





2025-2026 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.
- Unspent funds will be converted to a grant advance for the next financial year unless a request to rollover the funds is submitted to QRA **by 31 May 2026**.

2. Signature Forms

-  **Certification (Approval)**: Complete the Certification (Approval) 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 **31 July 2025**.

Note:

- Any submissions outstanding as of **1 October 2025** will be automatically expended via a QRA-led activity (GRQ advertising campaign)