

Active Gameday Projects

Program Guidelines

22 October 2021



Queensland
Government

Contents

1. What is the Active Gameday Projects?	3
2. Objective	4
3. Important Dates	4
4. Funding Available	4
5. Organisation Eligibility	5
5.1 Who can apply?	5
5.2 Who cannot apply?	5
6. Eligible Projects	6
6.1 Funding Priorities	6
6.2 Eligible Projects	6
6.3 What will not be funded	9
6.4 Mandatory Application Requirements	9
6.4.1 Land tenure and right to occupy/tenure arrangements	9
6.4.2 Landowner’s permission to undertake the proposed project	10
6.4.3 Eligible contributions	10
6.4.4 Sketch design and site plan	11
6.4.5 Quotes	11
6.4.6 Development and Building Approval	12
6.4.7 Additional requirements for Project Type 1: lighting projects	12
7. What is the application process?	13
8. How will applications be assessed?	14
8.1 Assessment and Quality Review process	14
8.2 Moderation Panel process	14
9. Approval Process	16
9.1 Application process terms and conditions	16
10. Late Applications	17
11. Appeals Process	17
12. Conflicts of Interest	17
13. Payments	18
13.1 Goods and Services Tax (GST)	18
13.2 Payment Compliance	18
14. Reporting, acquittals and audit requirements	18
15. Survey	19
Appendix A – Definitions	20
Appendix B – Discrete Communities	21
Appendix C – Eligible Activities	22
Appendix D – Remote and Very Remote Local Government Areas	24
Appendix E – Local Government Areas	25
Appendix F – Maximum illumination levels	26

Updates to the guidelines (as at 22 October 2021)

The following changes have been made to the guidelines since publication on 30 August 2021:

- **1. What is Active Gameday Projects?**
 - Update: Total funding of \$9.726 million (GST exclusive) is available through the Fund including \$1 million dedicated for eligible organisations that have partnered with Education Queensland State Schools.
- **4. Funding Available:**
 - update: Total funding of \$9.726 million (GST exclusive) is available through the fund including \$1 million dedicated for eligible organisations who have partnered with an Education Queensland school for projects located on State School land.
- **6.2 Eligible Projects**
 - update: Where a project is to be delivered on school land, to be considered eligible for funding, the project must be located on Education Queensland State School land. School projects on non-Education Queensland State School land are ineligible for funding under this program.
- **6.4.1 Land tenure and right to occupy/tenure arrangements**
 - update: If an applicant is an organisation on Education Queensland State School land, a copy of a Joint Use Agreement/Hire Agreement with the owner/controller of the land is required.
- **8.2 Moderation process**
 - update: Education Queensland State School land eligible applications \$1 million
 - update: All other eligible applications \$8.72 million
 - update: Once all eligible projects have been considered any remaining unallocated budget may be shifted between Education Queensland State School projects and all other eligible applications budget allocation, to manage under or over subscriptions.



The Department of Tourism, Innovation and Sport (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. What is the Active Gameday Projects?

Activate! Queensland 2019 – 2029 (Activate! Queensland) is the Queensland Government's 10-year strategy to further enrich the Queensland way of life and build on our strong community foundations to deliver better health and well-being outcomes for all Queenslanders.

Through *Activate! Queensland*, the Queensland Government aims to deliver quality and accessible places and spaces through infrastructure solutions that respond to community needs, improve accessibility and inspire activity.

The *Active Gameday Projects* Fund will provide not-for-profit sport and active recreation organisations and local governments throughout Queensland with funding to support minor infrastructure projects that benefit local communities.

Funding will support field of play participation-enhancing works, that meet local community level playing requirements under two project types:

- Project Type 1 - install or upgrade of sports lights
- Project Type 2 - develop or upgrade of playing surfaces/space(s) including irrigation

Total funding of \$9.726 million (GST exclusive) is available through the Fund including \$1 million dedicated for eligible organisations that have partnered with Education Queensland State Schools.

Refer to Appendix A for definitions referenced throughout the guidelines.

2. Objective

The objective of *Active Gameday Projects* Fund is to offer grants to not-for-profit sport and active recreation organisations and local governments to work collaboratively, with the Department of Tourism, Innovation and Sport (the department), to deliver 'field of play' infrastructure projects that enhance participation opportunities at the local community level.

3. Important Dates

Date	Activity
27 September 2021	Open for applications
5 November 2021	Program closes for applications at 5pm (AEST)
Early 2022	Successful projects announced
30 June 2023	Projects completed
30 September 2023	Project acquitted and reports submitted

4. Funding Available

Total funding of \$9.726 million (GST exclusive) is available through the fund including \$1 million dedicated for eligible organisations who have partnered with an Education Queensland school for projects located on State School land.

Each approved project will be provided funding between a minimum of \$50,000 (GST exclusive) and up to a maximum of \$150,000 (GST exclusive) over an 18-month construction period. Projects must have a maximum estimated total project cost of no more than \$500,000 (GST exclusive).

Funding contributions towards a project are dependent on the total eligible costs for the project. Organisations are required to provide a financial co-contribution to the project, excluding organisations that are located in Local Government Areas with discrete communities (Appendix B).

