

Queensland Footy Facilities Fund

Funding for rugby league infrastructure projects

‘How to’ guide for applicants and Troubleshooting manual (Enquire system)



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Part One – ‘How to’ guide for applicants

Guidelines reference:
6.0 Who is eligible to
apply?

Creating an Enquire applicant portal account

Sport and Recreation has developed the Grant Registration Portal (GRP) to enhance its grants management system (Enquire), making it faster and easier to use, ensuring ongoing security of all information and speeding up payments.

To submit an online application for the *Queensland Footy Facilities Fund* program, you will need to set up an account in the Enquire system by creating an applicant portal account. This account can then be used by yourself or your organisation to apply for grants offered by Sport and Recreation. To register an account, go to the '[New Sport and Recreation Grant Registration Portal](#)' website for guidance. Please note a desktop computer or laptop is required to register in the Grant Registration Portal (GRP). The GRP does not currently support mobile and tablet devices.

Note – the Enquire system and Grant Registration Portal is a separate system to the *Get Started Vouchers* program (QGrants).

Applying for a Queensland Footy Facilities Fund grant

Once you've created an account in the Grant Registration Portal you can begin your application. Once you've logged in you may select the grant and round you'd like to apply for, this will take you to the *Queensland Footy Facilities Fund* page.

Guidelines
reference:
Appendix 2
Online application
form checklist

Completing the Queensland Footy Facilities Fund application form

- The following information will assist you as you complete the online application.

Adding attachments in the Enquire system

As part of completing your application form for the *Queensland Footy Facilities Fund* program you will also be required to scan documents and upload them. The Enquire system will take any kind of attachment that a computer recognises as a file. This will include documents, spreadsheets, and images.

The system will not accept any files that are over the 20MB limit, so large files may need to be scanned in two parts.

How do I complete the application form?

- Select the *Queensland Footy Facilities Fund* program from the 'Available Rounds' page.



Title	Description	Opening Date	Closing Date	Status	
Footy Facilities Fund - Round 2	Footy Facilities Fund - Round 2	07/08/2018 5:00PM	28/09/2018 5:00PM	Open	View

- Read the relevant program information (guidelines).

View Available Rounds Log In Contact Us Help

Round Details



Overview

Id:	FFF(02)
Title:	Footy Facilities Fund - Round 2
Description:	Footy Facilities Fund - Round 2
Opening Date:	Tuesday, August 7, 2018, 5:00 PM (GMT+10)
Closing Date:	Friday, September 28, 2018, 5:00 PM (GMT+10)
Type:	Grant
Status:	Open

Information

The Queensland Footy Facilities Fund (program) is a joint initiative between the National Rugby League (NRL), Queensland Rugby League (QRL) and the Queensland Government, via Department of Housing and Public Works, Sport and Recreation (the department). Organisations are eligible for funding between \$200,001 and \$300,000 (GST exclusive). Applicants will need to contribute a minimum of 50 per cent to the total eligible project costs. Projects eligible for funding are new places and spaces, and upgrades/improvements or replacement of existing places and spaces which supports participation in rugby league facility projects in Queensland relating to the Program objectives. Eligible organisations can only apply for ONE project. A project planning checklist is available on the website to assist your organisation in deciding whether a project is ready to proceed. Before you can commence an application, you must read and understand the eligibility criteria and program guidelines. To be eligible, organisations must have no outstanding requirements for any projects currently funded by the department prior to the program closing date (if in doubt, contact a [Regional Advisor](#)). If your organisation meets the eligibility criteria it is recommended that you consult the nearest Sport and Recreation office prior to applying online.

Click 'Begin Application'.

View Available Rounds Log In Contact Us Help

Round Details



Overview

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Please enter your 'login details'.

View Available Rounds Log In Contact Us Help

Please enter your login details...

Email:

Password:

LOG IN

[Forget your password?](#)

- If you have already started an application, the following will pop up if you click 'begin application'.

Begin Application

 **Application(s) exist - An application already exists for this round, are you sure you want to create another application?**

To access an application that you have already commenced:

Click on 'My Applications' and select appropriate application.



Title	Description	Opening Date	Closing Date	Status	
Young Athletes Travel Subsidy - International Round 2	Young Athletes Travel Subsidy - International Round 2	01/02/2017 3:00PM	28/06/2019 5:00PM	Open	View
Young Athletes Travel Subsidy - National Round 2	Young Athletes Travel Subsidy - National Round 2	01/02/2017 3:00PM	28/06/2019 5:00PM	Open	View
Young Athletes Travel Subsidy - State Round 2	Young Athletes Travel Subsidy - State Round 2	01/02/2017 3:00PM	28/06/2019 5:00PM	Open	View
Footy Facilities Fund - Round 2	Footy Facilities Fund - Round 2	07/08/2018 5:00PM	28/09/2018 5:00PM	Open	View

Instructions for completing the application form

- Read the 'Instructions on using the form' before commencing the application.



Queensland Footy Facilities Fund
Funding for rugby league infrastructure projects

QLD RUGBY LEAGUE | NRL | Queensland Government

Instructions for completing this application form

In each section below you will be asked to add information by typing directly into each box or selecting the button under each section.

To add or edit information, click on the edit button (on right hand side). This will open a box so you can write or paste in your response. The add button will open a window that will allow you to add information to set fields. The remove button will allow you to remove information added to set fields. The cancel button will allow you to cancel entering information. The validation icon appears when you have not entered information required for submission.

IMPORTANT: Each time you enter information you must click the save button .

It is recommended that you read the [how to make and trouble shooting manual](#) prior to completing an application.

You can save and exit this form at any time, but you will need to log back in to make changes - you can access saved applications under My Applications. Some sections of the form are mandatory and you will not be able to submit the application until these are filled out. Mandatory fields are marked in red text.

You can save this form as a PDF at any time by clicking the download button.

Once you have submitted the application you cannot make changes.

- Edit: Add or edit information
- Add: Add information to certain fields
- Save: Save information entered
- Cancel: Cancel any changes made or information added
- Remove: Remove information added to certain fields
- Mandatory information is required

It is possible to partially fill in the application and complete it later. This is done by clicking the 'Save All & Exit' button. When you log back in you can select the same application under the 'My Applications' tab.

Note: Once you have submitted your application **it cannot be changed.**

When you have completed the application, and you are sure all details are correct, click 'Submit' to complete the application.

You can view your application at a later date by clicking 'My Applications'. You may also create a PDF of your application at any point by clicking the 'Download' button at the top of your application.

Section 1 - 'Before you start'

- Ensure you read and check that you meet the conditions under the 'Before you start' section.



Section 1: Before you start

Read the Footy Facilities Fund guidelines. Check the eligibility criteria of Footy Facilities Fund to see if the organisation is eligible. If unsure contact 13 QGOV (13 7460). Check that the organisation does not have any outstanding requirements with the department prior to the program closing date.

Check that your organisation is compliant with [Office of Fair Trading requirements](#), as this is required for payments if approved funding.

