

Get in the Game
Get Playing Places and Spaces

Funding to improve facilities



Guidelines

Table of Contents

Assistance	3
1.0	What is <i>Get Playing Places and Spaces</i>?	3
2.0	Objectives	3
3.0	Key definitions	3
4.0	Funding available	4
5.0	Important dates	4
6.0	Who is eligible to apply?	4
7.0	Who is not eligible to apply?	5
8.0	Eligible projects	5
9.0	Eligibility requirements	6
10.0	Ineligible projects/components	7
11.0	Planning projects prior to application	7
12.0	Application process	10
13.0	Assessment process	11
14.0	Approval process	12
15.0	Payment arrangements	12
16.0	GST application	13
17.0	Project delivery	13
18.0	Project reporting and acquittal	13
19.0	Audit	13
20.0	Privacy disclaimer for organisations	14
Appendix 1	Sport and Recreation offices	15
Appendix 2	Local Government populations under 40,000	16
Appendix 3	Online application form checklist and questions	17

Assistance

Prior to lodging an application, applicants should contact the nearest Sport and Recreation office for advice on developing the project (refer to [Appendix 1](#)).



The department will provide and pay for qualified interpreting services for customers who are hearing impaired or have difficulties communicating in English. Please [contact the department](#) if you require interpreting services.

1.0 What is *Get Playing Places and Spaces*?

Get Playing Places and Spaces supports participation in sport and active recreation at the grassroots level by developing infrastructure to meet the needs of local communities.

2.0 Objectives

The objectives of *Get Playing Places and Spaces* are to:

- create places and spaces that address current and future sport and recreation participation needs
- improve existing places and spaces to sustain and increase participation in sport and recreation.

3.0 Key definitions

Sport is a human **physical activity** involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.

(Active) recreation activities are activities involving physical exertion where the primary focus is individual or group participation and enjoyment over elements of competition where rules and patterns of behaviour govern the activity. Active recreation does not include 'active work' or 'active living'. For the purpose of this program, any reference to 'recreation' is defined as 'active recreation'.

Participant/Participation/Participating: refers to a direct 'joining-in' and active engagement by a person with:

- a particular sport organisation;
- an active recreation organisation; or
- other forms of physical activity.

Organisation is interchangeable with a 'club', 'association' or eligible 'local government' and includes those bodies that meet the eligibility criteria for the program as outlined in Section 6, and provides sport and/or recreation programs and services at the local community level.

Regional organisation is an organisation that has affiliated member organisations, and is responsible for the coordination of an activity across a specified area. (If you are unsure if this applies to your organisation please contact your local Sport and Recreation office.)

State Level Organisation is an organisation which administers a sport or activities that meet the definition of active recreation activities, and which has a statewide network.

4.0 Funding available

Each approved project will be provided funding of up to \$150,000 (GST exclusive) over an 18 month construction period. There is no maximum total project cost limit for this program.

Funding contributions towards a project are dependent on the total eligible costs for the project. The following contributions for funding apply.

Maximum department contribution (GST exclusive)	Minimum applicant contribution*
up to \$150,000	20%

Organisations must provide evidence in their application that remaining contributions are secured or that they are intending to secure them by applying to another funding source and will receive notification of the outcome within six months of the closing date of *Get Playing Places and Spaces*. This should include evidence of contributions to cover any ineligible project costs. Contributions can include cash, in-kind professional qualified services, quantifiable physical goods and donations (refer to Section 11).

5.0 Important dates

Dates for Round 7 are as follows:

Date	Activity
28 July 2018	Program opens for applications
28 September 2018	Applications to be submitted (by 5.00 pm)
January 2019	Projects commence*
30 June 2020	Projects completed
30 September 2020	Projects acquitted and reports to be submitted to the department

*subject to execution of grant deed

6.0 Who is eligible to apply?

Organisations eligible to apply for funding are:

- a local or regional level Queensland not-for-profit sport or recreation organisation or not-for-profit community organisation (with an objective of sport or active recreation) incorporated under the:
 - *Associations Incorporation Act 1981* (Qld)
 - *Corporations Act 2001* (Cwlth)
 - *Cooperatives Act 1997* (Qld)
 - *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cwlth)
- an incorporated State level sport or recreation organisation managing infrastructure for local community use
- a sport or recreation club incorporated within a Queensland university
- Queensland local governments with a population of less than 40,000 people (refer to Appendix 2).

