

Get in the Game 2018–2020
Get Planning Spaces



Funding to plan places to play

Guidelines

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Assistance



Interpreting services are available for people who have difficulty communicating in English. Sport and Recreation Services will engage an interpreter to talk with clients. Information on how to access interpreter services is located here:

<https://www.communities.qld.gov.au/multicultural/policy-and-governance/translating-and-interpreting-services>.

1.0 What is *Get Planning Spaces*

The *Get Planning Spaces* program (the program), formerly known as the Sport and Recreation Planning Program, is one of six programs in the Queensland Government's *Get in the Game 2018-2020* initiative which supports participation in sport and active recreation at the grassroots level. The programs that form this initiative are:

- *Get Started Vouchers*
- *Get Planning Spaces*
- *Get Playing Plus*
- *Get Going Clubs*
- *Get Playing Places and Spaces*
- *Female Facilities Program*.

Sport and Recreation Services (SRS) seeks to implement better planning and prioritisation of sport and recreation infrastructure across Queensland. The program will provide organisations with funding to develop quality infrastructure planning documents. These will contribute to the evidence base regarding future infrastructure needs for sport and recreation in Queensland.

Successful applicants are encouraged to make the findings of their planning studies public. An essential component of this program is that other interested parties such as clubs, peak bodies and councils, as well as SRS, are aware of the outcomes of each planning study to understand the identified synergies and mutual opportunities.

2.0 Objective

The objective of the program is to improve the quality of evidence-based decision making and strategic planning for sport and recreation infrastructure across Queensland.

3.0 Key definitions

Sport is a human physical activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.

(Active) recreation activities are those involving physical exertion where the primary focus is individual or group participation and enjoyment over elements of competition where rules and patterns of behaviour govern the activity. Active recreation does not include 'active work' or 'active living'. For the purpose of this program, any reference to 'recreation' is defined as 'active recreation'.

Organisation is interchangeable with an 'association', 'state sport or recreation organisation' or 'local government' and includes those bodies that meet the eligibility criteria for the program as outlined in Section 6, and provides sport and/or recreation infrastructure and services.

State level organisations are sport and recreation bodies funded under the State Development Program (SDP) 2017–2019.

Industry Peak Bodies are umbrella organisations representing a sector of the sport and/or recreation industry. These organisations provide leadership, guidance and strategic direction for the relevant sectors.

Other peak organisations are not-for-profit organisations involved with the provision of sport and/or recreation and deliver across Queensland e.g. Queensland Police-Citizens Youth Welfare Association.

4.0 Funding available

The program will be open for proposals on an annual basis and will provide maximum funding of up to \$100,000 (GST exclusive) for projects that result in the development of quality, evidence-based infrastructure planning documents.

Funding amounts and expected contributions are dependent on the organisation type. Departmental and organisational funding contributions are outlined in the table in section 6.0.

5.0 Important dates

Date	Activity
12 February 2018	Applications open
18 April 2018	Applications close
June 2018	Successful projects approved
July 2018	Projects commence*
30 September 2019	Projects completed
31 October 2019	Project acquittal and reporting

*projects may commence earlier if the grant deed has been executed

6.0 Who is eligible to apply?

Organisations eligible to apply for funding are:

- state level organisations or state level sport or recreation peak organisations incorporated under the:
 - *Associations Incorporation Act 1981* (Qld)
 - *Corporations Act 2001* (Cwlth)
 - *Cooperatives Act 1997* (Qld)
 - *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cwlth)
- local governments constituted under the *Local Government Act 2009* (Qld), the *City of Brisbane Act 2010* (Qld) and the *Commonwealth Aluminium Corporation Pty Ltd Agreement Act 1957* (Qld).

Organisations must also be compliant with all requirements for any projects currently funded by the department. Contact the nearest SRS office to determine whether the organisation has any outstanding compliance issues with the department. Refer to [Appendix 1](#) for office locations.

Organisations that have been previously funded under the Sport and Recreation Planning Program may be considered a lower priority.

