

Major Facilities Program 2009

Guidelines



Queensland Government
Department of **Sport and Recreation**

Minister's Message



Sport and recreation play a critical role in the wellbeing of Queensland's communities. In addition to the social advantages of participating in sport and recreation, there are undeniable physical and health benefits in leading a more active lifestyle.

The Queensland Government recognises that access to quality, safe sport and recreation infrastructure is essential if Queenslanders are to be encouraged to lead active and healthy lifestyles.

The Department of Sport and Recreation's Major Facilities Program plays an important role in supporting the development of this critical infrastructure. In the 2009 round, the Queensland Government has committed an additional \$10 million towards the Program bringing the total available funding to \$30 million. This funding boost will support the delivery of additional projects which will assist with increasing participation opportunities in local communities.

The Major Facilities Program also continues to support the Government's commitment to facilitate increased community access to State school facilities. These shared facilities increase the physical activity opportunities for Queensland communities by providing access to a greater range of sport and recreation venues, particularly in rural and regional areas of the State.

The Program also encourages partnerships between local governments and State schools to deliver broader community access to sport and recreation infrastructure.

The funding will improve community health by increasing opportunities to participate in sport and recreation, provide new events and improve existing facilities for regional, state, national and international training and competition, and assist in developing our sporting heroes of tomorrow.

I encourage all eligible organisations to apply for funding under the Major Facilities Program 2009 and look forward to helping more Queenslanders discover the life-long benefits of sport and recreation.

The Honourable Judy Spence MP

Minister for Police, Corrective Services and Sport

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1.0 What is the Major Facilities Program?

The Major Facilities Program (Majors) is an important initiative of the Queensland Government through the Department of Sport and Recreation (the Department) as it provides communities with the vital infrastructure required to deliver sport and recreation outcomes for Queenslanders. In the 2009 round, \$30 million is available to successful applicants to implement approved projects.

The Major Facilities Program funds the construction of new facilities and the improvement of existing facilities – to extend the life of the asset and to ensure that facilities meet the changing needs of their communities.

The Major Facilities Program 2009 focuses on projects that:

- achieve value for money;
- enable greater access to facilities by the general community, as well as club members;
- maximise the use of available land by improving existing facilities rather than the continued development of new facilities;
- establish facilities on State school or university sites;
- are developed through partnerships with sporting organisations, Local Governments, the corporate sector, State and Federal Government departments, educational institutions or other organisations;
- are environmentally sustainable, including water and energy saving initiatives; and
- are able to be operated successfully by the applicant organisation and are financially viable once established.

Funds allocated under the Major Facilities Program 2009 will assist with increasing the participation of Queenslanders in sport and recreation in their local communities. The scope of the Program focuses on facilities that meet community, regional, state and national level needs.

The Queensland Government is committed to enhancing existing State infrastructure to ensure that the broader Queensland community can access State owned facilities where appropriate. To support this commitment, the project eligibility criteria of the Major Facilities Program 2009 have expanded to include the construction or enhancement of sport and recreation facilities for community use on the grounds of State schools. This will ensure a high priority is placed on State school facilities being used by the wider community and being implemented through a Memorandum of Understanding between the Department of Sport and Recreation and the Department of Education, Training and the Arts.

Key definitions relevant to the Major Facilities Program 2009 are located at **Appendix 1** on page 12 of the Guidelines.

1.1 How much funding can I receive?

Up to 50% of the total eligible cost of approved projects will be funded under the Program. Successful applicants can receive from \$100,000 to a maximum amount of \$1.5 million (GST exclusive) for approved projects. The minimum total eligible project cost for the program is \$200,000 (GST exclusive). If a council is applying for a project located on State school land, up to 33% of the total eligible cost of approved projects will be funded by the Department. Please see **Appendix 2** on page 13 for further details of funding conditions.

Facilities intended for state, national and international level sport, training or competition are eligible to receive up to \$1.5 million (GST exclusive) per round. Consideration will only be given for funding commitments above this threshold where projects are staged over multiple financial years and the applicant can demonstrate the relevant stage/s of the project is ready to proceed.

Organisations are required to ensure the facility will be utilised for the purpose for which the grant is provided and that general community access remains available for a minimum of ten years from project completion. Further conditions of funding are included in these Guidelines and will be provided in more detail to successful applicants via a Departmental Funding Agreement.

These Guidelines are correct as at August 2008.

