

Major Facilities Program 2009

Application for Funding

Applications close

5pm Friday 27 March 2009



Queensland Government

Department of Local Government,
Sport and Recreation

The Application for Funding form comprises three sections:

Part A - Project Details

This section needs to include details about your project, including information on how it fits in with the Major Facilities Program priorities and the ability for the organisation to deliver the project.

Part B – Freedom of Information and Privacy

This section highlights how applications from organisations are managed by the Department of Local Government, Sport and Recreation in its compliance with relevant Queensland Government guidelines.

Part C – Declaration

This section should be signed by an appropriate representative of the organisation to confirm that all information provided is correct and accurate. Please read through the checklist and ensure that all appropriate documents are provided with your application.

Application for Funding forms for the Major Facilities Program are available in two formats, being:

- Adobe Acrobat (.pdf) – use this format if you wish to complete your application by hand or electronically.
- Microsoft Word (.doc) – use this format if you wish to complete your application electronically (typed)

Additional copies of both the above Application Kits are available under the Funding Section at www.sportrec.qld.gov.au.

Applications must be lodged in hard copy to your nearest Department of Local Government, Sport and Recreation office **by 5:00pm Friday 27 March 2009**. Please find details of local offices on page 14 or visit www.sportrec.qld.gov.au for a list of office locations. Late applications may not be accepted.

Some useful tips

- Contact your local Department of Local Government, Sport and Recreation to discuss your Application for Funding.
- Keep your responses to the questions clear and concise.
- Typed applications are preferred, but neatly handwritten applications are also acceptable.
- Ensure any attachments are clearly labelled and fully secured to your application.
- Signed original applications must be provided – applications lodged by fax or email will not be accepted by the Department of Local Government, Sport and Recreation.
- Keep a photocopy of your completed application for your own records.
- If you need to attach additional answers, ensure that they are clearly labelled and are securely attached to your application.
- Please do not provide information that has not been requested in the *Application for Funding* form.

A guide to completing the Application for Funding

The following sections contain helpful information that will assist you in completing the Major Facilities Program Application for Funding. We suggest you refer to these sections as you complete each question. Please contact your local Department of Local Government, Sport and Recreation to discuss your project in detail and complete the Application for Funding. To clarify funding eligibility for projects and eligible/ineligible project items and costs, please refer to the Major Facilities Program Guidelines.

Part A – Project Details

1. What is the Project Reference Number?

The Project Reference Number is the number allocated to the individual project you are applying for funding for. The number is provided in your invitation to apply for funding letter. If you have not received your letter or cannot find the appropriate reference number, please contact your local Department of Local Government, Sport and Recreation office.

2. Project Description confirmation.

In your Application for Funding invitation letter, you were provided with a description of the project. This description has been determined through the assessment process of your Expression of Interest. Once you have read through this description, please determine if this is an accurate appraisal of the project. If you consider the description to be inaccurate, please provide a revised description of the project in the space provided to inform the Department of the change in the project details. Your description should be to a maximum of 30 words.

Program Priorities

3. Which of the following Program priorities does your project meet?

Indicate which of the program priorities your project most closely aligns with in the list of program priorities. The project may relate to one or more of the priorities listed. Indicate all that are relevant to your project.

4. Does the project link in with existing sport and recreation sites?

Indicate 'yes' or 'no' as to whether the project has been considered in context with other sites in the surrounding area and that it links with other sport and recreation infrastructure and facilities in the surrounding area.

5. Please explain how the project links with other sport and recreation sites in your locality?

Detail how other local facilities relate to the project and that you have determined that the project will not impact other sites and/or will work in cohesion with other sport and recreation infrastructure and facilities in the surrounding area.

6. Which sport or recreation activities and community activities are expected to be catered for by the project?

Outline in Table A up to four major activities that are expected to be catered for as a result of this project. If there are more than four activities, include all other activities in 'Other' and indicate the percentage for these, so all activities add to a total 100%.

Ability to Deliver

7. Who is the owner of the land where the facility is located/will be located?

You need to provide information and documentary evidence of who is the owner of the site where the project is to be located. If your organisation owns the land you will need to provide a copy of your Certificate of Title. (Schools will not need to provide documentation of land tenure, but attach a letter from the Regional Office stating that DETA approval for the project is confirmed)

8. If you do not own the land, do you have minimum ten year renewable lease/land tenure over the land?

It is essential that once the project has been completed, ongoing community access to the site exists. Therefore, if you do not own the land, you must be able to secure a minimum ten year renewable lease for the site.

