Disaster Assistance Loans Application Form Non-profit Organisations

12 12/5/2025

nformation checklist		
The following information must be provided to QRIDA:	Provided	with this form:
Past 3 (three) Years' Financial Statements Including Profit and Loss Statement, Balance Sheet and depreciation schedules Cashbook figures are acceptable if financial statements have not been prepared	Yes	No - state why:
• Financials must be provided for the applicant entity and all associated entities Annual Report	Yes	Not applicable
Monthly Cash Flows for the Current Financial Year	Yes	
Monthly Cash Flows for the Next Financial Year	Yes	
Schedule of Account Details A copy of the form is to be completed by each of your lenders (including banks, credit unions, lease/finance companies etc.) and attached to this application. Please arrange for your lenders to return this form to you prior to submission of the completed application to QRIDA.	Yes	
Australian Tax Office (ATO) Integrated Client Account Statement Copy of the ATO Integrated Client Account Statement (previous 12 months) for the applicant and all associated entities.	Yes	
Organisation Constitution or Rules of Association and Certificate of Incorporation	Yes	

Which eligible disaster caused damage to your primary production non-profit organisation? (Refer Disaster Assistance Scheme Guidelines)

Section 1 - Organisation details
full legal name of the organisation
Is it incorporated? Yes No Incorporation number:
Under which act are you incorporated?
Borrower's ABN:
Section 2 - Contact details
Please nominate a contact person for the organisation:
Title Surname Given names Job title (e.g. CEO, Accounts Manager)
Business telephone number Fax number Mobile number Email address





Section 2 - Contact details (continued)		
Road address of organisation:	Postal address of organisation: Postal name	Please tick if same as road address
Town/city State Postcode	Postal address	
Local Government area	Town/city	State Postcode
Business telephone number Fax number Mobile nu	mber Email address	
By ticking this box, you consent to QRIDA using your personal informat telephone (including by text or SMS or electronically) about this loan p is successful, loan account statements and payment reminders. Please	roduct, including the progress of your lo	oan application, and if your application
Section 3 - Payment details		
Please provide your bank account details for payment of the assis Bank Branch	tance funds by Electronic Funds Tra	ansfer: BSB
Account name (e.g. Maroon Inc.)	Account Num	ber:
Section 4 - Organisation description and background		
When did the organisation commence operations (DD/MM/YYYY)?		
Number of paid employees (excluding office bearers):		
Number o		nber of mbers
Calculating Full Time Equivalent Employees: Full time work is 35 hours per number of hours worked by these employees and divide that total by 35 to hours per week totalling 36 hours per week, equates to one full time emplo	determine full time equivalents. (For ex	
Describe briefly the history of the organisation, what it does and it	s objectives. Please attach separate	page if more space is required.
Section 5 - Details of disaster How did the disaster directly affect your organisation? Please attach	a congrate nage if more space is require	d
now and the disaster directly affect your organisation: Please attach	a separate page ij more space is require	u.