1.2 Program Dates

Wednesday 27 August 2008	Stage 1 - Expressions of Interest submissions open
Friday 31 October 2008	Expressions of Interest submissions close
Monday 1 December 2008	Stage 2 - Applications for Funding open – short-listed applicants will be invited to apply
Friday 27 February 2009	Applications for Funding close – late applications may not be considered
Friday 1 May 2009	Start of funding period – projects can commence
Friday 31 December 2010	End of funding period – projects must be completed and funds spent

2.0 Application process

Applying for funding under the Major Facilities Program 2009 is a two stage process:

- **Stage 1** – Expression of Interest
Stage 1 requires applicants to only provide information requested in the Expression of Interest form.
- **Stage 2** – Application for Funding
Those invited to apply for the Stage 2 applications need to attach relevant documentation to their application forms to demonstrate to the Department that they have taken the steps necessary to satisfy the key assessment criteria.

To assist you in understanding this two stage application process, it is recommended you read through these Guidelines. This will help provide you with the necessary information to ensure that both your organisation and the proposed project are eligible to submit an application for funding under the Major Facilities Program 2009.

2.1 Stage 1 – Expression of Interest

When completing the *Expression of Interest*, applicants need to provide information about their proposed project to the Department. The *Expression of Interest* stage assists the Department in determining which projects are viable and well planned, and can be achieved within the Program timeframes.

A separate *Expression of Interest* form **must** be completed for each proposed project. Please do not include information that is not requested on the form.

Organisations are strongly encouraged to discuss their proposed project/s with Departmental Advisors located at your nearest Sport and Recreation office. Our Advisors will be able to assist applicants with identifying whether proposed projects are consistent with the Department's priorities for the Major Facilities Program 2009. A list of Department of Sport and Recreation offices is located on page 11 of these Guidelines.

2.1.1 Lodging your Expression Of Interest

Eligible organisations are asked to complete the *Expression of Interest* form and submit it to your nearest regional office of the Department of Sport and Recreation by **Friday 31 October 2008**.

Expressions of Interest will be short-listed according to how well they meet the Program's priorities and assessment criteria. All organisations will be notified in writing of the outcome of their submission.

2.2 Stage 2 – Application for Funding

The Department of Sport and Recreation will invite applications for funding from organisations short-listed through the Expressions of Interest stage. Applications for funding must address the key assessment criteria and complete the *Application for Funding* form in full, attaching all requested supporting documentation. *Application for Funding* forms **will only be made available to short-listed applicants**.

In Stage 2, the Department expects to receive high quality applications that **demonstrate** and **substantiate** how the:

- proposed project/s will meet the sport and recreation needs of the local community where the facility is/will be located; and
- proposed project/s meets the program priorities for the Major Facilities Program 2009; and
- the applicant organisation has the ability to deliver the project/s within budget and within the Program timeframes.

The *Application for Funding* form will provide all the necessary information short-listed organisations need in order to submit a detailed application. These forms will be provided to short-listed applicants by 1 December 2008. Should your application be unsuccessful, you will be notified in writing.

Further details regarding the Major Facilities Program funding process and approved applicant requirements are outlined in **Appendices 3 and 4** on pages 14 and 15 of these Guidelines.

3.0 Developing an Expression of Interest

There are certain steps that applicants need to complete to give their *Expression of Interest* the best chance of success. In preparing an application for funding, organisations are advised to follow the outlined steps:

Step 1 Determining eligibility

Before lodging an *Expression of Interest*, your organisation needs to determine if it is eligible to apply and if the proposed project is eligible for funding under the Major Facilities Program 2009. A list of eligible and ineligible applicants is provided in **Appendix 5** on page 16 of these Guidelines.

Step 2 Plan your project

Applicants must undertake sufficient planning to ensure:

- there is an identified need for your project;
- all relevant stakeholders have been consulted about the project, including local government and councillors;
- support has been secured from key stakeholders, such as community organisations who would benefit from the project and other community representatives such as the local Member of Parliament;
- the project will result in enhanced or increased participation in sport and recreation by members of your local community;
- professional advice has been received on the design, cost, construction and site requirements of the project;
- the facility will be financially viable and able to be maintained once operating; and
- the project can be started and completed in the funding program timeframe.

Step 3 Meet with the Department of Sport and Recreation

Before applying, organisations should arrange a meeting with a Department of Sport and Recreation Advisor for assistance. There are offices located throughout Queensland, please refer to page 11 of these Guidelines for a list of Department of Sport and Recreation offices.

Step 4 Prepare your Expression of Interest

Complete the *Expression of Interest* form by answering each question. Please do not provide information that is not requested. Short listed applicants will be invited to submit an *Application for Funding* form following the *Expression of Interest* stage.