Check the organisation legal name at [Office of Fair Trading](#) or the [Australian Securities and Investments Commission](#).

Consult the nearest [Sport and Recreation office](#) about your project.

Check that this project has not been funded by the department previously.

When submitting an application an error message will appear to identify any sections that have not been completed.

Before you start - Footy Facilities Fund

Complete the checklist before you start the Footy Facilities Fund Application.

Section 2 - 'Pre-eligibility conditions'

- Click on the 'Edit' icon to complete the 'Eligibility' sections.

Guidelines reference:
6.0 Who is eligible to apply?

Section 2: Pre-eligibility conditions

Organisations are required to meet the eligibility criteria to apply in the Footy Facilities Fund guidelines section 6.0 Who is eligible to apply, and section 8.0 Eligible projects.

Before proceeding with your application, you will need to have the following items (if applicable) in an electronic format to upload into the application:
land tenure documentation current right to occupy/lease arrangements for a minimum of three years (if applicable)
land owner's permission-to-build documentation (if applicable)
quantity surveyor's estimate dated on or after 1 February 2018 (or cost estimate based on departmental facility costs fact sheet)
sketch design for the project site plan details.
Each item should be scanned separately to enable uploading.

It is recommended that you consult your nearest [Sport and Recreation office](#) to discuss your project prior to applying for funding.

Eligibility - Footy Facilities Fund

Is the organisation:

Under which Act is the organisation incorporated?

Will the organisation be compliant with all requirements for projects currently funded by the department prior to the closing date?

Attach a copy of land tenure and/or current right to occupy/lease arrangement for a minimum of three years:

Attach a copy of permission to build from the land owner (if applicable):

Attach a copy of the quantity surveyor's estimate:

Attach a sketch design of what you intend to build:

Attach a site plan that identifies the location of the project:

[Edit](#)

- Select a response to each question to confirm that you are eligible for the program, and then click 'Save'.
- You will also be required to attach documents. To do this, select 'Choose file' and then click on relevant file. When you see Max 20MB per attachment, this enables you to save more than one attachment.
- Please note that the organisation must be compliant with all requirements to be eligible for the program. Organisations will be deemed ineligible if they do not meet one or more of the eligibility requirements.
- Some sections of the application form have mandatory questions. If these questions are not responded to, you will not be able to save the section. If you do not have all information available, then select cancel, and save the application so you can complete this section at a later date (prior to the program closing date).

Eligibility - Footy Facilities Fund

***Is the organisation:**

Please select from the options below

***Under which Act is the organisation incorporated?**

Please select the Act that your organisation is incorporated under
This field is required

Associations Incorporation Act 1981 (Qld)
 City of Brisbane Act 2010 (Qld)
 Corporations Act 2001 (Cwlth)
 Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cwlth)
 Local Government Act 2009 (Qld)
 Commonwealth Aluminium Corporation Pty Ltd Agreement Act 1957 (Qld)
 Cooperatives Act 1997 (Qld)
 Other (enter below)

Clear

***Will the organisation be compliant with all requirements for projects currently funded by the department prior to the closing date?**

Organisations with outstanding compliance as at the program close date will be ineligible for funding
This field is required

Yes
 No
 Not applicable (no projects currently funded through the department)

Clear

***Attach a copy of land tenure and/or current right to occupy/lease arrangement for a minimum of three years**

Max 20MB per attachment
Land tenure documentation should be a Certificate of Title. You do not have to provide a lease or right to occupy documents if you are the land owner.
This field is required

***Attach a copy of permission to build from the land owner (if applicable)**

Max 20MB per attachment
This document should be a letter from the land owner confirming permission to build to undertake the project.
This field is required

Attach a copy of the quantity surveyor's estimate

Max 20MB per attachment
Quantity surveyor's estimate must be dated from 1 February 2018 specifying a valid period. If applying the departmental facility costs estimate, include these details in your project budget attachment.

***Attach a sketch design of what you intend to build**

Max 20MB per attachment
The sketch design should outline what the organisation plans to construct, including the dimensions and main features.
This field is required

***Attach a site plan that identifies the location of the project**

Max 20MB per attachment
The site plan should provide the location/positioning of the project including site boundaries and existing infrastructure.
This field is required

Page 1 of 1

When you see Max 20MB per attachment, you can save more than one attachment.

***Attach a copy of land tenure and/or current right to occupy/lease arrangement for a minimum of three years.**

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Land tenure documentation should be a Certificate of Title. You do not have to provide a lease or right to occupy documents if you are the land owner.
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Attach a copy of the quantity surveyor's estimate

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***Attach a sketch design of what you intend to build**

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The sketch design should outline what the organisation plans to construct, including the dimensions and main features.
This field is required

***Attach a site plan that identifies the location of the project**

Max 20MB per attachment
The site plan should provide the location/positioning of the project including site boundaries and existing infrastructure.
This field is required

- If you have added an incorrect attachment you are able to delete and replace with a new one. You will need to click on the edit icon to open the section.

***Attach a copy of land tenure and/or current right to occupy/lease arrangement for a minimum of three years.**

Select existing attachments to delete and a Max 20MB per attachment for new attachments
Land tenure documentation should be a Certificate of Title. You do not have to provide a lease or right to occupy documents if you are the land owner.

 application.pdf.pdf

- You will need to select the attachment that is to be replaced. Select choose a file and attach the correct attachment. When you press 'save' on the section this will remove the ticked attachment.

***Attach a copy of permission to build from the land owner (if applicable)**

Select existing attachments to delete and a Max 20MB per attachment for new attachments
This document should be a letter from the land owner confirming permission to build to undertake the project.
This field is required

 application.pdf.pdf

Section 3 - 'Organisation details'

- Carefully check the prefilled organisation and primary contact details are correct. If these details are incorrect you must contact your organisation's primary contact to amend these before the application is submitted.

Section 3: Organisation details

Please check the information in this section carefully. If any information is incorrect or out of date, please contact your organisation's primary contact as they will need to update the information prior to submitting.

Organisation and Primary Contact details

Organisation details

Title:

First Name:

Last Name:

Email:

Job Title:

Mobile:

Phone:

Primary Contact

Title:

First Name:

Last Name:

Email:

Job Title:

Mobile:

Phone:

Main contact for project

Salutation:

First name:

Last name:

Email address:

Job Title:

Phone number:

- Enter the contact details for the main contact for the project

Main contact for project

Salutation:

First name:

Last name:

Email address:

Job Title:

Phone number:

 Edit

Main contact for project

Salutation

<input type="radio"/> Capt	<input type="radio"/> Cr	<input type="radio"/> Dr
<input type="radio"/> Fr	<input type="radio"/> Hon	<input type="radio"/> Insp
<input type="radio"/> Major	<input type="radio"/> Master	<input type="radio"/> Mr
<input type="radio"/> Miss	<input type="radio"/> Mrs	<input type="radio"/> Ms
<input type="radio"/> Pastor	<input type="radio"/> Prof	<input type="radio"/> Ass. Prof

***First name**
This field is required

***Last name**
This field is required

***Email address**
Use a comma to separate the label and the email address (eg. John Smith,jsmith@example.com)
This field is required

***Job Title**
Job title of project main contact
This field is required

***Phone number**
Please enter your preferred contact number
This field is required

Lot:

Section 4 - 'Project details'

- Enter the project description by clicking the 'Edit' icon. The summary should be one or two sentences describing your intended project.

