

Games On! Grassroots Infrastructure Program

Application Planning Tool – Stage 2

This Application Planning Tool is to help organisations prepare their application before submission. It outlines the program requirements, provides a checklist and is supported by the [online supporting resources](#), which provide best-practice advice for infrastructure development. It is highly recommended that you read all relevant online resources for your project.

Allow plenty of time to review and obtain the application requirements, noting it will take time to enter and collate your application online on the [Grant Registration Portal](#). Typically these applications can take more than two hours to complete online. Working through this tool first and getting your documentation ready can reduce the time required online to complete and submit the application.

REMINDER – Applicants should:

- ✓ **Read the [Program Guidelines](#)** to understand the **eligibility requirements, program requirements, and your obligations.**
- ✓ **Provide clear, relevant responses and attach appropriate documents that match the program application requirements.**
- ✓ **Provide further information and attach updated documents to strengthen your application.**
- ✓ **Ensure that documents are attached to evidence the application requirements**, as there is no opportunity to submit documents after submission, and missing documents will not be followed up by the department. It is the applicant's responsibility to attach the correct documents at the time of submission.
- ✓ **Be mindful** that if the program **requirements are not ready / available**, then it may be better to continue project planning and **consider applying for funding in the future.**

Games On! Grassroots Infrastructure Program

The [Games On! Grassroots Infrastructure Program](#) provides two categories of funding with details and key application dates outlined below:

		<u>Stage Two – Full application</u>
Category 1 Field of Play	Field of Play focuses on smaller, community-level infrastructure projects that strengthen community participation and enhance the quality and accessibility of sporting facilities. Projects must be completed prior to late November 2028.	Closing at 5pm, Wednesday 5 August 2026
Category 2 Partnership Fund	The Partnership Fund targets larger-scale, high-impact projects requiring precincts and multi-activity infrastructure, with expected significant co-contribution, typically involving Local Government as the lead applicant. Projects must be completed prior to June 2029.	Closing at 5pm, Wednesday 5 August 2026

Program application requirements and assessment

Stage Two – Full application

Shortlisted applicants are invited to submit a full application. In Stage 2, full applications will be assessed against program eligibility and the four key assessment criteria: vision, design, delivery and cost.

Applications will be ranked by score with each criteria weighted equally. Applicants will need to provide evidence that their specific project meets the requirements.

Applicants should read sections 6 and 8 in the [Program Guidelines](#) about application requirements and how their submission will be assessed and prioritised where demand exceeds available funding.

The Program Guidelines and this Application Planning Tool outline all the application documents required to demonstrate the project is ready to proceed. Below is an overview of the **application requirements for each stage**. A **program budget** will be required for Stage 2 full applications.

Application requirements	Stage 1 – Registration of Interest	Stage 2 – Full Application (invitation only)
Project vision	Strategic planning Business case (if available)	Strategic planning Business case (if available) Project need through stakeholder consultation and community support Current and future usage
Project design	Site plan Sketch design	Site plan Sketch design Design principles consideration Community level standards
Project delivery	Land tenure / right to occupy Stage of project planning^ Project program	Land tenure / right to occupy Stage of project planning^ Project program Landowner's consent/ support Approval consideration (planning/ development and building approval) Project management
Project cost	Indicative total project cost Co-contribution acknowledgement Funding request	Project budget Cost estimation Evidenced co-contribution Funding request Return on Investment information including two (2) years of audited financial statements (Partnership Fund only)

Application process and navigating the online form

Sections of the online application

Privacy Statement	All Stage 2 full applications are to be submitted online through the Grant Registration Portal (GRP).
Organisation and project eligibility	
1. Organisation details	To assist with navigation, the online application form is divided into sections as outlined in the adjacent table.
2. Project details	
3. Project outcomes	There are seven (7) main sections to complete, and all required documents needs to be placed in the 'Application documents' section.
Ability to deliver criteria	
4. Project vision	Additionally, applicants are asked to provide feedback and ensure they read and acknowledge the privacy statement and declaration.
5. Project design	
6. Project delivery	
7. Project costs	
Application documents	
Feedback and declaration	

How to use this Application Planning Tool

This tool gives you an overview of what to expect in the online application system. It guides you through the form, helps you plan your responses, and allows you to gather the necessary documents in advance.

Use the tool to see what information you'll need, what the application will ask, and the type of response expected for each section.

The screenshot shows the 'Project Vision' section of the Application Planning Tool. It includes a purple box at the top with instructions, orange boxes for 'ROI' and 'STRATEGIC PLANNING', a dark blue box for 'BUSINESS CASE', a light blue box for 'COMMERCIAL ACTIVITIES', a green box for 'Support resources', and a red box for 'IMPORTANT REMINDER'. Arrows point from the text descriptions on the right to these specific boxes in the interface.

Project Vision Show how your proposed project is ready for the next stage by providing:

- Details of strategic planning undertaken, identification and linkage.
- A business case/plan if available and relevant.
- For Partnership Fund applicants, indicate the level of commercial activities on site.

Application requirements **Online insight and checklist**

ROI **STRATEGIC PLANNING** **Select options and/or attach documents**

Noting each category program requirement, select and provide relevant strategic plan/s that:

- identifies your specific project, and
- aligns your project to a strategic planning need.

Select and attach extract or full strategic plans from:

- local council
- relevant state/national level organisation
- another type of formal planning processes
- your organisation's strategic plan.

If relevant, consider using the Stakeholder Support Form.

ROI **BUSINESS CASE** **Attach**

Some projects may have a business case/plan that demonstrates the identified need.

Attach your project's business case, if relevant.

ROI **COMMERCIAL ACTIVITIES (Partnership Fund category only)** **Select options**

Indicate if the project site or project location includes any commercial activities.

Select from:

- None – only not-for-project/community benefit activities or services.
- Low-level commercial proposition (i.e. occasional events, facility hire, pro-shop).
- Significant commercial proposition (i.e. generates revenue through ticket sales, sponsorships, gaming machines, licensed venue or other income streams and has an annual turnover exceeding \$20 million).
- Significant commercial proposition (i.e. is a business that delivers services or products for profit with an annual turnover under \$20 million).
- Professional team in residence (defined as teams whose athletes receive payment for their performance in a National League).

