Minor Infrastructure and Inclusive Facilities FundApplication Planning Tool

When planning an infrastructure project, whether applying for funding support or not, you need to undertake rigorous planning and preparation for project delivery.

The Department will assess the level of planning and preparation readiness of applications using the four key considerations in the diagram below. These key considerations will form part of the application assessment criteria.

Applicants need to clearly outline and attach documentation to evidence the status of their project planning. Better quality responses to the questions and the provision of documents to evidence the responses, will receive a higher rating through assessment.



All resources referenced in the planning tool are available on the department website: <https://www.qld.gov.au/recreation/sports/funding/minor-infrastructure-inclusive-facilities-fund>

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| Funding Application |
| **Please ensure that you select the RIGHT CATEGORY in****your APPLICATION FORM and in the PROJECT COSTS SHEET.**The category selection at the start of the application form and the project costs sheet will determine which questions and the funding amounts, so it is important.  |
| Inclusive and Accessible Category | Safe, Quality and Efficient Category |
| Supporting new and upgraded changerooms and amenities that meet universal design principles | Supporting new, upgraded and end-of-life field of play and ancillary facilities to meet activity requirements |
| Project Vision |
| *The Vision includes information about why the project is needed, how it is addressing an issue/ problem or providing opportunities, how it meets current and future demands, what stakeholders are involved or interested and why, and what planning, policy, initiative/ strategy documents support this facility development.* |
| **Application Requirements** | **Planning Checklist** |
| **Current and Future usage** | **Applicants need to clearly outline:*** Current activities on the site
* Current user groups (non-casual)
* Current usage rates (hours of use per week)
 | What activities are available on site?What regular user groups come to use the facility?* Within your own organisation?
* Other clubs/ groups?
* Schools?

How often and for how many hours per week? |  |
| Provide a clear picture here of what happens at your facility daily, weekly, throughout the year. |
| **Applicants need to clearly outline:*** Future activities on the site
* Future user groups (non-casual)
* Future usage rates (hours of use per week)
 | With your proposed project, * What future activities could be available?
* Any new committed user groups?
* How often and for how many hours per week?
 |  |
| *Note: non-casual are regular user groups, not one-off users or events.* |
| **Alignment to Program Objectives / Category** | The Program objectives are about enhancing participation opportunities with facilities that enable:* **Safety**: reducing exposure to health and safety risk
* **Quality**: meeting standard required for community level participation
* **Efficiency**: more efficient use of places and spaces
* **Inclusive/ accessible**: relating specifically to changerooms/ toilets, enhancing usability of places and spaces ensuring no one is excluded from participation.
 | Which one of these objectives is your proposed project addressing?How will the project enhance participation in sport and active recreation? |  |
| **For inclusive and accessible projects (changeroom / toilets), applicants need to outline** which target cohort your project will mainly support?Explain how the proposed project supports this group in your application.* Usage?
* Design?
 | * First Nations People?
* Culturally Diverse?
* Persons with a Disability or chronic illness?
* Females?
* Low Socio Economic?
* Remote or Rural Communities?
* LGBTQI+?
* Older Persons?
 |  |
| ***IMPORTANT*** *– Please ensure your project is in the right Program category?* * *Safe, Quality and Efficient or*
* *Inclusive and Accessible.*

