

Interpretive Services Funding Guidelines Sport and Recreation Services

Introduction

In accordance with the Queensland Government's *Language Services Policy*, the Department of Communities, Sport and Recreation Services (SRS) will reimburse funded state level organisations for costs of engaging interpreters to provide services. Interpreters may be required to assist people who are hearing impaired and for the translation of written materials.

Reimbursement is only available for the provision of services such as giving information, support and advice relating to the organisations' programs currently funded by the department.

Please note reimbursement is not available for:

- The day to day core business activities of an organisation; and
- The use of interpreters to undertake long term projects (e.g. using interpreters as part of a long term project to engage with the hearing impaired community). These costs should be factored into an organisation's project planning and budgeting process.

The following procedure should be followed by organisations claiming reimbursement.

Procedure

1. If you need to engage an interpreter, contact your Client Manager at SRS (Industry Capacity and Support) first to seek prior approval for the reimbursement.
2. Once you have paid the interpreter service, complete the SRS reimbursement claim form and attach your receipt.
3. Send the claim form and receipt to your Client Manager at SRS.
4. Allow approximately 2 weeks for the claim to be processed.
5. If you have any questions, please contact your Client Manager at SRS.

Deaf Services Queensland

Deaf Services Queensland is the primary provider of Australian Sign Language (Auslan) interpreters in Queensland. Interpreters are NAATI accredited and are available on weekdays and weekends/after hours.

Phone: (07) 3892 8500; TTY: (07) 3892 8501

Website: www.deafservicesqld.org.au

Vision Australia

Vision Australia is a living partnership between people who are blind, sighted or have low vision. Vision Australia is united by their passion that in the future people who are blind or have low vision will have access to and fully participate in every part of life they choose.

Phone: 1300 847 466; TTY: (02) 9334 3260

Website: www.visionaustralia.org.au

Email: info@visionaustralia.org

For further enquiries please contact the Industry Capacity and Support unit, Sport and Recreation Services on (07) 3237 9685.

INTERPRETIVE SERVICES - REIMBURSEMENT CLAIM FORM

Organisation:	
Contact person:	
ABN:	
Address:	
Email:	Phone:
SERVICES	
Date of Interpreter Services:	Amount:
Organisation providing interpreter:	
Service provided with assistance of interpreter:	
FACE-TO-FACE <input type="checkbox"/>	TELEPHONE <input type="checkbox"/>
BANK DETAILS	
Account Name:	
BSB:	Account No:
Bank Name:	
Branch Name:	
Branch Address:	
I certify that the above claim is due in accordance with SRS' interpreter services reimbursement policy and where GST is applicable supporting documentation has been obtained.	
Signature:	
Name:	Date:
Position:	
OFFICE USE ONLY	
Cost centre:	Account code:
Tax code:	inc/exc GST:
Certifying officer	
I confirm that the above claim is due in accordance with Sport and Recreation Queensland's interpretive services reimbursement policy and that the claim information has been entered into the appropriate database	
Signature:	Date:
Name:	
Position:	
Financial approval	
I approve the above claim is due and where GST is applicable supporting documentation has been obtained.	
Signature:	Date:
Name:	
Position:	

(Please attach tax invoice(s) in support of claim)