Support resources

- [Sport HQ Facility planning guide](#)
- [Stakeholder Support Form](#)

IMPORTANT REMINDER

Read the Strategic Plan definitions and notes outlined in **Appendix A** of the [Program Guidelines](#), keeping in mind that:

- ✓ **Field of Play** projects must align with a Strategic Plan from a State or National Sporting Organisation or a Local Government Authority.
- ✓ **Partnership Fund** projects must be identified in an Infrastructure Strategic Plan from a State or National Sporting Organisation or a Local Government Authority.

Projects included in these specific infrastructure strategic planning documents will be given priority under this Program.

Purple box:

Provides a summary of the questions in the relevant section.

Orange boxes:

Reference the relevant application stage.

Dark blue boxes:

Section titles and summary of the expected application requirements.

Light blue boxes:

Provide an overview of the type of questions in the online application, offers tips, and includes a checkbox to track your progress.

Green box:

A list of materials to support your responses, including an optional form you can use.

Red box:

Highlights key points to keep in mind and encourages applicants to review the program guidelines and resources.

This tool is designed to support you in planning your application.

It's important that the application you submit online meets the program requirements and includes all relevant documentation.

Please allow plenty of time to submit your application through the Grant Registration Portal.

Stage 2 – Full application

This section outlines the questions and requirements for the Full Application stage.

Organisation and project eligibility

This section includes questions from both Stage 1 – Registration of Interest and Stage 2 – Full Application. Please note, for Stage 2 certain questions will be locked, while other questions may require updating by selecting the options again or providing further information and / or documents.

Organisation details

At ROI stage, your application provided details of your organisation.

For Stage 2, note the program requirements and:

- Update the main contact for the project, if necessary.
- Check all debts and obligations for other projects / activities currently being funded by the department have been met.
- Check all [Office of Fair Trading](#) requirements have been met.

Section 3 of the [Program Guidelines](#) provides details about eligibility requirements. Please ensure your organisation is eligible to apply for funding.

Project details

At ROI stage, your application provided details about your project, including:

- Project site address
- type of project – new, upgrade or end-of-life project*
- type of infrastructure – outdoor space, indoor space, lighting, changeroom and amenities, clubhouse, ancillary or environmental sustainability.

For Stage 2, please provide:

- Project type
- rationale for end-of-life replacement projects
- list of all the components of the project
- project description and update if needed (remember you cannot change the project that was submitted under the ROI).

Section 4 of the [Program Guidelines](#) outlines the eligible projects and Section 5 outlines what will not be funded. Please ensure these sections are read carefully.

Application requirements		Online insight and checklist	
UPDATE ROI	TYPE OF PROJECT*	Select	
The type of infrastructure project you are undertaking has been locked from the ROI stage. Please refer to the definition outlined in Appendix A of the guidelines.	Read-only display of one of these options: • New infrastructure • upgrade of existing • end-of-life replacement*.	☐	
		* A rationale for end-of-life replacement projects is required and may be included for some upgrade projects. Please see below.	
COMPLETE	* RATIONALE FOR UPGRADE & END-OF-LIFE REPLACEMENT PROJECTS	Outline and attach documents	
For end-of-life replacement projects, <u>applicants need to outline and attach</u> additional information relating to the definition outlined in Appendix A of the guidelines. Please read section 5 of the program guidelines about what will not be funded.	Outline: • when it was installed / built • why it can no longer be maintained • why a different standard applies that renders infrastructure unusable. Attach photos, audit /assessment report, etc. to evidence current state of the infrastructure.	☐	

UPDATE ROI	PRIMARY TYPE OF INFRASTRUCTURE		Select options								
List the main type of infrastructure your project will achieve from the options available. If your project has many components, think about the largest cost of the project.	Select ONE option that matches the main type of infrastructure development.		☐								
COMPLETE	PROJECT COMPONENTS		Select options								
List all the components that your project will include, making sure you have considered these components in your design and the project budget.	Select all the components outlined in the scope of works for your project. Multiple selections are possible. Whilst the list is comprehensive, it may not include every possible component. Select all components that are relevant.		☐								
IMPORTANT REMINDER ✓ The project submitted at the ROI stage (stage 1) is the project that progresses to the full application stage (stage 2). Shortlisted applicants cannot make changes to the type of project, type of infrastructure, project location or tenure.											
Project outcomes At ROI stage your application provided: • prime project outcome • prime and other demographic groups that will benefit • multi-use or multi-activity project • primary and other sport activities that will benefit. For Stage 2, ensure your application responses, documentation and design show how this project will benefit: • participation outcomes for your current and future participants, and your community, noting the program objectives • primary / target demographic group or community • multi-use or multi-activity participation • primary activity as well as any secondary activities selected. If required, please update your ROI response. For this program, the department has clustered project outcomes into the following: <table border="1"> <tbody> <tr> <td>Increase participation</td> <td>The project will create more spaces to engage more people and increase community participation.</td> </tr> <tr> <td>Enhanced participation</td> <td>The project will improve facilities to retain or support better participation and/or higher-level participation.</td> </tr> <tr> <td>Multi-purpose participation</td> <td>The project will deliver a multi-purpose facility, support diverse activities and attract a wider range of participants to the facility.</td> </tr> <tr> <td>Inclusive participation</td> <td>The project will create inclusive spaces to support diverse participants and ensure equitable access.</td> </tr> </tbody> </table>				Increase participation	The project will create more spaces to engage more people and increase community participation.	Enhanced participation	The project will improve facilities to retain or support better participation and/or higher-level participation.	Multi-purpose participation	The project will deliver a multi-purpose facility, support diverse activities and attract a wider range of participants to the facility.	Inclusive participation	The project will create inclusive spaces to support diverse participants and ensure equitable access.
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Enhanced participation	The project will improve facilities to retain or support better participation and/or higher-level participation.										
Multi-purpose participation	The project will deliver a multi-purpose facility, support diverse activities and attract a wider range of participants to the facility.										
Inclusive participation	The project will create inclusive spaces to support diverse participants and ensure equitable access.										
ROI UPDATE	ALL QUESTIONS		Select options								
Review your ROI selections to ensure the answers accurately reflect the consultation undertaken, the design and the participation outcomes the proposed project is expected to achieve.	Update your ROI responses as required.		☐								

Project vision

At ROI stage, your application provided:

- details of strategic planning undertaken, identification and linkage
- a business case/plan (if available and relevant)
- for Partnership Fund applicants: the level of commercial activities on site.