*Note:**Organisations with approved funding in Round 1 of the Minor Infrastructure Program will not be eligible to apply under the category of Safe, Quality and Efficient for same activities and site funded in Round 1.* | Please seek advice from your relevant Sport and Recreation office <https://www.qld.gov.au/recreation/sports/office-locations> about which Program category is relevant to your project and your eligibility to apply. |  |
| **Project need and solution** | **Applicants need to clearly outline:*** Why is the infrastructure project needed?
* What is the current issue / opportunity you are trying to address?
* What are the issues / loss of opportunity that would occur if the proposed project didn’t happen?
* How does the proposed project provide a solution to your current issue / opportunity?
* What are the benefits / effects of having the proposed project to participation opportunities in your activity and community?
 | Have you:* Identified the problem / need?
* Described how the problem is affecting participation?
* Described the solution?
* Outlined the benefits for participants, community etc?
 |  |
| **Applicants need to clearly outline:*** Which groups or communities benefit most from the infrastructure project?
* Are there new or additional activities?
* Are there improvements to participation opportunities?
 | Have you included information about:* Target groups / beneficiaries?
* New activities / usage, i.e. hours of use, new activities, new groups?
* Safe, quality, efficient, inclusive and / or accessible opportunities?
 |  |
| **REMEMBER – For End-of-life projects, applicants need to outline and attach** additional information as outlined in the Guidelines.This type of project is **ONLY available** when applying for the **safe, quality and efficient category.**  | **Application attachment**Attach photos, audit /assessment report, etc to evidence:* when it was installed / built, and
* why it can no longer by maintained; or
* why a different standard applies that renders item unusable.
 |  |
| **Minor Infrastructure projects** – Practical example of how you may outline your project need:*Problem: Playing surfaces are in a poor state with surface uneven. Maintenance of fields is taxing for volunteers during the off-season. Inefficient use of water which is costly.**Current Issue: The only irrigation system available on site is a travelling irrigator that requires volunteers to manually move to water over two full size football fields. This leads to uneven surfaces due to inconsistency of the watering, regularly leaks and daytime watering which causes water wastage. If a new underground irrigation system is not installed, the club risks not being compliant with local competition standards, and also risking losing participants due to injury or they may choose to leave to play on a better quality and safer facility.**Link to participation: The fields are used for women and youth teams during the season and there is no off-season use due to field maintenance. The participation numbers in these teams have increased from 30 women and 320 youth in 2022, to 60 women and 400 youth participants in 2023, and we are expecting continued growth as predicted by our affiliated state sporting body.**Project Solution: A new underground irrigation system for the two fields will provide consistent watering of the surface resulting in an improved quality participation space for two fields used by a large number of participants – women and children. An automated system means volunteers will no longer be required to water and watering can take place early in the morning to reduce loss of water leading to more efficient use of water.* *Link to participation: During the summer, maintenance on the fields is expected to be minimal, so the local oztag group with 80 participants will be able to access the field for the November-December competition fixtures which take place 4pm-6pm on Monday and Wednesday.*  |
| **Stakeholder and Community Support***Stakeholder and Community Support continued* | **Applicants need to clearly outline and attach**what consultation has been undertaken,* with current and potential user groups, and if applicable
* with relevant government officers and
* with your affiliated sporting body.
 | Have you provided information on: * how your organisation determined the need/benefits and the discussions?
* consultation with the council /affiliated sporting body about the need and benefits?
 |  |
| **Attach evidence of support** from relevant stakeholders may include:* Copy of meeting minutes
* Community and user survey results
* Correspondence regarding usage / benefit from
	+ potential user groups
	+ local government / council
	+ local schools
	+ affiliated sporting body
	+ community groups, etc
 | Have you provided information on: * your discussions and project benefit with the community? e.g. community groups, local schools, other sport/ active recreation activities, etc
* how they see this project is beneficial for participation?
 |  |
| **Attach evidence of support** from key stakeholders, Council and/ or Affiliated Sporting Body. Templates / Forms are available to assist: *Key Stakeholder - Statement of Support form, Landowner / Council consent and Statement of Support form and/ or Affiliated Sporting Body – Statement of Support form.* | **Application attachment**Attach evidence of support / correspondence or use templated forms. |  |
| **Strategic Planning** | **Applicants need to clearly outline and attach** if the specific project is,* a priority of the local council, and/or
* a priority of relevant state/national level organisation, and/or
* included in formal planning processes, and/ or
* within an endorsed plan.
 | Has the project been identified in:* a State Sport/Recreation Organisation,
* local government plan
* your organisation’s strategic plan?

Please provide an extract or the plan. |  |
| **Applicants need to clearly outline and attach,*** supporting policies in place, and/ or
* initiatives / strategies being implemented that provide support to the reason this specific infrastructure project is needed.