Eligible organisations**		Maximum department percentage***	Maximum departmental amount (GST exclusive)
State level organisations	State level organisations with: <ul style="list-style-type: none"> revenue stream of over \$10 million; or maximum funding from SDP 	75%	Up to \$100,000
	All other state level organisations	100%	Up to \$50,000
Local governments**	Population > 100,000	50%	Up to \$100,000
	Population between 5,000 – 100,000	75%	Up to \$75,000
	Population < 5,000	100%	Up to \$50,000
Industry Peak Bodies		100%	Up to \$75,000
Other peak organisations		75%	Up to \$100,000
Collaborations across sport/recreation activities and/or local government areas		75%	Up to \$100,000

**Refer to [Appendix 2](#)

***Exceptions to contribution percentage may be considered in exceptional circumstances

Collaboration

The department encourages a collaborative approach. Where possible:

- local governments are encouraged to collaborate with neighbouring local governments to investigate the feasibility of developing a regional strategy
- state level organisations that utilise similar facilities are encouraged to develop their plans in a collaborative manner.

The department will actively encourage collaborations between organisations, based on the project proposals submitted.

Organisations may collaborate in more than one project but are not able to be the funding recipient for more than one project. Where collaborative proposals are successful in receiving funding, the department will only enter into a grant deed with one organisation involved in the collaboration.

7.0 Who is not eligible to apply?

Individuals and organisations **NOT** eligible to apply for funding are:

- local and regional not-for-profit sport and recreation organisations
- not-for-profit organisations that do not have a primary objective relating to sport or recreation
- unincorporated organisations
- for-profit groups
- religious groups
- political organisations / government departments
- schools / TAFE colleges / universities
- national sport and recreation organisations (except where no state body in Queensland exists)
- Queensland government agencies.

8.0 Eligible projects

The following projects will be considered as eligible*:

Plan	Description
State Wide Facility Planning	Planning from a state sport/recreation industry organisation that seeks to identify and prioritise facility needs across Queensland
Regional Recreation Planning	Planning that serves a regional purpose with strategies and priorities identified for the development of active recreation facilities (e.g. walking/riding trails) across local government borders
Regional Sports Facility Planning	Planning that serves a regional purpose with strategies and priorities identified for development of sport facilities across local government borders
Local Sport/Recreation Planning	Planning that identifies strategies and priorities addressing community needs for sport/recreation facilities across a local government area
Sport and Recreation Precinct Master Plan	Planning to develop a comprehensive master plan that will provide direction for the long term facility development of a specific site.

**Other projects involving planning may be deemed eligible at the discretion of the department*

Sport and Recreation Services' website www.npsr.qld.gov.au/recreation/planning is designed to assist organisations with effective sport and recreation planning.

9.0 Eligible components

Costs relating to the development and publication of plans listed above are considered eligible. These costs may include:

- advertising of public meetings
- procurement costs (including advertising)
- consultant fees
- data collection and analysis
- facility audits
- consultation with stakeholders
- distribution of the implementation plan
- printing of planning reports/maps
- administration costs specific to the project
- data collection equipment where it is absolutely necessary to contribute to the preparation of the plan
- travel costs specifically related to consultation/development of plan.

10.0 Ineligible projects/components

The following projects and components are ineligible for funding:

- open space planning
- organisational strategic planning
- projects that look at an organisation's internal structure
- in-kind costs
- facility feasibility studies
- facility management plans
- environmental impact statements
- purchase of merchandise or materials including promotional brochures
- purchase of land
- costs incurred outside of the funding period
- salaries and wages
- office facilities costs

-
- supervisory and management costs (e.g. attendance/travel to steering committee meetings)
 - food/catering
 - capital works.

Sport and Recreation Services officers will be able to assist organisations in determining the eligibility of project/s and specific components of these. Elements within the project/s which are deemed ineligible may be deducted from the total eligible project cost. The total eligible project cost will determine the final funding contribution from the department.