For Stage 2, show how your proposed project is ready for the next stage by providing:

- stakeholder consultation and involvement
- any updates to relevant strategic planning documents
- any updates to relevant business case / plan documents
- usage and demand details on your current and forecasted future demand
- user group details on your current and forecasted future demand
- details on why this project is important, how it will achieve participation outcomes and if the project provides a multi-use and / or multi-activity opportunity.

Application requirements		Online insight and checklist
COMPLETE	STAKEHOLDER CONSULTATION	Select options, outline and attach documents
Stakeholder involvement is invaluable in helping identify what is needed, planning, designing and delivery of infrastructure projects.	Select the stakeholders who have been consulted / engaged with about the benefits or delivery of this project.	☐
List the ways you have engaged with stakeholders to demonstrate: • how the need for this project was determined (i.e. documents showing stakeholders have identified the need for the project) • who has been consulted (i.e. documents from consulted stakeholders, facility user groups and other types of consultation documents that list who was consulted (i.e. surveys, feasibility reports, facility needs analysis, etc.) • how the consultation was undertaken for your project.	Select all the methods of consultation implemented: • survey of members • public consultation with community • developed a stakeholder engagement group/project control group • developed partnership/s with other community group/s • established relationship with other community group/s • letters of support from stakeholders • functional requirement as needed for participation • other. Ensure all relevant documents are attached to evidence the consultation undertaken. If relevant, consider using the Stakeholder Support Form .	☐
Provide your needs analysis to describe how the consultation, results or findings influenced your organisation's or stakeholders' decision to prioritise this project. In your response, describe: • how the project will benefit the organisation and the community e.g. user groups, multi-activity and multi-use • how the project will benefit participation • why the key components of the project are important for participation • your consultation with landowner, council / affiliated sporting body.	Outline the needs analysis to explain how the project specifically will address a current issue or problem or provide sport and recreation participation opportunities. Outline the importance / benefit of this project to improve access and enable participation for all members of your community.	☐

UPDATE ROI	STRATEGIC PLANNING		Select options and Attach	
Noting each category program requirement, select and provide relevant strategic plan/s that:	1. identifies your specific project, and 2. aligns your project to a strategic planning need.		Select and attach extract or full strategic plans from: • local council • relevant state/national level organisation • another type of formal planning processes • your organisation's strategic plan. If relevant, consider using the Stakeholder Support Form .	☐
UPDATE ROI	BUSINESS CASE		Attach	
Some projects may have a business case/plan that demonstrates the identified need.			Attach your project's business case, if relevant.	☐
COMPLETE	USAGE & DEMAND: CURRENT & EXPECTED FUTURE		Complete Table	
Provide details of your current usage and expected future usage after the completion of the project.	Select the number or option to detail the current active members, participant age range, the number of activities, and a prediction of what is expected after the project is complete.		☐	
<i>It is acknowledged that increased participation is not always applicable depending on project, so only indicate an increase if relevant. If the project is a new place/space, for current usage, insert '0' for usage, hours and activities.</i>				
USAGE	Number of active members	Participant age range	Number of activities	
Current usage				
Future usage				
COMPLETE	UNIQUE USER GROUPS [^]		Complete Table	
Please indicate the number of current and expected unique user groups accessing the facility within the categories provided.	Provide numbers in the table below, noting that: [^]A unique user group is a single club, school or organisation using the facility.		☐	
UNIQUE USER GROUPS	Own organisation / club user group	Other sport / recreation user group	School / university user group	General community user group
Current number				
Expected number over the next five years				
COMPLETE	FACILITY DEMAND: CURRENT & EXPECTED FUTURE		Complete Table	
Provide details of the current facility demand characteristics and the expected future demand characteristics after the completion of the project.	Input a number and select the option to provide a clear picture of what happens at the facility now, and then what is expected after the completion of the project.		☐	
FACILITY DEMAND	No. of playing spaces	Competition level available	Participation season	
Current				
Future				

COMPLETE	CURRENT USER GROUPS	Outline
Provide a clear picture of current use explaining the activities and users, the participation level and frequency of user groups.	List all current user groups (non-casual) using the project site.	☐
COMPLETE	NEW OR ADDITIONAL ACTIVITIES / USER GROUPS	Outline
Think about how the project may change the use and demand after the proposed project is completed and provide any documents to support your statements.	Outline what improvement to participation opportunities the completed project will achieve, and list and attach any commitments for use for: - new or additional activities, and / or - new user groups or opportunities.	☐
COMPLETE	PROJECT IMPORTANCE AND PARTICIPATION OUTCOMES	Outline and attach documents
For these questions, reflect on your response in the project outcomes. Which one did you select? - increase participation - enhance participation - multi-purpose participation - inclusive participation	Reflect on your responses in the project outcomes section. What did you select? - prime and demographic groups - multi-use or multi-activity - main and other sport and recreation activities	
Think about: - why this project is important to sport and recreation participation in your community - how will this project address your participation outcome listed above?	Outline how the proposed project: - provides a solution to an issue / an opportunity - benefits the participants - enhances sport and active recreation participation - assists access and inclusive spaces to specific community groups.	☐
COMPLETE	MULTI-USE AND / OR MULTI-ACTIVITY	Outline and attach documents
With increasing demand on spaces, multi-use and / or multi-activity participation is becoming more important in many communities.	Outline how the proposed project enables multi-use and / or multi-activity participation.	☐
Support resources	Sport HQ Facility planning guide Sport HQ Stakeholder project control group Stakeholder Support Form	

IMPORTANT REMINDER

Read the Strategic Plan definitions and notes outlined in **Appendix A** of the [Program Guidelines](#), keeping in mind that:

- Field of Play** projects are required to be aligned with a Strategic Plan from a State or National Sporting Organisation or a Local Government Authority.
- Partnership Fund** projects must be identified in an Infrastructure Strategic Plan from a State or National Sporting Organisation or a Local Government Authority.