Examples may include Women and Girls Specific Participation Programs, People with a Disability Policy, First Nations Participation Initiative, LGBTIQI+ Sport Safe Inclusion Program, Anti-Racism Policy, Inclusive and Modified Program Options for Older Adults e.g. Walking Netball.  | What is the main objective of your proposed project?Are you targeting a particular group?What policies / initiatives /strategies are being implemented at your club to assist the identified cohort e.g. women and girls? |  |
| **Attach evidence of planning, policies, initiatives, strategies etc.** Templates / Forms are available to assist: *Key Stakeholder - Statement of Support form, Landowner / Council consent and Statement of Support form and/ or Affiliated Sporting Body – Statement of Support form.* | **Application attachment**Attach evidence of project reference and / or alignment in plans, policies, initiatives, strategies etc, and / or use templated forms. |  |

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| Project Design |
| *The Design includes information about the location of the project in relation to other facilities around it (facility site plan), what the project will look like by including plans, drawings and details of the project elements.* |
| **Application Requirements** | **Planning Checklist** |
| **Site Plan and Sketch Design**  | **Applicants need to provide a site plan**, an aerial map / picture indicating where the infrastructure project will be located is an effective method of communicating this information.  | Does your site plan show where the project is: * to be located on the land parcel boundaries and roads? and
* in relation to other existing facility infrastructure?
 |  |
| **Applicants need to provide a sketch design** that will enable the department to clearly understand what the applicant plans to construct/ install  | Does your sketch design include:* dimensions?
* all elements in the project scope?
 |  |
| **Need Assistance?** Refer to the *Site Plan and Sketch Design fact sheet*  | **Application attachment** Site Plan and Sketch Design |  |
| **Universal Design and level of standard** | **Applicants need to consider implementing contemporary universal design principles** into their infrastructure design as this is a priority for the department, especially for projects under the **inclusive / accessible (changeroom / toilets) category.**  | Do you know exactly what you want to achieve, and have you considered best practice design principles to ensure the infrastructure is following best practice guidance? |  |
| **Need Assistance?** Refer to the*Best practice design principles fact sheet* which includes information about universal design principles. | **Application attachment**Sketch Design including best practice design principles |  |
| **Standard level of facility** | **Applicants need to clearly outline and attach,**that the standard of the project meets community level activity that is built to mainly cater for local or grassroots sport and recreation. | Have you outlined that the project meets community /local level requirements? |  |
| **Attach evidence** to support the standard of the project.  *Remember, this funding Program is supporting community level participation not elite or professional level.* | **Application attachment** A copy of an Affiliated Sporting Body’s Infrastructure Standards, a letter or similar from an Affiliated Sporting Body confirming the proposed project is for community level activity or by using*Affiliated Sporting Body - Statement of Support form*  |  |
| **Lighting design – Field of Play** Only applicable for safe, quality and efficient categoryLighting design – Field of Play continued | **Applicants need to clearly outline and attach,*** the design of the poles,
* the specific lighting fixtures, and
* the lux level plan.
 | Does your lighting design documentation, include* Pole designs,
* LED lighting fixtures only,
* Obtrusive lighting report?
 |  |
| **Lighting Design documentation prepared** by a member of the Illuminating Engineering Society (I.E.S) of Aust. & NZ grade at the level of **M.I.E.S** (Member) or **F.I.E.S** (Fellow) will be rated higher than those applications that do not. | Does your lighting designs include the* designer’s name,
* designer’s qualification, and
* designer’s contact details?
 |  |
| **All designs, materials and works undertaken are to comply with Australian standards.** | Does your lighting designs, materials and works comply with Australian standards? |  |
| **Certification standards** for (poles, footings, fittings) may be required by your local government authority as part of the development approval process.  | Have you checked with council about the standards required for poles, footings and fittings? |  |
| **Applicants need to clearly outline and attach,**lighting design that supports community sport and active recreation usage and meets the current Australian Standards for community sport. | Does your proposed project lighting design match the required lux levels outlined in the Program Guidelines? |  |
| **Need Assistance?** Refer to *Appendix F Average Illumination (lux) levels for Community Sport, Sports Lighting Fact Sheet*, and *Sports Lighting Best Practice Guide*.  | **Application attachment**Lighting DesignObtrusive Lighting Report |  |
| ***IMPORTANT – Please note:**** *Funding can only be sought for LED lighting infrastructure.*
* *If the Lighting Design documentation is not provided by an appropriate member of the I.E.S the application may be assessed lower. If funding is approved, the applicant will be required to resubmit new documentation at the pre-construction phase, that is completed by an appropriate member of the I.E.S. The lux level of the lighting may also need to be negotiated to meet community level requirements.*
* *If you have chosen a lux level much lower or higher than the average illumination level specific in Appendix F of the Guidelines for your main activity, you need to provide a rationale in your application as to why the higher level should be accepted.* ***Please be aware your application may be deemed ineligible.***
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| Project Delivery |
| *The Delivery includes information about what land the project will be based on, what access and how long your organisation has to the land/ facility, if the landowner has provided permission/ consent / support for the specific project and what approvals are required to develop and construct the project.* |
| **Application Requirements** | **Planning Checklist** |
| **Land tenure or right to occupy arrangements**Land tenure or right to occupy arrangements continued | **Applicants need to clearly outline and attach,**the tenure arrangements:* Who owns the land?
* Provide the occupancy arrangements (i.e. title, lease, etc)?
 | What are your tenure arrangements:* Freehold?
* Leasehold?
* Sublease?