11.0 Application process

Applications must be submitted using the online application form by 5.00pm on Wednesday, 18 April 2018. Applicants should visit the SRS website www.qld.gov.au/recreation/sports/funding/getinthegame/getplanning to determine eligibility then contact their nearest SRS office as soon as possible to discuss the project. Refer to [Appendix 1](#) for office locations.

The following information must be provided in the application:

- contact person for the project
- for site plans, the physical address of the project is required
- type of plan (refer to [Section 8](#))
- short description of the plan
- project brief (refer to [Appendix 4](#))
- excerpt/s of relevant previous planning documentation or supporting documents (if applicable. 20MB maximum file size permitted).
- project cost and financial contributions to the project, including supporting documentation
- need for the project and how it relates to the *Get Planning Spaces* program objective ([Section 12.1 - Need](#))
- demonstration that the project is ready to proceed ([Section 12.2](#) – Ability to deliver).

Refer to [Appendix 4](#) for specific details on the project brief requirements.

Organisations seeking feedback regarding the suitability of their documentation (e.g. project brief, planning documentation) and/or eligibility, must provide relevant documents to a SRS office, allowing sufficient time for feedback prior to the closing date (minimum of one week prior to the closing date).

Applying online

Any organisation wishing to apply for funding must be registered in the Grant Registration Portal (GRP). Applicants who are not registered are encouraged to register in the GRP as soon as possible.

Any organisation or individual can only be registered once in the GRP. For more information, or to register, visit the website www.qld.gov.au/recreation/sports/funding/grants-portal/. For assistance, applicants should contact their nearest SRS office as soon as possible.

Access to your organisation's account in the GRP is managed by an authorised Primary Contact within your organisation. Contact your organisation's President, General Manager (or equivalent) or management committee for more information regarding the organisation's registration in the GRP. If no one in the organisation knows, or is unable to access the account, then contact your local SRS office.

Applicants should familiarise themselves with the online application and commence the process well before the program closing date. A guide to assist in the use of the online application system and computer requirements is available here: www.qld.gov.au/recreation/sports/funding/getinthegame/getplanning.

Please note that the online grants system is **not compatible with mobile devices**. If further assistance is required to complete the online application, contact the nearest SRS office on telephone 13 QGOV or refer to [Appendix 1](#).

The questions you will need to respond to in the online application form, and the information you will need to provide, are outlined in [Appendix 3](#).

Submitting an application

To submit the application, the **'Submit Application'** button **must be clicked**. Once the application has been submitted, a pop-up will appear and a message will state 'Application Submitted Successfully'. If this message does not appear after submitting the application, check that all mandatory questions have been answered.

Once the application has been submitted, you will also receive an email with your application form attached as a PDF document. If you do not receive an email within 24 hours, you will need to check your 'junk mail'. If your email does not contain an attachment, you can check the status of your application via the 'My Applications' tab in your account. The application should have a 'Submitted' status. If it does not have a 'Submitted' status, you will need to go back into the application and submit it to finalise the process. **It is highly recommended that you check your application's status.**

If an email has not been received and/or the application does not have a 'Submitted' status, contact the nearest SRS office on telephone 13 QGOV or refer to [Appendix 1](#).

12.0 Assessment process

Applications that are deemed eligible will be assessed against the following program criteria:

- need
- ability to deliver
- program priorities
- relevant strategic considerations.

12.1 Need

Applications must demonstrate:

- a clear linkage to the program objective ([Section 2.0](#))
- that an appropriate needs analysis has been undertaken (as outlined in the project brief).

Collaboration

Projects that are collaborations between local governments and/or sport and recreation organisations are encouraged. The project brief should include details of how the collaboration is to occur and the endorsement of all organisations involved.

12.2 Ability to deliver

The application will need to include the following in order to demonstrate an ability to deliver the project:

- project budget estimate (including written evidence or reasoning behind estimate)
- procurement methodology demonstrating value for money
- evidence of financial contributions, if applicable.