If you do not own the land, you will need to attach a copy of your current lease.

9. If you do not own the land, do you have the land owner's permission to undertake the proposed project?

Your organisation must have a legal right to conduct works on the proposed site.

If you do not own the land, or have a lease/tenure, you will need to provide a letter from the landowner giving you permission to undertake the project.

10. Is your proposed project to be constructed on land controlled by an educational institution (State school or University)?

Projects which are to be constructed on land controlled by an educational institution must be intended for community use in sport and recreation.

You are required to attach a copy of the Community Use Agreement signed by the School Principal / University Chancellor and Executive representatives of organisations that will be using the project to support the application.

11. State the preparedness of the proposed project by identifying what stage the project has reached:

Tick the appropriate box to indicate the status of the proposed project from the Schematic Design stage to being ready to proceed to construction. If the project does not fit with the stages outlined, then tick the 'Other' box and detail what process is being used to develop the project, eg. Design and construct project. You can refer to Appendix 7 in the Major Facilities Program Guidelines for an indication of the stages of project readiness.

12. Do you have Development Approvals from Council to support your proposed project?

You may require a Development Application Decision Notice to deliver your project. The nature of your project will determine the type of approvals you require. The Department of Local Government, Sport and Recreation encourages you to talk to your Council to determine if your project will require these approvals.

If you have received Development Approval you will be required to provide a copy of the advice with your application.

If you have lodged a Development Application and are waiting on a decision, include an expected decision date and provide a copy of the lodged application clearly showing the Council/Certifiers acceptance information. If it does not require a Development Approval, you will be required to provide documentary evidence to support your response to this question. If a Development Approval has not been lodged, include the anticipated date of lodgement for the project.

13. What is the zoning of the land where the project will be developed?

If your project requires Development Approval, the Council where your project is situated will be able to provide the zoning information for the project. If there are a number of zones for large projects, include all zoning of the land. Contact your Council for the zoning information and attach the information to your application.

14. Attach a Plan incorporating goals, financial analysis and asset management strategies, along with risks and assumptions.

A Plan, including relevant information on how the project will be managed once completed should be attached. This will demonstrate the organisation's capacity to maintain the project.

15. Provide a copy of the council resolution endorsing the project to proceed and the continued council funding (for council projects only).

Attach a copy of council minutes and budget commitment to the project and endorsement of financial support to maintain the project after completion.

16. For projects with a total project cost of \$1,500,001 or higher, supply an independent feasibility report considering, but not limited to, a needs analysis, legal, site analysis, user/usage, financial design and management and construction considerations including recent and relevant reports and studies.

For all projects with total costs of \$1,500,001 or more, an independent feasibility report needs to be developed to demonstrate community need and support, financial viability of the project, and future management of construction works and operational needs.

17. Complete Table B to provide an indication of key milestones for your project.

Provide all relevant dates to indicate how the project will proceed. Some of the key milestones may have already been reached, but should still be included in the table for assessment of the proposed project. This will assist in the assessment of your project and the ability to meet the key milestones within reasonable timeframes.

18. Supply a detailed cost estimate from a Quantity Surveyor incorporating all components of your project.

To verify the costs associated with your project and demonstrate value for money, you will need to attach a Quantity Surveyor's estimate or an appropriate value for the cost of the project. All projects with total project costs of \$500,000 or more will require a Quantity Surveyor's detailed cost estimate. Projects with total costs below \$500,000 will require at least three written quotes for any project works over \$10,000 from a registered builder or contractor.

19. What are the costs for this project?

List the major items of expenditure that your project requires both eligible and ineligible in Table C. Some general headings are provided on the budget table. If an item does not fall within these categories, include it under 'Other' at the end of the table. The costs provided here should be based on the Quantity Surveyor's estimate.

It is recommended that you have up to 10% of project costs available for contingencies.

All costs quoted are to exclude GST.

20. Provide details of how your organisation will fund its contribution to the total project cost in Table D.

You need to list all contributors to the project in Table D. Confirmed funding amounts should be supported by documents signifying the amounts available. Any anticipated funding should not be considered confirmed, so should only be indicated in the Anticipated Funding column. Evidence of support to verify the anticipated funding, eg. grant submission receipt, letter of support from Contributor, should also be provided if available.