Item lost or damaged (e.g. property, ed stock)	quipment,	Details of loss / damage			Estimated cos repairs / repla	
Does the organisation hold an insura No Yes - if yes, please provi Insurance company		for any losses suffered fro wing details of your clain	1:	amount		
Details of claim						
Claim outcome						
* Please note that applicants must a	lemonstrate	they have used available	insurance before applying	for concession	al loan assista	ince.
Section 6 - Proposed disaster-relate	ed project a	nd funding details				
What repair / replacement and/or ca	arry-on costs	will you incur as a result	of the eligible disaster? Ple	ease detail belov	W.	
Requirements (Note: include these	costs in yo	ur cashflow projections -	refer example page 9)		Cost	
·						
			Requiren	nents sub total		
Carry-on** (refer example page 9)			Requiren			
Carry-on** (refer example page 9)			Requiren	nents sub total		
Carry-on** (refer example page 9) How do you plan to fund the above r	equirement	s? Please detail below.	Requiren			
	equirement	s? Please detail below.	Requiren		Amount	
How do you plan to fund the above r	·		Requiren		Amount	
How do you plan to fund the above refunding (refer example page 9) Peak closing bank balance shown Less your contribution - cash or inv	on cash flow		Requiren		Amount	
How do you plan to fund the above re Funding (refer example page 9) Peak closing bank balance shown Less your contribution - cash or inv Less overdraft limit*	on cash flow		Requiren		Amount	
How do you plan to fund the above refunding (refer example page 9) Peak closing bank balance shown Less your contribution - cash or inv. Less overdraft limit* Less other (please detail)	on cash flow vestments*	v projection			Amount	
How do you plan to fund the above re Funding (refer example page 9) Peak closing bank balance shown Less your contribution - cash or inv Less overdraft limit* Less other (please detail) Indicated QRIDA loan (please do no	on cash flow vestments*	v projection roposed loan in your cas	hflow projection)	Total	Amount	
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How do you plan to fund the above refunding (refer example page 9) Peak closing bank balance shown Less your contribution - cash or inv. Less overdraft limit* Less other (please detail)	on cash flow vestments*	v projection roposed loan in your cas	hflow projection)	Total	Amount	
How do you plan to fund the above refunding (refer example page 9) Peak closing bank balance shown Less your contribution - cash or inv Less overdraft limit* Less other (please detail) Indicated QRIDA loan (please do not) * You must use all liquid assets and	on cash flow vestments* ot include p available no	v projection roposed loan in your cas	hflow projection)	Total	Amount Two years	N/A

Section 5 - Details of disaster (continued)

Section 7 - Proper	ty details				
Please show all proone property.	operties owned or lease	d by the organisation. <i>Please</i>	copy and attach addition	nal pages if the organisation has more	than
Property type (e.g. clubhouse)					
Owned	Purchase date	Purchase price	Cu	ırrent market value	
Leased	Lease payment	Expiry		Options	
	(p.a.)	Ехрпу		Options	
Registered owners Title reference No					
or Lease No		Lot	Plan	Area (ha)	
Property address					
Section 8 - Securit	:y				
	tance Scheme requires	all loans to have satisfactor	security. Please deta	il the security available to secure	your
requested loan.					
Section 9 - Financi	ial				
		e or expense variations in yo	ur past 3 years financi	al statements, and any significant	
abnormalities (oth	er than disaster related	in your projected cashflows	· .		

Section 10 - Statement of assets and liabilities

Please list all of the assets and liabilities of the organisation.

Please tick if your statement of assets and liabilities is included in a separate template

Assets (show present fair market value)	\$ Liabilities (current amount owing)	\$
Cash at Bank	Overdraft (Limit:\$)	
Term Deposits		
	Term loans	
Real estate		
Address:		
	Other Loans (e.g. Private Loans)	
Stock (show type)	Stock Loans/Floor plans	
Plant and machinery	Hire Purchase, Leasing & Chattel Mortgage (transfer total from table below)	
Vehicles		
	Entitlements Owing to Employees	
	Taxation Debt	
Accounts Receivable	Accounts Payable	
Debentures/Shares/Investments	Margin Loans	
Other Assets (detail)	Other Liabilities (detail)	
Total Assets	Total Liabilities	

Hire purchase and lease repayment schedule

		Instalments Lease residual					Instalments Lease residual					Instalments Lease residual		
Item	Lender	(a) Instalment amount	Frequency e.g. monthly/ yearly	(b) No. of payments remaining	Date of final payment	(c) Overdue payments (Arrears)	(d) Amount	Due date	Total owing (a x b + c + d)					
			Т.	otal owing	(transfartatal)	to 'Ctatomont o	of Assets and Lia	hilitias' ahaya)						

Total owing (transfer total to 'Statement of Assets and Liabilities' above)

Section 11 - Acknowledgements, consents and privacy statement

In the following sections, titled acknowledgements, consents and privacy statement:

- QRIDA means Queensland Rural and Industry Development Authority; and
- Identify Verification Service Provider and credit reporting body means Dun & Bradstreet (Australia) Pty Limited ACN 006 399 677 trading as Illion.