The following contributions for funding apply:

DTIS contribution (GST exclusive)	Minimum applicant financial contribution (LGAs without discrete communities)	Minimum applicant financial contribution (LGAs with discrete communities)*
\$50,000 - \$150,000	20% of eligible project costs	0%

*Refer to Appendix B – Discrete Communities

Organisations must provide evidence in their application that contributions are secured. This should include evidence of contributions to cover any ineligible project costs. In-kind contributions will not be accepted.

Funding will be prioritised based on total funding requested (low to high) (refer Section 8) and therefore organisations may want to consider a larger financial contribution.

For example, a funding request amount of \$50,000 will be prioritised over a funding request of \$150,000.

5. Organisation Eligibility

5.1 Who can apply?

Organisations eligible to apply for funding are:

- not-for-profit local or regional sport or active recreation organisations (with an objective of sport or active recreation) that:
 - deliver or coordinate an eligible activity/ies (refer Appendix C for eligible activities)
 - are registered with an Australian Business Number (ABN); and
 - are incorporated under the:
 - Associations Incorporation Act 1981 (Queensland)
 - Corporations Act 2001 (Commonwealth)
 - Co-operatives National Law Act 2020
 - Corporations (Aboriginal & Torres Strait) Act 2006 (Commonwealth)
- Queensland local governments (refer to Appendix E)
- incorporated sport or active recreation State Level Organisation managing infrastructure for local community use where there is not a professional team in residence
- a national sport organisation operating in Queensland under a governance model recognised by Sport Australia, managing infrastructure for local community use where there is not a professional team in residence
- state-wide, multi-location, sport and active recreation organisations whose branches/sites are not separately incorporated.

At the time of the program close, organisations must:

- have no outstanding compliance issues with Office of Fair Trading
- have met all obligations for projects/activities currently funded by the department; and
- have no debt owing to the department.

Before applying for this program, contact the Office of Fair Trading or telephone 13 QGOV (13 74 68) or the nearest [Sport and Recreation office](#) to determine whether the organisation has any outstanding compliance issues.

5.2 Who cannot apply?

Examples of who is **NOT** eligible to apply are:

- individuals
- not-for-profit organisations that do not have an objective of sport or active recreation or deliver or coordinate an eligible sport or active recreation activity
- for-profit groups, including trustees and sole traders
- unincorporated organisations

- state sport and active recreation bodies (excluding State Level Organisations listed in section 5.1 above)
- national sport organisations when there is a State Level Organisation in Queensland
- schools, TAFE colleges and universities.
- parents and citizens associations
- religious groups (where the objects are not primarily to deliver or coordinate sport or active recreation activity)
- political organisations (where the objects are not primarily to deliver or coordinate sport or active recreation activity)
- State or Federal government departments.

If unsure of the organisation's eligibility, please contact the nearest [Sport and Recreation office](#) before applying to confirm organisation eligibility.

As part of the assessment process the department may request information from the organisation to show why they should not be deemed ineligible.

6. Eligible Projects

6.1 Funding Priorities

Active Gameday Projects funding priorities ensure the department consistently and fairly provides funding recommendations that support the objectives of the Fund.

Applications may only be submitted under a single project type. All costs included in the application should relate directly to the project type requested. You should review and consider the funding priorities when planning your application.

The following are the funding priorities:

Project Type 1*	Project Type 2
Install or upgrade of sports lights*	Develop or upgrade of playing surfaces/space(s) including irrigation

* If the requested lux level is above the maximum illumination level relevant to the sport activity outlined in Appendix F, the project will be deemed ineligible for consideration of funding.

6.2 Eligible Projects

To be eligible for funding, the project must be **new field of play** infrastructure or **upgrade** of existing field of play infrastructure to enhance participation opportunities at the local community level.

Where a project is to be delivered on school land, to be considered eligible for funding, the project must be located on Education Queensland State School land. School projects on non-Education Queensland State School land are ineligible for funding under this program

Eligible organisations can submit **ONE** project only except for:

- state-wide multi-location organisations who can submit one application per branch/site

New infrastructure is defined as:

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

An **upgrade** is defined as:

- an enhancement to the existing infrastructure that will increase/support participation in sport and active recreation activities e.g. installation of lighting to an existing, unlit rugby league field
- changing a surface or infrastructure component that results in an enhanced function for the facility or an increase in capacity of the infrastructure
- increasing an existing Metal Halide installation with the addition of LED luminaires to increase the lux level on the field without the high cost of replacing all the existing luminaires e.g. currently have 2 x Metal Halide providing 50 lux and wish to add 1 x LED to bring level up to 100 lux.

Lighting will only be funded to support recreation or training, and local competition in line with the maximum illumination levels outlined in Appendix F.

Projects that are to replace 'like-for-like' surfaces or infrastructure (not applicable to Project Type 1 lighting projects) are not considered an upgrade. These are considered **replacement** projects and are ineligible.