Ensure arrangements are for a ***minimum of three years from 1 January 2023 – 1 January 2026*** |  |
| **If needed, contact your landowner and attach evidence of tenure.** | **Application attachments*** Certificate of Title or
* Lease / right to occupy or
* *Landowner / Council Consent and Statement of Support form*
 |  |
| **What if your occupancy arrangements expire within the three-year minimum timeframe from 1 January 2023 – 1 January 2026?** | An additional letter from the landowner /leaseholder, etc is required stating a commitment to renew the occupancy agreement for the required timeframe. |  |
| **COMMON SITUATIONS** | **DOCUMENT/S REQUIRED** |  |
| *Applicant is the landowner.* *Note for State Level Organisations, please also provide evidence that the facility is for community use.* | *Current Certificate of Title detailing the owner / controller of the land.* *A current rates notice may be used to evidence tenure for application purposes only.* |  |
| *Applicant is not the landowner.**Occupancy arrangements such as a tenure agreement or permit / right to occupy the land.* | *Lease/ right to occupy, or use* and/ or *Landowner / Council Consent and Statement of Support form* |  |
| *Applicant is an organisation on Education Queensland State School land.* *Occupancy arrangements with a commitment to use the land for sport and active recreation activities, or if no current agreement in place, then a letter from the school principal confirming intent to enter an arrangement will be accepted.* | *A copy of a Joint Use Agreement/Hire Agreement with the owner/controller of the land with a commitment to use the land for sport and active recreation activities, or use Landowner / Council Consent and Statement of Support form.* |  |
| *Applicant is an organisation on privately owned land (e.g. private school land)* *A legally binding registered lease, occupancy agreement or letter from landowner will be accepted if the applicant is not the landowner.*  | *Occupancy arrangement such as lease, seasonal use agreement; and/or a letter from the landowner stating the type of agreement, and the current length and status of the agreement.* |  |
| **Support or Consent from the landowner to construct** | **Applicants need to clearly outline and attach,*** Evidence of the landowner’s support, and
* Consent to undertake the proposed project.
 | Has the landowner confirmed:* consent to undertake the specific project, and
* including location of the project site
 |  |
| **COMMON SITUATIONS** | **DOCUMENT/S REQUIRED** |  |
| *Applicant is on land owned/ controlled by a local government authority (Council)*.  | Completed *Landowner / Council consent and Statement of Support form* or similar correspondence. |  |
| *Applicant is on land controlled by non-Council authority*.  | Completed *Landowner / Council consent and Statement of Support form* or similar correspondence.  |  |
| **As a minimum**, the applicant needs to provide: a) correspondence (letter or email) from the landowner, b) that they are aware of the proposed project on the specific land and c) consent to the funding application being lodged. |  **Application attachment** * Correspondence outlining consent / support, and/ or
* *Landowner / Council Consent and Statement of Support form*
 |  |
| **Development and/or Building Approval** | **Applicants need to undertake or consider all the planning permission requirements** to be able to deliver the project and **attach** evidence that development and/or building approval has been lodged, approved or is not required.  | Have you discussed the proposed project with Council to determine the approvals required? And started this process? |  |
| **Need Assistance?** Refer to *Development and building approvals fact sheet and use, Landowner / Council consent and Statement of Support form*, *and/ or Council approvals form (DA BA Only)*  | **Application attachment** Evidence of the status of Development and/or Building approvals requirements - confirmed, lodged, considered not yet lodged, or not required, and / or template form. |  |