Organisations must also be compliant with all requirements for any other projects currently funded by the department. Contact your nearest Sport and Recreation office to determine whether the organisation has any outstanding compliance issues with the department before applying for this program. Refer to [Appendix 1](#) for office locations.

Organisations that provide suitable sport or recreation activities for children and young people from the age of five to 17 (inclusive) are encouraged to be registered for *Get Started Vouchers*. Go to www.qld.gov.au/recreation/sports/funding/getinthegame/getstarted to register.

7.0 Who is not eligible to apply?

Individuals are not eligible to apply. The following are examples of organisations **NOT** eligible to apply:

- not-for-profit organisations that do not have an objective relating to sport or recreation
- local governments with a population of more than 40,000 people
- schools
- parents and citizens associations
- religious groups
- national sport and recreation bodies
- political organisations
- government departments
- for-profit groups
- TAFE colleges
- unincorporated organisations.

An organisation which would otherwise be eligible to apply for funding under this program, may be deemed ineligible if it has previously been advised by the department that it is a bad debt. As part of Stage 1 of the assessment process the department may request information from the organisation to show why they should not be deemed ineligible on this basis.

8.0 Eligible projects

To be eligible for funding, the project must be new infrastructure or an upgrade, improvement or replacement of existing infrastructure which supports participation in sport and recreation activities. Eligible organisations can apply for **ONE** *Get Playing Places and Spaces* project per round.

New infrastructure is defined as:

- a new project on a greenfield site (i.e. on a totally undeveloped site where no development currently exists), or
- development to support a new sport and/or recreation activity on a previously undeveloped portion of an existing site (e.g. tennis courts adjacent to an existing netball facility, dedicated indoor gymnastics facility at an existing basketball venue).

An **upgrade or improvement** is defined as:

- an enhancement to the existing infrastructure that will increase/support participation in sport and recreation activities
- an enhancement to meet new statutory requirements or minimum safety or competition standards for the sport or recreation activity
- changing a surface or infrastructure component that results in an enhanced function for the facility or an increase in capacity of the infrastructure.

Projects that are to replace 'like-for-like' surfaces or infrastructure are not considered an upgrade. These are considered **replacement** projects.

Replacement is defined as replacing components at the end of their useful or economic life. End of life will only be considered where:

- the surface/component/infrastructure has reached a point by which its usage has significantly declined or ceased and it is no longer possible/viable to continue its use through maintenance, or
- the surface/component/infrastructure has reached its 'end of life' based on an accepted industry or product standard.

For **replacement** projects, applicants must provide details of:

- when the surface/component/infrastructure was installed or built, and
- details of why the surface/component/infrastructure can no longer be maintained for its proposed use, or
- why a different standard now applies that renders it unusable.

A project planning checklist and additional fact sheets are available on the Sport and Recreation website at www.qld.gov.au/recreation/sports/funding/getinthegame/getplaying/planning to assist organisations in deciding whether a project is ready to proceed. Organisations are encouraged to complete the checklist before applying for funding from this program.

A list of successful applicants and approved projects from previous funding rounds are listed on the Sport and Recreation website (www.qld.gov.au/recreation/sports/funding/approved/). This list provides examples of projects that have previously been approved and may assist organisations to develop their own projects, however, they do not represent a guarantee of future funding for like projects.

9.0 Eligibility requirements

For the project to be eligible, the following items must be submitted:

- demonstrated ownership of the land or current right to occupy/lease arrangements for a minimum of three years from 1 January 2019 (if arrangements are for less than three years, right to occupy/lease renewal confirmation must indicate a minimum three year commitment to use the land for sport/recreation activities)
- land owner's permission to undertake the proposed project
- proposed project sketch design
- proposed project site plan
- quantity surveyor's estimate or quote/s dated no earlier than 1 February 2018 estimating project costs (as outlined in Section 11.2 and tender requirements in Section 14.0)
- that minimum required standards for the sport/recreation activity will be met.

Land tenure and right to occupy/lease arrangements

There are a number of different types of land tenure which projects could be located on including freehold land, leasehold land and reserves for community purposes. In many cases, the relevant owner or controller of the land will be the local council.