Examples of eligible and ineligible projects and components for Project Type 1 applications:

Eligible Projects	Ineligible Projects
Install new lighting for outdoor sports Install new indoor sports lighting Upgrade existing lighting to LED Upgrade current lighting system to include user friendly lighting control systems	Any eligible Type 2 project Replacing LED lights with new LED lights at the same lux level Any lighting not directly related to field of play – including security lighting, carpark and access path lights or internal lighting fitout
Eligible Components	Ineligible Components
Demolition works Geotechnical costs Site preparation Earth works Construction work / materials Relevant project professional fees Plant hire Fixed structures e.g. lighting towers Relocating existing lighting Procurement costs (including tender advertising)	Any works to Metal Halide installations Works external to the project site including electrical, water, IT and drainage Wages or salaried and other employee costs Interior fit outs: e.g. building – fixed interior components including cupboards, internal electricals and fittings not directly relating to indoor sports lighting, plumbing Site remediation Works not undertaken within the Program period Moveable assets and equipment

Lighting apparatus to the stated lux levels (refer to Appendix F) e.g. basketball lux level 100 – costs to this level are eligible *	Preparation of funding application and associated consultant fees Cost of extended warranties.
--------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------

* If the requested lux level is above the maximum illumination level relevant to the sport activity outlined in Appendix F, the project will be deemed ineligible for consideration of any funding

The list above is not exhaustive. Applications for other projects that meet the objectives and priorities of the program will be considered.

Examples of eligible and ineligible projects and components for Project Type 2 applications:

Eligible Projects	Ineligible Projects
Install subsoil drainage and resurface an existing field including laser leveling New field including installation of fixed structures for field of play Upgrade to an existing field to include irrigation and drainage Upgrade an existing surface from grass to a synthetic surface	Any eligible Type 1 project Development or upgrade projects not directly related field of play Car parks and access paths Maintenance of turf fields including topsoil and fertiliser Replacing existing indoor flooring Maintenance of existing mountain bike trails Re-grass an athletics running track Replace an existing synthetic surface with another synthetic surface
Eligible Components	Ineligible Components
Demolition works Geotechnical costs Site preparation Earth works Construction works / materials Relevant project professional fees Plant hire Fixed structures for field of play e.g. field – goal posts, shade structures Procurement costs (including tender advertising)	Car parks and access paths Works external to the project site including electrical, water, IT and drainage Wages or salaried and other employee costs Relocating existing facilities Interior fit outs: e.g. building – fixed interior components including cupboards, internal electricals and fittings, plumbing Site remediation Works not undertaken within the Program period Moveable assets and equipment Preparation of funding application and associated consultant fees.

The list above is not exhaustive. Applications for other projects that meet the objectives and priorities of the program will be considered.

6.3 What will not be funded

The following are ineligible for funding:

Replacement is defined as replacing components at the end of their useful or economic life. End of life will not be considered.

Projects that are to replace 'like-for-like' surfaces or infrastructure (not applicable to Project Type 1 lighting projects) are not considered an upgrade. These are considered **replacement** projects and are ineligible.

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.

After receiving advice from Council, projects requiring a Ministerial Infrastructure Designation or Material Change of Use at the time of application will not be considered for funding due to the program timeframes.

The department reserves the right to determine what constitutes replacement or maintenance.

6.4 Mandatory Application Requirements

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

- a copy of the applicant organisation's current constitution
- demonstrated ownership of the land or current right to occupy/tenure arrangements for a minimum of three years from 1 January 2021 (if arrangements are for less than three years, right to occupy/tenure renewal confirmation must indicate a minimum three-year commitment to use the land for sport/active recreation activities) (refer to 6.4.1)
- landowner's permission to undertake the proposed project (refer to 6.4.2)
- evidence of confirmed financial co-contribution (including all ineligible costs) (refer to 6.4.3)
- proposed project sketch design (refer to 6.4.4)
- proposed project site plan (refer to 6.4.4)
- three independent comparable quote/s dated no earlier than 16 July 2021 estimating project costs or one (1) independent qualified Quantity Surveyor's (QS) estimate. The department will not accept a QS estimate for Project Type 1 applications (refer to 6.4.5)
- evidence of building approval and development approvals or equivalent, or evidence they are not required for the project (refer to 6.4.6)
- additional requirements for Project Type 1 applications (lighting projects) (refer to 6.4.7)

6.4.1 Land tenure and right to occupy/tenure 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. State Level Organisations are also required to provide evidence that the facility is for community use.

If the applicant is not the landowner, 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 tenure agreement or a permit/right to occupy the land. The occupancy arrangement must be for a minimum of three years from 1 January 2021 with a commitment to use the land for sport and active recreation activities. Should the occupancy agreement expire within the three-year minimum timeframe, then an additional letter from the landowner is required stating a commitment to renew the occupancy agreement.

If an applicant is an organisation on Education Queensland State School land, a copy of a Joint Use Agreement/Hire Agreement with the owner/controller of the land is required. The occupancy arrangement must be for a minimum of three years from 1 January 2021 with a commitment to use the land for sport and active recreation activities. Should the agreement expire within the three-year minimum timeframe, then an additional letter from the school principal is required stating a commitment to renew the occupancy agreement. If an applicant does not currently have an agreement, then a letter from the school principal confirming intent to enter an arrangement will be accepted.

6.4.2 Landowner's permission to undertake the proposed project

Applicants must provide evidence of the landowner's consent to undertake the proposed project.

Acceptable evidence of landowner's permission include:

- A completed Council Endorsement Form for sites owned by a local government authority; or
- A letter from the landowner confirming that the organisation has the consent of the landowner to undertake the project (listing exact details of the proposed project) at the stated project address.

