Games On! Grassroots Infrastructure Program

Application Planning Tool

The Application Planning Tool is a checklist designed to help organisations prepare their application requirements before submission, outlining program requirements and complemented by the online supporting resources that provide best-practice advice for infrastructure development.

The Games On! Grassroots Infrastructure Program has a two-stage application process:
- **Stage One – Registration of Interest (ROI) – closes 8pm, 18 March 2026.**
  Applicants submit an ROI to confirm they are an eligible organisation proposing an eligible project. At this stage, applicants must show how their project aligns with strategic infrastructure planning and that they have the capacity to deliver it. Projects that meet these requirements may be shortlisted to move to Stage Two.
- **Stage Two – Complete application**
  Shortlisted applicants will be invited to submit a full application. This stage focuses on project readiness, often referred to as "shovel ready". Applicants must provide all required documentation outlined in the Program Guidelines and this Application Planning Tool to demonstrate the project is ready to proceed.

ROIs will be assessed against the program eligibility and the four key assessment criteria: Vision, Design, Delivery and Cost.

Below is an overview of the **application requirements for each stage**. More detailed information is provided later in this document and in the program resources. A program budget will be required for Stage 2 complete applications.

Application requirements	Stage 1 – Registration of Interest	Stage 2 – Complete 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 Costs	Indicative total project cost Co-contribution acknowledgement Funding request	Project budget Cost estimation Evidenced co-contribution Funding request

^ *NOTE: Where demand exceeds available funding, priority may be given to projects that are further progressed/shovel-ready and can commence construction within 12 months.*

High demand is expected for this funding program so be prepared.

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**.

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The Games On! Grassroots Infrastructure Program provides two categories of funding listed below:

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.
Category 2 **Partnership Fund**	The Partnership Fund targets larger-scale, high-impact projects requiring across 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.

Application process and navigating the online form

Sections of the online application

Privacy Statement
Organisation and project eligibility
1.   Organisation details
2.   Project details
3.   Project outcomes
Ability to deliver criteria
4.   Project Vision
5.   Project Design
6.   Project Delivery
7.   Project Costs
Application documents
Feedback and Declaration

The application process consists of:
Stage One – Registration of Interest (ROI) and
Stage Two – Complete application.

All applications are to be submitted online through the Grant Registration Portal (GRP). If your organisation is not yet registered, please register as early as possible.

To assist with navigation, the online application form is divided into sections as outlined in the adjacent table.

There are seven (7) main sections to complete, and all required documentation needs to be placed in the 'Application documents' section.

Additionally, applicants are asked to provide feedback and ensure they read and acknowledge the privacy statement and declaration.

REMINDER – Applicants need to:

✓ **Read the Program Guidelines** to ensure understanding of the **eligibility requirements**, the **program requirements** as well as **your obligations** if the proposed project progresses to Stage 2.

✓ **Note the standard of the program requirements** and **provide clear, relevant responses supported by appropriate documentation** to strengthen your application.

✓ **Provide detail suitable for the ROI**, and then if invited provide **further details for the complete application stage**.

✓ **Ensure that documentation is attached to evidence the application requirements**, as there is no opportunity to submit documentation after submission, and missing documentation will not be followed up by the department.

It is the applicant's responsibility to attach the correct documentation at the time of submission.

✓ **Be mindful** that if the required program **requirements are not ready / available**, then it may be better to continue project planning and **consider applying for funding in the future**.

Organisation and project eligibility

This section outlines the questions for both Stage 1 – Registration of Interest and Stage 2 – Complete Application.

Please note, for Stage 2 certain questions will be locked and additional information may be requested.

Organisation eligibility	Provide details of your organisation, noting the program requirements: • Provide your constitution if necessary/requested. • Ensure all debts and obligations for other projects /activities currently being funded by the department have been met. • Ensure all Office of Fair Trading requirements have been met.

Section 3 of the Program Guidelines provides details of the eligibility requirements, so please ensure your organisation is eligible to apply for funding.

Project details	Provide details of your project, noting the program requirements: • Project site address. • Type of project* – select either new, upgrade or end-of-life project. • Type of infrastructure project – select either outdoor space, indoor space, lighting, changeroom and amenities, clubhouse, ancillary or environmental sustainability. • Components of the project at Stage 2.

Section 4 of the Program Guidelines outlines the eligible projects and Section 5 outlines what will not be funded. Please ensure you read these sections carefully.