If the applicant is the landowner, the documentation required to demonstrate land tenure is a current title search that details the relevant land tenure and the owner(s) or controller(s) of the land. If the applicant is not the land owner, a copy of an occupancy arrangement with the owner/controller of the land is required. There are a range of agreement types, but the most common types are either a lease agreement or a permit/right to occupy the land. The occupancy arrangement must be for a minimum of three years from 1 January 2019 with a commitment to use the land for sport and recreation activities. Should the occupancy agreement expire within the three year minimum timeframe, then an additional letter from the land owner is required stating a commitment to renew the occupancy agreement.

Sketch design and site plan

A **sketch design** should enable the department to clearly understand what the organisation plans to construct and must include the dimensions and main features of the project.

A **site plan** enables the department to clearly understand the location or positioning of the infrastructure in relation to the site boundaries and, potentially, existing infrastructure at the site. An aerial map indicating where the new infrastructure will be located is an effective method of communicating this information.

It is recommended you visit the website www.qld.gov.au/recreation/sports/funding/getinthegame/getplaying/planning/ for fact sheets on

project eligibility requirements and template council letter (outlining support for the project, development and building approval and financial contributions where applicable).

10.0 Ineligible projects/components

The following projects and components are ineligible for funding:

- site remediation
- purchase of existing fixed buildings or land
- works not undertaken within the Project Period
- maintenance (as defined below)
- facilities used for commercial operations including licenced clubs
- gaming machines and licensed bar areas
- road widening transport routes
- schools and classrooms including halls
- areas designated for smoking
- residential buildings
- works external to the site including electrical, water, IT and drainage
- wages or salaried and other employee costs
- relocating facilities
- event costs
- preparation of funding application and associated consultant fees.

Maintenance is defined as work on existing infrastructure undertaken with the intention of:

- reinstating the physical condition to a specified standard
- preventing further deterioration or failure
- making temporary repairs for immediate health, safety and/or security reasons.

The department reserves the right to determine what constitutes an upgrade, replacement or maintenance and will also consider how the need for the work arose.

11.0 Planning projects prior to application

To be able to successfully deliver the project, applicants should consider what planning is required. This may require support or assistance from the department or professionals with specific skills at the planning and/or delivery stages. The information below will guide you through establishing the project's need and the steps involved in construction planning. The department will provide support to assist with planning the project, including indicative project costs which are available at www.qld.gov.au/recreation/sports/funding/getinthegame/getplaying/planning/. The department may also assist successful organisations with some aspects of delivery.

11.1 Need

Organisations must clearly outline the need for the project and how it links to the program objectives.

In selecting projects, the department will consider the following factors to differentiate high need projects, and prioritise those that provide significant community benefit, including:

- population distribution, regional priorities and potential areas of growth
- emerging trends with respect to participation in sport and recreation
- distribution of funding across the diversity of sport and recreation activities
- provision of sport and recreation opportunities for different cultural groups to enhance social cohesion
- supporting active involvement of all Queenslanders, especially those that can least afford it, in sport and recreation
- access to participation in rural/remote areas and low socio-economic status communities.

The organisation must also consider the following when planning the project and completing the application:

Usage

Organisations need to determine how a place or space is currently being used and what is expected in the future. This can include consideration of the following:

- current activities available at the site
- current user groups including both long and short-term users
- current usage rates
- anticipated future usage rates including weekly or seasonal usage or additional activities.

Service gaps

Once the current use of the existing infrastructure has been established, it is easier to determine what the gap in services is to meet current and future demands for the organisation and the community need.

Service gaps may meet current demands for sport or recreation participation, for new activities or expected future needs.

Consultation

Consultation during the planning stage is an important step to ensure the proposed project complements what already exists. Consultation should, at a minimum, be undertaken within the organisation, with current users, your nearest Sport and Recreation office (refer to [Appendix 1](#)) and council.

Consultation with local, regional or state level organisations, community groups and schools is also advised. Supporting evidence of commitment from relevant stakeholders may include:

- minutes of meetings
- community surveys
- letters of commitment from current and future users
- excerpts from state level organisation/council plans or the organisation's strategic plan.

The department will prioritise infrastructure needs identified by councils through formal planning processes as well as plans endorsed by state level organisations.

11.2 Ability to deliver

Consideration will be given to an organisation's ability to deliver a project. Applicants should undertake as much of the planning as possible to deliver the project prior to submitting an application.

The planning your project page at

www.qld.gov.au/recreation/sports/funding/getinthegame/getplaying/planning provides details on the steps to take to begin the process.