Financial assistance obtained from other State government sources towards your project will be considered as a contribution to the total project cost, thereby reducing the eligible cost of your project.

However, financial assistance obtained through the Department of Education, Training and the Arts (for Queensland State school projects) will be considered an eligible applicant contribution and can be used towards all project costs.

You need to attach evidence of the funding sources you have identified. Provide written documentation confirming the sources of funding (eg. a copy of your bank account, or a copy of a letter from your lender(s) confirming a loan).

Information provided here will demonstrate your organisation's capacity to adequately fund all project costs that are not being requested under the Major Facilities Program.

21. Provide a summary of the overall funding requirements and the total project costs.

Use the overall costs provided in the previous tables to determine the funding you require from the Department. Ensure that the total financial contributions, including the amount requested from the Department cover the total project costs. If there is a shortfall for the project, please explain how your organisation will be able to meet that shortfall financially.

Planning for your project can begin prior to the release of funding however funding will only be provided for project costs during the funding period (including project planning costs) between 1 July 2009 and 31 December 2010.

Major Facilities Program 2009

Application for Funding Form

Please return this form by 5pm
Friday 27 March 2009

OFFICE USE ONLY	
Date Received	
Receiving Officer	
Signature of Receiving Officer	
Receipt of Application sent to organisation	
Date receipt sent	
G2 Reference Number	
Date Entered in G2	
Trim Reference Number	
Date Entered in Trim	
Client Name	



Queensland Government

Department of Local Government,
Sport and Recreation

Part A - Project Details

1. What is the Project Reference Number (as stated in your Application for Funding invitation letter)?

Project Reference Number	F-033 -
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2. Project Description confirmation.

Program Priorities

3. Which of the following Program priorities does your project meet?

- ☐ Maximise existing available land designated for sport and recreation purposes
- ☐ A facility improvement to increase the useful life of an existing facility
- ☐ Increased facility usage by groups external to the applicant organisation
- ☐ Capitalise on the Queensland Government's investment in building stronger and healthier communities
- ☐ Are in partnership with other organisations or State schools to construct or improve facilities that will provide access to the wider community to use the facility

4. Does the project link in with existing sport and recreation sites in your locality?

- ☐ Yes
- ☐ No

5. Please explain how the project links with other sport and recreation sites in your locality?

6. What sport or recreation activities and community activities are expected to be catered for by the project? (Maximum of four major activities)

TABLE A

Activity	Expected use %
OTHER -	
TOTAL	100%

Ability to Deliver

7. Who is the owner of the land where the proposed project is to be located?

- ☐ Your organisation (attach a copy of your Certificate of Title)
- ☐ Local Government (provide name below and attach a copy of the lease)
- ☐ State Government* (provide name below and attach a copy of the lease)
- ☐ Other (provide name below and attach a copy of the lease)

*School projects are not required to attach land owner documentation, but will be required to provide a letter from the Regional Office stating that DETA approval for the project is confirmed.

8. If you do not own the land, do you have a minimum ten year renewable lease /land tenure over the land?

- ☐ Yes (attach a copy of your lease)
- ☐ No
- ☐ In Progress – expected date of confirmation:
- ☐ Not applicable

9. If you do not own the land, do you have the land owner's permission to undertake the proposed project?

- ☐ Yes (please attach documentation)
- ☐ No
- ☐ Underway – expected date of confirmation:
- ☐ Not applicable

10. Is your proposed project to be constructed on land controlled by an educational institution (State school or University)?

- ☐ Yes (please provide a signed Community Use Agreement from the School Principal or University Chancellor, demonstrating a commitment to community use of the facility)
- ☐ No

11. State the preparedness of the proposed project by identifying what stage the project has reached. (Please attach designs for the project)

- ☐ Schematic Design
- ☐ Developed Design
- ☐ Contract documentation
- ☐ Tender
- ☐ Ready to proceed to construction
- ☐ Other (include details below)

 e.g. Design and construct

12. Do you have Development Approvals from Council to support your proposed project?

- ☐ Yes, received (attach documentation)
- ☐ No – lodged and awaiting decision (provide evidence of lodgement)

Expected decision date:

- ☐ No – required and yet to lodge

Expected decision date:

- ☐ Not required (provide evidence)

13. What is the zoning of the land where the project will be developed? (This information will be from the Council's Planning Scheme)

Please attach a confirmed statement from Council regarding the zoning of the land where the project will be located.