6.4.3 Eligible contributions

Eligible financial contributions from the applicant must, at least, meet the minimum percentage contribution (20%) of the total eligible project cost (excluding applicants located within discrete communities refer to Appendix B).

The minimum 20 per cent contribution must be a **financial contribution** available through savings accounts, another grant or a bank loan. In-kind contributions will not be accepted by the department.

Acceptable evidence of financial contribution	
Sport or active recreation organisations	<ul style="list-style-type: none"> • a copy of a recent bank statement (dated no earlier than 31 July 2021) which includes the organisation's legal 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.
Local Governments	<ul style="list-style-type: none"> • a letter from the appropriate delegate as determined by your organisation's delegations confirming that funds are available • meeting minutes confirming an allocation of funds to the project.

6.4.4 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.

Sketch design must be in line with the project description and clearly show:

- “field of play” boundary (indoor and outdoor) (refer to [Site Plan and Sketch Design Fact Sheet](#))
- dimensions and main features of the project
- existing infrastructure versus new project components.

Lighting projects must include:

- a calculation grid/field illumination results sheet which clearly indicates a compliant design (refer to [examples 1 & 2 Field Lighting Calculation Grid and Sports Lighting Fact Sheet and checklist](#)).

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.

Site plan must clearly show:

- existing infrastructure on the site (refer to [Site Plan and Sketch Design Fact Sheet](#))
- positioning of new infrastructure relative to site boundaries.

Lighting projects must include:

- an aerial map (Google Earth or similar) must show existing site and adjacent properties potentially impacted by the new lighting installation
- calculation grid/field illumination results sheet must include the design title block the designers name, organisation and contact details.

6.4.5 Quotes

Organisations will need to provide evidence to support the cost of the project.

A QS estimate or three independent comparable quotes must be provided. The department will not accept a QS estimate for Project Type 1 applications. The department will use the lowest eligible quote submitted in the application as the potential funding amount.

Applicants must not award a contract for works nor advise persons/organisations quoting that their quote is preferred until approved by the department. The applicants preferred quote may not meet the department minimum application requirements and will not be accepted by the department.

Applicants must provide either:

- Project Type 1 (install or upgrade of sports lights) - three independent comparable quotes dated no earlier than 16 July 2021
- Project Type 2 (develop or upgrade of playing surfaces/space(s) including irrigation) either:
 - three independent comparable quote/s dated no earlier than 16 July 2021 **or**
 - one (1) independent qualified Quantity Surveyor’s estimate.

Quotes must include:

- company logo and contact details
- company ABN
- registered Licence Number (if required for the scope of works)
- quote number and date
- period of validity/expiry date for the quote
- contingency allowance (10%)
- escalation (5% - 10% maximum)
- itemised list of works clearly indicating separate GST amounts

Items that make up the QS estimate must include the following:

- supply contractors
- trade breakdowns
- external works
- fees
- contingency allowance (10%)
- escalation (5% - 10% maximum)
- Itemised list of works clearly indicating GST amounts

Quote Exemptions

Organisations located in a Remote or Very Remote Local Government Area (Appendix D) may be considered an exemption to allow an applicant to submit a minimum one quote where evidence of unsuccessful attempts for procurement is provided.

An exemption will not be considered for any other Local Government Area.

Applicants that are unable to obtain three independent comparable quotes will need to provide details within their application, of the attempts made to obtain quotes. The details must include the date, company name and contact details and rationale. The department reserves the right to accept or reject the exemption request.

6.4.6 Development and Building Approval

One of the following must be provided:

- Development and/or Building Approvals, or
- approved Application for Works (or similar), or
- completed Council Endorsement Form as evidence that Development and/or Building Approvals are not required or have been considered and not yet lodged.

After receiving advice from Council, projects requiring a Ministerial Infrastructure Designation or Material Change of Use at the time of application will not be considered for funding due to the program timeframes.

6.4.7 Additional requirements for Project Type 1: lighting projects

Applicants must provide:

- calculation grid/field illumination results sheet showing the compliant design
- obtrusive Light Analysis including an obtrusive light compliance report

All designs, materials and works undertaken must comply with Australian standards.

The above items must be prepared and signed off by a member of the Illuminating Engineering Society (M.I.E.S) of Aust. & NZ grade of M.I.E.S or F.I.E.S (Fellow) and must include the design sheets, the design title block, the designers name, company/organisation, contact details including, street address, telephone numbers, email and website address.

All components utilised in the delivery of the lighting project must:

1. be procured and warranted through and by their respective Australian manufacturers/ authorised suppliers/ authorised distributors with Australian based warranties to ensure warranty conditions are maintained throughout the warranted life of the product; and
2. have a manufacturer's warranty for the benefit of the applicant.

Products with international warranties which have not been confirmed as valid by Australian based manufacturers, authorised suppliers or authorised distributors and products that do not have a manufacturer's warranty for the benefit of the applicant, will not be considered.

These documents must be provided to the department if requested.

7. What is the application process?

To apply for funding under this program, the organisation must be registered in the [Sport and Recreation Grant Registration Portal](#) (GRP). GRP should be commenced as early as possible prior to submitting an application.

Please note, the online applicant portal is not compatible with mobile devices. If further assistance is required to complete the online application, email srsgrportal@dtis.qld.gov.au or call 13 QGOV (13 74 68).

