

Enquire Grant Registration Portal (GRP) Primary Contact Change Request Form

Background

By completing this form you declare to Sport and Recreation Services that the person currently registered as the Primary Contact for the organisation is no longer at the organisation in any capacity.

The Primary Contact is the person authorised to act on the organisation's behalf, including maintaining data in the GRP and inviting Secondary Contacts (other users who may access the portal on behalf of the organisation).

We recommend one of these following positions should be considered as the Primary Contact:

- **For Local and Regional Organisations (clubs):** President, Treasurer, Secretary, Chief Executive or equivalent representative.
- **For State Level Organisations:** Representative who has day-to-day contact with Sport and Recreation Services about funding. This might not be the Chief Executive Officer or President (who can be entered as "Head Contact" to receive important correspondence) but should be someone with sufficient authority to make decisions on behalf of the organisation.
- **For Local Government Authorities (LGA):** Representative who is responsible for applying and acquitting State Government Sport and Recreation Services' grants. This might not be the Chief Executive Officer or Mayor (who can be entered as "Head Contact" to receive important correspondence) but should be someone with sufficient authority to make decisions on behalf of the LGA.

Updated Organisation details

Organisation legal name:

Former Primary Contact name:

New Primary Contact (first, middle and last) name:

New Primary Contact position title within organisation:

New Primary Contact mobile:

New Primary Contact phone:

New Primary Contact email:

Declaration

By submitting this form, I declare that:

1. The information supplied in this form, to my knowledge, is true and correct, and
2. I am authorised by the organisation to make the above changes on its behalf, and
3. I accept that missing/incorrect information will result in this request being declined and a new form will need to be submitted.

Full name:

Date:

Contact phone number:

Email address:

Email the completed change request form to srsgrportal@dtis.qld.gov.au with the subject line "GRP change request form".