14. Attach a Business Plan incorporating goals, financial analysis and asset management strategies, along with risks and assumptions for the project.

- ☐ Attached ☐ Not attached

15. Provide a copy of the council resolution endorsing the project to proceed and the continued council funding (for local government projects only).

- ☐ Attached ☐ Not attached

16. For projects with a total project cost of \$1,500,001 or higher, supply an independent feasibility report considering, but not limited to, a needs analysis, legal, site analysis, user/usage, financial design and management and construction considerations including recent and relevant reports and studies.

- ☐ Attached ☐ Not attached

17. Complete Table B to provide an indication of key milestones for your project.

TABLE B

Key tasks (nominate a date in the right hand column)	Anticipated/Actual date of commencement	Anticipated/Actual date of completion
Engage a Project Manager		
Site investigation		
Development Approval		
Developed Design		
Building Approval		
Award construction tender		
Construction start		
Construction end		
Facility opened for public use		

18. Supply a detailed cost estimate from a Quantity Surveyor incorporating all components of your project.

- ☐ Attached ☐ Not attached

19. Provide a detailed cost breakdown for this project in Table C. (Please exclude GST from all costs)

TABLE C

Cost element	Eligible costs (excluding GST) \$	Ineligible costs (excluding GST) \$
Preliminaries and site works		
	\$	\$
	\$	\$
	\$	\$
Construction		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
External works		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Building escalation (at least 12 months)		
	\$	\$
	\$	\$
Contingency		
	\$	\$
	\$	\$
Professional fees		
	\$	\$
	\$	\$
	\$	\$
Statutory fees and charges		
	\$	\$
	\$	\$
Other (please specify)		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total eligible cost (excluding GST) (A)	\$	
Total ineligible cost (excluding GST) (B)		\$
TOTAL PROJECT COSTS (excluding GST) (A+B)		\$
GST on cost		\$
TOTAL PROJECT COST (including GST)		\$

Provide a rationale if the project costs detailed in Table C are different from the Quantity Surveyor's Summary.

20. Provide details of how your organisation will fund its contribution towards the total project cost in Table D.

*Any confirmed funding amounts listed in the table below must be supported by attaching the appropriate documentary evidence.

TABLE D

YOUR ORGANISATION'S PROJECT CONTRIBUTIONS			
Source of Funds	Details of the bank/loan provider/funding program contributing to the project	*Confirmed \$ (excluding GST)	Anticipated \$ (excluding GST)
Cash at Bank (allocated for project)		\$	\$
Loans for the Project		\$	\$
Council contribution		\$	\$
Department of Education Training and the Arts Funding		\$	\$
Other State government funding (excluding Major Facilities Program funding being requested)		\$	\$
Federal government		\$	\$
Funding		\$	\$
Cash donation		\$	\$
Other		\$	\$
Total of your organisation's contribution (excluding GST)			\$

*Any confirmed funding amounts listed in the above table must be supported by attaching the appropriate documentary evidence.

21. Provide a summary of the total project costs and overall funding requirements.

Total eligible project costs (excluding GST) (A From Table C)	\$
Total ineligible project costs (excluding GST) (B From Table C)	\$
Total project costs (excluding GST)* (A + B From Table C)	\$
Total of your organisation's contribution (excluding GST) (From Table D)	\$
Funding requested from DLGSR (excluding GST)**	\$
Total Financial Contributions (excluding GST)*	\$
Shortfall / Surplus	\$
Percentage of funds requested (Funding requested / Total eligible project costs)**	%

*The total project costs should equal the total of your organisation's contribution and the funding requested from DLGSR.

**DLGSR will only provide up to 50% of total eligible project costs, dependent on the organisation applying. The program guidelines provide details on the funding percentage available for projects.

Please explain any shortfall below:

Part B - Freedom of Information and Privacy

Freedom of Information

Applications for funding and other written information provided to the Department of Local Government, Sport and Recreation will be treated in confidence. However, documents held by the Queensland Government are subject to the *Freedom of Information Act 1992* and will be retained as required by the *Public Records Act 2002*.

Privacy

The information collected on the application form will be used by the Department of Local Government, Sport and Recreation to assess your application for funding. The Department of Local Government, Sport and Recreation may contact relevant persons or organisations in relation to the application.

The Department of Local Government, Sport and Recreation may send information on its products and services to the contact person nominated on your application form. Details of successful applicants and projects may also be provided to local Members of Parliament, local governments and/or relevant State sporting organisations. Organisations that have been successful in their application for funding will have details published on the Department of Local Government, Sport and Recreation website www.sportrec.qld.gov.au. This information will be limited to; organisation name, project type and funding amount.

