

## Helen O'Mara

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**From:** Cameron Dick  
**Sent:** Thursday, 21 April 2016 11:12 PM  
**To:** External - Woodridge Electorate Office  
**Cc:** Helen O'Mara  
**Subject:** FW: CAUCUS: Host your local Sport Grants information session  
**Attachments:** TEMPLATE Letter or Email to Treasurer requesting Sport Grants Event.docx

It is important to set up one of these session for our sporting clubs.

I'm thinking Logan Brothers. Rec Club or Diggers as a fallback.

Can you set this up ASAP please, liaising with Helen in relation to a date please.

Many thanks,  
Cameron

**From:** Khiraan Kumar  
**Sent:** Monday, 18 April 2016 2:39 PM  
**To:** @Caucus <Caucus@min.internal>; @Electorate Offices <electorateoffices@min.internal>  
**Cc:** Chris Fardon <Chris.Fardon@ministerial.qld.gov.au>; Bart Mellish <Bart.Mellish@ministerial.qld.gov.au>; Wendy Bourne <Wendy.Bourne@ministerial.qld.gov.au>  
**Subject:** CAUCUS: Host your local Sport Grants information session

Dear Caucus

The Treasurer and Minister for Sport invites you to indicate if you would like to host your own (or joint) Sport Grants information session with your local sport clubs and organisations.

In July 2016, many of the *Get in the Game* grants open for applications – we encourage you to host this event in late April or in May.

Upon your requests, (and if available) an Officer from Sport and Recreation Services can prepare and present grant information and other types of relevant general advice to your sporting clubs and associations.

We encourage you to:

1. Tentatively book a time and place (preferably during business hours) to host your local sport clubs (in late April or May). You may want to host it at your EO.
2. Email/write to the Treasurer requesting the event and support from the department. Please use the attached template and send it to the Treasurer via [Treasurer@ministerial.qld.gov.au](mailto:Treasurer@ministerial.qld.gov.au) and [Chris.Fardon@ministerial.qld.gov.au](mailto:Chris.Fardon@ministerial.qld.gov.au)

Upon approval of the request, MPs and their staff will need to:

- Book the venue for event
- Send out invitation and manage RSVPs (we can provide with you the list)
- Provide catering (if necessary)
- Welcome guest/Register/Sign in
- Set up and stay for the whole session

We can provide:

- A department representative to prepare and present a funding presentation and take questions
- A list of clubs to invite
- Provide advice on content details

- Provide materials for clubs
- Follow up directly with club inquiries post event

Kind regards

**Khiraan Kumar**

Policy Advisor

**Office of the Hon. Curtis Pitt MP**



**Queensland  
Government**

Treasurer

Minister for Aboriginal and Torres Strait Islander Partnerships

Minister for Sport

P 07 3719 7214 | Email: [Khiraan.Kumar@ministerial.qld.gov.au](mailto:Khiraan.Kumar@ministerial.qld.gov.au)

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