

Get in the Game
Get Playing Places and Spaces



Funding to improve facilities

Guidelines

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Assistance

Prior to lodging an application, applicants should contact the nearest Sport and Recreation Services 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 is one of four programs in the Queensland Government's *Get in the Game* initiative which supports participation in sport and active recreation at the grassroots level. The programs that form this initiative are:

- *Get Started Vouchers*: assists children and young people who can least afford, or may otherwise benefit from joining a sport or active recreation club
- *Get Going Clubs*: supports not-for-profit local sport and recreation organisations to create and provide access to participation opportunities for Queenslanders
- *Get Playing Places and Spaces*: assists local sport and recreation organisations with the development of places and spaces so Queenslanders are encouraged to become involved in sport and active recreation
- *Get Playing Plus*: assists in developing places and spaces that increase participation opportunities, meet service gaps and address regional needs.

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.

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 with projects in a disaster declared Local Government Area for Severe Tropical Cyclone Debbie and associated rainfall and flooding as per the fact sheet at www.qld.gov.au/recreation/sports/funding/getinthegame/getplaying/apply/ will **NOT be required to contribute to the project unless the total project cost is above the maximum department contribution.*

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 the Round 6 program are as follows:

Date	Activity
19 June 2017	Program opens for applications
11 August 2017	Applications due to be submitted (by 5.00 pm)
October 2017	Announcement of successful projects
1 November 2017	Projects commence*
30 April 2019	Projects completed
31 July 2019	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 a primary objective of sport or active recreation) incorporated under the:
 - *Associations Incorporation Act 1981* (Qld)
 - *Corporations Act 2001* (Cwlth)
 - *Cooperatives Act 2002* (Cwlth)
 - *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cwlth)
- an 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).

**Other organisations may be deemed eligible by the Minister where the project aligns with the program objectives and the organisation is the only/best applicant to deliver the project. Organisations must contact the nearest regional office prior to applying to seek advice on eligibility and departmental endorsement.*

Organisations must also be compliant with all requirements for any other projects currently funded by the department. Contact your nearest Sport and Recreation Services 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 a primary objective relating to sport or recreation
- local governments with a population of more than 40,000 people
- schools
- parents and citizens associations
- religious groups
- state or 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 Services 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 Services 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.

Disaster affected organisations

Organisations affected by Severe Tropical Cyclone Debbie and associated rainfall and flooding will be prioritised in Round 6, dependent on the severity of the damage. Organisations will need to demonstrate the extent of the damage with supporting documentation in the application. Organisations will also need to detail any insurance claims or reason as to why insurance was not accessed. Organisations that have not accessed available insurance may not be prioritised.

9.0 Eligibility requirements

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

- demonstrated ownership of the land or current right to occupy/lease arrangements for a minimum of three years from 1 November 2017 (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 January 2017 estimating project costs (note application requirements in Section 11.0 and tender requirements in Section 14.0)
- that minimum required standards for the sport/recreation activity will be met
- evidence of submitted or intended grant application from another source (if forming financial contribution to the project, as outlined in Section 11.2).

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 November 2017 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

11.1 Need

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

The organisation must 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 Services 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

Applicants are expected to have undertaken all the necessary planning required to deliver the project prior to submitting an application.

Development and building approvals

Applicants will need to undertake or consider all the planning permission requirements to be able to deliver the project. Projects may need development or building approval. Contact your local council to check if the project requires development or building approval prior to submitting an application and attach evidence of this decision and/or consultation.

Projects where there is no evidence that approvals (and the associated timeframes and/or costs) have been considered will be deemed a higher risk project by the department.

Project delivery timeframes

Organisations will need to demonstrate that the project can be delivered within the *Get Playing Places and Spaces* program timeframes. Projects that cannot be delivered by 30 April 2019 will be deemed a lower priority by the department.

Scope of works and project costs

Applications must clearly outline the works required for the proposed project. The scope of works must be supported by an accurate cost for the project through the provision of quotes for each component to demonstrate value for money or a quantity surveyor's estimate for the project. All works must be undertaken by people with the appropriate skills and licences.

To verify cost estimates, applicants must provide quotes or a quantity surveyor's estimate (as per the table below) dated **no earlier than 1 January 2017** and must clearly indicate the period of validity. A quantity surveyor's estimate **must** 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. Projects that are **not** supported by a quantity surveyor's estimate in the application, but are required to, will be deemed a lower priority.