Project delivery timeframes

Organisations will need to demonstrate that the project can be delivered within the program timeframes. Projects that cannot be delivered by 30 September 2019 will be deemed a lower priority by the department.

Financial contributions

Financial contributions from the applicant must, at least, meet the minimum percentage contribution towards the total eligible project cost outlined in [Section 6.0](#).

Evidence of financial contributions must be provided and may include:

Local governments

- a letter from the Chief Executive Officer/Chief Financial Officer committing the local government's budget commitment; or
- an excerpt from council's budget; or
- a copy of council meeting minutes.

Other organisations

- a copy of a recent bank statement which includes the organisation's name and account information; or
- an approved loan document; or
- a letter from the appropriate delegate such as the Chief Financial Officer or Accountable Officer of the organisation confirming that funds are available; or
- meeting minutes confirming allocation of funds to the project.

Projects where there is no evidence that some or all financial contributions have been confirmed will be deemed a lower priority and a higher risk by the department.

Note: Grants from other Queensland Government agencies will be deducted from the total eligible project cost and as a consequence may reduce the maximum amount of funding provided by the department.

12.3 Program priorities

Taking into account the need for the project and the ability of the organisation to deliver the project, the department will prioritise meritorious projects in the following order:

1. state-wide plans linked to:
 - the department's Geographical Information System (GIS) mapping project (refer to: [Sport Planning Tool](#) for a list of GIS sports); or
 - high participation activities (facilities-based) identified in the [Queensland Sport, Exercise and Recreation Survey \(Adults\)](#) (refer to pg. 24, section 4.2)
2. collaborative plans and projects
3. council wide/other statewide plans
4. specific site plans.

12.4 Strategic considerations

The department may also take into account a number of factors including, but not limited to:

- emerging trends with respect to participation in sport and recreation
- access to participation in rural/remote areas and low socio-economic status communities
- distribution of funding across the diversity of sport and recreation activities
- population distribution, regional priorities and potential areas of growth
- provision of sport and recreation opportunities for children and young people
- supporting active female involvement in sport and recreation
- projects likely to lead to improved social cohesion and inclusion.

13.0 Approval process

All applicants will be advised in writing whether their application has been approved. Expenses incurred prior to Ministerial approval are not eligible for funding.

14.0 Delivering the project

The project delivery period is from 1 July 2018 to 30 September 2019. Project delivery timeframes should include:

- the establishment of a project control group that includes a SRS representative
- the ability for the applicant to execute a grant deed within two months of receiving notification of a successful application.

Successful organisations must enter into a grant deed, as stipulated by the department. Approved applicants must meet the terms and conditions of the grant deed.

14.1 Collaboration

Where organisations combine to develop a regional or collaborative strategy, a representative project management team must be established and include a client manager from SRS. This project management team may be an already established voluntary alliance of local governments.

14.2 Data sets

Depending on the project, the department reserves the right to request raw data collected by successful organisations relating to location/s, infrastructure standards and conditions, participant numbers and membership data. Organisations will be required to acquire and complete a data model template which will be provided to the successful applicants once approved. An example of this data model is provided on the website at

www.qld.gov.au/recreation/sports/funding/getinthegame/getplanning but may be negotiated dependent upon the plan being developed. This data may be used to support an evaluation of the program and in the department's statewide GIS.

14.3 Draft plan

A draft of the plan prepared as part of the project must be provided to the department. The department has the right to review the draft plan and provide feedback and/or request amendments before the plan is finalised.

14.4 Final plan

The final plan must be submitted to the department once completed. To enable and encourage the knowledge sharing and understanding of the planning findings between interested organisations it is highly recommended that the final plan be located in a publicly accessible location such as a website.

At a minimum the final plan must contain:

- overview/executive summary of major findings, suggested future direction, recommended actions
- short, medium and long term priority list of infrastructure development
- links to regional and/or state-wide needs
- participation trends
- relevant emerging issues
- gaps in existing service provision and infrastructure
- population demographics including growth
- demonstrated community and stakeholder consultation
- reference of any relevant facility standards.