Expression of Interest forms are available on the Department of Sport and Recreation's website at www.sportrec.qld.gov.au. Eligible applicants must submit more than one *Expression of Interest* form if they are applying for multiple projects.

Step 5 Submit your Expression of Interest

Ensure your *Expression of Interest* is signed by an accountable officer within your organisation, with the delegated authority to take responsibility for the application and the funding, if approved.

Submit your *Expression of Interest* to your local Sport and Recreation office. For a list of locations, please refer to page 11 of these Guidelines.

Late submissions may not be considered.

4.0 How Expressions of Interest will be assessed

Three key assessment criteria apply to the Major Facilities Program 2009 funding rounds - applicable for both the Expression of Interest and Application Assessment processes:

- A. **Need** for the Project,
- B. Compliance with **Program Priorities**; and
- C. Your organisation's **Ability to Deliver**.

The information detailed below will assist you in providing information that will be used to assess your *Expression of Interest* against the three key assessment criteria:

A. Need for proposed facility or facility improvement

Applicant organisations need to demonstrate a need for the proposed facility or proposed facility improvement. Information to consider including in the *Expression of Interest* may be:

- If you are proposing the construction of a new facility, your *Expression of Interest* will need to state why there is a need for the facility. For example, the need for the proposed facility may be included in the local Council's Sport and Recreation Plan or Land Use Plan.
- You must also provide information that states that the proposed facility is not duplicating existing facilities in the local area or that existing facilities cannot currently cater for the activities to be conducted in the proposed new facility.
- If you are proposing to improve an existing facility, your EOI will need to provide information on why the existing facility cannot cater for demand or expected increased demand. Improvements will only be approved for facilities that are structurally sound and viable.
- Applicant organisations need to consider how their proposed project will increase the physical activity levels for members of their local communities as well as provide for local and regional level competitions and sporting events.

Please note: It is not the intent of the Major Facilities Program to improve facilities that have been poorly maintained or are in a state of disrepair and neglect due to poor facility management.

B. Compliance with Program Priorities

Through the Major Facilities Program 2009, the Department is seeking to enhance sport and recreation infrastructure that will increase opportunities for participation in physical activity.

This list should not be interpreted as either prescriptive or comprehensive. Refer to **Appendix 6** on page 17 of these Guidelines for a detailed list of ineligible projects and items.

Program Priorities include those proposed projects that:

- Maximise existing available land designated for sport and recreation purposes;
- Are facility improvements to increase the useful life of an existing facility rather than only developing new facilities;
- Demonstrate increased facility usage by groups external to the applicant organisation; and/or
- 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.

Community use facilities

With the impact of an increasing population growth in Queensland on limited or diminishing land availability, it is imperative the use of sport and recreation facilities is maximised. This can be achieved by encouraging community use of school sport and recreation facilities.

Projects involving partnerships between a state school and an organisation that are constructed on school land must be able to demonstrate the facility will increase community participation in sport or recreation.

Projects demonstrating a significant level of community access to the facility will be considered a high priority under this Program. Proof of partnership must be demonstrated upon application.

Priority will be allocated to projects which have entered into a Community Use Agreement (to be provided in support of the Expression of Interest). As a minimum requirement, a letter from the state school Principal or University Chancellor demonstrating how community use will be achieved and providing a commitment to enter into a Community Use Agreement must be included with the Expression of Interest.

Ongoing community use of any sport and recreation facilities will be audited and monitored by a joint Steering Committee of the Department of Education, Training and the Arts and the Department of Sport and Recreation as per the Memorandum of Understanding between the agencies.

Energy saving initiatives

All proposed projects must incorporate water saving and efficient water management components. Projects could incorporate items such as moisture sensitive irrigation; onsite water treatment plants; access to wastewater supplies; runoff harvesting and storage initiatives; drought resistant turf species; and soil supplements to restore turf growth.

Energy efficient measures could include actions taken during the planning and construction of projects and/or the design of projects. Measures that are targeted at the protection of the natural heritage, habitat and biodiversity; reduce the use of non-renewable energy resources; increase the use of renewable energy resources; and provide the capacity to reduce, reuse, and recycle in the management and operation of the project once completed are considered program priorities.

Project examples

Examples of projects may include:

- building or improving an existing facility that allows for regional sport competitions, such as a grass athletics track and field facility or a swimming pool incorporating leisure water activities;
- building or improving a multi-activity indoor facility such as a one-court basketball centre or a community hall;
- building or improving an outdoor multi-activity facility such as a multi-sport field, or infrastructure to support walking, cycling or horse riding trails;
- building or enhancing existing school gymnasiums, sport centres or ovals to provide greater opportunities for young people to be active at school and for individuals and groups within the local community to share the use of the facility.

