.

6.10 Sponsorship

6.10.1 The Queensland Blue Light Association State Board gives permission for branches to negotiate sponsorship to offset costs for that branch.

6.10.2 Sponsorship must only affect the individual Branch.

6.10.3 If more than one Branch is to be included in the sponsorship agreement the State Board will have final approval.

6.10.4 No sponsorship agreement will exceed a six (6) month period. If a longer sponsorship is required the Board must approve.

6.10.5 The State Board will not permit a sponsorship agreement to use the sponsors name or product for naming a blue light event.

Example of permitted acknowledgment:

“(Branch) Blue Light supported by (name of sponsor)”

Example of what is **NOT** permitted:

“(name of sponsor) Blue Light”

6.10.6 Sponsors must be of a suitable business and must not contradict the objectives or guidelines of the Association, for example no company that relates to alcohol, tobacco or gambling.

6.10.7 Advertising is permitted to be displayed by a Branch at events, unless any restrictions apply.

6.11 Charitable and Non Profit Gaming Act 1999

The following is designed to give you a general understanding of some basic Branch requirements under the Charitable & Non-profit Gaming Act 1999. It is not intended to, and does not cover all regulations governing



games. It should be read in conjunction with QBLAI's Finance guidelines so far as banking and general accountability is concerned.

This information is only relevant to Branches that conduct Art Unions, raffles or other fundraising games.

Any Branch intending to conduct an Art Union or game should purchase a copy of the "Charitable & Non-profit Gaming Act 1999" from GoPrint, or their local supplier, and contact State Office for guidance.

6.11.1 Definition of a Game

A "game" is a game, scheme or arrangement offering prizes, whether or not tickets are sold or distributed, in which the winners are decided either entirely or partly by chance, or by a competition or other activity having an outcome depending on chance, for example a guessing competition. Examples of games are art unions, bingo and Calcutta sweeps.

6.11.2 Different Types of Games

a) An **Art Union** is a game other than bingo, Calcutta sweep, lucky envelopes or promotional game. Examples of art unions are:

- Raffles
- Silver Circles
- Sweeps
- Chocolate Wheels
- Punchboards
- Football Doubles
- Lucky Dips
- Cent Auctions
- Lucky Door Prizes
- Guessing Game Competitions

b) **Bingo** is a game known as bingo, housie, or housie-housie, or a similar game, whatever called, in which each player is given a ticket with numbers, letters or symbols printed on it, and the winner is decided by the player matching randomly selected numbers, letters or symbols to the numbers, letters or symbols on the player's ticket.

c) A Calcutta Sweep is a game conducted on a horse race held at a racing venue, or an event approved by the chief executive, in which, before the race or event starts:

- each player buys a ticket for a chance to be allocated, by lot, a participant in the race or event; and
- an auction takes place at which anyone present, whether or not the person holds a ticket, is entitled to bid for each participant in the race or event.

The winners in a Calcutta sweep are decided entirely or partly by chance, according to the result of the race or event.

6.12 Category 1 Games.

A category 1 game is a game in which:

- a) for bingo – the gross proceeds of all games in the bingo session are not more than \$2,000.00; or
- b) for other games – the gross proceeds of which are not more than \$2,000.00.

As long as you meet the criteria, you do not need a licence or permit to conduct a category 1 game.



6.13 Category 2 Games.

A category 2 game is a game in which:

- a) for bingo – the gross proceeds of all games in the bingo session are more than \$2,000.00 but not more than \$20,000.00; or
- b) for lucky envelopes – the gross proceeds of which are not more than \$5,000.00; or
- c) for other games – the gross proceeds of which are more than \$2,000.00 but not more than \$20,000.00.

As long as you meet the criteria, you do not need a licence or permit to conduct a category 2 game.

6.14 Prizes.

Prohibited prizes in a Category 1 or Category 2 art union are:

- More than \$10,000.00 cash.
- Surgery
- A tobacco product
- A weapon or ammunition
- Any other item the sale or acquisition of which is restricted by legislation of the State or Commonwealth
- A ticket or other chance in a game that is not approved under a gaming Act.

For a game other than a promotional game, alcohol must not be offered as a prize unless the alcohol has a retail value of \$1,000.00 or less.

Please note that if a prize in an art union includes alcohol, tickets in the art union must not be sold to a person under the age of 18 years. There are additional conditions placed on certain types of prizes in category 2 art unions.

6.15 Prize Value.

The total value of prizes in a category 1 or 2 art union must be at least 20% of the estimated gross proceeds of the art union.

Example: If you intend selling \$2000.00 worth of tickets in a raffle, the value of the prize or prizes must total at least \$400.00.

6.16 Ticket Requirements for Category 1 & 2 art unions.

A “ticket” means a document or thing that evidences, or is intended to evidence, a person’s right to participate in the art union. All tickets must be sold at the same price. However, tickets may be sold as a bundle (e.g. one for \$1.00 or three for \$2.00). If bundled tickets can be purchased at the time of sale then the same discount for bundled tickets must be offered to all ticket buyers.

A ticket may only be issued to an entrant if the entrant has paid the correct price for the ticket. Tickets must not be sold after the closing of the art union. However, if the art union has a series of draws over a period of time, a ticket may be issued if the player has paid the amount that is sufficient to be entitled to be entered in the next draw for the art union.



Tickets must not be sent or delivered to a person unless the person has paid for the ticket before it is sent or delivered, or the person is the association's agent or ticket seller.

Each ticket must be numbered consecutively and if more than 1 series of tickets is to be used for the same draw, each series of tickets must be identifiable by colour, or other distinguishable characteristics. If more than one art union is being drawn on the same day the tickets in each draw must be identifiable by colour, series or other distinguishable characteristics.

If a category 1 or 2 art union is not conducted and drawn on the same day, the tickets for the art union must have the name and either address or telephone number of the entrant legibly written on the ticket butt, or legibly recorded in another way that enables each prize winner to be identified. For a guessing game competition, the name and either the address or telephone number of the entrant must be legibly recorded in a way that enables each prize winner to be identified.

6.17 Additional Requirements for Category 2 art unions.

Each ticket in a Category 2 art union must include the following information:

- the name of the eligible association
- the order in which prizes will be drawn if not in descending order
- the closing and drawing dates
- the way in which prize winners will be notified
- the ticket number
- the ticket price
- description and retail value of each prize

6.18 Record Keeping and Reporting Requirements.

Each Branch Committee holding a category 1 or 2 game, must keep all records, documents and accounts relating to it including the following:

- Copy of the BL10 form submitted to State Office.
- Copies of advertisements and notices.
- Correspondence, contracts and agreements.
- Records and forms of account that correctly record and explain financial operations and enable the conduct of the art union to be properly and conveniently audited, including:
 - A cash book.
 - Separate receipt book.
 - Bank book and deposits.
 - A postage and petty cash book.
 - Any other records required by the Queensland office of Gaming Regulation.

It is recommended that Branches conduct category 1 games wherever possible. This negates the need for professionally printed tickets.