Projects included in these specific infrastructure strategic planning documents will be given priority under this program.

Project design

At ROI stage, your application provided:

- details of the project site and connection with other infrastructure on site
- design for the specific project (plans, drawings and details).

In Stage 2, show how your proposed project is ready for the next stage by providing:

- updated details of the project site and connection with other infrastructure on site
- updated design for the specific project (plans, drawings and details)
- outline of the design principles that were considered during project planning
- documents outlining how the project meets the community level standards for your activity.

Application requirements		Online insight and checklist
UPDATE ROI	FACILITY SITE PLAN	Select option and attach
If relevant, provide an updated site plan i.e. an aerial map/picture indicating where the project will be located on the land parcel with relation to other existing elements. Ensure the site plan includes the requirements listed in the Sport HQ Facility plans and design examples.	Indicate if the site plan has changed since ROI submission. If yes, attach a site plan showing where the project is located on the land parcel boundaries and roads in relation to other existing facility infrastructure.	☐
UPDATE ROI	SKETCH DESIGN	Select option and attach
Provide the most current and if relevant, updated sketch designs that include all components to clearly explain what will be constructed or installed. Ensure the sketch designs include the design requirements and matches the planning stage for the project.	Indicate if the sketch design/s has changed since ROI submission. If yes, attach all sketch designs and include: • dimensions (i.e. length, height, depth) • number of item/ fittings/ fixtures • floor plans, sections, elevations, and • all components in the project scope.	☐
COMPLETE	DESIGN CONSIDERATIONS	Select options
Consider the Best practice design principles resource and video to ensure your project meets your sport and community needs and is following best practice.	Select the top 3 design principles that your planning has considered to facilitate multi and shared use and to ensure good design promotes accessible and inclusive community use.	☐
COMPLETE	COMMUNITY LEVEL STANDARDS	Select option and attach
If your project involves sport infrastructure that must meet community-level standards, please provide documentation demonstrating that the project meets the applicable community-level requirements for the relevant activity or activities. Community-level standards are those designed to support primarily local or grassroots sport and recreation participation. If you are unsure of the applicable standards, please consult your affiliated state or national sporting organisation.	Indicate if there are community level standards required for your activity and project. Attach the affiliated sporting body's • relevant community infrastructure standards, or • letter confirming the proposed project is for community level activity. If relevant, consider using the Stakeholder Support Form	☐
COMPLETE	LIGHTING DESIGN – SPECIFIC REQUIREMENTS	Outline and Attach documents
Provide the average illumination (Lux) level for your proposed project as outlined on your lighting design documentation.	Indicate what the average illumination (Lux) level is for your proposed project.	☐
Provide lighting designs that have all the required elements that clearly explain what will be constructed or installed including	Attach all lighting design documents ensuring they include: • designer name, qualification, contact details • pole locations and footing designs	☐

poles, LED lighting fixtures, lux levels, electrical infrastructure, etc.	• average Lux illumination • LED lighting fixtures details, and • obtrusive lighting report.	
Ensure your documentation aligns with the Program Guidelines requirements (i.e. community-level standards) and lighting design contains all requirements as outlined in the Sports lighting best practice guide .	Ensure documentation includes: • average lux illumination as per program requirements in guidelines • certification for poles, footings, fittings • all designs, materials and works undertaken comply with Australian standards.	☐
You may have a reason why the proposed project average lux level is outside (higher or lower) the Program Guidelines requirements.	Please provide reasoning why the proposed project does not meet the Program Guidelines requirements, noting that the proposed project may not be deemed eligible or scored lower.	☐

Support resources

- [Sport HQ Facility planning guide](#)
- [Sport HQ Facility plans and design examples](#)
- [Sport HQ Best practice design principles](#) and [video](#)
- [Sports lighting best practice guide](#)
- [Stakeholder Support Form](#)

IMPORTANT REMINDERS

- ✓ **Field of Play projects will only be funded to facilitate community-level activity** deemed appropriate for active recreation, training and/or local competition.
- ✓ **Partnership Fund projects will be funded to facilitate community-level activity** deemed appropriate for active recreation, training and/or local competition. However, under this category the department will consider projects exceeding community-level participation standards where there is evidence of strategic planning, and the project is deemed fit-for-purpose.
- ✓ Requests for funding for a project with lux levels outside the [Program Guidelines requirements](#) (Appendix F) may provide a rationale to explain why this level is required. Please be aware the application may be deemed ineligible if the rationale is not accepted.
- ✓ Funding can only be sought for LED lighting infrastructure to the lux level outlined in Appendix F of the [Program Guidelines](#).
- ✓ **Ensure the site plan and sketch design attached to the application reflects the planning stage** of your project, noting that where demand exceeds available funding, priority may be given to projects that are further progressed/shovel-ready.
- ✓ Lighting Design documentation prepared by a member of the Illuminating Engineering Society (I.E.S) of Aust. & NZ grade at the level of M.I.E.S (Member) or F.I.E.S (Fellow) will be rated higher than those applications that do not. Additionally, inappropriate designs/ designers may not be accepted.
- ✓ Approved organisations with lighting design documentation not prepared by an appropriate member of the I.E.S, will be required to provide new designs prepared by an appropriate member of the I.E.S. at the pre-construction phase / delivery phase.

Project delivery

At ROI stage, your application provided:

- details of the land tenure or ownership for the project site, including the type of access or right to occupy and its duration
- details of the current stage of planning for your proposed project
- a basic project program to indicate the ability to complete the project within the program timeframes.