Please tick each of the below to indicate your acceptance. Your acknowledgement and acceptance of each item is a condition of submitting a valid application. Acknowledgements

I/We have read and understood the guidelines at grida.qld.gov.au for the Disaster Assistance Loan – Non profit Organisation and have obtained clarification where needed.

I/We certify that all of the information provided in the whole of this application is true and accurate and discloses my/our correct financial position.

I/We certify that to the extent this application or any information provided in relation to this application contains information of, or about, another person, I/we have the authorisation of that person to provide the information and for it to be used and disclosed in accordance with the above authorisations

I/We are aware that it is an offence and that penalties may be applied under the Rural and Regional Adjustment Act 1994 (Qld) if any information provided in an application or any document provided in respect of an application is found to be false misleading or incomplete in a material manner.

I/We have read the Collection Notice and the Privacy Statement below and understand how personal information provided in my/our application may be collected, used and disclosed.

I/We certify that the business which is subject of this application is not in administration, liquidation or a state of insolvency and that all of the business owners are similarly, to the best of my/our knowledge, not in a state of bankruptcy, insolvency, financial distress or difficulty.

I/We are aware that QRIDA is bound by the Public Records Act 2023 and is unable to return any documents forwarded as part of this application.

Do you have, or have you had, any business dealings with QRIDA that could be considered an actual, potential or perceived conflict of interest with this application?

Nο

If Yes - please provide details of all your business dealings with QRIDA that may be considered an actual, potential or perceived conflict of interest:

Consent to Third Party Disclosures

I/We authorise any Relevant Person to disclose to QRIDA and each of its authorised representatives such information as QRIDA or an authorised representative considers to be necessary or appropriate in connection with this application or any aspect of the Scheme from a Relevant Person ^, including my/our financial statements and personal taxation returns and other supporting information to verify my/our identity, determine if my/our business is eligible to receive a loan under the Scheme and in relation to the administration and management of the Scheme and any loan provided to me/us under the Scheme.

^ For the purposes of the above consents, **Relevant Person** includes:

- the Identity Verification Service Provider and credit reporting body, any accountant, solicitor, business consultant, bank, financier, supplier,
- processor, or other agent named or identified in this application or in supporting documentation provided with, or in support of, this application; and any Commonwealth, state or local government department, agency or authority that QRIDA or an authorised representative may consider relevant.

Credit information

To enable QRIDA to assess your application for a loan, QRIDA may need to be provided credit reporting information and credit eligibility information about your business and yourself.

I appoint QRIDA as an access seeker under the Privacy Act 1988 (Cth) and authorise QRIDA to make applications on my behalf to request credit reporting information and credit eligibility information from the Credit Reporting Body and other credit providers. I authorise QRIDA to disclose personal information to the Credit Reporting Body and other credit providers in order to request credit reporting information and credit eligibility information and to obtain and use information contained in the Failure Risk Report and any other information provided to us by the Credit Reporting Body and other credit providers.

Notice that credit information may be given to a credit reporting body:

To assist the Australian credit reporting system to function effectively, QRIDA may disclose to a credit reporting body certain business and personal information about you which includes:

- your identification:
- that credit has been applied for and the amount; h)
- that QRIDA is a current credit provider to you (although is not a 'credit provider' for the purposes of the *Privacy Act 1988* (Cth));
- d) details of payments which become overdue for more than 60 days;
- that payments are no longer overdue; e)
- details of payments made by you which have been dishonoured more than once;
- that you have committed fraud in applying for or receiving credit from QRIDA or in evading your obligations regarding the credit received, or have attempted to do so; that the credit provided to you by QRIDA has been paid or discharged.
- h)

Credit reporting bodies may include the above information in reports provided to other credit providers to assist them to assess your credit worthiness.

Information Collection Notice

Collection and use of your personal information

QRIDA and its authorised representatives are collecting and obtaining (from you and from the Relevant Persons) your personal information in connection with the Scheme, for the following purposes:

- verification of your identity and credit reporting information;
- assessment of your application and your eligibility for the Scheme at the time of making the application and on an ongoing basis;
- the administration and management of the Scheme or any loan provided to me/us under the Scheme including for compliance and enforcement purposes; and
- any other purposes related, or otherwise necessary to give effect, to the purposes listed above.