Applications must be submitted using the online application form by **5pm (AEST), Friday 5 November 2021.**

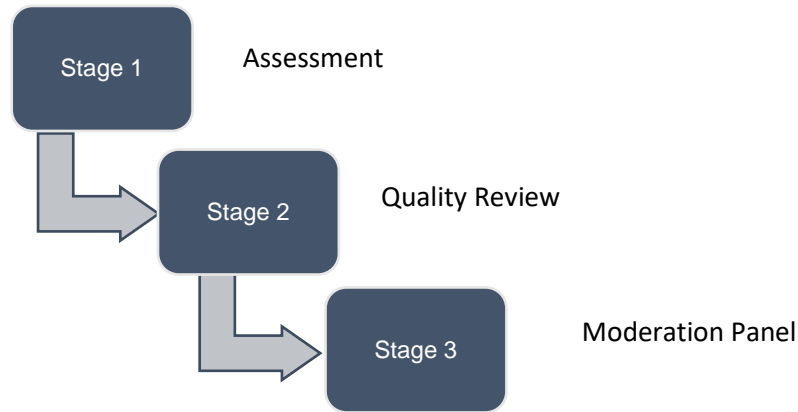
Applicants should review all supporting documentation provided on the department website, including frequently asked questions, Fact Sheets and example documents, prior to submitting an application (<https://www.dtis.qld.gov.au/active-gameday-projects>)

Organisations seeking guidance regarding the suitability of their documentation (e.g. sketch design, site plan and scope of works) and/or eligibility may contact their local [Sport and Recreation office](#) allowing sufficient time prior to applications closing (minimum of one week prior to closing date). Applicants should also consider contacting their local council in advance of the closing date to confirm any local government requirements for the project.

Applicants should familiarise themselves with the online application form and commence the process well before the program closing date.

8. How will applications be assessed?

Applications will be assessed against the organisation and project eligibility, then ranked on application amount requested. It is expected that the department will receive more eligible applications than can be funded within the available budget.



Applications will be validated by the department against the program eligibility criteria through Stages 1 and 2 for consideration by the Moderation Panel.

8.1 Assessment and Quality Review process

Stage 1 Assessment will include if the application:

1. has been submitted by an eligible organisation (refer to Section 5)
2. if the project is eligible for funding (refer to Section 6); and
3. includes the mandatory application requirements (refer to Section 6.2).

Stage 2 Quality Review will include a check of the Stage 1 Assessment and include an assessment on project viability.

If the above considerations are met, an application will be deemed eligible and move to the Moderation Panel for consideration in the prioritisation of projects.

8.2 Moderation Panel process

Stage 3 The Moderation Panel will be responsible for recommendations for the distribution of funding. The Moderation Panel will undertake a prioritisation of applications, particularly to inform where there is an over or under subscription of funding requested.

Eligible applications will be prioritised by the Moderation Panel based on the following:

Education Queensland State School land eligible applications \$1 million	1) 50% split of funding between South East Queensland and Regional Queensland Local Government Areas (refer to Appendix E)
	2) Budget split - 75% for Project Type 1 and 25% for Project Type 2 applications
	3) Total funding requested ranked from lowest to highest within the Project Types
	4) Applicant's previous capital funding received from the department after 2015 (no previous funding to most recently funded) Excluding any funding provided to support Disaster Recovery such as Active Restart Infrastructure Recovery Fund.
	5) Random selection for remaining unallocated funding
All other eligible applications \$8.72 million	1) 50% split of funding between South East Queensland and Regional Queensland Local Government Areas (refer to Appendix E)
	2) Budget split - 75% for Project Type 1 and 25% for Project Type 2 applications
	3) Total eligible funding requested ranked from lowest to highest within the Project Types
	4) Applicant's previous capital funding received from the department after 2015 (no previous funding to most recently funded) Excluding any funding provided to support Disaster Recovery such as Active Restart Infrastructure Recovery Fund.
	5) Random selection for remaining unallocated funding

Once all eligible projects have been considered any remaining unallocated budget may be shifted between Education Queensland State School projects and all other eligible applications budget allocation, to manage under or over subscriptions.

The Moderation Panel may consider the spread of projects across activity and geographical location at their discretion.

9. Approval Process

The Moderation Panel is required to make recommendations to the department delegate on the outcome of the assessment process.

Applicants will receive written notification on the outcome of their application.

Approved applicants will be required to enter into a funding agreement with the Queensland Government. The provision of funding is subject to execution of a funding agreement to be provided by the Department.

9.1 Application process terms and conditions

Submitting an application does not guarantee that the application will be approved. The department reserves the right (at the department's sole discretion) to refuse an application, not assess an application or not approve funding, for any reason, irrespective of whether the eligibility and assessment criteria have been met. The Department's decision in relation to an application or the process is final.

The department reserves the right, at any time, whether before or after, the closing dates for each category of funding, to:

- cancel or vary the assessment process
- close early, suspend, stop or extend the operation of the program or the application process
- amend dates including extending the closing date
- vary the program, including the proposed terms and conditions or funding and/or these guidelines
- consider or reject an application received after the closing date and time
- consider an application submitted other than in accordance with the requirements of the application process, including accepting a non-conforming or incomplete application
- determine whether a project meets the eligibility criteria, project requirements and other requirements set out in these guidelines and should be deemed ineligible
- determine whether the application and supporting documents provided meet the Department's requirements, including (without limitation) those as set out in these guidelines
- change the allocation of funding available under the Program, the eligibility criteria or the types of projects that will be considered.