14.5 Decision making and implementation of recommendations

To ensure that the final plan is effectively utilised, successful organisations will be required to develop an implementation plan and submit it to SRS with the final plan or acquittal report. The implementation plan should identify how the organisation intends to use the findings of the planning research to support future decision making, and how the organisation plans to monitor and implement

recommendations identified in the final plan (so far as practicable). The implementation plan must be released as a public document and include the following information:

- summary of the final plan scope
- how the recommendations in the final plan will be used to support future decision making
- the key analysis that supports recommendations from the plan
- how recommendations identified in the final plan will be monitored and how often (so far as practicable)
- the resources required to deliver the relevant infrastructure
- any budget commitments (if available)
- timelines for delivery
- any key issues or pending restrictions to delivery (where relevant).

See link below for an example of a publically available council implementation plan:

- Cairns Regional Council:
[www.cairns.qld.gov.au/ data/assets/pdf_file/0018/7452/ImplementationPlan.PDF](http://www.cairns.qld.gov.au/data/assets/pdf_file/0018/7452/ImplementationPlan.PDF)

The final plan and implementation plan must be tabled and minuted by the executive of the organisation. It is not a requirement for the organisation to accept all of the recommendations within the final plan nor to publish the final plan as a public document.

15.0 Payment arrangements

Organisations will require an ABN to be able to be paid by the department. While it is not necessary to have an ABN to be eligible, should the organisation be successful, an ABN will be required for the department to pay funding for the approved project.

Grant amounts will be paid in three instalments as follows:

- 50% of funding paid within 30 days upon execution of the grant deed and compliance with deed requirements
- 40% of funding paid within 30 days of completion of the compliance milestone to the department's satisfaction. The compliance milestone will be agreed with successful organisations (for example, presentation of facilities audit and/or submission of raw data).
- 10% of funding paid within 30 days of completion of the final milestone to the department's satisfaction. Final milestone includes submission of final plan to SRS and publication of the associated implementation plan on the organisation's website.

Organisations that are registered for GST will be issued with a Recipient Created Tax Invoice (RCTI) for the funding payment. Where the approved organisation is not registered for GST, the GST amount will not be added and remittance advice will be provided for the approved funding payment (refer to section 16.0 below in regards to GST application).

16.0 GST application

Goods and Services Tax (GST) is a broad-based tax of 10% on the sale of most goods and services purchased in Australia.

Organisations with current or projected annual turnover for all revenue activities of \$150,000 or more (including this project), must be registered for GST. Compliance with the legislation is a requirement of Federal taxation legislation. The Australian Taxation Office can provide more information—refer to the website www.ato.gov.au or telephone 13 24 78. If your organisation receives a grant from the department you must be aware that this may affect your turnover amount and whether or not your organisation must register for GST.

Organisations that are not registered for GST are responsible for the GST component of the funded project. Please consider this when completing the project budget details as all costs must be GST exclusive. This also applies when acquitting the grant the amount and if not completed correctly may result in a shortfall where unspent funds will need to be returned to the department.

For more information about GST and examples of how this is applied please see the fact sheet available at www.npsr.qld.gov.au/assets/documents/sports/funding/getinthegame/gst-fact-sheet-gitg.pdf.

17.0 Project report and acquittal

Organisations will need to provide a financial acquittal and report by 31 October 2019. Details of these requirements will be outlined in a grant deed with successful organisations.

18.0 Audit

Approved applicants may be subject to an audit by the department. The department will undertake an audit of up to 20% of approved projects to ensure that projects are delivered as approved. All organisations funded by the department are required to keep accurate records to support the development and delivery of the approved project. These records are to be made available to the department should the applicant be selected for an audit. Full details of records that should be maintained will be included in the grant deed.

19.0 Privacy disclaimer of organisations

Sport and Recreation Services is collecting the information in the *Get Planning Spaces* program to assess applications for funding under the *Get Planning Spaces* program. Information will also be used to help the department monitor and evaluate programs and resources. This information will only be accessed and used by authorised employees within the department and approved contractors appointed by the department to conduct a program evaluation.