C. Ability to Deliver

Funding contributions

As Departmental funds are a contribution to your overall project, the *Expression of Interest* must provide details of where your organisation is sourcing the remainder of the required funding.

This funding must be in the form of Australian dollars. Applicant contributions must be available through the organisation's own savings, another grant, a bank loan or guarantee or another form of liquid finance. A commercial loan is considered to be a higher risk option than having organisation funds or being granted funds from another source. **Appendix 6** on page 19 of these Guidelines provides examples of financial contributions which are **NOT** eligible components of your contribution.

Once the Department has allocated all available funding to approved applicants under the Major Facilities Program 2009, additional funds will not be available for projects that exceed their original budgets.

Please refer to **Appendix 2** on page 13 of these Guidelines to determine the exact amount of funding applicable to your project and your organisation type.

Right to build or develop a facility

Your organisation must have a legal right to develop the facility on the proposed site. You must either:

- own the land by way of freehold;
- control the land by way of a Trusteeship;
- have at least a ten year renewable lease on the land; or
- demonstrate a proof of partnership with a school for community use sport and recreation facilities on State school grounds.

Readiness to commence your project

Your organisation needs to demonstrate that it is adequately prepared to commence the proposed project (as soon as possible) following the announcement of successful applications. The period for the construction or improvement of facilities is 1 May 2009 – 31 December 2010. Applicants who can demonstrate their projects will be commenced as soon as possible and finalised within this period will be prioritised for funding. An independent feasibility study and business plan will be required where your total project cost is over \$1,500,000 (GST exclusive) and should be available if you are invited to apply for funding in the **Stage 2** application process.

Further details in regards to relevant steps in the planning and development of your project can be found in **Appendix 7** on page 20 of these Guidelines.

5.0 What resources are available to help me?

The following are reference resources which can be used as guides to help develop your project. They are tools only, it is not mandatory to conform to these guidelines/practices.

- **Urban Irrigation Best Management Practices (2006)**
published by the Irrigation Association of Australia Ltd - phone (02) 9476 0142
This resource provides best management practices to support the design, installation, maintenance and management of irrigation systems in ways that save water and protect water quality.
- **Sport Dimensions for Playing Areas (1998)**
published by the Western Australia Ministry for Sport and Recreation
<http://fulltext.ausport.gov.au/fulltext/1998/wa/dimplay.asp>
The information contained in this publication is directed towards planning, designing and marking out sports play areas.

Your local Department of Sport and Recreation Advisor can provide guidance and support in completing your application. Refer to page 11 for contact details of your local Sport and Recreation office.

6.0 Accountability and Acknowledgement

6.1 Accountability

All financial transactions relating to the project must be recorded in your organisation's books of account. Applicants are to ensure they comply with legislation and incorporation requirements associated with retaining invoices and proof of payment. Any unspent funds must be returned to the Department of Sport and Recreation by 31 December 2010.

Please note if your organisation is registered for GST, the refund will be required to include GST requirements for financial accountability including the expenditure and acquittal of funds will be provided in the Funding Agreement.

6.2 Acknowledgement

You are required to acknowledge the Queensland Government's contribution to your project through:

- seeking the Department's approval for the proposed name of the project;
- your organisation's website;
- onsite signage;
- appropriate recognition of the Queensland Government in any publicly made statements, media releases, appropriate documentation or publications;
- inclusion of the Departmental logo on all project related promotional material;
- by inviting the State to attend commencement, groundbreaking, opening, other ceremonies and events connected with the approved project; and
- at opening ceremonies, speeches and addresses at all events connected with the approved project.

Further information in acknowledging the funding provided by the Queensland Government will be forwarded to you by the Department of Sport and Recreation if you are successful in receiving funding. You can also refer to *the Department of Sport and Recreation's Acknowledgement Guidelines* under the Funding section at www.sportrec.qld.gov.au.

6.3 Freedom of Information

Applications for funding and other written information provided to the Department of 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*.

6.4 Privacy

The information collected on the application form will be used by the Department of Sport and Recreation to assess *Expressions of Interest and Applications for Funding*. The Department of Sport and Recreation may contact relevant persons or organisations in relation to applications.

The Department of Sport and Recreation may send information on its products and services to the contact person nominated on application forms. 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 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 Sport and Recreation at LARS@dlgpsr.qld.gov.au or phone (07) 3237 1860.

7.0 Department of Sport and Recreation Regional Offices

You are strongly encouraged to speak with a Department of Sport and Recreation Advisor available at your local Sport and Recreation office to discuss your proposed project prior to lodging an *Expression of Interest* or *Application for Funding Form*.