Please note – Rationale for upgrade and end-of-life projects at Stage 2

Shortlisted applicants will need to outline and attach additional information relating to the definition outlined in Appendix A of the Guidelines. This includes outlining when the infrastructure was installed/built, why it can no longer by maintained; or why a different standard applies that renders infrastructure unusable and documentation to evidence current state of the infrastructure (i.e. photos, audit /assessment report).

IMPORTANT REMINDERS

✓ The project submitted at the ROI stage (stage 1) is the project that progresses to the complete application stage (stage 2). Shortlisted applicants cannot make changes to the type of project, type of infrastructure, project location or tenure.

✓ Eligible organisations may submit multiple ROIs under either funding category where:
  • each submission relates to a different site or activity, and
  • the applicant holds appropriate tenure for each location.

Project outcomes	Show how this project will benefit participation outcomes in your community noting the program objectives: • Prime Project outcome at Stage 2 – see below. • Prime and other demographic group that will benefit. • Multi-use or multi-activity project. • Primary and other sport activities that will benefit.

For this Program at Stage 2, the department has clustered Project outcomes into the following:

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, supporting 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.

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 lets you 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.

Project Vision
Show how your proposed project is ready for next stage.
- Strategic planning undertaken, identification and linkage
- Provide 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 & Attach**

Noting each category program requirement, select and provide relevant strategic plan/s that:
1. identifies your specific project,
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

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 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 (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)

Program Resources
- Sport HQ Facility Planning Guide
- Stakeholder Support form

IMPORTANT REMINDER – Program eligibility requirements

Read the **Strategic Plan/ planning definition and note** outlined in Appendix A of the Guidelines, remembering that:

✓ **Field of Play** proposed project must be **aligned to a Strategic Plan** from State Level or National Sporting Organisation or Local Government Authority.
✓ **Partnership Fund** proposed project must be **identified in an Infrastructure Strategic Plan** from a State Level or National Sporting Organisation or Local Government Authority.

This Program will prioritise projects specified in the specific infrastructure strategic planning documents.

Purple box:
Name and provide a summary of the questions in the relevant section.

Light purple box:
References the relevant application stage.

Blue box:
Provides a heading and summary of the application requirements expected.

Light blue box:
Provides an overview of the type of question on the online application, offers tips, and includes a checkbox to track your progress.

Green box:
Refers to the Program Resources and provides a list of materials to support your responses, including an optional form you can use.

Orange box:
Highlights key reminders or notes to keep in mind and encourages you 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 1 – Registration of Interest (ROI)

This section outlines the questions and requirements for the ROI stage.

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: 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.	
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 **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 (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 are required to 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.

Project Design	Show how your proposed project is ready for the next stage by providing: • Details of the project site and connection with other infrastructure on site. • Design for the specific project (plans, drawings and details).
Application requirements	**Online insight and checklist**

ROI FACILITY SITE PLAN		**Attach**
Provide a 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 that the site plan attached reflects the planning stage of the project.	Attach a site plan showing where the project is: • located on the land parcel boundaries and roads • in relation to other existing facility infrastructure.	
ROI SKETCH DESIGN		**Attach**
Provide sketch designs that include all components to clearly explain what will be constructed or installed. Ensure that the sketch designs reflect the planning stage of the project.	Attach all sketch designs ensuring they include: • dimensions • floor plans, sections, elevations, and • all components in the project scope.	
ROI requirements for lighting projects#		
If a lighting design from a qualified professional is not available, you may provide a sketch of the area to be illuminated. The sketch should clearly indicate the proposed placement of lighting, including details such as the number of poles, the approximate height of the pole), and the lux levels, in accordance with the community-level standards outlined in the program guidelines.		
# Please see Stage 2 specific requirements for lighting projects and the requirements outlined in the Sports lighting best practice guide.		
Support resources	• Sport HQ Facility planning guide • Sport HQ Facility plans and design examples • Sports lighting best practice guide	

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.

✓ Funding can only be sought for LED lighting infrastructure to the lux level outlined in the Program Guidelines.

✓ Requests for funding for a project with lux levels higher than 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 at Stage 2 if the rationale is not accepted.

✓ **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.