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| Project Costs |
| *The Costs include information about the scope of works (i.e., each element of the project), a costing estimate of the project and how all of the project costs will be funded.* |
| **Application Requirements** | **Planning Checklist** |
| **Scope of Works and Project Costs Sheet** | **Applicants need to clearly outline and attach,*** All elements of the project through a **Scope of Works**
* Complete the ***Project Costs Sheet***.
* Provide quotes / quantity surveyor’s estimate on the scope of works to evidence and verify value for money and current industry costings
 | Have you* scoped all elements of the project, and
* listed the scope of works?

Have you pre-planned how much the new/upgrade will cost to run and maintain when completed? |  |
| **Project Costs Sheet****Applicants need to complete the Project Costs Sheet to enter in*** Project costs for the scope of works
* Amounts of the Quotes/ QS GST Exclusive
* Amount of your contribution.

Automatic calculations will occur for:* Project Manager 5% of estimated project cost
* Allowances for building escalation (5%), contingency (10%) and signage (flat amount $500) on total project cost.
 | Have you downloaded/ completed the **Project Costs Sheet**?**Selected the correct category?*** Safe, Quality and Efficient, OR
* Inclusive and Accessible.

**Selected the correct location?*** Urban and regional, OR
* Remote and very remote LGA, OR
* Discrete Communities.

***Application attachment***Project Costs Sheet |  |
| **Quotes and QS – evidencing the project costs** | **Quotes/Quantity Surveyor Estimate****Applicants need to attach either a quantity surveyor’s (QS) estimate or three comparable written quotes** from registered builders or qualified contractors to cover the cost of your full scope of works to verify the costs associated with your project and demonstrate value for money. | Have you provided either:* one valid QS estimate, or
* three valid quotes\* for project / elements of the project costs over $10,000 (excluding GST)

\*See below for requirements. |  |
| **Applicants need to ensure QS / quotes** are:* current (no earlier than 1 July 2023),
* from reputable/ qualified personnel,
* clearly outline the costs,
* specifying GST exclusive/ inclusive, and
* See *Quote Considerations fact sheet* for details.
 | Do your quotes/ QS estimate include:* A date no earlier than 1 July 2023?
* An ABN and details of a registered builder / qualified contractor?
* GST exclusive amounts?
* And other requirements?
 |  |
| ***IMPORTANT - Please note:**** *If the application does not verify costs through appropriate quotes/QS, the project is unlikely to be recommended for funding.*
* *A minimum of two comparable written quotes**will be accepted if an appropriate rationale can be provided on why three quotes could not be obtained.*
* *Ensure to drop down “Preferred Quote” in the Project Costs Sheet, as if it is not selected then the lowest quote will be chosen during the assessment process.*
* *Applicants must provide rationale if selecting a quote higher than the lowest quote.*
* ***Ineligible costs*** *identified through the assessment process may make your application ineligible. Please check the Guidelines or speak with Sport and Recreation to ensure your costs are eligible.*
* *If the application is approved, a department-accepted public tender process will need to be conducted for work components over $250,000 GST Exclusive.*
* *Applicants must not award a contract for works nor advise person/s quoting that their quote is preferred nor start tender processes until after announcement.*
 |
| **Need Assistance?** Refer to: *Project Costs Sheet*, *Scope of Works fact sheet*, *Quote Considerations fact sheet*, *Quantity Surveyor Estimate fact sheet*, and*Sport and Recreation Facility Costs fact sheet* | **Application attachments**Scope of Works, Quotes or QS, and Rationale (if required) |  |
| **Project Costs – Required allowances** | **PROJECT MANAGER COSTS**Engagement of an independent suitably qualified Project Manager is: * recommended for all projects, and
* mandatory for projects with a total project cost over $200,000 (excluding GST).