Any queries you have regarding your application can be directed to your nearest Department of 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 15187 City East Qld 4002
(Level 10, 160 Mary Street Brisbane Qld 4000)
Phone (07) 3239 0770

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

PO Box 275 Ipswich Qld 4305
(225 Brisbane Streets 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

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

Appendix 1

Definitions

The Department of Sport and Recreation recognises the following definitions:

Accountable Officer is the officer within the applicant organisation who has the delegated authority to sign the *Expression of Interest* and *Application for Funding Form* and be held accountable for the information contained in the *Expression of Interest Form* and *Application for Funding Form*.

Approved applicants are those Stage 2 applicants whose projects have been approved for funding by the Minister for Sport.

Asset Management Plan is a detailed plan outlining the proposed strategy for the ongoing management of the approved project for the first five years of operation.

Business Plan is a detailed and in depth document incorporating goals and performance indicators, a financial plan, market research, human resource plan and an asset management plan along with risks and assumptions.

Community use facility is a sport or recreation facility for school and community use on State school grounds.

Department (unless otherwise stated) is the Department of Sport and Recreation.

Feasibility study is a report that considers but is not limited to legal, site analysis, user/usage, financial, design, management and construction considerations, including any recent relevant reports and studies.

Improvement is defined as:

- enhancement or improvement to provide additional or new service capability or function;
- upgrading to meet new statutory requirements; and
- major refurbishment and replacements to extend the useful life of the building.

Local government or **council** includes a local government constituted under the:

- *Local Government Act 1993*;
- *Local Government (Aboriginal Lands) Act 1978*;
- *Local Government (Community Government Areas) Act 2004*;
- the *City of Brisbane Act 1924*.

Maintenance is defined as work on existing buildings or structures undertaken with the intention of:

- reinstating physical condition to a specified standard;
- preventing further deterioration or failure;
- restoring correct operation within specified parameters;
- replacing components at the end of their useful life/economic life with modern engineering equivalents;
- making temporary repairs for immediate health, safety and security reasons (eg after a major building failure);
- assessing buildings for maintenance requirements (eg to obtain accurate and objective knowledge of physical and operating condition, including risk and financial impact for the purpose of maintenance).

Public University is an institution which meets nationally agreed criteria and is established or recognised as a university under the *Queensland Higher Education (General Provisions) Act 2003* (the Act).

Recreation activities are those engaged in for the purpose of relaxation or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity. These activities are not based on formal competition and lack a formal set of rules (other than those relating to safety).

Regional level facility is a facility which attracts users from a substantial part of the region or from two or more local government areas or meets the regional demands of a sport.

Sport is a human activity capable of achieving a result requiring physical exertion and/or physical skill, which by its nature and organisation is competitive and is generally recognised as a sport.

State or national level facility is a facility which could host training at state level and above; or hold a State open event or an event at national level or under national rules.

State school is a school at which primary, secondary or special education is provided by the State.

State sporting organisations are those incorporated organisations which administer a sport and have Statewide networks.

Appendix 2

Funding Conditions

Depending on the type of organisation that is applying for funding and the proposed project, the following funding subsidies apply:

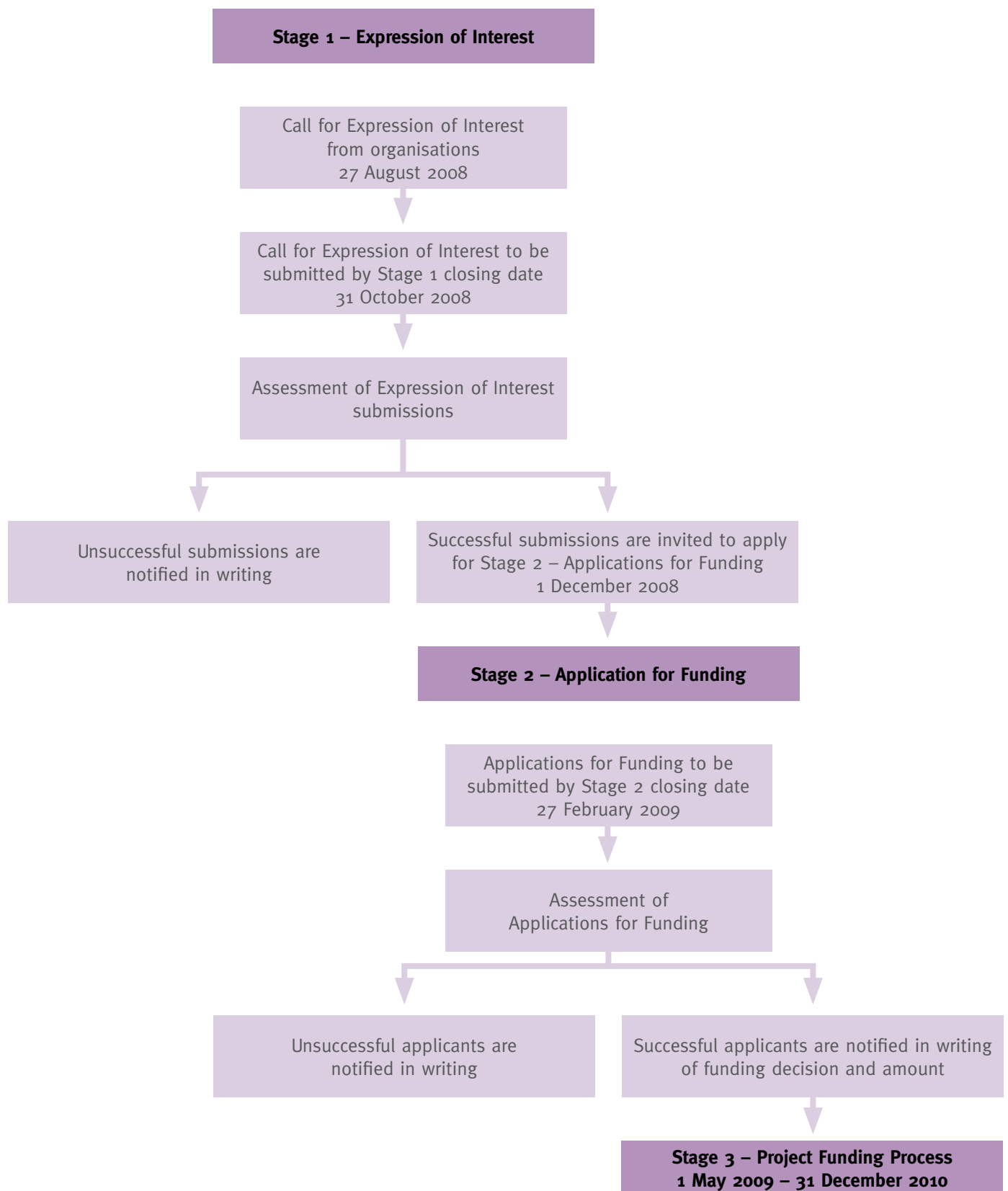
Applicant	Project type	Subsidy	Conditions
Organisations (other than local govts and state schools community use projects and public universities)	Facilities intended for community participation in sport and recreation and/or regional sporting competition and training	Up to 50% of the total eligible project cost to a maximum of \$1,500,000 (exclusive of GST)	You must provide the balance of the total eligible project cost and the cost of any ineligible items.
	Facilities intended for state, national and international level sport, training and competition	Up to 50% of the total eligible project cost to a maximum of \$1,500,000 (exclusive of GST) per funding year	You must provide the balance of the total eligible project cost and the cost of any ineligible items. Consideration will only be given for funding commitments above this threshold where projects are staged over multiple financial years and the applicant can demonstrate the relevant stage/s of the project is ready to proceed.
Local Governments (for projects on school land)	Community use facilities	Up to one third of the total eligible project cost to a maximum of \$1,000,000 (exclusive of GST). The balance of funds must be contributed by the school and local government	The school and the relevant local government must agree to fund one third of the eligible cost of the facility; and a community access agreement must be executed between the State school and the local government to guarantee community access to the facility.
State schools	Community use facilities	Up to 50% of the total eligible project cost to a maximum of \$1,500,000 (exclusive of GST)	Community access agreement must be executed between the Department of Education, Training and the Arts and the Department of Sport and Recreation to guarantee access to the facility.
Public universities	Facilities intended for community participation in sport and recreation and/or regional sporting competition and training	Up to one third of the total eligible project cost to a maximum of \$1,000,000 (exclusive of GST)	You must provide endorsement by the institution's governing body prior to your application being made; and you must have a joint management agreement between your organisation, local users and any other stakeholders to demonstrate significant community access

All applicants must note the following:

- The Department will assess the total eligible cost of your project based on the information you have provided.
- Any ineligible items you have shown as eligible will be deducted from the eligible project cost. This may result in the amount of eligible funding for your project being less than the amount you have requested.
- The Department does not guarantee your application will be successful nor does it guarantee that you will receive the full amount of assistance you request. Therefore, you need to be able to fund the shortfall.
- You must provide full details of other funding you have been granted from other State Government departments and the Commonwealth Government. Financial assistance towards your project from other State Government departments or agencies (other than for community use facilities) will generally be considered as a contribution to the overall project cost, thereby reducing the eligible cost of your project.