<table>
<tr><td rowspan="2">Project Delivery</td><td>Show how your proposed project is ready for the next stage by providing:
• 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.</td></tr>
</table>

Application requirements		Online insight and checklist
ROI **LAND TENURE / OWNERSHIP**		**Select options and/or attach documents**

Ensure arrangements are for a **minimum of three years from 1 January 2026 – 31 December 2028.**

Provide the tenure arrangements of the land 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 expiry before 31 December 2028/9.	Attach the following documents: • 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.	

Below are examples of documentation required for common tenure situations.

ROI **STAGE OF PROJECT PLANNING**		**Select option**
Indicate the current stage of your project planning. 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.	

ROI **PROJECT PROGRAM**		**Complete table**
Provide an indicative basic project program considering how long it will take you to finish planning (i.e. finalise approvals, designs, tendering, budget and contributions) and undertake the project. Provide a proposed date when you expect to finish all documentation and expenditure.	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.	
	Reminder – check the required project completion date in the Program Guidelines.	

Support resources	• Sport HQ Facility planning guide • Sport HQ Stakeholder project control group fact sheet • Tenure and Permission Confirmation Form

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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.

<table>
<tr><td rowspan="6">Project Costs</td><td colspan="3">Show how your proposed project is ready for the next stage by providing:

The estimated total project cost.
Your cost estimation method.
Your co-contribution and how much you are providing.
Your ability to provide a return on investment to supplement your co-contribution.
The requested funding amount.
</td></tr>
</table>

Application requirements		Online insight and checklist
ROI **TOTAL PROJECT COST**		**Enter GST exclusive amount**
Indicate the projected/determined total project cost.	Enter the estimated Total Project Cost (GST exclusive) for the proposed project	
ROI **COST ESTIMATION**		**Select option**
Cost estimation can be undertaken through several methods including: • Quotes for suppliers/contractors. • Quantity surveyors estimate. • Cost estimation. Ensure that all project costs are included in the cost estimation.	Indicate how you have determined the estimate: • Quotes gained within last 6 months. • Quotes gained but not within last 6 months. • Quantity surveyors estimate within last 6 months. • Quantity surveyors estimate but not within last 6 months. • Based on cost estimation from stakeholder. • Based on the resource Sport Facilities Costs.	
ROI **CO-CONTRIBUTION COMMITMENT**		**Select option and enter GST exclusive amount**
Acknowledge your organisation's responsibility to provide finance for the co-contribution and any additional finance or resources to complete the project if approved. Indicate the co-contribution you are willing to provide for this project.	Indicate the status of your organisation's co-contribution: • Co-contribution will be secured and evidenced at full application stage. • Third party co-contribution will be secured and evidenced at full application stage. • Co-contribution is not required. Additionally, enter the amount of co-contribution you are providing for this project (GST exclusive).	☐
ROI **ABILITY TO PROVIDE A RETURN ON INVESTMENT**		**Select option**
Indicate your organisation's ability to provide a return on investment to supplement your co-contribution.	Select from: • Yes • No	
ROI **DEPARTMENT FUNDING REQUEST**		**Enter GST exclusive amount**
Indicate the amount of funding you are seeking for this project noting the program funding percentages in the Program Guidelines.	Enter the amount of funding you are requesting from the department (GST Exclusive).	
Support resources	• Sport Facilities Costs • Sport HQ Facility planning guide • Sport HQ Cost estimation guide • Local Buy Fact Sheet	• GST Fact Sheet • Tenure and Permission Confirmation Form • Stakeholder Support Form

IMPORTANT REMINDERS

✓ Applicants may provide an indicative total project cost and co-contribution in the Registration of Interest (Stage 1) without needing to supply supporting documentation.

✓ If invited to submit a complete application (Stage 2), final total project costs may increase or decrease, and applicants must provide evidence that co-contributions have been secured and demonstrate the ability to cover any ineligible project costs or any costs that exceed available funding provided.

✓ Applicants should note that the Stage 2 application 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.

Common Tenure situations	Documents required (noting project address and tenure should be included)
Applicant is the landowner	• Current Certificate of Title detailing the owner/controller of the land. • A 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, then a letter from the School Principal confirming intent to enter an arrangement will 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, complete application stage.
is on land privately owned land (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 • A letter from landowner confirming the type of occupancy agreement, the length and status will 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, complete application stage.

Stage 2 – Complete application

Further requirements for the complete application will be provided to shortlisted applicants at a later stage.