The department will disclose details of approved funding and details of accountable officers (such as name, position in the organisation, and telephone number) to local members of Parliament. Information on approved organisations and details of approved projects, such as funding approved and location of the project will also be made available on the department's website and may be provided to local governments and relevant sport and recreation organisations for the purpose of advice on approved project information. Your information will not be disclosed to any other parties unless authorised or required by law, subject to the above.

If you have any further questions regarding privacy, please contact the department's Privacy Contact Officer at righttoinformation@hpw.qld.gov.au.

Appendix 1 Sport and Recreation Services offices

Departmental offices are located across the state, with staff available to offer advice and assistance with the application. Please direct enquiries to your nearest Sport and Recreation Services office or alternatively phone 13 QGOV.

Industry Capacity and Support (for SLOs)

Email: SRindustries@npsr.qld.gov.au
Address: Level 6, 400 George Street,
Brisbane QLD 4000
Postal: PO Box 15187, City East QLD 4002
Phone: (07) 3338 9259

Brisbane Region

Email: srs.bris.sportrec@npsr.qld.gov.au
Address: Level 6, 400 George Street,
Brisbane QLD 4000
Postal: PO Box 15187, City East QLD 4002
Phone: (07) 3333 5309

South East Region

Email: south.east@npsr.qld.gov.au
South East regional office
Address: Unit 9, Level 1, 54-66 Perrin Drive, Underwood QLD 4119
Postal: PO Box 956, Sunnybank QLD 4109
Phone: (07) 3078 3188

Gold Coast area office

Address: Tallebudgera Recreation Centre
1525 Gold Coast Highway,
North Palm Beach QLD 4221
Postal: PO Box 50, Burleigh Heads QLD 4220
Phone: (07) 5507 0214

South West Region

Email: southwestsportrec@npsr.qld.gov.au
South West regional office
Address: Toowoomba Sports Ground
Ground Floor, Clive Berghofer Stadium
47 Arthur Street, Toowoomba QLD 4350
Postal: PO Box 2259, Toowoomba QLD 4350
Phone: (07) 4596 1006

Dalby area office

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

Warwick area office

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

Ipswich area office

Address: Level 4, 117 Brisbane Street, Ipswich QLD
Postal: PO Box 2259, Toowoomba QLD 4350
Phone: 0477 317 531

North Coast Region

Email: north.coast@npsr.qld.gov.au
Address: Level 6, 12 First Avenue,
Maroochydore QLD 4558
Postal: PO Box 3008, Maroochydore QLD 4558
Phone: (07) 5459 6176

Central Queensland Region

Email: srcentralqld@npsr.qld.gov.au
Central Queensland regional office
Address: 61 Yeppoon Road,
Parkhurst QLD 4701
Postal: PO Box 822, Rockhampton QLD 4700
Phone: (07) 4936 0510

Bundaberg area office

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

Hervey Bay area office

Address: Ground Floor, 50-54 Main Street,
Hervey Bay QLD 4655
Postal: PO Box 3054, Hervey Bay QLD 4655
Phone: (07) 4125 9352

Emerald area office

Address: 99 Hospital Road, Emerald QLD 4720
Postal: PO Box 346, Emerald QLD 4720
Phone: (07) 4991 0830

North Queensland Region

Email: northernpsportrec@npsr.qld.gov.au
North Queensland regional office
Address: 3-9 Redpath Street,
North Ward QLD 4810
Postal: PO Box 1468, Townsville QLD 4810
Phone: (07) 4799 7010

Mount Isa area office

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

Mackay area office

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

Far North Queensland Region

Email: srfarnorth@npsr.qld.gov.au
Address: Level 2, William McCormack Building
5B Sheridan Street, Cairns QLD 4870
Postal: PO Box 2494, Cairns QLD 4870
Phone: (07) 4222 5236