Appendix 3

Major Facilities Program 2009 Application Process



Appendix 4

Successful Project Funding Process



Appendix 5

Eligible and Ineligible Applicants

Eligible applicants

Applicant organisations considered eligible are those that are:

- a Queensland local government under the *Local Government Act 1993*;
Local Government (Aboriginal Lands) Act 1978;
Local Government (Community Government Areas) Act 2004;
the City of Brisbane Act 1924;
- a not-for-profit sport or recreation organisation or community organisation (whose constitution reflects its primary objective is sport or recreation) that is open to public membership and is incorporated under:
Associations Incorporation Act 1981
Community Services (Aboriginal) Act 1984
Community Services (Torres Strait) Act 1984
Companies (Applications of Law) Act 1981
Cooperatives Act 1997 (Queensland)
Cooperatives Act 2002 (Commonwealth)
Corporations Act 2001
Corporations (Aboriginal and Torres Strait Islander) Act 2006;
- a State school established under the *Education (General Provisions) Act 2006*;
- a public university; or
- an organisation with non-profit sport or recreation objectives approved by the Minister for Sport.

To be eligible your organisation must also:

- have policies and practices that encourage participation regardless of gender, age, race, ability or location; and
- have been operating for at least three years.

Ineligible applicants

Individuals and the following organisations are **NOT** eligible to apply:

- political organisations;
- government departments - State or federal (excludes Department of Education Training and the Arts State schools who are eligible under the program);
- private schools;
- unincorporated organisations;
- religious groups;
- for-profit organisations;
- non-profit organisations which do not have sport or recreation as their primary objective;
- TAFE colleges; and
- parents and citizens associations, students guilds and student community groups.

If you have not satisfactorily acquitted grant monies previously approved by the Department or not returned unspent funds to the Department from a previously approved project, you may **NOT** be eligible to receive further funding from the Department for a period of not less than two years or as otherwise determined.

If your organisation is deemed to be ineligible, your proposed project detailed in the *Expression of Interest* will not be assessed.

Appendix 6

Ineligible Projects and Items

The following types of projects are not eligible for funding

The construction of:

- facilities outside the state of Queensland;
- facilities by political organisations;
- facilities used primarily for worship;
- facilities used primarily for therapy or rehabilitation;
- camping grounds or caravan parks;
- a facility used for commercial operations including licensed clubs;
- facilities in parks that are not primarily used for sport or recreation activities;
- facilities considered to be a full State Government responsibility or exclusively for State Government use proposed by either government, schools or parents and citizens associations (except for sport or recreation facilities for school and community use on State school grounds);
- caretakers' or supervisors' residences;
- showground or race-track facilities for greyhound or horse racing;
- areas designated as licensed areas or bar areas within a proposed facility;
- areas designated as commercial kitchens within a proposed facility;
- areas designated for gaming machine operations within a facility;
- pathways or road widening for transport routes;
- schools and classrooms including halls;
- areas designated as smoking areas within a proposed facility;
- facilities developed by individuals or organisations for commercial operation where the primary motive is profit for private or personal gain; and
- residential buildings.

The provision of:

- air conditioning of existing facilities (unless it can be demonstrated by the applicant that this is essential to undertaking the sport or recreational activity at that venue);
- routine maintenance, replacement or repair work;
- repair or redevelopment of facilities damaged by fire, explosion, vandalism, flood, cyclone, storm or other natural disaster where that facility should be covered against that type of damage by insurance (subject to the Minister for Sport's discretion);
- remodelling or upgrading of tees, fairways, bunkers, water hazards or greens on golf courses;
- relocating facilities;
- rectifying facilities required as a result of a design deficiency or faulty workmanship; and
- event costs.

The purchase of:

- existing buildings or facilities; and
- land.

The replacement of:

facilities that are currently the subject of litigation.

