



ActiveKIT Super Round

Program Guidelines

May 2024



Queensland
Government

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The Department of Tourism 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.

Acknowledgement of Country

Sport and Recreation respectfully acknowledge and recognise Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of the lands, winds, and waters where we live, learn and work.

We pay our respects to the Elders past, present and emerging for they hold and continue the memories, the traditions, and the cultures and the ailan kastom of Aboriginal and Torres Strait Islander peoples across the nation.

We will walk together with Aboriginal and Torres Strait Islander peoples, communities, and organisations in our journey to enrich lives and strengthen community connection through the power of sport and recreation.

1. What is ActiveKIT (Knowledge | Innovation | Technology)

Activate! Queensland 2019 – 2029 (Activate! Queensland) is the Queensland Government's 10-year physical activity 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 is committed to supporting opportunities that encourage lifelong movement and break down the barriers that prevent Queenslanders from achieving a sufficient level of physical activity. The Queensland Government is also committed to strengthening the overall capabilities of the active industry to deliver state-wide physical activity opportunities. In turn this will support more Queenslanders to be healthy and promote better connected communities.

The ActiveKIT initiative is a call to action to 'shift the dial' on investment in the active industry to drive physical activity participation in Queensland. ActiveKIT aims to encourage better utilisation of *Knowledge*, harnessing *Innovation* and leveraging *Technology* to enable more Queenslanders to be physically active more often, and to strengthen the capability of organisations in the active industry to provide products and services that get more Queenslanders moving.

The Department of Tourism and Sport is proud to work with Health and Wellbeing Queensland on ActiveKIT.

2. Objective

The objective of ActiveKIT is to support innovative solutions within the active industry to increase physical activity opportunities for Queenslanders and contribute to system-wide capability improvements.

3. Challenge

ActiveKIT will support the active industry, startups or small to medium businesses to develop, trial or implement new and innovative solutions that respond to the challenge; **“Personalising the experience for all”**; *enable inclusive, social, flexible and/or commitment-free physical activity opportunities for all that helps to create a positive mindset and encourages physical activity involvement for life.*

Projects could be specifically related to physical activity delivery, or seek to improve capability, systems and processes that enable physical activity opportunities and assist to motivate insufficiently active Queenslanders.

The examples below intend to provide context to the challenge in terms of being inclusive, social, flexible and/or commitment free and would be considered innovative based on current industry capability.

- Develop an application that combines different aspects of gaming and fitness together
- Develop weekly or monthly family fitness challenges that cater to the entire family unit
- Deliver tailored programming for people with a disability to participate in golf utilising specialised equipment to support participation
- Deliver foundational skills programs for migrant women to participate in football with supplementary resources provided in different languages.
- Initiative to connect new mothers to physical activity opportunities for health and social benefits
- Create a platform/application that identifies and curates’ physical activity opportunities with flexible participation matching preferred time and location.

These are examples of solutions **only** and are not an indication of future funding.

If you wish to discuss your solution to the outlined challenge, you can contact SportRecPartnership@dtis.qld.gov.au or your local [Sport and Recreation Office](#).

Key definitions to provide further information regarding the challenge are outlined in [Appendix 1](#).

4. Important Dates

Date	Activity
1 May 2024	Stage 1 Expressions of Interest (EOI) submissions open
22 May 2024	Stage 1 EOI submissions close at 5pm (AEST)
12 June 2024	Stage 2 submissions open *For invited organisations only
3 July 2024	Stage 2 submissions close at 5pm (AEST) *For invited organisations only
August 2024	Successful projects announced
August 2024	Projects can commence*

August 2026	Projects completed
September 2026	Outcome report and final acquittal

*Note - approved projects cannot commence until a funding agreement has been entered into with the department.

5. Eligibility

5.1 Who can apply?

Organisations eligible for funding (refer to Appendix 1 for definitions) must be:

- registered with an [ABN](#); and
- based or headquartered in Queensland, unless a national sporting organisation operating in Queensland under a governance model recognised by Australian Sports Commission (based on physical address of the organisation provided in [Grants Registration Portal](#)); and
- at time of program close applicants should have:
 - met all obligations for projects currently funded by the department; and
 - no debt owing to the department.