Section 4: Project Details

This section relates to the overall project details. You will need to outline your project and describe the new infrastructure or the upgrade, improvement or replacement to existing infrastructure. Details of the sport or recreation activities benefiting from the project and the target participants for the infrastructure will also need to be provided.

You must click 'save' each time after filling in the organisation's legal name, the project description (no more than 250 words) and details about the project location. Then complete other questions in this section and click 'save' again. IMPORTANT: Each time you enter information you must click the save button.

Project Description (Applicant)

Project Description - provide a short summary of your intended project:

 Edit

- Enter the physical address of the project, and the Lot and Plan of the project location. Once the physical address is completed click 'Save Address & Validate'.

Physical address of project

Line 1:

Line 2:

Suburb/City:

State:

Postcode:

Country:

[Save Address & Validate](#)

What are the Lot and Plan Numbers of the project location?

Lot:

Plan:

[Edit](#)

Project Details - Footy Facilities Fund

Does the project:

If the response was (c), please detail when the existing place/space was constructed/installed and why it needs to be replaced and provide evidence, e.g. photos, evidence from qualified trades person, state sporting organisation standards.

Attach evidence to support the need for the replacement as detailed in the previous question.

[Edit](#)

Click the 'Project details - Queensland Footy Facilities Fund'.

Project Details - Footy Facilities Fund

Does the project:

If the response was (c), please detail when the existing place/space was constructed/installed and why it needs to be replaced and provide evidence, e.g. photos, evidence from qualified trades person, state sporting organisation standards.

Attach evidence to support the need for the replacement as detailed in the previous question.

[Edit](#)

- Enter the details of the project and click 'Save'.
- Note: if your project is (c) replace an existing place/space you will need to provide further details and attach evidence.

Project Details - Footy Facilities Fund

Does the project:

Please select the relevant option

If the response was (c), please detail when the existing place/space was constructed/installed and why it needs to be replaced and provide evidence, e.g. photos, evidence from qualified trades person, state sporting organisation standards.

Response should be no more than 250 words.

Include details of why replacement is required, including whether different standards apply

Attach evidence to support the need for the replacement as detailed in the previous question

Max 20MB per attachment

Evidence can include photos, letter from qualified trades person, new state sporting organisation standards

[Browse...](#)

- Edit the 'Demographic Information' by clicking 'Edit'.

Demographic Information

What age groups will receive the primary benefits from the project?

Which target group/s will receive the primary benefits from the project?

[Edit](#)

- Enter the target groups that will receive the primary benefits of the project and click 'Save'.
- Note: there is an 'All age groups and genders (i.e. general community)' response if your project does not have specific target group/s.

Demographic Information

"What age group/s will receive the primary benefits from the project?"

If your project isn't for a specific target group, please select the "No specific age group" checkbox instead of selecting all age groups

All age groups and genders (i.e. general community)
 Female (0 - 17 years)
 Female (18 - 24 years)
 Female (25 - 54 years)
 Female (55 years or older)
 Males (0 - 17 years)

[Clear](#) [Select All](#)

"Which target group/s will receive the primary benefits from the project?"

If your project isn't for a specific target group, please select the "No specific target group" checkbox instead of selecting all target groups

No specific target group
 Aboriginal and Torres Strait Islander people
 Aboriginal people
 Torres Strait Islander people
 Culturally and linguistically diverse (CALD)
 People with a disability

[Clear](#) [Select All](#)

Section 5 - 'Need'

- Complete the 'Need' section by clicking the 'Edit' icon, and then 'Save'.

Section 5: Need

When preparing a response in this section, consider how the need for the project has been established, any reference to priorities identified by the Queensland Rugby Football League Limited – Statewide Facilities Strategy 2015-2026 document and/or the QRL's Club Health Check audit and how the project meets the needs of current and future users. Documents associated with planning and consultation can be uploaded in the relevant questions.

Need - Footy Facilities Fund

Has the project been identified as a priority by the Queensland Rugby Football League Limited – Statewide Facilities Strategy 2015-2026, club health check or other planning document?

If yes, which page is the project referenced?

Outline how the project will meet the needs of current and future users (e.g. meeting population growth, improving the facility for more use, reference to QRL venue audit or other audit, venue capacity and/or safety aspects)?

Please attach any supporting documentation and/or planning documentation:



- You will also be required to attach evidence of consultation, supporting documentation and/or planning documentation. Select 'Choose file' and click on the relevant file.
- Click 'Save' when complete.

Need - Footy Facilities Fund

*Has the project been identified as a priority by the Queensland Rugby Football League Limited – Statewide Facilities Strategy 2015-2026, club health check or other planning document?
This field is required

Yes
 No

If yes, which page is the project referenced?
Include reference page from the Queensland Rugby Football League Limited – Statewide Facilities Strategy 2015-2026.

Outline how the project will meet the needs of current and future users (e.g. meeting population growth, improving the facility for more use, reference to QRL venue audit or other audit, venue capacity and/or safety aspects)?
Include details that support the proposal in this section.

Response should be no more than 500 words

Please attach any supporting documentation and/or planning documentation
Max 20MB per attachment

Section 6 – 'Ability to deliver'

- Complete the 'Ability to deliver' section.

Section 6: Ability to deliver

Applicants should have undertaken all the necessary planning required to deliver the project prior to submitting an application (refer to further information in the Footy Facilities Fund guidelines section 12.2 Ability to deliver).

In this section, details on the planning for the project, the project costs and management of the place/space after the project is completed are required. You will be required to download and complete the Project plan and Project costs document below to detail the main project tasks, project costs and contributions. Documents associated with planning and financial and/or in-kind contributions are to be uploaded in the supporting documentation for financial and/or in-kind contributions' question in this section.

Instructions to download Project plan and Project Costs budget attachment:

1. Click on the attachment: Project plan and Project costs
2. Save the attachment to your computer.
3. Complete both tabs (2) of the attachment and save.
4. Upload the attachment to your online application in the 'Budget attachment' question in this section.
5. Enter in the 'total project cost' and 'total requested from the department' in the required questions.

Ability to deliver - Footy Facilities Fund

What is the estimated total project cost?

What is the amount you are requesting from the department?

Budget attachment:

Supporting documentation for financial and/or in-kind contributions:

Is the proposed project fit for purpose as outlined in the NRL Preferred Facility Guidelines?

Provide details of how it is fit for purpose for rugby league if not linked to the standards in the guidelines:

Is development approval required for the project?

Development approval attachment:

Is building approval required for the project?