The following types of items are not eligible for funding

- 'in-kind works' (ie. assessed cost of volunteer labour, free goods and services);
- in-house labour costs; including those provided by local governments, private contractors and individuals where the proposed work is to be undertaken by existing salaried staff as a component of their usual duties (Note: Local governments may use their internal construction workforce where value for money can be demonstrated. It is not the intention of the Department to subsidise existing local government labour resources, however the Department recognises in some instances value for money can be achieved through using an internal workforce or in limited circumstances it is the only option reasonably available. To use internal construction workforce, local governments must demonstrate value for money by providing a Quantity Surveyor's estimate for the construction component of the project and approval must be sought from the Department);
- works external to the project site;
- wages or salaries and other employee costs;
- provision of goods and services not procured on a competitive basis;
- a feasibility study, masterplan, business case, management plan or marketing plan;
- landscaping;
- roadworks;
- car parks, access ways, driveways and footpaths;
- fencing (unless it forms part of the safety requirements of the sport or recreational activity);
- air conditioning (unless it can be demonstrated by the applicant that this is essential to undertaking the sport or recreational activity at that venue);
- supply of equipment (eg sporting and/or recreational, scoreboards, portable irrigation, furniture, decorations, sound systems, lighting bars, timing devices, cleaning equipment);
- recurrent or operational costs;
- individual project components funded by other State Government agencies (unless it can be demonstrated it is a community use facility);
- building work and professional fees not incurred in the funding period;
- lease fees and associated costs;
- administrative costs of the applicant (eg postage, photocopying and advertising);
- insurances;
- application preparation costs; and
- advertising and promotion, and development costs of models.

Renovating or upgrading works must be relevant to current community needs, trends in participation, and have the capacity to attract new opportunities.

The Department reserves the right to determine what constitutes improvement, renovation, maintenance, replacement, repair or upgrading.

Projects completed or works commenced prior to 1 May 2009 are not eligible for funding. The Department will not reimburse any retrospective and/or eligible project costs incurred outside the funding period.

Ineligible Financial Contributions

Examples of financial contributions which are **NOT** eligible components of your contribution are those:

- based on barter arrangements;
- ‘in-kind works’ including assessed cost of volunteer labour;
- free goods and services;
- in-house labour costs; including those provided by local governments, private contractors and individuals where the proposed work is to be undertaken by existing salaried staff as a component of their usual duties (Note: Local governments may use their internal construction;
- workforce where value for money can be demonstrated. It is not the intention of the Department to subsidise existing local government labour resources. However, the Department recognises in some instances value for money can be achieved through using an internal workforce or in limited circumstances it is the only option reasonably available. To use internal construction workforce, local governments must demonstrate value for money by providing a Quantity Surveyor’s estimate for the construction component of the project and approval must be sought from the Department);
- contributions of land; and
- future operating costs.

Appendix 7

Major Facilities Program 2009 Stage of Readiness of Project

Conceptual Stage	<ul style="list-style-type: none"> - Need – what is the demand for this facility? - Participation – how many people will use the facility? - Who have you consulted with? - Are there any other similar facilities nearby and what will be the impact of your project on these facilities? - Have you done a feasibility study? - Have you considered the water saving and efficient energy management components? - What is your capacity for ongoing support and finance for the venue?
Land Tenure	<ul style="list-style-type: none"> - Do you own the land or do you have at least a ten year lease? - Do you have the land owner's permission to build your project? - Do you have written evidence of your land tenure to provide with your application? - If an education institute, do you have support from the Principal or institute?
Schematic Design	<ul style="list-style-type: none"> - Do you have a design for your project? - Have you considered disability access, lighting levels for playing fields, safety requirements for players and spectators? - If you are erecting lights will this impact on neighbours? - Have you surveyed the site?
It is recommended that you are at this point at the time you submit an Expression of Interest	
Development Design	<ul style="list-style-type: none"> - You will need to have an architect design for the facility – this should be in accordance with safe practice standards - Have you considered employing a project manager for your project? - A project manager can: <ul style="list-style-type: none"> - manage the design, approvals and construction processes; and - ensure the project meets the timeframe for construction and ensure the project is delivered to all specifications
It is recommended that you are at this point at the time you submit an Application for Funding	
Development Approval	<ul style="list-style-type: none"> - Do you need to obtain development approval or building approval for your project? (This is gained through a Development Application lodged with your local council) - If you do not need any approvals, do you have this confirmed in writing?
Contractual Documentation	<ul style="list-style-type: none"> - Have you considered entering into a contract for the works? - This will: <ul style="list-style-type: none"> - allow you to secure a price and define the timeframe for the project to be completed; and - protect your rights against faulty workmanship or other defects.
Tender	<ul style="list-style-type: none"> - Have you advertised for appropriate contractors to manage the required work? - You will need to have an architect design for the facility – this should be in accordance with safe practice standards - Have you considered all aspects of the project that need to be constructed and go to tender?
Construction	<ul style="list-style-type: none"> - Only licensed contractors can undertake building works.
Acquittal of Funds	<ul style="list-style-type: none"> - You must spend and acquit funds in the nominated timeframe.