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

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.

The exception to this is where a project is in a Local Government Area for Severe Tropical Cyclone Debbie and associated rainfall and flooding as per the fact sheet at www.qld.gov.au/recreation/sports/funding/getinthegame/getplaying/apply/. These organisations will **NOT** be required to contribute to the project unless the total project cost is above the maximum department contribution.

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.

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 Services 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 19 June 2017) 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 however will be deemed a lower priority by the department. The applicant will need to provide details of the intended grant source in the application, or the project will be deemed ineligible. Projects where there is no evidence that some or all financial contributions are confirmed will be deemed a lower priority and a higher risk by the department.

In-kind support, including provision of equipment, donation of materials or professional or skilled labour must be directly related to the project construction to be deemed eligible. Costs that are considered to be ongoing club operations, contingency allowances, escalation costs and grant administration costs are not to be included as part of the 20% overall contribution from the applicant. 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, 11 August 2017. Applicants should contact their nearest Sport and Recreation Services 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 new Sport and Recreation Services Grant Registration Portal (GRP). Even if you have previously registered on the online grants system (Enquire), you are required to re-register using the new GRP. Applicants are encouraged to register as soon as possible for the GRP.

Registration in the new GRP will allow you to:

- receive immediate access to online applications for current funding programs
- access a quicker, easier streamlined process for grant applications where organisational data is pre-populated in all online applications
- ensure your information is safe, secure and controlled.

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 Services 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 Services 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 Services office on telephone 1300 656 191 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**) and then against criteria relating to the Need for the project and the organisation's Ability to deliver (**Stage 2**).

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 January 2017
- 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 in the community 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 program criteria:

- **Need**
- **Ability to deliver.**

Refer to the information in Section 11 and [Appendix 3](#) for how your application will be assessed. In selecting projects, should the program be oversubscribed, the department **may** consider other factors to differentiate high quality projects, including:

- prioritising projects affected by Severe Tropical Cyclone Debbie and associated rainfall and flooding
- 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 children and young people
- supporting active female involvement in sport and recreation
- access to participation in rural/remote areas and low socio economic status communities.

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 November 2017 (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 October 2018 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 Services 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 <http://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 6 is from 1 November 2017 to 30 April 2019. 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 31 July 2019.

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 National Parks, Sport and Racing 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. Further information on how the department manages personal information can be found at <https://www.npsr.qld.gov.au/legal/privacy.html>.

Appendix 1 Sport and Recreation Services 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 1300 656 191.

Brisbane Region

Email: srs.bris.sportrec@npsr.qld.gov.au

Brisbane regional office

Address: Level 6, 400 George Street, Brisbane QLD 4000
Postal: PO Box 15187, City East QLD 4002
Phone: (07) 3333 5309

South East Region

Email: south.east@npsr.qld.gov.au

South East regional office

Address: Building D, Unit 9, 54 Perrin Drive, Underwood QLD 4119
Phone: (07) 3872 0226

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) 5507 0214

South West Region

Email: southwestsportrec@npsr.qld.gov.au

South West regional office

Address: Toowoomba Sports Ground
Ground Floor, Clive Berghofer Stadium
47 Arthur Street, Toowoomba QLD 4350
Postal: PO Box 2259, Toowoomba QLD 4350
Phone: (07) 4596 1006

Dalby area office

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

Warwick area office

Address: Corner Guy and Fitzroy Street,
Warwick QLD 4370
Postal: PO Box 13, Warwick QLD 4370
Phone: (07) 4667 5100

Ipswich area office

Address: Level 1, 114 Brisbane Street, Ipswich QLD
Postal: PO Box 2259, Toowoomba QLD 4350
Phone: 0477 317 531

North Coast Region

Email: north.coast@npsr.qld.gov.au

North Coast regional office

Address: Level 6, 12 First Avenue,
Maroochydore QLD 4558
Postal: PO Box 3008, Maroochydore QLD 4558
Phone: (07) 5459 6176

Central Queensland Region

Email: srcentralqld@npsr.qld.gov.au

Central Queensland regional office

Address: 61 Yeppoon Road,
Parkhurst QLD 4701
Postal: PO Box 822, Rockhampton QLD 4700
Phone: (07) 4936 0510