Building approval attachment:



Ability to deliver - Footy Facilities Fund

*What is the estimated total project cost?

*What is the amount you are requesting from the department?
The minimum value for this field is 20000!

*Budget attachment
Max 20MB per attachment
This field is required

*Supporting documentation for financial and/or in-kind contributions:
Max 20MB per attachment
Upload quotes, quantity surveyor's estimate and other supporting documentation to confirm financial, in-kind or grants from other sources as contributions to the project.
This field is required

*Is the proposed project fit for purpose as outlined in the NRL Preferred Facility Guidelines?

Provide details of how it is fit for purpose for rugby league if not linked to the standards in the guidelines
Clearly outline the methodology for ensuring that the proposal meets the relevant standards for the activity. Response should be no more than 500 words

*Is development approval required for the project?
Please select from the option below

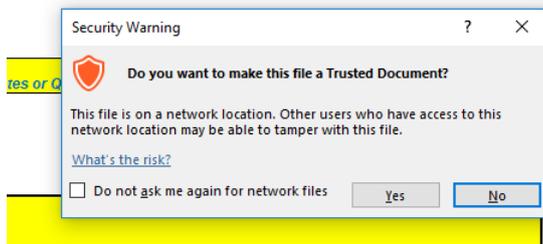
Development approval attachment
Max 20MB per attachment
Please attach either the development approval document, evidence of lodgement or IDAS self assessment or evidence, e.g letter from council

*Is building approval required for the project?
Please refer to the guidelines and select from the options

Building approval attachment
Max 20MB per attachment

- You will be required to click on the 'Project plan and Project costs' spreadsheet and save the document to your computer.
- Follow the below instructions for completing the 'Project plan and Project costs' spreadsheet and how to upload to the 'Budget attachment' section and the Project Costs table.

Note: When opening the excel Project Plan and Project costs spreadsheet, please 'Enable Content' and then select 'Yes' to make the file a trusted document.



Complete the Project Plan tab in the budget attachment

Complete the Project Costs tab in the budget attachment



0

Sport and Recreation
Department of Housing and Public Works

INSTRUCTIONS				
This spreadsheet works like a balance sheet. - Section 1. Project Costs (expenditure) and Section 2. Sources of Funding (income) should balance. - ENTER INFORMATION IN WHITE CELLS ONLY				
Section 1. Project costs (expenditure)				
Step 1 - In Project Items (column B) Enter all of the Project Items, Supplier Name and Cost details (column B-E). Only include the total QS Estimate if this has been used to estimate costs. If you used the Facility Cost Fact Sheet on the department's website, please include these indicative cost estimates in column E.				
Step 2 - Select the preferred quote for each work item by selecting a 1 in column F, to remove a 1 use the Backspace key				
Step 3 - Enter other costs in 36-41 (e.g. council and statutory fees, signage)				
Step 4 - Enter any in-kind support value (if applicable) in rows 46-53 (Note quotes and estimates will need to be attached to your application separately).				
Step 5 - Enter in any contingency or building escalation in cells D56 and D57 (note if the cell turns RED it is more than the maximum % and this amount is deemed ineligible and will automatically be transferred to the ineligible section. This will form part of the organisation's contribution and need to be funded by the applicant).				
Step 6 - Enter any ineligible items (if applicable) in rows 63-65.				
NOTE: Where there is a RED corner in a cell - there is a help instruction. Hover over this cell to read the comment.				
Did your organisation use the Facility Cost Fact Sheet on the department's website to determine the Project costs below?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Project Items	Supplier Name	3 Quotes per work item/indicative cost estimate OR a QS for projects over \$200,000/GST	Choose only 1 Supplier in Each Category	Preferred Project Cost (GST Excl)
e.g. Site works (Quoted)	e.g. Gem-a-Digger excavation	\$ 5,000		
	e.g. A Plus excavation	\$ 5,500	1	\$ 5,500
	e.g. Budget Dig'n Move	\$ 4,300		

Section 2. Sources of funding contributions (if applicable)
Step 7 - Enter all funding contribution details (where contributions are coming from) in column M
Step 8 - Select from drop down in column N for contribution/s (whether confirmed or not)
Step 9 - Include the contribution amount in column O (do not include in-kind contributions, as these will automatically calculate in cell O11)
Step 10 - Check whether cell Q23 is highlighted green (surplus/balanced) or red (shortfall). If red, then correct this by updating contributions. If Green you are indicating you wish to provide more financial contribution than you are required to and this surplus will be taken off the amount you are Requesting from SR at Cell O62.
Step 11 - Scroll down to Section 3. Enter information to online application (row 60) to make sure your calculations balance
Step 12 - Enter the total project cost to the "Enquire" online application in Section 7. Ability to deliver - Project Budget
Step 13 - Enter the total funding amount requested from the department to the "Enquire" online application in Section 7. Ability to deliver - Project Budget
NOTE: If the organisation is NOT Registered for GST - Cell O69 - shows the amount of GST you will need to fund over and above any applicant contribution. This is not to be included within your funding amounts.

Funding contributions (GST exclusive) (Documents associated with financial and/or in-kind contributions (where required) are to be uploaded into the online application)			
Source of funds	Details (List source name)	Status of funding (select from drop down)	Contribution amount
In-kind contributions			\$ 500.00



<enter your organisation name>

Sport and Recreation
Department of Housing and Public Works

INSTRUCTIONS				
This spreadsheet works like a balance sheet. - ENTER INFORMATION IN WHITE CELLS ONLY				
Section 1. Project costs (expenditure)				
Step 1 - Enter all of the Project Items, Supplier name and Cost details (GST Exclusive) in columns B-E. Only include the total QS estimate if this has been used to estimate costs.				
Step 2 - Select the preferred quote for each work item by selecting a 1 in column F, to remove a 1 use the Backspace key				
Step 3 - Enter other costs in 48-53 (e.g. council and statutory fees, signage)				
Step 4 - Enter any in-kind support value (if applicable) in rows 58-65 (Note quotes and estimates will need to be attached to your application separately).				
Step 5 - Enter in any contingency or building escalation in cells D68 and D69 (note if the cell turns RED it is more than the maximum % and this amount is deemed ineligible and will automatically be transferred to the ineligible section. This will form part of the organisation's contribution and need to be funded by the applicant).				
Step 6 - Enter any ineligible items (if applicable) in rows 75-77.				
NOTE: Where there is a RED corner in a cell - there is a help instruction. Hover over this cell to read the instruction.				
Did your organisation use the Facility costs fact sheet on the department's website to determine the project costs below?				
<input type="checkbox"/> Yes <input type="checkbox"/> No https://www.qld.gov.au/recreation/sports/funding/footy-facilities				
Project Items	Supplier name	Cost estimate OR QS estimate	Choose only 1 supplier in each category	Preferred project cost (GST Excl)
e.g. Site works (QS Estimate)				\$ 205,000
These will be subject to open tender if successful.	Jo Bloggs Quantity Surveyor	\$ 205,000	1	

