

Regional Drought Resilience Planning Scheme - Phase 2

Milestone Claim Form

Existing client ID NoInitial QRIDA application No

Fund code: RDRP26
V1 25/09/2026

Section 1 - Applicant details

Name of authorised representative for entity:

ABN:

Eligibility notice ID:

Financial year:

Region:

Please select which options you are completing with this form:

☐ Requesting release of further funding - complete Section 2

☐ Acquittal of funds - complete Section 3

Section 2 - Request for release of funding

Have you provided acquittal for all prior funding received for your project(s)?

☐ Yes

☐ No

Note: Acquittal/satisfactory progress must be provided prior to future funding being received

Please detail the amount you are requesting this financial year as per your eligibility notice:

\$

Section 3 - Details of expenditure

To substantiate financial acquittal, please detail expenditures related to the previous release of funding for your project.

Itemised details of product or service implemented	Date	Total cost of goods or services (ex. GST)	Activity amount being claimed (ex. GST)
		\$ 0.00	\$ 0.00

Are there any matters that may adversely affect the project (for example, by causing significant delay or change to the scope of the project)?

☐ Yes

☐ No

If Yes - please provide the relevant information below.

Section 4 - Document checklist

There are multiple forms of documentation that can be provided to QRIDA to demonstrate satisfactory project progress. These include, but are not limited to, Profit and Loss (PNL) statements, income and expenditure declaration, tax invoice(s), proof of payment, bank transfer/statement, receipt(s) from contractor/supplier.

Required information	Provided with this form
Have you attached all applicable acquittal / proofs of payment as outlined above?	☐

Section 5 – Payment details

If approved, payment will be issued to the account indicated in your executed Financial Assistance Agreement. Should an adjustment to these details be required please complete a change of client details form available from: qrda.qld.gov.au/tools-resources/forms-downloads and email it to regionaldroughtresilience@qrda.qld.gov.au with this claim.

Section 6 – Acknowledgements, consents and privacy statement

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

QRIDA means Queensland Rural and Industry Development Authority; and

Identity Verification Service Provider and credit reporting body means Experian Australia Operations Pty Ltd ACN 006 399 677.

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

Acknowledgements

- ☐ I/We have read and understood the guidelines at qrda.qld.gov.au for the Regional Drought Resilience Planning Scheme - Phase 2 (the Scheme) 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 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 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 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 QRIDA is bound by the *Public Records Act 2023* (Qld) and are unable to return any documents forwarded as part of this application.
- ☐ I/We have read and understood [QRIDA's Conflict of interest and arm's length webpage](#) and have obtained clarification where needed.

Do you have, or have you had, any business dealings with QRIDA that could be considered a conflict of interest with this application? ☐ Yes ☐ No

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

Do you have a relationship with another party or parties that may create the perception that the arrangement is not at arm's length? ☐ Yes ☐ No

If Yes - please provide details, including the name and business entity details of the relationship/benefit, and what actions you have taken to address the perception.

Information Collection Notice

Collection and use of your personal information

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

- verification of your identity;
- 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 grant or loan provided to me/us under the Scheme including for compliance and enforcement purposes; and
- any other purpose related, or otherwise necessary to give effect, to the purposes listed above.

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Section 6 – Acknowledgements, consents and privacy statement (cont.)

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 Regional Drought Resilience Planning Scheme - Phase 2;
- 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* (Qld).

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 Treasury
- Commonwealth Department of Agriculture, Fisheries and Forestry

Consent

By completing and submitting this application, you are consenting to QRIDA 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 available on QRIDA's website. 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, you consent to QRIDA using your personal information to provide you with information (including, where permitted by law, by telephone (including by SMS or electronically) about this grant product.

In signing below, I/we are acknowledging and consenting to each of the matters indicated above:

Applicant	Signature	Name	Position	Date
One				
Two				
Three				
Four				

How to apply

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

Post: GPO Box 211, Brisbane QLD 4001 **Email:** regionaldroughtresilience@qrida.qld.gov.au

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 please contact QRIDA on **1800 623 946**.