Additionally, organisations are required to be one of the following organisation types:

Organisation Type
Active industry State Level Organisation or a peak organisation incorporated under the: <ul style="list-style-type: none"> ▪ <i>Associations Incorporation Act 1981</i> (Qld) ▪ <i>Corporations Act 2001</i> (Cwlth) ▪ <i>Co-operatives National Law Act 2020</i> (Qld); or ▪ <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> (Cwlth);
National Sporting Organisation operating in Queensland under the unitary model recognised by the Australian Sports Commission;
Regional or state-wide not-for-profit organisations (excluding regional sport and recreation organisations)* incorporated under the; <ul style="list-style-type: none"> ▪ <i>Associations Incorporation Act 1981</i> (Qld) ▪ <i>Corporations Act 2001</i> (Cwlth) ▪ <i>Co-operatives National Law Act 2020</i> (Qld); or ▪ <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> (Cwlth);
*See Appendix 1 for definition
Local Governments constituted under the: <ul style="list-style-type: none"> ▪ <i>Local Government Act 2009</i> (Qld) ▪ <i>City of Brisbane Act 2010</i> (Qld) ▪ <i>Commonwealth Aluminium Corporation Pty Ltd Agreement Act 1957</i>
Queensland tertiary or research institutions;
Startup or Small to Medium Enterprises (SME): <ul style="list-style-type: none"> ▪ with no more than 50 full-time equivalent employees; and ▪ have been registered with the Australian Securities and Investments Commission (ASIC) prior to 1 May 2022.

If you are unsure of the organisation's eligibility, please contact the nearest [Sport and Recreation office](#) or email SportRecPartnership@dtis.qld.gov.au before applying.

If you are an incorporated association you should contact the Office of Fair Trading or telephone 13 QGOV (13 74 68) to determine whether your organisation has any outstanding compliance issues.

In assessing eligibility, the department may conduct due diligence in relation to officers of the applicant organisation and consider associated funding and obligation compliance history for officers and related organisations.

5.2 Who cannot apply?

Examples of who is NOT eligible to apply are:

- individuals including sole traders
- local sport, recreation and community clubs or associations
- regional sport and recreation associations (including those affiliated with state level organisations)
- National Sporting Organisations where there is a State Level Organisation in Queensland
- Federal and State government departments
- Vocational Education Training providers and Registered Training Organisations
- schools and Parents and Citizens Associations
- startups / SMEs with more than 50 full-time-equivalent employees (including any contractors)
- trusts
- religious organisations and charities.

6. Funding available

Total funding of \$3.3 million (GST exclusive) is available through the ActiveKIT Super Round to support both technology based and non-technology based innovative solutions that respond to the challenge outlined in [section 3](#).

Solutions may be:

- Proof of Concept (POC) or
- Minimum Viable Product (MVP) and/or beyond (that is a product or service which is beyond the initial proof of concept/prototype stage)

Eligible organisations can **submit one Expression of Interest (EOI) only**.

Proof of Concept (POC)

Tier	Department contribution (GST exclusive)	Minimum Organisation Financial contribution*
Tier 1	Up to \$50,000	20% of eligible project costs

* Surplus of Total Project Cost to be funded by the organisation. Refer to section 7 regarding ineligible items.

Minimum Viable Product (MVP) and/or beyond

Tier	Department contribution (GST exclusive)	Minimum Organisation Financial contribution*
Tier 2	Up to \$100,000	20% of eligible project costs
Tier 3	\$100,001 to \$200,000	50% of eligible project costs

* Surplus of Total Project Cost to be funded by the organisation. Refer to section 7 regarding ineligible items.

Organisation Contribution Evidence

As outlined, cash co-contributions are required. The department will not fund any ineligible costs as outlined in [section 7](#). In-kind contributions cannot be substituted for the required cash co-contribution.

The following outlines sufficient evidence, in order of priority:

1. Signed letter from a suitably qualified independent party* OR an appropriate delegate within the organisation (no more than 3 months old) OR an excerpt from confirmed Council budget indicating funds available,
2. Bank Statement demonstrating sufficient funds available to cover organisation's contribution.

*See [Appendix 1](#)

Regulatory Requirements

Organisations must consider relevant regulatory requirements and ensure compliance if applicable, including but not limited to:

- working with children; and child and youth risk management strategy requirements as outlined by [Blue Card Services](#)
- disability worker screening and related requirements as outlined by the [Department of Child Safety, Seniors and Disability Services](#).