QRIDA and its authorised representatives may also use your personal information for the following purposes:

- to contact you in relation to your application, and the evaluation of the Disaster Assistance Loan;
- to facilitate its internal business operations and fulfil legal obligations;
- to assess the performance of QRIDA and other Queensland and Commonwealth Government grant and loan programs and services;
- to promote or market QRIDA and other Queensland and Commonwealth Government grant and loan programs and services (including the success and outcomes of the programs and services);
- research and development of QRIDA and other Queensland and Commonwealth Government actual and proposed services;
- to identify and assess your eligibility for or interest in other QRIDA and Queensland and Commonwealth Government administered grant and loan programs or services:
- to collate statistical data; and
- as permitted by law, including in accordance with QRIDA's disclosure rights under s. 40 of the Rural and Regional Adjustment Act 1994.

Disclosure of your personal information

QRIDA may disclose your personal information to the Relevant Persons, QRIDA's employees, contractors, related affiliates and third parties to the extent necessary or convenient to enable QRIDA to further the purposes described above (which do not extend to commercial purposes). Government agencies to whom personal information is to be disclosed are:

- Department of Primary Industries
- Queensland Reconstruction Authority
- Queensland Treasury

Continued over page...

Section 11 - Acknowledgements, consents and privacy statement (continued)

Concont

By completing and submitting this application, you are consenting to QRIDA using the email address listed in this application, should your loan be approved, for the provision of any or all necessary loan documentation and managing your personal information in the manner described in this Collection Notice and our Privacy Policy.

Privacy statement

More information about the way QRIDA uses, discloses, and secures your personal information, how you can access and correct that information, and how you can make a complaint about a breach of privacy can be found in its privacy policy. QRIDA will comply with the *Human Rights Act 2019* (Qld) when making any decision, including with respect to collection, use, and disclosure of personal information.

By ticking this box, I/we are acknowledging and/or consenting to each of the matters I/we have indicated above.

Further information on the program is available on qrida.qld.gov.au

Signed for and on behalf of the organisation by:

Please ensure an authorised member of the Executive/Management Committee completes the section below.

Member of Executive / Management Committee to complete										
Signature	Name	Position	Date							
Please list the names and position	Please list the names and positions of the members of your management committee:									
Name		Position								

Further information								
Did you engage with a QRIDA Regional Area	Manager for this application?	Yes No						
Who else assisted you with this application process?								
Financial Counsellor	Accountant	Consultant	QRIDA - Head Office					
Other, please specify:								
How did you find out about this assistance?								
QRIDA Regional Area Manager	QRIDA Head Office	QRIDA Website	Financial Counsellor					
Newspaper advertisement	Radio advertisement	Social media	Event (please specify below)					
Prime Focus (QRIDA newsletter)	Word of mouth	Other, please specify:						
How to apply								

How to apply

Please submit your completed application including all supporting documents to QRIDA by:

Post: GPO Box 211, Brisbane QLD 4001 Email: contact_us@qrida.qld.gov.au Fax: (07) 3032 0300

Enquiries

Further information on the program is available on the QRIDA website at qrida.qld.gov.au

If you need assistance with completing your application, or wish to speak to a Regional Area Manager, please contact QRIDA on 1800 623 946.

Application and cashflow guidance

General guidance

QRIDA has Regional Area Managers based in Brisbane, Bundaberg, Cloncurry, Emerald, Innisfail, Kingaroy, Mackay, Rockhampton, Roma, Toowoomba and Townsville who can assist you with any questions. To speak to your local Regional Area Manager, please contact QRIDA on **1800 623 946**.

Please complete each section in the application form and forward it to QRIDA with the required attachments (listed on page 1). Incomplete applications or missing attachments are likely to cause delays in assessing your application and may result in the application being declined.

Cashflow guidance

The cashflow forms should be completed by those who understand the business best. This is usually the owners and operators of the business. Your accountant or financial advisor may be able to assist, if needed.

