





2024-2025 GET READY QUEENSLAND FUNDING SUBMISSION CHECKLIST

1. Complete your Plan of Activities (Excel Project Form)



Follow these steps for different activity types:

-  For **Pre-Approved activities**: Select the Activity Category and Activity Subcategory from the provided drop-down options.
-  For **QRA-led activities**: Select the Activity Category and Activity Subcategory from the provided drop-down options.
-  For **Council Collaboration**: Contact your QRA Recovery and Resilience Officer or GRQ before submitting this workbook.
-  For **Alternative activities**: Complete the Plan of Activities tab and submit it to QRA for approval.

Note:

- GRQ grant allocations will only cover eligible activity costs up to the total allocated amount.
- Remaining costs must be covered by the organisation.
- Reported underspends of GRQ must be returned to QRA at the time of acquittal.

2. Signature Forms

-  **Certification (Approval)**: Complete the Certification (Approval) form and ensure it is signed by an approved Delegated Officer.
-  **Project Funding Schedule**: Complete the Project Funding Schedule form and ensure it is signed by an approved Delegated Officer.

3. Submission

-  Email the completed workbook to submissions@qra.qld.gov.au before the deadline of **30th June 2024**.