This includes a project planning checklist and fact sheets to help with project delivery requirements, including:

- contacting your local council
- development and building approvals
- facility costs
- developing scope of works, site plan requirements and project design
- tendering processes
- confirming funding contributions
- facility management and ongoing maintenance.

Scope of works and project costs

Applicants must clearly outline the works required for the proposed project. The scope of works should be supported by an accurate cost for the project through the provision of quotes or a quantity surveyor's estimate for the project (as per the table below). These should be dated **no earlier than 1**

February 2018 and must clearly indicate the period of validity. A quantity surveyor's estimate **should** be provided in the application where the total project cost is equal to, or greater than, \$200,000 (GST exclusive) and must exclude in-kind works.

Project costs	Cost estimate required
Items up to \$10,000	One written quote
Items above \$10,000	Three written comparable quotes or quantity surveyor's estimate

Where there is difficulty in obtaining a quantity surveyor's estimate, applicants can review a fact sheet listing indicative facility costs

www.qld.gov.au/recreation/sports/funding/getinthegame/getplaying/planning to determine an estimate of project costs for their application. Applicants should contact the department prior to using the facility costs fact sheet. In cases where a quantity surveyor's estimate is unable to be provided, the department's facility costs fact sheet may be used as a guide for assessment purposes.

Items that make up the cost estimates may include the following:

- supply contractors
- trade breakdowns
- external works
- fees
- contingency allowance (up to 10% maximum)
- escalation (up to 5% maximum).

Successful applicants may be required to undertake a public tender process as per [Section 14.0](#).

Eligible contributions

Eligible contributions from the applicant must, at least, meet the minimum percentage contribution (20%) towards the total eligible project cost outlined in Section 4.

Payment to cover in-kind professional qualified services costs and other donations, including quantifiable physical goods, cannot be claimed from the department as part of this funding request. These items can, however, be counted as the organisation's contribution towards the total eligible project cost.

The minimum 20% contribution may include:

- **financial contribution** available through savings accounts, another grant or a bank loan
- **in-kind professional qualified services associated with the project** costed at the pay rates outlined below
- **quantifiable physical goods**, such as donations of resources (e.g. building materials), costed at market rate.
- evidence of submitted or intended grant application from another source (if forming financial contribution to the project, as outlined below).

Note: Grants from other Queensland Government agencies will be deducted from the total eligible project cost and as a consequence may reduce the maximum amount of funding provided by the department. An applicant's 20% contribution must cover the remaining eligible project cost. For example, for a project with a total eligible project cost of \$135,000 using a \$35,000 grant from another Queensland Government agency, the applicant's contribution needs to be 20% of \$100,000 (total remaining eligible project cost) and the maximum possible funding from Sport and Recreation is \$80,000.

Evidence of financial contributions must be provided and may include:

Clubs

- a copy of a recent bank statement (dated no earlier than 1 August 2018) which includes the organisation's name and account information
- a letter from a local government or state level organisation confirming an allocation of funds to the project
- an approved loan document
- confirmation of other funding or details of submitted or intended funding application/s (if the application is not yet submitted, a letter from the Accountable Officer stating intention to apply is required).

Councils

- a letter from the appropriate delegate such as Accountable Officer of the organisation confirming that funds are available
- meeting minutes confirming an allocation of funds to the project.

If an applicant has submitted a grant application with another funding source, or is submitting a grant application to a funding source, and will receive notification of the outcome within six months of the closing date of *Get Playing Places and Spaces*, this may be used as evidence of a financial contribution. The applicant will need to provide details of the intended grant source in the application.

In-kind support must be directly related to the project construction to be deemed eligible. Confirmation of in-kind contributions must be provided in writing by the supplier. Types of costs considered as eligible contributions provided during the funding period include:

- procurement costs (including advertising)
- labour costs
- demolition works
- geotechnical costs
- site preparation
- earthworks
- construction works/building materials
- development/building approvals
- relevant project professional fees
- plant hire
- fit-outs
- fixed structures.

Rates applied to in-kind professional qualified services must be market rates accompanied by a quotation or letter from the proposed supplier.

Unskilled volunteer labour **cannot** be included as an in-kind contribution.

Facility management

An estimate of the ongoing costs of the relevant infrastructure or facility and how the organisation will manage the maintenance of the infrastructure or facility should be provided in appropriate detail for the complexity of the project.

Facility management resources which may assist with the application or project are available at <http://www.npsr.qld.gov.au/industry-information/clubs/resources/>.