For Stage 2, show how your proposed project is "shovel-ready" by providing:

- if required, updated documents on the land tenure or ownership for the project site, including the type of access or right to occupy and its duration
- landowner's consent or permission for this specific project
- if required, an update on the current stage of planning for the proposed project
- if required, an updated basic project program to indicate the ability to complete the project within the program timeframes
- details and status of any approvals required to develop and construct the project
- who will be managing the project.

Application requirements		Online insight and checklist
UPDATE ROI	LAND TENURE / OWNERSHIP	Select options and attach documents
Ensure arrangements are for a minimum of three years from 1 January 2026 – 31 December 2028.		
If relevant, provide the tenure arrangements of the land where the project will be delivered. Ensure it is clear: • who owns the land • the occupancy arrangements (i.e. title, lease, sublease etc) • an extension is confirmed if arrangements expire before 31 December 2028. You can find examples of documentation required for Common tenure situations below.	Indicate if your land tenure has changed since ROI submission. If yes, attach the updated documents such as: • Certificate of Title or rates notice. • Lease/right to occupy. • Confirmation of extension/commitment to renew the occupancy agreement for the required timeframe. If relevant, consider using the Tenure and Permission Confirmation Form.	☐
COMPLETE	LANDOWNER'S CONSENT / PERMISSION	Select option and attach documents
Provide consent to undertake the specific project ensuring the specific location of the project location is detailed. All documents should state the same tenure property details (i.e. lot and plan), site plan and project scope.	Attach, specific to the project scope: • evidence of the landowner's support for the project, and • consent to undertake / construct the proposed project scope on the specific project site, and • if relevant, awareness your organisation is lodging a request for funding. If relevant, consider using the Tenure and Permission Confirmation Form.	☐
UPDATE ROI	STAGE OF PROJECT PLANNING	Update option
If relevant, update the current stage of project planning outlined at ROI submission. Use the Sport HQ Facility planning guide to help with your selection.	Select from: • project initiation and formation completed • feasibility study completed • concept stage completed • detailed design and all approvals yet to be obtained • detailed design and all approvals obtained completed.	☐

UPDATE ROI	PROJECT PROGRAM	Select option and update table
Indicate if the project program has changed since ROI submission. Provide an indicative basic project program considering how long it will take to finish planning (i.e. finalise approvals, designs, tendering, budget and contributions) and undertake the project. Provide a proposed date when the project will be completed.	Number of months required to complete the planning (pre-construction) phase.	☐
	Number of months to physically construct/undertake the project.	☐
	Proposed date when the project will be finalised and fully acquitted (i.e. date the project will be completed).	☐
	Reminder – check the required project completion date in the Program Guidelines .	
COMPLETE	DEVELOPMENT / PLANNING APPROVAL (DA)	Select option and attach documents
Research, consider, and provide all planning permission requirements to deliver all components of the project with Council.	Indicate and attach evidence that: - provides DA approval, or - confirms DA is not applicable for the project, or - DA is required but not yet lodged. If relevant, consider using the Confirmation of Approvals Form	☐
REMEMBER - The development / planning approval can take a long time, such as 6 – 24 months. - Projects without development / planning approval are deemed a higher risk as delivery delays frequently lead to increased project costs, additional requirements and inability to meet program timeframes.		
COMPLETE	BUILDING APPROVAL (BA)	Select option and attach documents
Research, consider, and provide all building compliance requirements to deliver all components of the project with Council.	Indicate and attach evidence that: - provides BA approval, or - confirms BA is not applicable for the project, or - BA is required but not yet lodged. If relevant, consider using the Confirmation of Approvals Form	☐
COMPLETE	PROJECT MANAGEMENT	Select option
All projects will require an appointment of an independent qualified project manager to minimise the risks of delivery delays and cost escalations. See the Sport HQ Project manager to understand the role and the Local Buy Factsheet resource for assistance.	Select the option that best suits how you will manage the project planning and delivery: - self-managed by volunteer/staff - self-managed by internal professional project manager - appointment of professional project manager.	☐
Support resources Sport HQ Facility planning guide Sport HQ Stakeholder project control group fact sheet Sport HQ Development and building approvals Sport HQ Stakeholder project control group Sport HQ Project manager Local Buy Factsheet Tenure and Permission Confirmation Form Confirmation of Approvals Form		

IMPORTANT REMINDERS

- ✓ Approved organisations must meet all pre-construction conditions to the department's satisfaction prior to any physical construction of the project.
- ✓ Projects that have already started—whether partially underway or fully completed—are not eligible.
- ✓ **Field of Play projects need to be completed by late November 2028.**
- ✓ **Partnership Fund projects need to be completed by July 2029.**
- ✓ Where demand exceeds available funding, priority may be given to projects that are further progressed/shovel-ready and can commence construction within 12 months.

Common tenure situations	Documents required should clearly evidence: - project address - tenure arrangements
Applicant is the landowner	- Current Certificate of Title detailing the owner/controller of the land - current rates notice to demonstrate evidence of tenure for application purposes only - SLOs should also provide evidence that the facility is for community use (if relevant).
Applicant is not the landowner, however:	
has secured occupancy	- Lease/right to occupy or use, or - Completed Tenure and Permission Confirmation Form.
is on land owned/controlled by a LGA (Council)	- Lease/right to occupy or use, or - Completed Tenure and Permission Confirmation Form or similar correspondence.
is on Education Queensland State School land with secured occupancy arrangements or a commitment to use	- A copy of a Joint Use Agreement/Hire Agreement with the owner/controller of the land with a commitment to use the land for sport activities, or - Completed Tenure and Permission Confirmation Form. If no current agreement is in place, a letter from the School Principal confirming intent to enter an arrangement will only be accepted at ROI, noting secured tenure may be prioritised over this type of arrangement as secured tenure evidences a further progressed project. Note that secured tenure is required for the Stage 2, full application stage.
is on land privately owned (e.g. tertiary institution or private school land)	- A legally binding registered lease or occupancy agreement will be accepted, or - completed Tenure and Permission Confirmation Form, or - a letter from landowner confirming the type of occupancy agreement, the length and status, will only be accepted at ROI. Note, secured tenure may be prioritised over this type of arrangement as secured tenure evidences a further progressed project. Note that secured tenure is required for the Stage 2, full application stage.