Bundaberg area office

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

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

Emerald area office

Address: 99 Hospital Road, Emerald QLD 4720
Postal: PO Box 346, Emerald QLD 4720
Phone: (07) 4982 1510

North Queensland Region

Email: northernpsportrec@npsr.qld.gov.au

North Queensland regional office

Address: 3-9 Redpath Street,
North Ward QLD 4810
Postal: PO Box 1468, Townsville QLD 4810
Phone: (07) 4799 7010

Mount Isa area office

Address: Suite 27, Mount Isa House, Mary Street,
Mount Isa QLD 4825
Postal: PO Box 1605, Mount Isa QLD 4825
Phone: (07) 4747 2186

Mackay area office

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

Far North Queensland Region

Email: srfarnorth@npsr.qld.gov.au

Far North Queensland regional office

Address: Level 2, William McCormack Building
5B Sheridan Street, Cairns QLD 4870
Postal: PO Box 2494, Cairns QLD 4870
Phone: (07) 4222 5236

Appendix 2 Local Government populations under 40,000

LGA	population	LGA	population
Aurukun (S)	1,451	Lockyer Valley (R)	39,395
Balonne (S)	4,726	Longreach (R)	4,075
Banana (S)	15,188	Mapoon (S)	302
Barcaldine (R)	3,234	Maranoa (R)	13,629
Barcoo (S)	347	Mareeba (S)	22,029
Blackall-Tambo (R)	2,176	McKinlay (S)	1,047
Boulia (S)	477	Mornington (S)	1,237
Bulloo (S)	387	Mount Isa (C)	21,998
Burdekin (S)	17,651	Murweh (S)	4,508
Burke (S)	565	Napranum (S)	987
Carpentaria (S)	2,286	North Burnett (R)	10,245
Cassowary Coast (R)	28,721	Northern Peninsula Area (R)	2,791
Central Highlands (R)	31,083	Palm Island (S)	2,731
Charters Towers (R)	12,332	Paroo (S)	1,81
Cherbourg (S)	1,277	Pormpuraaw (S)	758
Cloncurry (S)	3,340	Quilpie (S)	924
Cook (S)	4,501	Richmond (S)	821
Croydon (S)	331	Somerset (R)	24,300
Diamantina (S)	280	South Burnett (R)	32,589
Doomadgee (S)	1,415	Southern Downs (R)	35,845
Douglas (S)	11,844	Tablelands (R)	25,054
Etheridge (S)	942	Torres (S)	3,687
Flinders (S)	1,767	Torres Strait Island (R)	4,652
Goondiwindi (R)	11,038	Weipa (T)	4,042
Hinchinbrook (S)	11,176	Western Downs (R)	33,951
Hope Vale (S)	1,161	Whitsunday (R)	34,270
Isaac (R)	23,973	Winton (S)	1,322
Kowanyama (S)	1,166	Woorabinda (S)	1,010
Livingstone (S)	37,455	Wujal Wujal (S)	304
Lockhart River (S)	563	Yarrabah (S)	2,689

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, 11 August 2017.

You are advised to contact your nearest Sport and Recreation Services office to discuss the project prior to submitting an application. Contact details can be found at [Appendix 1](#), on the website at www.nprsr.qld.gov.au/contactus/offices or telephone 1300 656 191.

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 or a quantity surveyor's estimate.
- 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.
- Are you applying for funding as a result of damage caused by Severe Tropical Cyclone Debbie and associated rainfall and flooding in March 2017?
- How will this funding assist in re-establishing sport and recreation in your community? (If seeking support for mitigation works, you will need to clearly specify how the funding will mitigate future damage to the damaged sport and recreation infrastructure.)
- Attach any evidence or supporting documentation regarding the damage caused.
- Does your organisation (or a third party such as a landlord) have insurance that covers the damage that is being claimed?
- Please explain why insurance is not available or does not cover the infrastructure/items you wish to claim.
- Attach any insurance policies or advice from your insurance policy advisor that could relate to the items being claimed.
- 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?
 - 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 on line application and completed).
- Attach supporting documentation confirming in-kind contributions.
- Attach supporting documentation for financial contributions.
- If unable to provide three quotes or a professional quantity surveyor's estimate, 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 detail the ongoing operational and maintenance costs for the new, improved or replacement place/space and how you will meet these costs.