Project planning checklist
The Get Out, Get Active program provides funding for community-based sport and recreation opportunities aimed at women and girls who are either currently inactive or would otherwise benefit from further participation.

Local Government Authorities (councils) and not-for-profit local and regional sport and recreation organisations based in Queensland communities are eligible to apply. Projects considered to be of the greatest value will be those that are innovative, community-based, linked to the program objectives and capitalise on a partnership approach. Please refer to the program guidelines for Get Out, Get Active available at: www.qld.gov.au/recreation/sports/funding/organisations/getoutgetactive/.

How to apply? Complete the following project planning checklist; this will help you align your project to deliver initiatives that meet the objectives of the program and optimise your success receiving funding:

Step 1: Once completed, contact your nearest Sport and Recreation Services office at www.npsr.qld.gov.au/contactus/offices.html to discuss the project. A Regional Adviser will be able to provide advice on the project and issue the application form.

Step 2: Complete and submit the application form via email, in person or by post to the nearest Sport and Recreation Services office by 5pm, 28 April 2017.

<table>
<thead>
<tr>
<th>Question</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your organisation meet the eligibility criteria (refer to the guidelines on the website to determine eligibility (you must be able to tick ‘Y’ to this question) – <a href="http://www.qld.gov.au/recreation/sports/funding/organisations/getoutgetactive/">www.qld.gov.au/recreation/sports/funding/organisations/getoutgetactive/</a>?)</td>
<td>☐</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Have you consulted on the needs of the inactive women/girls during the development of your activity timetables and schedules (consider who to consult with, including the individual participants, community groups, local schools etc.)?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you determined whether there are other organisations that could partner with you to assist delivery, promote what you are delivering, or provide support to ensure the project is successful?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you determined how you will link the project to existing activities in the community?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you determined what you will need to conduct the activity? Consider:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Timetable and schedule of when activities will be held.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Safety requirements, e.g. lighting and security for night activities, transport to/from venue (if required).</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Cost to deliver the project and if participants will be required to pay.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Special needs, such as cultural or family requirements.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Facility requirements to deliver the activity/ies e.g. access to showers/dressing rooms.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Qualified people to deliver the activities.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
### Activity planning (cont.)

<table>
<thead>
<tr>
<th>Question</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have equipment suitable for participants?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do you have appropriate clothing or uniforms (if being provided)?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do you need to modify the activity/ies to cater for participants that are usually inactive to participate e.g. longer warm up/warm down to reduce injury, shorter sessions, graduated introduction of skills?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do you have appropriate policies in place if you are conducting activities for minors, e.g. all coaches need to have current blue cards?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you considered how you will receive feedback and collect data associated with the delivery of the project? Successfully funded projects are also required to have participants complete our survey on completion of the project. Refer to the ‘Reporting and monitoring’ section of the guidelines on the website: <a href="http://www.qld.gov.au/recreation/sports/funding/organisations/getoutgetactive/">www.qld.gov.au/recreation/sports/funding/organisations/getoutgetactive/</a>?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you considered what marketing and communication channels will be used throughout the project (e.g. media press releases, Facebook posts, community flyers etc.)?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Application preparation

<table>
<thead>
<tr>
<th>Question</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you got details of the target group from consultation with relevant organisation/s and individuals? You will need this for populating the application form e.g. cultural associations connected with target group.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can you clearly identify the inactive female target group for the project and the need for them in terms of participation in sport and active recreation? Who will benefit? e.g. parents of existing children participants getting actively involved in the sport/recreation, over 65 years old women learning new life enhancing recreation activities, teenage girls participating in challenging outdoor activities. How many participants will benefit from the project?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can you provide details of the consultation you have undertaken including who, when and why?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do you have relevant research/support data to inform why the project you are delivering will meet the targeted women/girls? Why is your organisation looking at running this project for this target group?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you reviewed the objectives of the Get Out, Get Active program and can align the activities being conducted to the intent of the program, e.g. how the project will target inactive women and girls?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you considered the key milestones, timeframes and responsibility for delivering the activities for the project? Are you involving partners to support your activities and what role will partners play to ensure the success of the project?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can you clearly outline the qualifications and experience of the volunteers and/or providers of the activity/ies to substantiate their suitability in delivering to inactive females?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you considered what will be the effect of the project in terms of providing skills, knowledge, training, ongoing delivery and engagement so the project or the ability of inactive participants have long-term impacts? How will the project offer sustainable participation/opportunities for the women and girls participating?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can you outline the longer term impact of the project e.g. ongoing service delivery?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Can you outline the longer term impact of the participants? Consider skills, training, knowledge, or ongoing engagement.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you got clear details on how much the project will cost, and what contribution your organisation may need to provide? Have you sourced three quotes for any costs at $10,000 or above?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>