Appendix 2 Local government populations

Census resident population 2016

LGA Name	Total persons	LGA Name	Total persons
Aurukun (S)	1323	Logan (C)	313,785
Balonne (S)	4480	Longreach (R)	3727
Banana (S)	14,607	Mackay (R)	117,703
Barcaldine (R)	2909	Mapoon (S)	322
Barcoo (S)	272	Maranoa (R)	12,928
Blackall-Tambo (R)	1924	Mareeba (S)	22,157
Boulia (S)	437	McKinlay (S)	810
Brisbane (C)	1,184,215	Moreton Bay (R)	438,313
Bulloo (S)	360	Mornington (S)	1196
Bundaberg (R)	94,453	Mount Isa (C)	19,332
Burdekin (S)	17,313	Murweh (S)	4391
Burke (S)	342	Napranum (S)	1001
Cairns (R)	162,451	Noosa (S)	54,033
Carpentaria (S)	2051	North Burnett (R)	10,623
Cassowary Coast (R)	29,396	Northern Peninsula Area (R)	2952
Central Highlands (R)	28,783	Palm Island (S)	2602
Charters Towers (R)	12074	Paroo (S)	1686
Cherbourg (S)	1296	Pormpuraaw (S)	785
Cloncurry (S)	3114	Quilpie (S)	833
Cook (S)	4424	Redland (C)	151,987
Croydon (S)	300	Richmond (S)	800
Diamantina (S)	297	Rockhampton (R)	81,589
Doomadgee (S)	1474	Scenic Rim (R)	40,975
Douglas (S)	11,997	Somerset (R)	25,173
Etheridge (S)	819	South Burnett (R)	32,747
Flinders (S) (Qld)	1569	Southern Downs (R)	35,622
Fraser Coast (R)	102,953	Sunshine Coast (R)	303,389
Gladstone (R)	63,288	Tablelands (R)	25,312
Gold Coast (C)	576,918	Toowoomba (R)	164,595
Goondiwindi (R)	10837	Torres (S)	3789
Gympie (R)	50,292	Torres Strait Island (R)	4785
Hinchinbrook (S)	10,990	Townsville (C)	192,058
Hope Vale (S)	967	Weipa (T)	4024
Ipswich (C)	200,123	Western Downs (R)	34,197
Isaac (R)	21,563	Whitsunday (R)	34,626
Kowanyama (S)	984	Winton (S)	1156
Livingstone (S)	37,055	Woorabinda (S)	992
Lockhart River (S)	747	Wujal Wujal (S)	296
Lockyer Valley (R)	39,486	Yarrabah (S)	2703

(C) = City (R) = Regional Council (S) = Shire (T) = Town

Source: ABS 3218.0, *Regional Population Growth, Australia*, 2016.

Appendix 3 Online application form checklist and questions

Before applying for funding under *Get Planning Spaces*, ensure that you have understood the requirements for the program and are adequately prepared to apply online. The online application form is not compatible with mobile devices, so you will need to have access to a laptop or desktop.

You can save the online application without finalising it and return to complete it at a later stage. Application forms are saved in the 'My applications' area of the online portal. Applications must be submitted by 5:00pm, Wednesday, 18 April 2018.

You are advised to contact your nearest Sport and Recreation Services office to discuss the project prior to submitting an application. Contact details can be found at [Appendix 1](#), on the website at www.npsr.qld.gov.au/contactus/offices or telephone 13 74 68 (13GGOV).

The following information is required as part of the online application.

Before you start

- Read the *Get Planning Spaces* guidelines
- Check the eligibility criteria of the *Get Planning Spaces* program to see if your organisation is eligible
- Check your organisation is compliant with Office of Fair Trading requirements (if applicable) as this is required prior to any payment of funds
- Check the organisation does not have any outstanding requirements for any projects currently funded by the department prior to the program closing date.
- Consult the nearest Sport and Recreation Services office about your project (call 13 QGOV).