Project costs

At ROI stage, your application provided:

- estimated total project cost
- cost estimation method
- co-contribution and how much you are providing
- ability to provide a return on investment to supplement your co-contribution
- requested funding amount.

For Stage 2, show how the proposed project is ready for the next stage by providing:

- comprehensive scope of works for the project
- project budget on the Program Project Budget form provided
- updated estimated total project cost
- evidence of project cost estimation that is no earlier than 1 December 2025 to validate the figures listed in the Program Project Budget form
- updating co-contribution required for the project
- evidence of confirmed co-contributions to the project
- For Partnership Fund applicants,
- outline ability to propose a return on investment
 - outline the commercial activities on site
- indicate if there is a professional team in residence, and / or if revenue is generated onsite
- updated funding figure being requested from the department.

Application requirements

Online insight and checklist

COMPLETE SCOPE OF WORKS

Prepare ready

Prepare a scope of works that includes all components of the project and check the design documentation reflects the project scope.

Outline a comprehensive scope of works to ensure all project costs are included in the project budget.

☐

COMPLETE PROJECT BUDGET FORM

Download Project Budget form Complete & Attach

Ensure the project budget considers all components of the scope of works.

Download and complete the Project Budget form ensuring:

- costs are **GST Exclusive** figures
- figures in the quotes / QS matches the figures in the Project Budget form
- the requested funding figure and your co-contribution figure matches the figures in the Project Budget form.

☐

Summary of key steps and important reminders

- Download the Project Budget Form online application system.
- Complete all white sections as required, transposing GST exclusive project costs from quotes or QS obtained. Some cells might pre-populate. While completing the sheet, errors will be highlighted by cells changing colour to either red or orange.

✓ Section 1 – Enter your organisation's legal name / account name

At the top of the page enter your organisation's legal name in cell C4 'Organisation's Legal Name / Account Name'

Organisation's Legal Name / Account Name

Bob's Baseball Club

✓ Section 1 – Enter where the project is located

In cell F8, in the drop-down box, determine where the project is located. The dropdown box will provide you with three options based on Program Guidelines Appendices C, D, & E:

1. Urban or Regional Queensland
2. Remote or very remote LGAs
3. Discrete communities including the Torres Strait

Where is the project located

Urban or Regional Queensland

Whichever location is chosen will determine the maximum total project cost and the maximum potential funding available from the department for the project.

✓ Section 2 – Entering project costs into the Project Budget form

Enter all project items, supplier name/s, dates of costings and cost/quote details (GST exclusive) in columns B-H from the available information. *Ensure all costs entered are GST exclusive.*

Examples are provided in rows 17-25 below on how to complete each project line.

Project Items	*Supplier name *Source *Reference	Date of costings	3 Quotes OR cost estimate/QS estimate for projects	Choose only 1 supplier in each category (you must select the Preferred Quote)	Club Costing Preferred project cost (GST Excl)
Sports Field Lighting	e.g. Construction Company A	31/10/2022	\$ 120,000	Preferred Quote	\$ 130,000
	e.g. Construction Company B		\$ 130,000		
	e.g. Construction Company C		\$ 140,000		

✓ Section 2 – Indicate the preferred quote, if relevant

For each project item, select the "Preferred Quote" option from the dropdown list in column I. You can only choose 1 preferred quote for each project item. The total of your preferred quote will appear prepopulated in column J. If you have selected more than 1 quote, the cell will change colour to orange indicating an error.

✓ Section 2 – Mandatory costs for the Program Project Budget requirements

There are mandatory costs associated with each project, and these will be pre-populated based on the following calculations as below.

Mandatory Costs	Project Manager Fees	5% of Estimated Project Costs – mandatory cost	\$ 13,950
	Signage Costs	Signage costs are fixed at \$500 and will be part of your total eligible project costs	\$ 500
	Escalation	5% of Estimated Project Costs (incl PM fees) – mandatory cost	\$ 14,648
	Contingency – In Quote	10% of Estimated Project Costs (incl PM fees) – mandatory cost	\$ 29,295

**Program Project Budget
requirements**

Mandatory amounts auto calculated in Project Budget

All projects require an independent, suitably qualified project manager.	Project manager allowance based on total estimated project costs that can be claimed.	5%	Row 63
Allowance for acknowledgement signage.	Flat amount.	\$500	Row 64
Allowance for cost escalation and project contingency at the application stage helps mitigate the delivery cost risk for the organisation.	Escalation allowance based on total estimated project costs and project manager allowance.	5%	Row 65
	Contingency allowance based on total estimated project costs and project manager allowance.	10%	Row 66

✓ Section 2 – Applicants Co-contribution

Once all project costs have been entered and a total Estimated Project Cost is displayed in Row 69, enter the amount of co-contribution you are able to contribute to the program. A recipient co-contribution is a requirement for this program. The only exception is for a Field of Play application for a project located within discrete communities – in this scenario the applicant should inset "0" if they are not intending to contribute to the cost of the project.

- Once completed, double check all details have been entered, all figures are GST exclusive and the sum of the co-contribution and funding being requested equals the total estimated project cost.

Totals to be entered into the online application

Total estimated project cost	\$	GST Exclusive	E73
Applicants' co-contribution	\$	GST Exclusive	E71
Funding being requested	\$	GST Exclusive	J73

After the Project Budget form has been finalised:

- 1. Save the file on your computer. Name the form: COSTS [insert club name]
- 2. Upload the Project Budget Form to the online application system.

