Q2 Partners program

Application guidelines

General information to help you prepare your application

Please read these guidelines carefully to help you complete your Q2 Partners program application. It is important that you are familiar with *Toward Q2: Tomorrow's Queensland*, Queensland's blueprint for 2020. This document is available at **www.towardQ2.qld.gov.au**

Please keep a copy of your application for your records. Please do not send originals as they cannot be returned to you.

Overview

The Queensland Government has established the Q2 Partners program to recognise businesses, communities, industries, non-government organisations and local councils who deliver programs and projects that directly contribute to the achievement of the Q2 targets.

Why was the Q2 Partners program established?

The Queensland Government recognises that it is a collective effort to achieve the Q2 ambitions and has established this program to recognise and further encourage the shared responsibility of Queenslanders in achieving the 10 Q2 targets.

What does the Q2 Partners program aim to do?

- Celebrate and reward the commitment of Queensland businesses, communities, industries, non-government organisations and local councils in helping meet the Q2 targets.
- Increase awareness about what people can do to achieve the Q2 targets.
- Increase community engagement in the achievement of the Q2 targets.

Who can apply?

The Q2 Partners program is open to all businesses, communities, industries, non-government organisations and local councils. To be successful, the organisation's values must reflect the five Q2 ambitions and the application must be able to demonstrate how the nominated project contributes to achieving at least one of the Q2 targets.

What are the benefits?

Q2 Partner benefits include membership of the Q2 community which includes networking events, access to Q2 branding for use on the nominated project and acknowledgement on the Toward Q2 website and in Q2 reports.

How long will a Q2 Partnership last for?

All Q2 Partnerships will last for no more than two years from the date of announcement.

How will applications be assessed?

Applications for the Q2 Partners program will be assessed according to the following selection criteria:

- organisation's values reflect the Q2 ambitions
- the extent to which the project demonstrates best-practice and contributes to the achievement of at least one of the Q2 targets
- clearly defined milestones and outcomes.

NOTE: only completed and signed applications will be considered.

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How to apply and submit your application

There are six sections which must be completed when submitting an application.

Section 1 – Contact information

Section 2 – Strategic fit

How the project contributes to at least one of the 10 targets.

Section 3 – Program or project details

- Overview of program or project.
- Where does the program or project take place?
- How does the project contribute to the Q2 targets?
- Who is your main audience?
- What are the program or project objectives?
- Program or project activity and events.
- How long is the implementation phase of your program or project?
- What are the expected benefits and outcomes?

Section 4 – Budget

The budget should reflect the total cost of the proposed program or project and clearly specify any government funding or in-kind contributions.

Section 5 – Support material

Support material should be concise and relevant. Please ensure that:

- material is clearly marked with the applicant's name and project. Letters, documents, images and CDs relevant to the program or project may be included.
- original material is not sent as it cannot be returned. Please note, no responsibility can be taken for damage or loss that may occur to supporting materials.

Section 6 – Declaration

Please sign and date your application. Please ensure if there is more than one partner that you have all relevant signatures before submitting your application.

Assessment process

Applications will be assessed by a nominated selection panel. Each application will be evaluated against the Q2 Partners aims and objectives. The panel will make recommendations to the Minister of the lead agency for the target and the Premier for approval and endorsement. All Q2 Partners must be approved and endorsed by the Minister of the lead agency and the Premier before being announced as a Q2 Partner. Announcements will be made on an ongoing basis. Applicants will be advised in writing of the outcome of their application.

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General tips for completing Q2 Partners applications

Following these tips will assist in writing your application but in no way guarantees the submission will be approved.

- Read and follow all Q2 Partners application material provided, in particular the application guidelines. Refer to the relevant sections of the application material when completing your application form.
- Take note of the information regarding the selection criteria and keep this in mind when answering related questions.
- Check your application and answers for completeness and accuracy before submitting your application. Incorrectly answered questions may rule your application ineligible.
- Please ensure your application is signed by all relevant parties.
- Keep a copy of your application for your records.
- Keep the number of attachments to a minimum.
- Use plain white paper.
- All written material must be legible when photocopied.
- Do not bind or place your application in a folder.
- Emailed applications are acceptable but all required relevant information must be scanned and accompany the email application form.

Checklist prior to submitting your application

Before you submit your application make sure you have:

- ☐ read these guidelines and the relevant documents and website information provided
- ☐ completed all sections of the application
- ☐ provided print-based support material eg: letters, brochures (photocopies only, as originals cannot be returned)
- ☐ signed the declaration
- ☐ all relevant signatures
- ☐ retained a copy of the application for your own records

Where to send your application

Please forward completed application forms and supporting material to:

Q2 Partners program
Policy Development Office
Reply Paid 15185
City East Qld 4002

Email: toward.q2@premiers.qld.gov.au

Further information

For further information about *Toward Q2: Tomorrow's Queensland* or the Q2 Partners program, visit **www.towardQ2.qld.gov.au** or telephone (07) 3224 5871.

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