A maximum of 5% of Project Manager costs can be claimed under this funding Program and will be automatically calculated in the Project Costs Sheet. *See Note ^* | Note, the **Project Costs Sheet** will automatically calculate a 5% amount for a project manager based on your estimated project costs.Have you considered the type of Project Manager required? Have you planned / budgeted for any additional costs above the 5% if applicable? |  |
| **CONTINGENCY/ESCALATION COSTS** With construction, allowances for a rise in construction costs - building escalation and unexpected expenses – contingency, is important to include in your project budget.A minimum 5% escalation and 10% contingency is recommenced and mandatory for all projects. *See Note ^**Please note: If contingency and escalation are included in the preferred quote or QS, the applicant is required to take those amounts out when entering the costs into the Project Costs Sheet.* | Note, the **Project Costs Sheet** will automatically calculate based on your estimated project costs and the project manager fees,* 5% amount for a building escalation, and
* 10% amount for contingency.

Consider if your project needs other allowances? If yes, pre-plan / budget for these additional costs above the 5% or 10%. |  |
| ^ Note for Project Delivery:* If funding is approved, any Project Manager fees above 5% of the total eligible costs, and any additional costs / unforeseen costs above the maximum funding amount will be the responsibility of the approved organisation.
* The GST component will be the responsibility of the approved organisation.
 |
| **Need Assistance?** Refer to:*Project Manager fact sheet,* *GST fact sheet* and *Sport and Recreation Facility Costs fact sheet* |  |  |
| **Applicant Contribution***Applicant Contribution**continued* | **All applications are required to provide a financial contribution** to the project, except for applicants located in Local Government Areas with Discrete Communities (see Guidelines - Appendix C).**Applicants need to clearly outline and attach** their contributions with* Organisation’s financial commitment, **and**
* Proof that the finances is available, **and/ or**
* Proof of third-party commitment to providing funds.
 | What’s your contribution for this project?Your contribution will depend on the total eligible project costs for the project and the location of the project. Do you have **ALL documentation to evidence** your contribution? |  |
| ***IMPORTANT - Please note:**** *In-kind contributions will not be accepted by the Department.*
* *If the application does not evidence confirmed financial contribution for eligible and ineligible (where applicable) costs, the project is unlikely to be recommended for funding.*
* *The Department* ***may*** *accept evidence of an application submitted for infrastructure funding from other Federal or State government agencies or local governments (Council), as confirmation that an applicant contribution is being secured. This lodgement confirmation will be deemed a high risk and assessed accordingly. Please ensure that the funding program is supportive of contributions from this funding program, and you provide the amount of funding requested (GST Exclusive) and details of the funding program and when successful applications will be announced.*
 |  |
| **COMMON SITUATIONS** | **DOCUMENT/S REQUIRED** |  |
| *Applicant an organisation thus contribution evidence required will be*:* Statement of organisation commitment

**and** * Current bank account statement showing available contribution funds are available,

**and/or*** Any third party contributions, i.e. council, state/ national affiliated, funding body or bank loan (if applicable).

*Please Note: A Bank Statement is required, not a printout of an internet transaction list.* | **Application attachment*** Minutes of meeting or a letter stating that the organisation will commit contribution including confirming the amount and referencing this funding program, **and**
* A copy of a recent bank statement (dated no earlier than 1 July 2023) which includes the organisation’s legal name and account information, ***and/or***
* Statement of confirmed funding from third parties including the amount and the funding program, and / or bank loan documentation (if applicable).
 |  |
| *Applicant a Council thus contribution evidence required will be*:* Statement of council commitment **and/or**
* Minutes of meeting confirming allocation of project funds, and/or
* Any third party contributions, i.e. council, state/ national affiliated, funding body or bank loan (if applicable).
 | **Application attachment*** A letter from the appropriate delegate such as Accountable Officer of the organisation confirming the funds are available **and/or**
* Minutes of meeting confirming an allocation of funds to the project or confirmation in an approved capital works program and
* Statement of confirmed funding from third parties, and / or bank loan documentation (if applicable).
 |  |
| **Evidencing third party contributions**Documentation to evidence third party contributions must include:* The funding amount listed as GST exclusive/ inclusive
* Reference to the specific project and funding program
* Date on letter / approval date or expected approval date (see below)
* OR Approved bank loan documentation
 | **Application attachment*** Correspondence outlining third party contribution, and/ or
* *Landowner / Council consent and Statement of Support form*
* *Affiliated Sporting Body – Statement of Support form.*

*See “Important” note above for requirements, if you are awaiting notification of funding from federal, state or local government for infrastructure.* |  |

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