IMPORTANT REMINDERS

- ✓ The GST component will be the responsibility of the approved organisation. See the GST Fact Sheet.
- ✓ If a quote or QS already includes an amount for contingency and escalation allowances, please take out the amounts when entering the costs into the Project Budget Form to avoid skewing the figures.
- ✓ Ineligible costs identified through the assessment process may make an application ineligible. Check the Program Guidelines or seek advice to ensure the project costs are eligible.
- ✓ During delivery of an approved project, additional costs and unforeseen costs above the maximum funding amount will be the responsibility of the approved organisation.
- ✓ A recipient co-contribution is a requirement for this program. The only exception is for a Field of Play application for a project located within discrete communities. Refer to Program Guidelines for further details.

UPDATE ROI	TOTAL PROJECT COST	Enter GST exclusive amount
Indicate the estimated total project cost.	Enter the Total Project Cost amount (GST exclusive) using section 2 from the Project Budget Form	
UPDATE ROI	COST ESTIMATION	Select option
Cost estimation can be evidenced through: - quotes for suppliers/contractors - quantity surveyors estimate.	Select the option that matches how the project cost for Stage 2 was determined. Ensure all project costs are included in the cost estimation.	
COMPLETE	COST ESTIMATION	Attach
Ensure the cost estimations: are for no earlier than 1 December 2025 include a minimum of ONE valid quote, OR a Quantity Surveyor (QS) estimate - quotes or QS estimate must include sufficient detailed scope of works - quotes are from qualified personnel with an ABN, registration / licence details and qualifications, contact and location details - QS estimates are provided by a qualified Quantity Surveyor, with qualification identified specify GST exclusive costings - more than one (1) quote can be provided at application, and applicants can indicate their preferred quote.		
Provide documentation of your cost estimation: - for all components of your project works - to verify the costs in your project budget, - to demonstrate value for money.	Attach as per requirements below, either a: - QS estimate or - one valid quote for all project components. If required, provide a reason why the minimum requirement for cost estimation is unable to be met.	
COMPLETE	REASONS FOR COST ESTIMATION	Outline
If the minimum requirement outlined above is unable to be met, please provide a reason.		
If more than one quote has been provided to validate the project costs and a higher value quote has been selected, please provide a reason.		

IMPORTANT REMINDERS

- ✓ If the project costs are not verified costs through valid quote/QS, the project is unlikely to be recommended for funding.
- ✓ If more than one quote is provided by choice, and your organisation is selecting a higher quote over a lower quote, please provide a reason for the preference.
- ✓ Review and understand the project delivery requirements outlined in section 14 of the Guidelines. If your organisation is approved additional processes may need to be undertaken, such as conducting a department-accepted tender process or providing additional quotes.
- ✓ Applicants must not award a contract for works nor advise person/s quoting that their quote is preferred nor start tender processes until after the pre-construction conditions in the grant agreement are compliant.
- ✓ **Construction of approved projects cannot commence until all grant agreement pre-construction requirements are compliant to the department's satisfaction.**

UPDATE ROI	CO-CONTRIBUTION	Enter GST exclusive amount	
Your organisation will be financially responsible to deliver the project and cover any required co-contributions, additional finances, or resources needed to complete the project.	Enter the co-contribution amount (GST exclusive) using section 2 (cell reference E71) from the Project Budget Form.		
COMPLETE	CO-CONTRIBUTION EVIDENCE	Attach	
Clearly outline all contributions for the project and attach evidence that provides: - organisation's financial commitment, and - proof that finance is currently available, and/ or - proof of third-party confirmed commitment to providing funds. All applicants are required to provide a financial contribution to the project with exception of applicants located in Local Government Areas with Discrete Communities (see Guidelines - Appendix C).	Attach documents to clearly evidence: - specific amount of money (GST Exclusive) - date committed / statement - availability of the money - Organisation / party contributing the money - any other conditions. Check the table below of 'Common co-contribution funding situations' to ensure the documents evidence co-contribution and meet the program requirements.		

IMPORTANT REMINDERS

- ✓ In-kind contributions will not be accepted by the department.
- ✓ An audited Financial Statement will not be accepted as evidence of co-contribution.
- ✓ If the application does not evidence confirmed financial contribution for eligible costs, and where applicable, ineligible costs, the project is unlikely to be recommended for funding.
- ✓ The department may accept confirmation of other Government funding sources including Federal, State or Local government infrastructure funding as the applicant's co-contribution. Details of the funding program and when successful applications will be announced should be attached to the application. Be aware this co-contribution evidence may be considered a higher risk by the department and will be assessed accordingly.
- ✓ Ensure the funding program is supportive of contributions from this funding program, and the amount of funding requested (GST Exclusive) is provided.
- ✓ When an organisation submits their application, the status will show as 'approved' on the client home page under 'My Projects' (see image below). This means submission of the application has been approved, it does **not** mean the department has approved the application for funding.

Queensland Government Home Published Rounds

Test Bottled ▾

Project Name	Start Date	End Date	Apply	View Details
Play On! Sports Vouchers program - Apply as an Activity Provider	25/7/2025 9:45 AM	30/6/2027 5:00 PM	Apply	View Details
Disaster Recovery (Level 1) - Queensland Monsoon Trough Cyclone Kogi, Cyclone Narelle and Severe Weather commencing 24 December 2025	16/1/2026 9:00 AM	22/7/2026 5:00 PM	Apply	View Details
Games On! Grassroots Infrastructure Program - Field of Play - Registration of Interest	3/2/2026 9:00 AM	14/6/2026 5:00 PM	Apply	View Details
Games On! Grassroots Infrastructure Program - Partnership Fund - Registration of Interest	3/2/2026 9:00 AM	15/6/2026 8:00 PM	Apply	View Details

My Projects Filter

Project ID	Status	Submitted	Mr Test Man	View
PJ-1453394	Test Bottled (Test Bottled)	Submitted	Mr Test Man	View
PJ-1453405	Test Bottled (Test Bottled)	Submitted	Mr Test Man	View

Update Request PJ-1453405 Field of Play Stage Two Assess... Due Date: 10/06/2026

Application Test Bottled (PJ-1453405) Submitted: 09/06/2026 By: Mr Test Man Status: Draft View

Items per page: 10 1 - 2 of 2

Common co-contribution funding situations

Documents required should clearly evidence:

- specific amount of money (GST Exclusive)
- state committed / statement
- availability of money
- Organisation / party contributing the money
- any other conditions.