Section 2. Sources of funding contributions (if applicable)
Step 7 - Enter all funding contribution details (where contributions are coming from) in column M
Step 8 - Select from drop down in column N for contribution/s (whether confirmed or not)
Step 9 - Include the contribution amount in column O (do not include in-kind contributions, as these will automatically calculate in cell O11)
Step 10 - Check whether cell Q23 is highlighted green (surplus/balanced) or red (shortfall). If red, this will considered a shortfall in funding (Please ensure your contributions are sufficient to cover your required contribution. If Green you are indicating you wish to provide more financial contribution than you are required to and this surplus will be taken off the amount you are Requesting from SR at Cell O80.
Step 11 - Scroll down to Section 3. Enter information to online application (row 82) to make sure your costs and contributions balance
Step 12 - Enter the total project cost to the "Enquire" online application in Section 7. Ability to deliver - Project Budget
Step 13 - Enter the total funding amount requested from the department to the "Enquire" online application in Section 7. Ability to deliver - Project Budget
NOTE: If the organisation is NOT Registered for GST - Cell O84 - shows the amount of GST you will need to fund over and above any applicant contribution. This is not to be included within your funding amounts.

Funding contributions (GST exclusive) (Documents associated with financial and/or in-kind contributions (where required) are to be uploaded into the online application)			
Source of funds	Details (List source name)	Status of funding (select from drop down)	Contribution amount
In-kind contributions			\$ -

- Enter in the 'total project cost' and total requested from the department'
- Attach the 'Project plan and Project costs' spreadsheet to the 'Budget attachment' section.
- Attach supporting documenting for financial and/or in-kind contributions and click 'Save'.

Project Budget:	
What is the estimated total project cost?	<input type="text"/>
What is the estimated amount of funding requested from the department?	<input type="text"/>
Budget attachment:	<input type="text"/>
Supporting documentation for financial and/or in-kind contributions:	<input type="text"/>

Complete the 'Ability to deliver – Queensland Footy Facilities Fund' section by clicking the 'Edit' icon, answer the questions, attach documents where necessary then click 'Save'.

Section 8: Feedback

Sport and Recreation Consultation

Did you consult a Sport and Recreation regional office in preparing your application?

[Edit](#)

Feedback

How do you rate the support provided to you by departmental staff in completing the online application?

How would you rate completing the application form?

How long did it take you to complete the online application?

When thinking about accessing the information, and applying for funding, how would you rate the overall process?

Additional feedback:

[Edit](#)

Sport and Recreation Consultation

***Did you consult a Sport and Recreation regional office in preparing your application?**
This field is required

Yes - Far North
 Yes - North Coast
 Yes - Northern
 Yes - South Coast
 Yes - South West
 No
 Yes - Sector Service Delivery

[Clear](#)

Feedback

***How do you rate the support provided to you by departmental staff in completing the online application?**
This field is required

Not useful at all
 Slightly useful
 Neutral
 Reasonably useful
 Extremely useful
 Not applicable - Support not requested

[Clear](#)

***How would you rate completing the application form?**
This field is required

Very simple
 Simple
 Neutral
 Complex
 Very complex

[Clear](#)

***How long did it take you to complete the online application?**
This field is required

20-30 minutes
 31-45 minutes
 45 minutes - 1 hour
 1 hour - 2 hours
 More than 2 hours

[Clear](#)

***When thinking about accessing the information, and applying for funding, how would you rate the overall process?**
This field is required

Very simple
 Simple
 Neutral
 Complex
 Very complex

[Clear](#)

[Cancel](#) [Save](#)

Before you submit

Please read all the information. If you are sure all details are correct, click 'Submit Application' to complete the application.

Note: Once you have submitted your application **it cannot be changed.**

Section 9: Before you submit

You can save and exit this form at any time, but you will need to log back into the application portal and select 'My applications' to make changes.

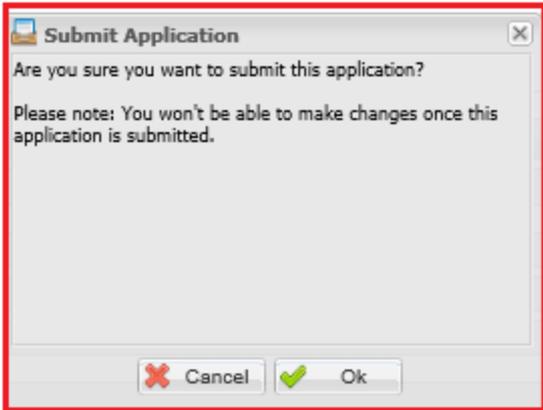
Some sections of the form are mandatory, and you will not be able to submit the application until these are filled out.

Mandatory fields are marked with an asterisk(*).

Some sections of the form have word limits, and you will not be able to submit the application if you have exceeded the word limit on those responses.

Please ensure you have all the correct documentation uploaded before you click 'Submit Application'. Once you click 'Submit Application' you cannot edit the application. Once submitted a PDF version of the application can be downloaded or you can access again via the 'My applications' tab. The application can be cancelled at any point in time by clicking 'Cancel Application'.

[View Round Details](#)
[Save All & Exit](#)
[Download](#)
[Cancel Application](#)
[Submit Application](#)



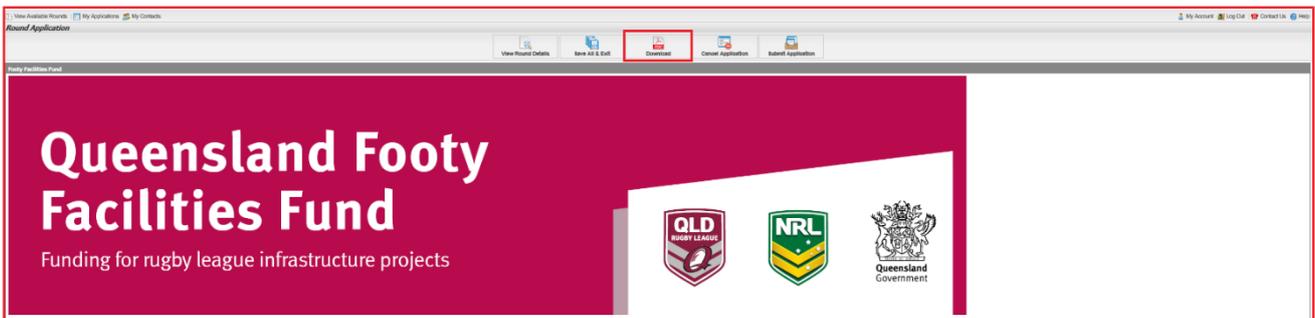
It is possible to partially fill in the application and complete it later. This is done by clicking the 'Save All & Exit' button. When you log back in you can select the same application under the 'My Applications' tab.

You can view your application at a later date by clicking 'My Applications'.