A projected cashflow, in which you estimate as accurately as you can the income and expenses for a current/future period, is probably the most important tool your business can have. You should base your projections on your historical results (past financials) and your knowledge of what might be different this year and the following year. The ability to check your actual results with what you expected will assist you to make critical decisions about your business.

QRIDA requires a monthly cashflow for the current year, plus the next full financial year. Microsoft Excel versions of the cashflow form are available to download from the QRIDA website, qrida.qld.gov.au. If you utilise the Excel cashflow, the totals will automatically calculate and you may find it is easier to complete. If you have your own computer prepared cashflows, please feel free to send them instead.

Completing a cashflow

The steps below outline how to complete a QRIDA application cashflow:

- 1. Fill in your name and QRIDA Client Identification Number (if known) at the top of the form and complete the relevant year.
- 2. Income
 - Refer to your past financials for suitable headings or use those shown as a guide. Please note that livestock/stock sales are shown (not the profit), with purchases shown in the purchases section of the form. These monthly figures should agree with the total sales shown in Section 10 (page 5) of your application form.
 - All income should be shown, including personal wages, interest and dividends from investments, rents from properties, any other personal income, government assistance and all business income. Use your historical records to estimate when income will be received, but adjust for your knowledge of any changes to sales patterns or income receipts. Do not include the QRIDA loan amount you are applying for.

3. Expenses

Again you should refer to your past financials for suitable headings for your business. Please use the headings shown as a
basic guide. These will also assist you with the timing of payments. Do not include non-cash items such as Depreciation or
Bad Debts in your cashflow.

4. Purchases

• Here you should include all your livestock/stock purchases in the months when you expect to pay for them. These figures should agree with the total purchases shown in Section 10 (page 5) of your application form. Capital purchases would include major items such as vehicles or equipment (the cash amount paid excluding lease/HP etc), major renovations or improvements, new fences, irrigation equipment etc. Please make a note of the type of capital purchase. Include in this section the costs to restore your business from Section 6 (page 3).

5. Other expenses

- Here you would list all of your:
 - lease, hire purchase or chattel mortgage payments interest on overdraft or similar type of non reducing facility, and
 - total repayments on term loans, personal loans, private loans, housing loans and credit cards.

You also need to record your personal drawings, medical contributions and payments, education expenses for yourselves or dependants and life insurance payments.

6. Surplus or (Deficit)

• This total will be automatically calculated if you are using the Microsoft Excel version of this form from the QRIDA website. If you are completing the form manually, please calculate the difference between Income and Expenses. If income is greater, you have made a surplus or profit. If Expenses are greater, you have made a (deficit) or loss.

7. Opening and closing bank balances

• If completing the cash flow for the current year, the opening bank balance of your overdraft or operating account for July should be taken from your bank statement and adjusted if necessary for outstanding cheques. If completing the cash flow for the following or subsequent years, the opening bank balance will be the closing bank balance from the previous year's cash flow which you have completed.

The purpose of this calculation is to provide an estimate of your bank balance (the closing balance) at the end of each month, and indicate your peak debt or credit. The closing balance is calculated by adding the opening balance to the monthly surplus or (deficit), which then becomes the opening balance for the next month.