12.0 Application process

Applications must be submitted using the online application form by 5.00pm on Friday, 28 September 2018. Applicants should contact their nearest Sport and Recreation office as soon as possible to discuss the project. Refer to [Appendix 1](#) for office locations.

In order to apply for funding under this program (or any sport and recreation grant), your organisation must register in the [Sport and Recreation Grant Registration Portal](#) (GRP).

Any organisation or individual can only be registered once. For more information, or to register, visit the website www.qld.gov.au/recreation/sports/funding/grants-portal/. For assistance, applicants should contact their nearest Sport and Recreation office as soon as possible. Refer to [Appendix 1](#) for office locations.

Organisations seeking feedback regarding the suitability of their documentation (e.g. sketch design, site plan and scope of works) and/or eligibility must provide relevant documents to a Sport and Recreation office in their region allowing sufficient time for feedback prior to the closing date (minimum of one week prior to the closing date).

Applicants should familiarise themselves with the online application and commence the process well before the program closing date. A guide to assist in the use of the online application system and computer requirements is available here: www.qld.gov.au/recreation/sports/funding/getinthegame/getplaying/apply.

Please note that the online grants system is **not compatible with mobile devices**. If further assistance is required to complete the online application, contact the nearest Sport and Recreation office on telephone 13 QGOV (13 7468) or refer to [Appendix 1](#).

The questions you will need to respond to in the online application form and the information you will need to provide are outlined in [Appendix 3](#).

In addition to completing the online questions, you will also need to attach documents (e.g. eligibility requirements) and complete additional tables (e.g. budget) using the template available within the application form.

The following information must be provided in the application:

- contact person for the project
- project location and short description
- confirmed project information (refer to [Section 8](#))
- project eligibility requirements ([Section 9](#))
- need for the project and how it relates to the *Get Playing Places and Spaces* program objectives (Section 11.1 - Need)
- demonstration that the project is ready to proceed (Section 11.2 - Ability to deliver).

13.0 Assessment process

Applications are initially assessed for applicant and project eligibility (**Stage 1**).

In **Stage 2**, applications are considered against criteria relating to need for the project, including prioritising projects linked to highest need in the community (as outlined in [Section 11](#))

An organisation's ability to deliver the project is also a contributing factor.

Further details about the two assessment stages are outlined below.

Stage 1 - Eligibility

Applications will be assessed on eligibility. **If an application is deemed ineligible, it will not proceed to the next stage of assessment.**

Ineligible applications include the following.

Applicant ineligibility:

- submitted by an ineligible organisation (Section 7)
- submitted by an organisation non-compliant with all requirements for any other projects currently funded by the department.

Project ineligibility:

- the project is ineligible (Section 10)
- the activity is not deemed to be a sport or recreation activity
- land tenure documentation and/or current right to occupy/lease arrangements for a minimum commitment of three years has not been provided
- land owner's permission-to-build documentation is not provided
- quotes or quantity surveyor's estimate provided is dated earlier than 1 February 2018
- sketch design and site plan are not provided (Section 8)
- details of an intended funding source outlined in the application are not provided.

Stage 2 – Criteria Assessment

Advanced planning and a clear understanding of the need for the infrastructure will assist in the development of a suitable project. Refer to [Section 8](#) in regards to how to plan for the project before applying.

Applications that are deemed eligible will be assessed against the need for the project. As part of the assessment process, an organisation's ability to deliver will also be considered.

Refer to the information in Section 11 and [Appendix 3](#) for how your application will be assessed, including the prioritisation process for assessment of need.

14.0 Approval process

All applicants will be advised in writing whether their application has been approved.

Approved projects will be able to commence from 1 January 2019 (subject to execution of grant deed). Expenses incurred prior to this date are not eligible for funding.

Grant deed arrangements

Approved applicants will need to enter into a grant deed with the department which is not negotiable. Grant deed conditions include:

- compliance with pre-construction and post-construction conditions
- where the total project cost (excluding in-kind works) are equal to, or greater than \$200,000 (GST exclusive), the recipient must undertake a public tender process or use Local Buy supply arrangements
- if pre-construction conditions are not met prior to 31 December 2019 then the grant deed will automatically end
- providing monthly status updates to the department
- submission of financial acquittals, compliance and outcomes reports
- acknowledgement of the department's contribution
- requirement of a suitable project manager appropriate for the complexity of the project.