For further information on your privacy, contact the Privacy Contact Officer for the Department of Local Government, Sport and Recreation at LARS@dlgsr.qld.gov.au or phone (07) 3237 1860.

Part C - Declaration

Please have one member of your organisation's management committee complete the details below and sign for and on behalf of your organisation.

I declare that I have been authorised by the applicant organisation to submit this Application for Funding under the Major Facilities Program.

I declare that all information relating to the organisation and the project is true and correct.

- ☐ Certificate of Title / Lease document
- ☐ DETA Regional Office approval letter
- ☐ Permission to build (if required)
- ☐ Community Use Agreement (if on education institution land)
- ☐ Project Design documents
- ☐ Development Approval
- ☐ Zoning verification statement
- ☐ Project Business Plan documents
- ☐ Council support documents (for council projects)
- ☐ Feasibility Report (for projects over \$1,500,001)
- ☐ QS Summary
- ☐ All funding contribution documents

By Chief Executive Officer / President / School Principal/ Executive Committee position

Name	
Position	
Signature	
Date	

Regional Offices of the Department of Local Government, Sport and Recreation

You are strongly encouraged to speak with an Advisor located in your closest regional or area office of the Department of Local Government, Sport and Recreation to discuss your proposed project prior to lodging an Application for Funding form to the Department.

Please submit your application to your local office as detailed below.

Any queries you have regarding your application can be directed to your nearest Department of Local Government, Sport and Recreation office or phone **1300 656 191** to contact your nearest office and arrange a time to meet with an Advisor.

South East Region

PO Box 143 Kedron Qld 4031
(Level 1, 457 Gympie Road Kedron Qld 4031)
Phone (07) 3896 9931

PO Box 50 Burleigh Heads Qld 4220
(Tallebudgera Recreation Centre
1525 Gold Coast Highway North Palm Beach)
Phone (07) 5520 4963

PO Box 275 Ipswich Qld 4305
(225 Brisbane Street Ipswich Qld 4305)
Phone (07) 3280 1875

PO Box 7377, Sippy Downs Qld 4556
(Level 4, Health & Sport Centre
Sports Precinct, University of the Sunshine Coast
Via Sippy Downs Drive, Sippy Downs Qld 4556)
Phone (07) 5479 1199

Suite 203, 58-60 Manila Street
Beenleigh Qld 4207
Phone (07) 3884 7088

Central Region

PO Box 822 Rockhampton Qld 4700
(Level 3, 130 Victoria Parade
Rockhampton Qld 4700)
Phone (07) 4938 4805

PO Box 618 Bundaberg Qld 4670
(16 Quay Street Bundaberg Qld 4670)
Phone (07) 4151 9561

PO Box 346 Emerald Qld 4720
(14 Ruby Street Emerald Qld 4720)
Phone (07) 4982 1510

PO Box 259 Maryborough Qld 4650
(319-325 Kent Street Maryborough Qld 4650)
Phone (07) 4121 1710

South West Region

PO Box 2259 Toowoomba Qld 4350
(128 Margaret Street Toowoomba Qld 4350)
Phone (07) 4615 3600

PO Box 3 Dalby Qld 4405
(132 Cunningham Street Dalby Qld 4405)
Phone (07) 4662 3277

PO Box 13 Warwick Qld 4370
(Government Building Fitzroy Street
Warwick Qld 4370)
Phone (07) 4667 5100

Far North Region
PO Box 2494 Cairns Qld 4870
(Level 9, Citi Central Building
46 - 48 Sheridan Street Cairns Qld 4870)
Phone (07) 4039 8299

PO Box 494 Atherton Qld 4883
(Professional Centre 53 Mabel Street
Atherton Qld 4883)
Phone (07) 4091 2077

Northern Region

PO Box 239 Mackay Qld 4740
(Level 1 Post Office Square
69 Sydney Street Mackay Qld 4740)
Phone (07) 4967 0822

PO Box 871 Townsville Qld 4810
Townsville Sports House
(3-9 Redpath Street North Ward Qld 4810)
Phone (07) 4799 7010

PO Box 1605 Mount Isa Qld 4825
(Suite 16 Mount Isa House
Mary Street Mount Isa Qld 4825)
Phone (07) 4747 2186