Example cashflow projection and requirements and funding tables

Client Name: AB Cricket C	lub Inc				Client ID	: 65432							
MONTHLY CASHFLOW FOR	CURRENT	Γ FINANCI	AL YEAR: J	ULY 2020	- JUNE 20	21							
Income	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Sales	25,000	25,000	30,000	35,000	40,000	35,000	30,000	40,000	40,000	55,000	45,000	40,000	440,000
Membership fees	10,000	10,000	10,000	10,000	10,000	15,000	5,000	50,000	20,000	45,000	30,000	10,000	225,000
Other													
Total Income	35,000	35,000	40,000	45,000	50,000	50,000	35,000	90,000	60,000	100,000	75,000	50,000	665,000
Expenditure - fixed and va	riable (an	nend, add	or delete	headings	as neces	sary to si	uit your b	usiness -	refer to pa	ast financi	ials)		
Fixed costs	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	96,000
(Detail)													
Variable costs	22,750	22,750	26,000	29,250	32,500	32,250	22,750	58,500	39,000	65,000	48,750	32,500	432,250
(Detail)													
Sub total	30,750	30,750	34,000	37,250	40,500	40,500	30,750	66,500	47,000	73,000	56,750	40,500	528,250
Purchases													
Ground repairs							30,000	30,000					60,000
Drainage repairs							68,000						68,000
Building repairs								30,000					30,000
Equipment replacement								27,000					27,000
Sub total							98,000	87,000					185,000
Other expenses													
Lease/HP/Chattel Mortgage	560	560	560	560	560	560	560	560	560	560	560	560	6,720
Interest	300	310	320	310	300	290	290	290	290	290	290	290	3,570
Loan repayments	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	48,000
Affiliation fees	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Players' insurance	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Sub total	7,360	7,370	7,380	7,370	7,360	7,350	7,350	7,350	7,350	7,350	7,350	7,350	88,290
Total Expenditure:	38,110	38,120	41,380	44,620	47,860	47,850	136,100	160,850	54,350	80,350	64,100	47,850	801,540
Surplus (Deficit)	-3,110	-3,120	-1,380	380	2,140	2,150	-101,100	-70,850	5,650	19,650	10,900	2,150	-136,540
Opening bank balance	-53,110	-56,220	-59,340	-60,720	-60,340	-58,200	-56,050	-157,150	-228,000	-222,350	-202,700	-191,800	
Closing bank balance	-56,220	-59,340	-60,720	-60,340	-58,200	-56,050	-157,150	-228,000	-222,350	-202,700	-191,800	-189,650	

Overdraft limit \$60,000

Exampl	e o	ne
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Requirements (please detail)	Cost
Ground repairs	\$68,000
Drainage repairs	\$30,000
Equipment replacement	\$27,000
Requirements sub total	\$125,000
Carry-on**	\$43,000
Total	\$168,000

Funding	Amount
Peak closing bank balance shown on cashflow projection	\$228,000
Less your contribution - cash or investments	nil
Less overdraft limit	\$60,000
Indicated QRIDA Loan	\$168,000

Example two

Cost
\$68,000
\$30,000
\$27,000
\$125,000
0
\$125,000

Amount
\$228,000
\$48,000
\$60,000
\$120,000

Example One

** When the Indicated QRIDA Loan amount **exceeds** the Requirements Sub Total amount, the difference needs to be recorded against **Carry-On** to balance (e.g. the \$168,000 Indicated QRIDA Loan amount exceeds the \$125,000 Requirements Sub Total Amount by \$43,000.

Example Two

When the indicated QRIDA Loan is equal to or less than the Requirements Sub Total amount, there are no requirements for **Carry-On**.

+Schedule of Account Details

A separate copy of this form is to be completed by each of your lenders. Please arrange for your lenders to return this form to you before submitting your completed application form to QRIDA. (Includes banks, finance companies, building societies, credit unions and private lenders. For applicants and all related entities)

Consent and Authorisation Return Instructions												
To: Please list below details of all my/our accounts held with your company and ret right of this form). You are also authorised to discuss my/our accounts with QRI accounts.								he	Please return this form to me/us by: Fax: Email:			
Name/Company/Firm:			Арр	licant's Signature:						Post:		
Name/Company/Firm:	/Firm: Applicant's Signature:											
Loan Accounts, Equipment Finance and Other Borrowings (Debit Accounts)												
Account name	Account BSB & Number	Facility Type	Balance	Limit	Interest Rate	Expiry Date	Repayment Amount	Repay Freque		Balloon or Residual	Arrears	
Contingent Liabilities:		I				T						
Savings Accounts, Term Deposits, Investment Accounts and other Asset Accounts (Credit Accounts)												
Account name Account BSB & Number		mber	Account Type				Balance					
I/we confirm the above info	ormation is true and correc	t at the date execut	ed.									
Branch address/stamp:												
Manager name:		Mana	Manager signature:			D	ate:					
Email address:			Phone	Phone number:			F	ax Number:				
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An additional Schedule of Account Details form is available on QRIDA's website