Sport and Recreation will assist successful applicants with understanding grant deed conditions and compliance items.

15.0 Payment arrangements

Organisations will require an ABN to be able to be paid by the department. While it is not necessary to have an ABN to apply for funding, should the organisation be successful, an ABN will be required

for the department to make payments for the approved project. Your ABN must match your legal name.

Organisations must be compliant with all requirements of the Office of Fair Trading prior to any payment of funds. Contact the Office of Fair Trading to determine whether the organisation has any outstanding issues. Go to www.fairtrading.qld.gov.au or telephone 13 QGOV (13 74 68).

Note that any grant amounts over \$75,000 will be paid in two instalments.

Organisations that are registered for GST will be issued with a Recipient Created Tax Invoice (RCTI) for the funding payment. Where the approved organisation is not registered for GST, the GST amount will not be added and remittance advice will be provided for the approved funding payment (refer to section 17.0 below in regards to GST application).

16.0 GST application

Goods and Services Tax (GST) is a broad-based tax of 10% on the sale of most goods and services purchased in Australia.

Organisations with current or projected annual turnover for all revenue activities of \$150,000 or more (including this project), must be registered for GST. Compliance with the legislation is a requirement of Federal taxation legislation. The Australian Taxation Office can provide more information—refer to the website www.ato.gov.au or telephone 13 24 78. If your organisation receives a grant from the department you must be aware that this may affect your turnover amount and whether or not your organisation must register for GST.

Organisations that are not registered for GST are responsible for the GST component of the funded project. Please consider this when completing the project budget details as all costs must be GST exclusive. This also applies when acquitting the grant amount and if not completed correctly may result in a shortfall where unspent funds will need to be returned to the department.

For more information about GST and examples of how this is applied please see the Fact Sheet available at www.npsr.qld.gov.au/assets/documents/sports/funding/getinthegame/gst-fact-sheet-gitg.pdf.

17.0 Project delivery

The project delivery period for Round 7 is from 1 January 2019 to 30 June 2020. Projects are not to commence prior to meeting with department staff and the execution of the grant deed. Approved applicants must meet the terms and conditions of the grant deed with the department.

18.0 Project reporting and acquittal

Reporting and acquittal requirements will be outlined in a grant deed with successful organisations however proof of expenditure will be required (i.e. invoices and receipts). Projects where payments are made in two instalments (as outlined in Section 16.0) will need to acquit the first payment prior to the receiving the second payment. Organisations will need to provide a final project report and financial acquittal by 30 September 2020.

The department may also request information on participant numbers, including membership data, after the completion of the project to support an evaluation of the program.

19.0 Audit

Approved applicants may be subject to an audit by the department. The department will undertake an audit of at least 15% of approved projects to ensure that projects are delivered as approved. All organisations funded by the department are required to keep accurate records to support the

development and delivery of the approved project. These records are to be made available to the department should the applicant be selected for an audit. Full details of records that should be maintained will be included in the grant deed.

20.0 Privacy disclaimer for organisations

The Department of Housing and Public Works is collecting the information in the *Get Playing Places and Spaces* application process to assess applications for funding under the *Get Playing Places and Spaces* program. Information will also be used to help the department monitor and evaluate programs and resources. This information will only be accessed and used by authorised employees within the department and approved contractors appointed by the department to conduct a program evaluation.

The department may disclose some, or all, of the details contained in applications (specifically the organisation, funding amount applied for, project location and details of the proposed project) to relevant governing [sport and recreation organisations](#) and/or Queensland local governments to enable them to provide further advice and information to the department or the applicant regarding the project.

The department will disclose details of approved funding and details of accountable officers (such as name, position in the organisation, and telephone number) to local members of Parliament for their information. Information on approved organisations and details of approved projects, such as funding approved and location of the project will also be made available on the department's website and may be provided to local governments and relevant [sport and recreation organisations](#) to assist in project delivery or provide advice on the project, where relevant. Your information will not be disclosed to any other parties unless authorised or required by law, subject to the above.

If you have any further questions regarding privacy, please contact the department's Privacy Contact Officer at righttoinformation@hpw.qld.gov.au.

Appendix 1 Sport and Recreation offices

Departmental offices are located across the state, with staff available to offer advice and assistance with the application. Please direct enquiries to your nearest Sport and Recreation office or alternatively phone 13 QGOV (13 7468).