Any action taken to close early, suspend, stop or extend the program will be notified on the program website.

The department may, at its discretion, request information or documents (included but not limited to audited financials) from an organisation or any other person in order to consider and/or verify the accuracy of an application.

The department will retain all documents submitted and will not return these to the organisation. The organisation must ensure that its officers, employees, agents and/or sub-contractors do not make any public announcement or advertisement in any medium in relation to the process or the program without the prior written consent of the department.

Organisations accept the risk, responsibility and liability connected with submitting an application and will not make any claim in connection with a decision by the department to exercise or not to exercise any of its rights in relation to the application process.

The application and participation in the application process does not constitute an offer or an invitation to make an offer under the application process. It also does not indicate an intention by the

department to enter into any form of legal relations with any party. The acceptance of an application or any invitation to negotiate will not be effective to constitute a contract or to create any legitimate expectation on an organisation's part unless and until a formal written funding agreement is entered into (as per the process set out in the funding terms and conditions). Nothing in this application process amounts to any process contract and in making the application available and conducting this application process, the department expressly excludes any process contract arising.

10. Late Applications

An applicant may request to submit a late application. All applicants lodging a late submission, either wholly or in part, must submit a request in writing for the department consideration.

The request for submission of a late application, or part thereof, must be made within a maximum of three business days, following program close and is at the discretion of the department.

A late submission may be accepted by the department, in the following circumstances:

- where the client has notified the department or the relevant help desk of difficulties, by phone or email, and the issue has not been resolved prior to the program close
- where there has been a confirmed system failure (e.g. database, departmental, internet service provider)
- where there are extraordinary circumstances, beyond the control of the applicant (e.g. natural disasters, births, deaths in family).

11. Appeals Process

Sport and Recreation staff can provide an applicant that has not been approved, with an initial explanation of the rationale for the decision.

If an applicant is not satisfied with a decision, such as an application not being approved for funding, the grant applicant can request a review of the decision. The request is required in writing. An appeal can be requested where the applicant believes the decision does not adhere to the program guidelines and/or the department process of the application.

The appeals process does not include applicants challenging the program guidelines or seeking variations or exceptions to the program guidelines.

Appeals will only be considered if received by the department within one month from the date of the applicant's receipt of written notification from the department on the outcome of the organisation's application. Appeals must be lodged in writing to SRS.info@dtis.qld.gov.au. Organisation will be notified in writing of the appeal outcome.

12. Conflicts of Interest

A conflict of interest may arise due a departmental officer's relationship with a potential applicant. A conflict of interest can be:

- An actual conflict of interest
- A perceived conflict of interest
- A potential conflict of interest.

Any departmental officer involved in the assessment, moderation, administration or approval of the *Active Gameday Projects Fund* will be required to declare, any dealings or relationships with an applicant that may be considered an actual, perceived or potential conflict of interest.

13. Payments

Successful applicants will receive:

1. 20% of the approved funding upon execution of Grant Deed
2. the remaining 80% once pre-construction conditions have been achieved.

13.1 Goods and Services Tax (GST)

GST is a broad-based tax of 10 per cent 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. For more information, refer to the Australian Taxation Office website or telephone 13 24 78.

The grant funding amounts referenced in this guideline are GST exclusive.

Organisations that are registered for GST will be paid a GST component in addition to the approved funding and will be issued with a Recipient Created Tax Invoice (RCTI) for the funding payment.

Organisations that are not registered for GST can receive funding up to the maximum funding amount with no additional GST component, and the department will issue a remittance advice. Organisations not registered for GST need to be aware funding received will need to cover any GST payable. Any shortfall between the funding provided and the GST inclusive project cost will need to be met by the funding recipient.

13.2 Payment Compliance

At the time of the payment, organisations must be compliant with the following prior to any payment of funds:

- have no outstanding compliance issues with Office of Fair Trading
- have met all obligations for projects currently funded by the department; and
- have no debt owing to the department.

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).

14. Reporting, acquittals and audit requirements

Approved organisations will need to acquit the funding spent to the department using a template provided by the department. All organisations funded will be required to keep accurate records of expenditure and provide evidence in the acquittal form supplied to support the delivery of the approved project for the required legislative period. These records are to be made available to the department should the organisation be selected for an audit.

Approved organisations must complete reporting on financial and project activities and outcomes throughout and upon completion of the project.

Approved organisations may be subject to an audit from the department. The department will undertake a random audit of approved projects to ensure that projects are delivered as approved.

The Queensland Government must be appropriately acknowledged by approved organisations in any promotion of the approved project.

15. Survey

Approved organisations will be surveyed upon project inception, project completion and twelve months after project completion. The information within the survey will be used to help the department evaluate the program.