Title	Description	Opening Date	Closing Date	Status	
Young Athletes Travel Subsidy - International Round 2	Young Athletes Travel Subsidy - International Round 2	01/02/2017 3:00PM	28/06/2019 5:00PM	Open	View
Young Athletes Travel Subsidy - National Round 2	Young Athletes Travel Subsidy - National Round 2	01/02/2017 3:00PM	28/06/2019 5:00PM	Open	View
Young Athletes Travel Subsidy - State Round 2	Young Athletes Travel Subsidy - State Round 2	01/02/2017 3:00PM	28/06/2019 5:00PM	Open	View
Footy Facilities Fund - Round 2	Footy Facilities Fund - Round 2	07/08/2018 5:00PM	28/09/2018 5:00PM	Open	View

Saving a copy of your application

At the end of the application process, you will receive a PDF version of your application, which can be printed or saved if you wish. The details will also remain on the Enquire system which you can access when you log in.



Now that you are registered, just select the 'Log In' option when you next use Enquire.



What if your organisation is unable to complete an online application?

If the organisation does not own or have access to suitable computer systems or the internet to complete an online application, contact your nearest Sport and Recreation office.

What if your organisation would like to withdraw an online application?

If, for some reason, your organisation would like to withdraw your application, you cannot do this via the Enquire system. Please contact your nearest Sport and Recreation office to discuss the withdrawal. Arrangements will then be made to have the application removed from the Enquire system

Part Two – Troubleshooting

Account log in or registration issues

Authorisation to make the application.

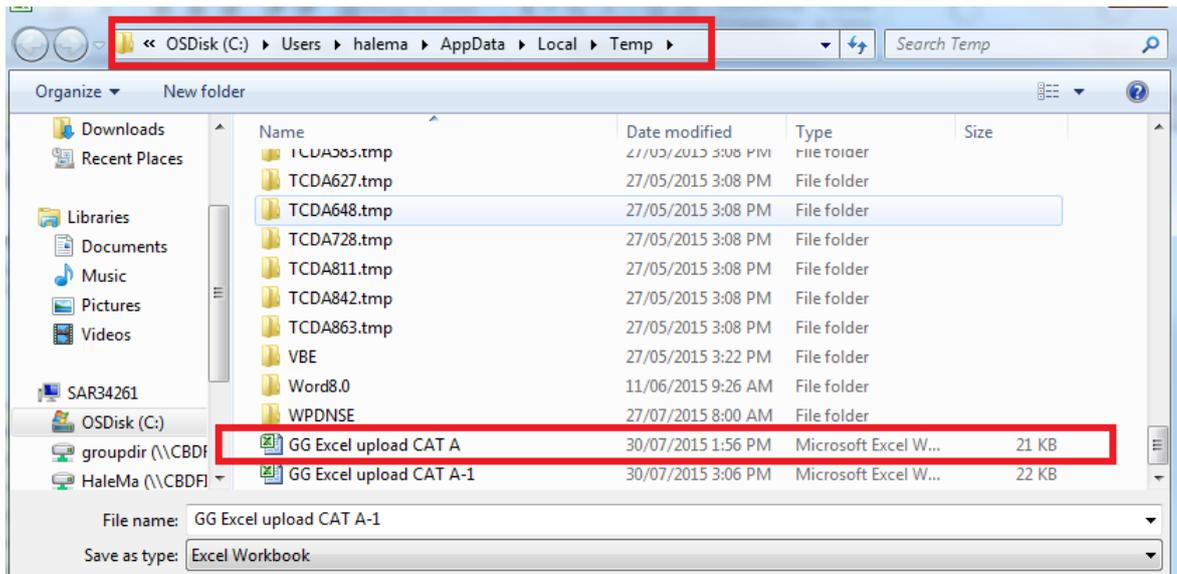
Make sure you are authorised to complete the application form on behalf of your organisation.

Basic issues at a glance

- Contact the nearest Sport and Recreation office to discuss your project and application prior to submitting the online application form.
- Please contact your regional advisor initially if you need help registering online or completing the online application form.
- Issues with applying online may occur due to restrictions on home/office computers, browsers used – further details are provided in this document.
- Using Firefox and/or Chrome as your browser for the application process ensures compatibility.
- The Enquire system is **NOT** compatible with mobile or tablet devices. Any online applications must be made from a PC.
- Provide full and accurate project location address. If using parks, reserves etc., there must **AT LEAST** be a correct street address and suburb.
- You can copy and paste from a word file into the online application fields for ease of data entry.
- Ensure you save each section of the online application.
- Some online applications will require the applicant to download and upload documents. If prompted to download a document, make sure you save it on your PC along with any information you have added before uploading.
- Only click 'Submit' when your application is completely finalised, as changes cannot be made afterwards. **Note:** There is an option to save a partially completed application and return to it later.
- Colours of the application form online may appear different due to the user's monitor setup.

Trouble with attachments or PDFs?

- Be careful saving files on the computer being used. It is recommended the 'Save As' function is used and the file is saved in a known location.
- If user clicks 'Save' the file may be filed into the temporary files on the computer being used
- Temporary files are located on the c: drive of the computer being used (e.g. C:\Users\halema\AppData\Local\Temp)



Having trouble scanning a PDF (EFT form)?

You will need to scan a copy of the completed and signed EFT form. If you do not have access to a scanner at home or your organisation, one may be available through your local library. Alternatively, if you have a smartphone you may be able to download a free scanning app to scan the EFT form.

Trouble opening the Excel application attachment?

Mac Users Version Compatibility (Numbers for Mac)

Numbers for Mac is compatible with Microsoft Excel. Save numbers spreadsheets as Excel files. Further information on compatibility can be found online: <https://www.apple.com/mac/numbers/compatibility/>

Microsoft Excel Version Compatibility

It is recommended that you use Microsoft Excel 2010 or later. Information on your version can be found online: <https://support.office.com/en-us/article/What-version-of-Office-am-I-using-932788b8-a3ce-44bf-bb09-e334518b8b19>.

Trouble opening the PDF version of the application?

At the end of the application process, you will receive a PDF version of your application, which can be printed or saved if you wish. The details will also remain on the Enquire system which you can access when you log in. There may also be other information in Enquire, such as a Facts Sheet that can help you. These are available in the '[Help](#)' section of the portal.

Out-of-date or incompatible PDF reader?

Issues opening a PDF may be due to your PDF reader being incompatible, or out of date. Adobe Reader version 9 or higher is required by Enquire. You can download the latest version of Adobe Reader for free at <http://get.adobe.com/reader/>. Other Windows based PDF readers are not supported.

Is Acrobat JavaScript enabled?

You can check if this is the problem by doing the following:

- Open Adobe Reader from the desktop or start-bar menu
- Click **Edit** and selecting **Preferences**
- Select **JavaScript** from the **Categories** and tick the checkbox to **Enable Acrobat JavaScript**
- Click **OK** to close the **Preferences** window

- Close Adobe Reader by clicking **File** and selecting **Exit**
- Re-open the web browser and continue to use Enquire.

Is Adobe Reader set to display PDFs in a web browser?