Brisbane area office

Address: Level 6, 400 George Street,
Brisbane QLD 4000
Postal: PO Box 15478, City East QLD 4002
Phone: (07) 3333 5309
Email: srs.bris.sportrec@npsr.qld.gov.au

Bundaberg area office

Address: 16 Enterprise Street, Bundaberg QLD 4670
Postal: PO Box 618, Bundaberg QLD 4670
Phone: (07) 4131 2702

Cairns area office

Address: Level 2, William McCormack Building
5B Sheridan Street, Cairns QLD 4870
Postal: PO Box 2494, Cairns QLD 4870
Phone: (07) 4222 5236
Email: srfarnorth@npsr.qld.gov.au

Dalby area office

Address: 30 Nicholson Street, Dalby QLD 4405
Postal: PO Box 3, Dalby QLD 4405
Phone: (07) 4531 8525

Emerald area office

Address: 99 Hospital Road, Emerald QLD 4720
Postal: PO Box 346, Emerald QLD 4720
Phone: (07) 4991 0830

Gold Coast area office

Address: Tallebudgera Recreation Centre
1525 Gold Coast Highway,
North Palm Beach QLD 4221
Postal: PO Box 50, Burleigh Heads QLD 4220
Phone: (07) 5669 2114
Email: south.east@npsr.qld.gov.au

Hervey Bay area office

Address: Ground Floor, 50-54 Main Street,
Hervey Bay QLD 4655
Postal: PO Box 3054, Hervey Bay QLD 4655
Phone: (07) 4125 9352

Ipswich area office

Address: Level 4, 117 Brisbane Street, Ipswich QLD
Postal: PO Box 2259, Toowoomba QLD 4350
Phone: 0477 317 531

Mackay area office

Address: Level 5, 44 Nelson Street, Mackay QLD 4740
Postal: PO Box 239, Mackay QLD 4740
Phone: (07) 4999 8520

Mount Isa area office

Address: Suite 27, Mount Isa House
Mary Street, Mount Isa QLD 4825
Phone: (07) 4747 2186

Rockhampton area office

Address: 61 Yeppoon Road,
Parkhurst QLD 4701
Postal: PO Box 822, Rockhampton QLD 4700
Phone: (07) 4936 0510
Email: srcentralqld@npsr.qld.gov.au

South East area office

Address: Compton House, Level 1,
Unit 9, 54-66 Perrin Drive,
Underwood QLD 4119
Phone: (07) 3078 3188

Sunshine Coast area office

Address: Level 6, 12 First Avenue,
Maroochydore QLD 4558
Postal: PO Box 3008, Maroochydore QLD 4558
Phone: (07) 5459 6176
Email: north.coast@npsr.qld.gov.au

Toowoomba area office

Address: Toowoomba Sports Ground
47 Arthur Street, Toowoomba QLD 4350
Postal: PO Box 2259, Toowoomba QLD 4350
Phone: (07) 4596 1008
Email: southwestsportrec@npsr.qld.gov.au

Townsville area office

Address: 3-9 Redpath Street,
North Ward QLD 4810
Postal: PO Box 1468, Townsville QLD 4810
Phone: (07) 4799 7010
Email: northernsportrec@npsr.qld.gov.au

Warwick area office

Address: Corner Guy and Fitzroy Street,
Warwick QLD 4370
Postal: PO Box 2259, Toowoomba QLD 4350
Phone: (07) 4667 5100

Appendix 2 Local Government populations under 40,000

LGA	population	LGA	population
Aurukun (S)	1,323	Lockyer Valley (R)	39,486
Balonne (S)	4,480	Longreach (R)	3,727
Banana (S)	14,607	Mapoon (S)	322
Barcaldine (R)	2,909	Maranoa (R)	12,928
Barcoo (S)	272	Mareeba (S)	22,157
Blackall-Tambo (R)	1,924	McKinlay (S)	810
Boulia (S)	437	Mornington (S)	1,196
Bulloo (S)	360	Mount Isa (C)	19,332
Burdekin (S)	17,313	Murweh (S)	4,391
Burke (S)	342	Napranum (S)	1,001
Carpentaria (S)	2,051	North Burnett (R)	10,623
Cassowary Coast (R)	29,396	Northern Peninsula Area (R)	2,952
Central Highlands (R)	28,783	Palm Island (S)	2,602
Charters Towers (R)	12,074	Paroo (S)	1,686
Cherbourg (S)	1,296	Porpuraaw (S)	785
Cloncurry (S)	3,114	Quilpie (S)	833
Cook (S)	4,424	Richmond (S)	800
Croydon (S)	300	Somerset (R)	25,312
Diamantina (S)	297	South Burnett (R)	32,747
Doomadgee (S)	1,474	Southern Downs (R)	35,622
Douglas (S)	11,997	Tablelands (R)	25,312
Etheridge (S)	819	Torres (S)	3,789
Flinders (S)	1,569	Torres Strait Island (R)	4,785
Goondiwindi (R)	10,837	Weipa (T)	4,024
Hinchinbrook (S)	10,990	Western Downs (R)	34,197
Hope Vale (S)	967	Whitsunday (R)	34,626
Isaac (R)	21,563	Winton (S)	1,156
Kowanyama (S)	984	Woorabinda (S)	992
Livingstone (S)	37,055	Wujal Wujal (S)	296
Lockhart River (S)	747	Yarrabah (S)	2,703