The following questions will be asked in the application form:

Pre-eligibility conditions

- Is the organisation? (Select the applicable organisation type or collaboration type)
- Under which Act is the organisation incorporated? (Select the applicable Act).

Project details

- What type of plan is being proposed?
- Provide a short summary of the intended project including the timeframe and activities the plan will cover.
- Physical address of project including Lot and Plan (you will need to provide the physical address of the project for specific site plans only).

Need

- Attach a project brief as per [Appendix 4](#) of the guidelines and required attachments
- Attach an excerpt of any relevant previous planning documentation or supporting documentation.

Ability to deliver

- What is the total project cost? (GST exclusive) (Include costs in whole dollars and do not include GST component)
- Total amount requested from the department under this grant? (GST exclusive) (Include costs in whole dollars and do not include GST component. Note guidelines [section 6.0](#) of maximum department amounts
- Project budget estimate/Quotes attachment (Attach documentary evidence which substantiates the project costs e.g. quotations)
- Supporting documentation for financial contributions (Attach details of how the organisation will fund its contribution towards the cost of the project. E.g. organisations financial contribution, loans, other funding/grants, letters, council minutes etc.).

Appendix 4 Project brief guidelines

The application must include a project brief of at least two and a **maximum of five pages**. The project brief should consider the following components:

1. Introduction/Background

- a. Some background on the organisation applying for the funding / or organisation that will benefit from the funding
- b. Include organisation type e.g. Council, State Level Organisation
- c. Include organisation goals e.g. facilitate planning at a regional level.

2. Needs Analysis

- a. Review the relevant evidence and include a brief description of the need for the project
 - i. Participation trends
 - ii. Relevant emerging issues
 - iii. Gaps in existing service provision and infrastructure
 - iv. Access and opportunity
 - v. Population demographics and growth
 - vi. Policy that may affect the project
 - vii. Reference to existing facility standards (if relevant)
 - viii. Previous studies related to the project – including if this project is a review of an existing plan
- b. How the need was identified
- c. The purpose of the project
- d. The objective of the project
- e. Benefits of the project.

3. Scope

- a. Detail proposed outputs of the project
- b. How these outputs will be achieved
- c. How the outputs will be measured
- d. Detail limits of boundaries for the project (out of scope)
- e. Assumptions and constraints
- f. Scope **MUST** include an output of a 'final plan' which details major findings and recommendations
- g. Detail collaboration between organisations and how this is to be achieved
- h. Include written acknowledgement and endorsement of all organisations in collaboration for the project (attach with application)
- i. Identify if the proposed plan is new or updating an existing or expired plan
- j. Outline how the proposed plan is to complement existing plans
- k. Identify links to regional and/or state-wide needs and reference relevant facility standards (where applicable).

4. Consultation

- a. Detail method of consultation and list of stakeholders who will be consulted
- b. **MUST** include community consultation
- c. **MUST** include proposed user groups consultation
- d. **MUST** include relevant affiliates (i.e. national, state bodies)
- e. **MUST** include other related or affected organisations/individuals
- f. **MUST** include a minimum standard of consultation responses utilised within the data analysis with a particular emphasis on the proposed survey response rate to be accepted for analysis
- g. Consultation methodology must be approved by the Project Control Group prior to project commencement.

5. Project Management, Timeframes and Budget

- a. Detail the project deliverables – what the project (plan) is expected to include
- b. Provide a project plan with key dates for deliverables/key milestones. Proposed start and end dates must be included.
- c. MUST include the acquittal timeframes
- d. Detail the proposed procurement methodology and criteria for assessment of an appropriate consultant
- e. Detail the total project budget and the payment schedule
- f. Detail how the project will be governed to ensure the project remains on track (delivered according to the proposed brief/contract)
- g. List the proposed membership of a Project Control Group (PCG) which MUST include a Sport and Recreation Services staff member.

6. Final Plan and Implementation

- a. Detail how the organisation will expect to communicate, implement and monitor the final plan as outlined of [Section 14.4](#) and [14.5](#) of the program guidelines.