You can check if this is the problem by doing the following:

- Open Adobe Reader from your desktop or start-bar menu
- Click **Edit** and selecting **Preferences**
- Select **Internet** from the **Categories** and tick the checkbox to **Display in Read Mode** by default
- Click **OK** to close the **Preferences** window
- Close Adobe Reader by clicking **File** and selecting **Exit**
- Re-open the web browser and continue to use Enquire.

Do you have Kapersky Anti-virus software?

If you have Kapersky anti-virus software, a blank page will be displayed when you attempt to open a PDF. Disabling the anti-virus software in this case will not rectify the issue. You will need to download a different browser. For example, if you are using Internet Explorer you should try to log in to your Enquire account using a different browser, such as Google Chrome. You can download Google Chrome for free through the following link:

https://www.google.com/intl/en_au/chrome/browser/desktop/index.html

Adobe Reader

The operation of Adobe Reader is affected by certain 'add-ons'. It is recommended users enable Adobe Reader add-ons for the PDF copy of your application to display and function correctly.

Disabling virus add-on/s in Internet Explorer

Go into the Internet Explorer browser and do the following:

- Select **Tools**, and then **Manage add-ons**
- Select the add-ons that are listed under the **Adobe Systems Incorporated** heading
- Enable the add-on/s by selecting **Enable** (for one add-on), or **Enable all** (for multiple add-ons)
- Select any add-ons that mention **anti-virus** and then select **Disable** (for one add-on) or **Disable all** (for multiple add-ons) and then **Close**.

Disabling virus add-on/s or 'extensions' in Google Chrome

Go into the Google Chrome browser and do the following:

- In the address bar type **chrome://extensions**
- Un-tick **Enabled** next to the anti-virus name (could be multiple entries).

Disabling virus add-on/s in Mozilla Firefox

Go into the Mozilla Firefox browser and do the following:

- In the address bar type **about:addons**
- Go to the **Extensions** tab
- Click the **Disable** button next to the anti-virus name (could be multiple entries).

Browser or compatibility issues

Are you using a mobile or tablet device?

The Enquire system is NOT compatible with mobile or tablet devices. Any online applications must be made from a PC.



What kind of browser are you using?

To assist with any queries and to diagnose problems, it may be necessary to confirm what internet browser is being used and its [version number](#). Details on how to do this follow.

Where the Enquire site is not being displayed, first check if you are using a browser from the following list (please note: earlier versions of the below should support the Enquire site but have not been as thoroughly tested):

- Google Chrome (Windows, Android and Mac OS X)
- Mozilla Firefox (Windows and Apple OS X)
- Microsoft Internet Explorer 8, 9, 10, 11 (Windows)
- Safari (Apple iOS 7.1.1).



You are using Internet Explorer



You are using Google Chrome



You are using Mozilla Firefox



You are using Safari

Enquire may work on Linux or Ubuntu operating systems, but this has not been tested and is not supported.

Are you unable to view the Enquire website due to compatibility view and rendering errors?

To see if there is a compatibility view error, do the following:

- select **Tools** at the top of the browser (or if this does not appear, press **Alt** and **T**)
- select **Compatibility View Settings**
- in the box under **Add this website to** type in **Enquire.net.au**

- Click **Add**
- Click **Close**.

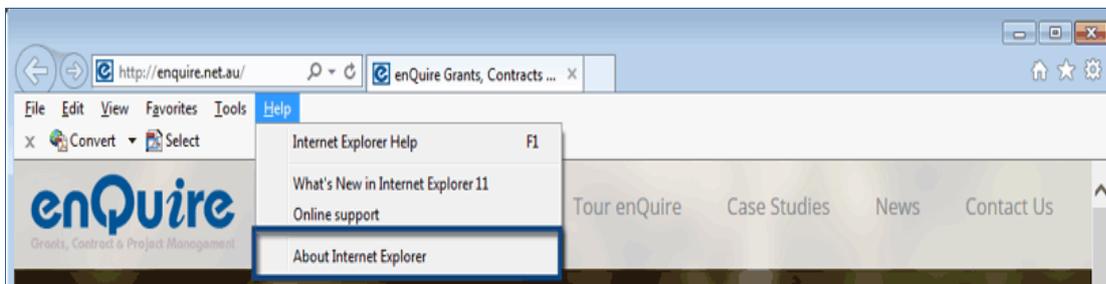
A rendering error message is an error with Internet Explorer. If this occurs, please download Google Chrome at www.google.com/intl/en/chrome/ and use this browser to log into the Enquire account.

To assist with queries and diagnose problems with **performance**, the [internet browser version number may be required](#). Follow the instructions below on how to check which version is installed.

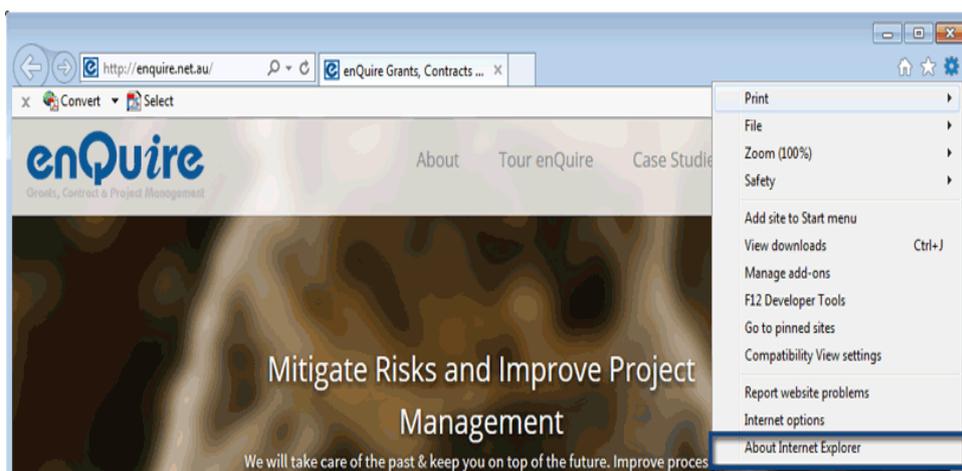
How do I confirm the internet browser version number?

Internet Explorer

- Open Internet Explorer.
- At the top of the Internet Explorer window, select **Help** and then select **About Internet Explorer**. If the **Help** option is unavailable, press **Alt** on your keyboard.



- If you have a more recent version of Internet Explorer, select **Tools** (cog icon) in the top right corner, then select **About Internet Explorer**.