Evidencing your organisation's contribution

Applicant will be utilising their own savings and funds to cover their contribution.

- **Statement of organisation's commitment:** Minutes of meeting or a signed and dated letter stating that the organisation will commit to a co-contribution. It must include the specific amount GST exclusive as well as the specific project and reference this funding program, and
- **Current bank account statement:** A copy of a recent bank statement* dated no earlier than 1 January 2026 which includes the organisation's legal name and account information, and/or
- **Bank loan:** A signed and dated letter from the bank together with applicable bank loan documentation.

* A Bank Account Statement is required, not a printout of an internet transaction list.

* Audited Financial Statements are not accepted as evidence of co-contribution.

Council evidencing their contribution

Applicant is a Council and will use Council funds to cover their contribution.

- **Statement of council commitment:** A signed and dated letter from the appropriate delegate, such as Accountable Officer of the Council, confirming the funds are available, and/or
- **Allocation of funds confirmed:** Minutes of meeting confirming an allocation of funds to the specific project or confirmation in an approved capital works program, and/or
- **Bank loan:** A signed and dated letter from the bank together with applicable bank loan documentation.

Evidencing third-party contributions

Applicant is receiving a third-party contribution to support the project.

- Correspondence from the third-party's accountable officer outlining their contribution in detail, including:
 - the funding amount listed as GST exclusive / inclusive
 - reference to the specific project and this funding program
 - date on letter and the approval date or expected approval date, and/or
 - [Stakeholder Support Form](#).

		See "Important Reminders- Please note" details in Co-contribution above if you are awaiting notification from a federal, state or local government funding program.	
RETURN ON INVESTMENT	(Partnership Fund category only)		
Under the Partnership Fund category, the government is looking to work in true partnership with the organisation and ensure any investment has long-term benefit for Queensland communities and is working towards creating a more regenerative industry. Please provide details and audited financial statements as required.			
UPDATE ROI	PROVIDING A RETURN ON INVESTMENT (Partnership Fund category only)	Select option	
Indicate your organisation's ability to provide a return on investment to supplement your co-contribution.		Select from: • Yes • No	
COMPLETE	IMPLEMENTATION ON RETURN ON INVESTMENT (Partnership Fund category only)	Outline and attach	
Under the Partnership Fund category, the government requests a return on investment post-practical completion of the approved project. For organisations with commercial revenue streams, the department will consider an agreed partnership model to see a return on a portion of the investment.		Outline what is the expected / projected yearly revenue for the project and explain how your organisation will implement this return on investment request. Attach two (2) years of audited financial statements.	
UPDATE ROI	COMMERICAL ACTIVITIES (Partnership Fund category only)	Select options	
Indicate if the project site or project location includes any commercial activities.		Select from: • none – only not-for-project/community benefit activities or services • low-level commercial proposition (e.g. leasing of canteen, facility hire, pro-shop) • significant commercial proposition (i.e. generates revenue through ticket sales, sponsorships, gaming machines, licensed venue or other significant income streams and has an annual turnover exceeding \$20 million) • significant commercial proposition (i.e. is a business that delivers services or products for profit with an annual turnover under \$20 million) • professional team in residence (defined as teams whose athletes receive payment for their performance in a National League).	
COMPLETE	SUPPORT A PROFESSIONAL SPORTS TEAM OR ORGANISATION (Partnership Fund category only)	Select option	
Indicate whether your organisation supports professional sport teams or organisations i.e. a team whose athletes receive payment for their performance in a National League.		Select from: • Yes • No	
COMPLETE	REVENUE GENERATION (Partnership Fund category only)	Select option	
Indicate whether your organisation generates revenue through ticket sales, sponsorships, gaming machines, licensed venue or other income streams.		Select from: • Yes • No	
UPDATE ROI	FUNDING REQUEST FROM THE DEPARTMENT	Enter GST exclusive amount	

Indicate the amount of funding being requested for this project, noting the program funding percentages in the [Program Guidelines](#).

Enter the amount of funding being requesting from the department (GST exclusive) using Section 2 (cell reference J73) from the Project Budget Form.

Support resources

- [Sport Facilities Costs](#)
- [Sport HQ Facility planning guide](#)
- [Sport HQ Cost estimation guide](#)

- [Local Buy Fact Sheet](#)
- [GST Fact Sheet](#)
- [Stakeholder Support Form](#)

IMPORTANT REMINDERS

- ✓ At Registration of Interest (Stage 1), applicants provided an indicative total project cost and co-contribution without needing to supply supporting documentation.
- ✓ As a shortlisted Stage 2 applicant, please be aware that final total project cost may increase or decrease, and applicants must evidence their secured co-contributions and if required, demonstrate the ability to cover any ineligible project costs or any costs that exceed available funding provided.
- ✓ Applicants should note that the Program Project Budget form will include a **mandatory 15% escalation and contingency allowance, plus a 5% project management allowance**, in the total project cost. These allowances help manage potential cost increases but may also raise the applicant's required contribution.
- ✓ When an organisation submits their application, the status will show as 'approved' on the client home page under 'My Projects' (see image below). This means the submission of the application has been approved, it **does not** mean the department has approved the application for funding.

The screenshot displays the 'My Projects' section of the Queensland Government portal. At the top, there's a 'Test Bottled' dropdown menu. Below it, a table lists several projects with columns for project name, dates, and 'Apply'/'View Details' buttons. The 'My Projects' section below has a filter box and a table with columns for project ID, status, and submission details. Project PJ-1453405 is highlighted with a red box around its 'Status: Approved' label. Below the table, there are buttons for 'Update Request' and 'Application', and a 'Status: Draft' label. At the bottom, there's a pagination bar showing 'Items per page: 10' and '1 - 2 of 2'.