Appendix A – Definitions

Active industry: Refers to the industry that delivers, enables or supports physical activity requiring physical exertion to be undertaken or engaged for the primary purpose of sport, fitness and active recreation participation, and includes but is not limited the following segments:

- **Sport:** A human 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.
- **Fitness:** the sector supplying fitness services, including but not limited to consumers, exercise professionals and fitness businesses
- **Active Recreation:** including activities engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity

Discrete community: Communities in urban areas where the title to a parcel of land has been transferred to an Indigenous organisation, for example, communities on former mission or reserve land

Event participants: Participants who pay a fee per event to participate in the activity and receive limited other services (e.g. newsletter) from the organisation. This type of participant pays no formal membership fee and may not have access to programs and service of the state organisation.

Field of play: develop or upgrade playing space(s), install or upgrade of irrigation or install or upgrade of sports lighting

Independent: an independent person or body not related to the organisation or its participants or members.

National Sporting Organisation: Organisations that develop sport across the continuum, from community participation to high performance levels. NSOs in most cases work closely with their respective State Level Organisations (SLOs) across all Australian state and territory jurisdictions.

Organisation: Interchangeable with a 'club' or 'association' and includes those bodies that meet the eligibility criteria for the program, as outlined in Section 4, and provide physical activity programs and services at the local community level.

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.

Professional Teams: Teams whose athletes receive payment for their performance in a National League.

Regional organisation: An organisation that has affiliated member organisations and is responsible for the coordination of an activity across a specified area.

Remote and Very Remote LGA's: Remote - very restricted accessibility to goods, services and opportunities for social interaction. Very Remote - very little accessibility to goods, services and opportunities for social interaction.

Site: the lot on plan/s for each land parcel which the project will be constructed.

State Level Organisation: Organisations that are responsible for developing their sport or active recreation from community participation to high performance levels.

Appendix B – Discrete Communities

Communities	Local Government Authority
Aurukun	Aurukun Shire Council
Cherbourg	Cherbourg Aboriginal Shire Council
Coen	Cook Shire Council
Doomadgee	Doomadgee Aboriginal Shire Council
Hope Vale	Hope Vale Aboriginal Shire Council
Kowanyama	Kowanyama Aboriginal Shire Council
Lockhart River	Lockhart River Aboriginal Shire Council
Mapoon	Mapoon Aboriginal Shire Council
Mornington Island	Mornington Shire Council
Mossman Gorge	Douglas Shire Council
Napranum	Napranum Aboriginal Shire Council
Northern Peninsula Area	Northern Peninsula Area Regional Council
Palm Island	Palm Island Aboriginal Shire Council
Pormpuraaw	Pormpuraaw Aboriginal Shire Council
Woorabinda	Woorabinda Aboriginal Shire Council
Wujal Wujal	Wujal Wujal Aboriginal Shire Council
Yarrabah	Yarrabah Aboriginal Shire Council
Inner and Outer Islands	Torres Shire Council Torres Strait Island Regional Council

Appendix C – Eligible Activities

Abseiling	Acrobatics	Active Play	Adventure Racing
Active Recreation	Aerobics	Aerobics - Aqua	Aikido
Air Sport	Archery	Athletics	Athletics Little
Australian Football	Badminton	Barrel Racing	Baseball
Basketball	Baton Twirling	Beach Volleyball	BMX
Bocce	Boccia	Bowls - Indoor	Bowls - Lawn
Boxing	Boxing - Kick	Broomball	Bushwalking
Calisthenics	Campdraft	Canoeing	Carriage Driving
Cheerleading	Climbing - Indoor	Cricket	Cricket - Indoor
Croquet	Curling	Cycling	Dance
Dancesport	Disability Sports	Diving	Drill Dance
Endurance Riding	Equestrian	Extreme Sport	Fencing
Fistball	Fitness	Floorball	Football
Football - Indoor	Futsal	Gaelic Football	Gateball
Gelball	Geocaching	Gliding	Goalball
Golf	Gridiron	Gymnastics	Handball
Hang Gliding	Hockey	Horse Riding - Recreational	Ice Hockey
Ice Racing	Ice Skating	Inline Hockey	Ju Jitsu
Judo	Karate	Karting	Kayaking
Kendo	Lacrosse	Laser tag	Life Saving Royal
Life Saving Surf	Martial Arts	Mixed Martial Art	Modern Pentathlon
Motor Sport	Motorcycling	Mountain Bike Orienteering	Netball
Netball - Indoor	Orienteering	Outrigger Canoeing	Oztag
Paintball	Parachuting	Parkour	Petanque
Pickleball	Pilates	Polo	Polocrosse
Pony Club	Power Boats	Power Lifting	Riding For Disabled
Rock Climbing	Rodeo (Team penning / Barrel racing)	Rogaining	Roller Blading
Roller Derby	Roller Skating	Roller Sports	Rowing
Rugby League	Rugby Union	Running	Sailing
Scuba	Shooting	Shooting - Clay Target	Shooting - Pistol
Shooting - Rifle	Shooting - Sporting	Shooting - Sporting Clays	Shooting - Target
Skate - Scooter Activities	Skate Boarding	Skipping	Sky Diving
Snowboard	Snow Sports	Softball	Squash
Stand Up Paddleboarding	Surf – Other (e.g. Kitesurfing)	Surfing	Surfing - Body Boarding
Swimming	Swimming - Synchronised	Table Tennis	Taekwondo
Tai Chi	Tennis	Tenpin Bowling	Touch
Traditional Indigenous Games	Trail Bike Riding	Trampolining	Triathlon
Ultimate Disc (including Disc Golf)	Underwater Sports	Vigoro	Volleyball
Wakeboarding	Walking	Water Polo	Water Skiing