Source: ABS 3218.0, *Regional Population Growth, Australia*, 2016.

Appendix 3 Online application form checklist and questions

Before applying for funding under *Get Playing Places and Spaces*, ensure that you have understood the requirements for the program and are adequately prepared to apply online. The online application form is not compatible with mobile devices, so you will need to have access to a laptop or desktop.

You can save the online application without finalising it and return to complete it at a later stage. Application forms are saved in the 'My applications' area of the online portal. Applications must be submitted by **5:00pm, 28 September 2018**.

You are advised to contact your nearest Sport and Recreation office to discuss the project prior to submitting an application. Contact details can be found at [Appendix 1](#) or telephone 13 QGOV (13 7468).

The following information is required as part of the online application.

Eligibility attachments

- A copy of a current title search and (where the applicant is not the owner of the land) a copy of current right to occupy/lease arrangements committed for a minimum of three years (if applicable).
- A copy of permission to build from the land owner (if applicable).
- Copies of three quotes (for projects up to \$200,000) or a quantity surveyor's estimate (projects valued at \$200,000 or more). In cases where an estimate is unable to be provided, the department's indicative costs fact sheet may be used as a guide. Please contact the department if this cannot be provided to determine alternate cost estimates.
- A sketch design of what you intend to build.
- A site plan that identifies the location of the proposed place/space
- Details of submitted or intended grant application (if applicable).

The following questions will be asked in the application form.

Project details

- Project description – provide a short summary of your intended project.
- Does the project (a) create a new place/space; (b) improve or upgrade an existing place/space; or (c) replace an existing place/space?
- 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.
- What are the target group/s (age/gender/) that will receive primary benefits from the project?
- What are the sport and recreation activity/ies that will be supported by the project?

Need

- How will the project meet the needs of current and future participants?
- Identify the current user groups and usage rates of the proposed project site (this may not be applicable if it is a new place or space)
- Indicate who you consulted during the planning of the project
- What specific involvement with/commitment to the project will they have?
- Attach evidence of consultation.
- Has the project been identified in a State Sport/Recreation Organisation plan, local government plan or the organisation's strategic plan/master plan/operational plan?
- Attach supporting **and/or** planning documentation.

Ability to deliver

- What is the total project cost?

-
- What is the amount you are requesting from the department?
 - Attach project plan and project costs tables to identify project costs, in-kind and financial contributions (Excel spreadsheets to be downloaded from the online application and completed).
 - Attach supporting documentation confirming in-kind contributions.
 - Attach supporting documentation for financial contributions or grants from other sources.
 - If unable to provide three quotes, provide a reason why.
 - If your preferred quote(s) is not the lowest, explain why the lowest price quoted is not preferred.
 - Is development approval required for the project?
 - Attach development approval (if available or applicable).
 - Is building approval required for the project?
 - Attach building approval (if available or applicable).
 - Provide details of the ongoing operational and maintenance costs for the new, improved or replacement place/space and how you will meet these costs.

Prioritisation assessment process

Does the project have significant community benefit? Considerations:

- population distribution, regional priorities and potential areas of growth
- emerging trends with respect to participation in sport and recreation?
- distribution of funding across the diversity of sport and recreation activities
- provision of sport and recreation opportunities for different cultural groups to enhance social cohesion
- supporting active involvement of all Queenslanders, especially those that can least afford it, in sport and recreation
- access to participation in rural/remote areas and low socio-economic status communities.