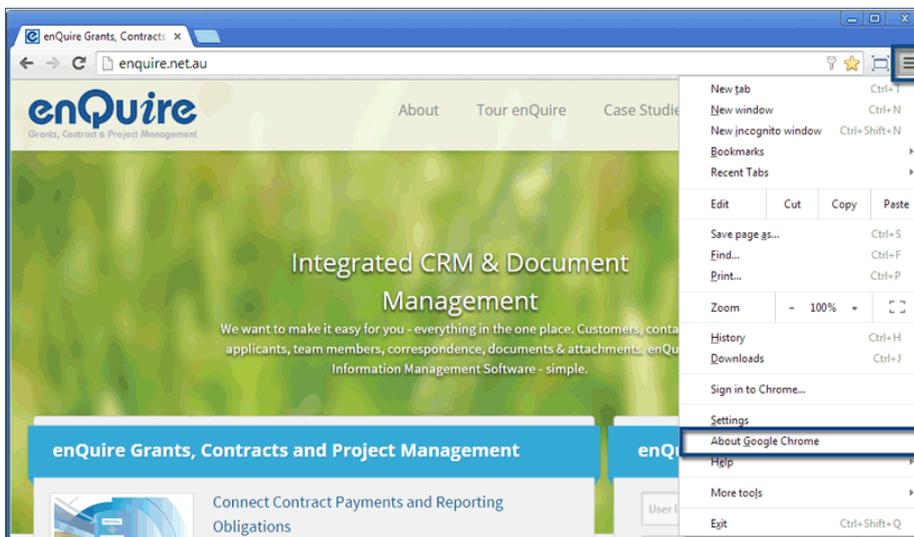
In the window that appears, the major and update versions will be listed.



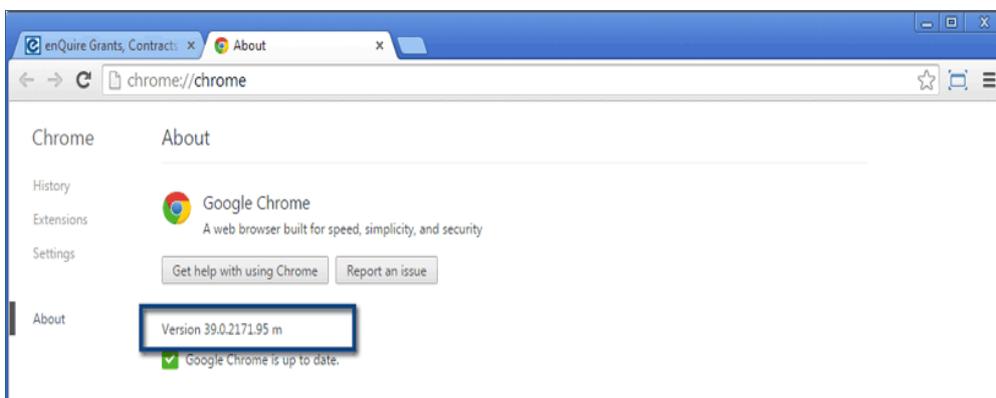
More information is available via the [Microsoft Support Centre](#).

Google Chrome

- Open Google Chrome.
- In the top right corner, select either **Tools** or **Settings** (wrench or menu icon), and then select **About Google Chrome**.



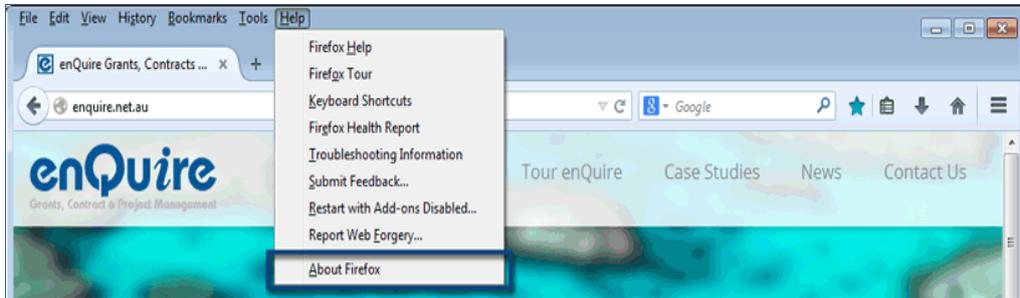
- The version number will appear in a new window or tab.



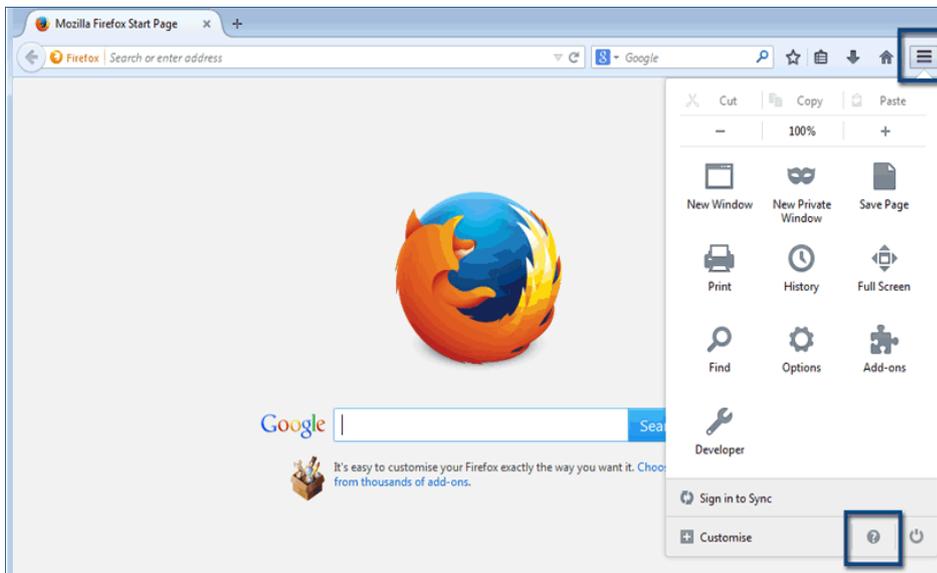
More information is available from the [Google Support Centre](#).

Mozilla Firefox

- Open Mozilla Firefox.
- At the top of the Firefox window, select **Help** and then select **About Mozilla Firefox**. If the **Help** option is unavailable, press **Alt** on your keyboard.



- If you have a more recent version, open the **menu** in the top right hand corner, and then select the **Help Menu** (question mark icon). You will then need to select **About Mozilla Firefox**.



- In the window that appears, the version number will be listed.



More information is available from the [Mozilla Firefox Support Centre](#).

Safari

- Open Safari.
- Select **Safari**, and then select **About Safari**.



- In the window that appears, the browser version number will be listed. The first number is the major version of Safari, and the number inside the parenthesis is the build number.



Still unable to find the answer to the issue?

Still experiencing technical issues during the application process?

If you are still experiencing technical issues during the application process, you should **Log Out** and **Exit** your Enquire account then close all windows. If you only **Log Out** it may take you back to where the technical error occurred.

When all else fails?

If you are still experiencing issues using Enquire, please email SRSGrants@npsr.qld.gov.au, providing the following information:

- The operating system you are using (i.e., Windows XP, Windows 7, Mac OS X, etc.)
- The browser and it's version (click on **Help** > **About** in most browsers)
- Which anti-virus (if any) you are using
- Time at which the error occurred

- If you are having issues with any other websites
- Any error messages you have encountered (please include a screenshot if possible).