Wave Ski Surfing	Weightlifting	Wheelchair Basketball	Wheelchair Rugby
White Water Rafting	Windsurfing	Woodchopping	Wrestling
Yachting	Yoga	Zumba	

Appendix D – Remote and Very Remote Local Government Areas

Remote and Very Remote LGA's	
Aurukun - Very Remote	Lockhart River - Very Remote
Balonne - Remote	Longreach - Very Remote
Banana - Remote	Mapoon - Very Remote
Barcaldine - Very Remote	Maranoa - Remote
Barcoo - Very Remote	Mareeba - Very Remote
Blackall-Tambo - Very Remote	McKinlay - Very Remote
Boulia - Very Remote	Mornington - Very Remote
Bulloo - Very Remote	Mount Isa - Very Remote
Burke - Very Remote	Murweh - Very Remote
Carpentaria - Very Remote	Napranum - Very Remote
Cassowary Coast - Remote	Northern Peninsula Area - Very Remote
Central Highlands - Remote	Palm Island - Remote
Charters Towers - Remote	Paroo - Very Remote
Cloncurry - Very Remote	Porpuraaw - Very Remote
Cook - Very Remote	Quilpie - Very Remote
Croydon - Very Remote	Richmond - Very Remote
Diamantina - Very Remote	Tablelands - Remote
Doomadgee - Very Remote	Torres - Very Remote
Etheridge - Very Remote	Torres Strait Island - Very Remote
Flinders - Very Remote	Weipa - Very Remote
Hinchinbrook - Remote	Whitsunday - Remote
Hope Vale - Remote	Winton - Very Remote
Isaac - Remote	Woorabinda - Remote
Kowanyama - Very Remote	Wujal Wujal - Remote

Appendix E – Local Government Areas

Regional Queensland Local Government Areas	
Aurukun	Livingstone
Balonne	Lockhart River
Banana	Longreach
Barcaldine	Mackay
Barcoo	Mapoon
Blackall-Tambo	Maranoa
Boulia	Mareeba
Bulloo	McKinlay
Bundaberg	Mornington
Burdekin	Mount Isa
Burke	Murweh
Cairns	Napranum
Carpentaria	North Burnett
Cassowary Coast	Northern Peninsula Area
Central Highlands	Palm Island
Charters Towers	Paroo
Cherbourg	Pormpuraaw
Cloncurry	Quilpie
Cook	Richmond
Croydon	Rockhampton
Diamantina	South Burnett
Doomadgee	Southern Downs
Douglas	Tablelands
Etheridge	Torres
Flinders	Torres Strait Island
Fraser Coast	Townsville
Gladstone	Weipa
Goondiwindi	Western Downs
Gympie	Whitsunday
Hinchinbrook	Winton
Hope Vale	Woorabinda
Isaac	Wujal Wujal
Kowanyama	Yarrabah

South East Queensland Local Government Areas	
Brisbane	Noosa
Gold Coast	Redland
Ipswich	Scenic Rim
Lockyer Valley	Somerset
Logan	Sunshine Coast
Moreton Bay	Toowoomba

Appendix F – Maximum illumination levels

Funding will only be provided to deliver the Light Technical Parameters (Lux levels indicated in the table below).

If the requested Lux level is above the maximum illumination level relevant to the sport activity outlined in table below the project will be deemed ineligible for consideration of any funding

This table is not an exhaustive list, sports not listed may still be eligible but will require evidence at application that Lux requirements for recreational, training and local club competition requirements have not been exceeded.

Maximum illumination levels			
Sport	Level description		Lux levels
Aquatic Sports & diving	Recreation or training, and low-level local competition		150 lux
Baseball and Softball	Training (non-competition) & Softball - Recreational, club/local competition	Infield	300 lux
		Outfield	200 lux
		Batting cages and Pens	300 lux
Bowling greens	Recreation, training, and club competition		100 lux
Cricket (Outdoor)	Practice area		100 lux
	Square/Infield/Outfield		200 lux
	Outdoor practice pitches		100 lux
Cricket (Indoor)	Training		300 lux
Equestrian	Training and recreational	Non-jumping	100 lux
		Jumping	150 lux
Football (all codes)	Touch and tag		50 lux
	Ball and physical training		50 lux
	Club competition and match practice		100 lux
	AFL - Club competition and match practice		150 lux
Hockey	Ball and physical training		200 lux
Multipurpose indoor Sports Centres	Aerobics, Dancing, Fitness training (Gym), Gymnastics, Indoor Bowls (including Bocce, Martial arts (Boxing/judo/kondo/karate/wrestling/etc.) and weightlifting		200 lux
	Badminton, Basketball, Fencing, Five-a-side (Futsal), Hockey, Netball, Table tennis and Volleyball		300 lux
Netball and Basketball (Outdoor)	Recreation or training, and low-level local competition		100 lux
Squash	Recreation or training, and low-level local competition		300 lux
Tennis	Recreational and residential - PPA		250 lux
	TPA		150 lux

This page has intentionally been left blank