6.1 Eligible costs

Applicants are encouraged to utilise local suppliers, enabling Queensland job creation. It is expected that all ActiveKIT funding will be expended in Queensland, unless it can be demonstrated that expenditure outside Queensland is essential to ensure successful delivery of the project.

Project costs must be deemed appropriate for the project and reasonable in nature by the department and may include:

- items / services which can be reasonably attributed to the project
- salaries of project staff (including salary-related on-costs)
- services provided by external parties
- consumable materials and equipment
- development and/or installation of technology
- domestic travel and accommodation
- project evaluations

7. What will not be funded?

The following are ineligible for funding:

- Projects previously funded by Sport and Recreation without demonstration of significant expansion or differences.
- Projects which will commence and/or be completed outside of the program period.
- Projects where more than 50% of the project costs are deemed ineligible.

7.1 Ineligible Costs

The department will review project costs against the ineligible costs below. If more than 50% of costs listed in the application are deemed ineligible, then the entire application will be deemed ineligible.

Any costs deemed ineligible, that are critical to the delivery of the project will need to be covered by the organisation. Should the application be approved, further evidence of organisation contribution will be required prior to execution of a funding agreement.

The following costs are ineligible for funding:

- contingency costs
- Food and Drug Administration (FDA), Therapeutic Goods Agency (TGA) or other regulatory approval costs
- food, catering and alcohol
- entertainment, functions, and conferences
- capital works, expenditure and/or physical infrastructure including any buildings or fixed equipment
- the purchase of vehicles
- employee allowances, bonuses, and fringe benefits
- international air travel
- domestic air travel other than economy class
- conference fees
- feasibility studies and research (excluding project evaluations)
- ongoing compliance fees and licenses in complying with a regulatory framework
- costs associated with trademarking
- operational warehousing costs
- costs associated with securing (grant writers) and/or managing the grant funding
- business as usual or general operational activities and associated expenses
- distribution other than to send samples for market / customer acceptance testing
- purchase or import of existing products or technologies without significant adaptation (at the discretion of the department)
- costs incurred prior to entering into a funding agreement
- costs not directly related to the solution (at the discretion of the department)

8. What is the application process?

Applying for the program will involve a two-stage process.

Stage 1 – Expression of Interest (EOI)

Stage 2 – Applications from invited eligible organisations

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

8.1 Stage 1 – Expression of Interest (EOI)

Organisations are required to submit an EOI via the online application form. A full list of application questions for the EOI are outlined at [Appendix 2](#).

As part of the EOI, applicants are encouraged to submit a short video (no longer than three minutes), explaining the project and alignment to the objectives. The application form will only allow for a URL link. Please ensure the video is published on a platform (e.g. YouTube or Google Drive) that can be accessed by the department.

Applicants should review all supporting documentation provided through the department website prior to submitting an EOI (www.qld.gov.au/recreation/sports/funding/activekit)

Organisations seeking guidance regarding eligibility of their organisation and projects may contact the Sport and Recreation Partnerships office via email at SportRecPartnership@dtis.qld.gov.au allowing sufficient time prior to the EOI closing date (minimum of one week prior to closing date).

An EOI must be submitted using the online application form by **5pm (AEST), Wednesday 22 May 2024**.

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

The organisation's application is complete when an acknowledgement email is received. It is the applicant's responsibility to follow up before the Program closes if an acknowledgement email is not received.

8.2 Stage 2 – Application process

The department may at its sole and exclusive discretion invite organisations that have met the EOI requirements to submit a complete application in Stage 2. Invited organisations will be sent a link to the online application form and be given three weeks from the date the link is sent to submit their application.

A full list of application questions for Stage 2 are outlined at [Appendix 2](#)

Applicants invited to submit a Stage 2 application will be required to provide further detail of the solution and evidence of the following items:

- Project Plan and estimated project costs in the template provided by the department. Note, there are two tabs in the Project Costs Sheet that need to be completed;
 - ActiveKIT Project Costs
 - Project Timeline
- Sufficient evidence confirming the required cash co-contribution as outlined in [Appendix 3](#)

Applicants are urged to familiarise themselves with the online application form and questions (as outlined in [Appendix 2](#)) and commence the application process well before the program closing date.

9. How will applications be assessed?

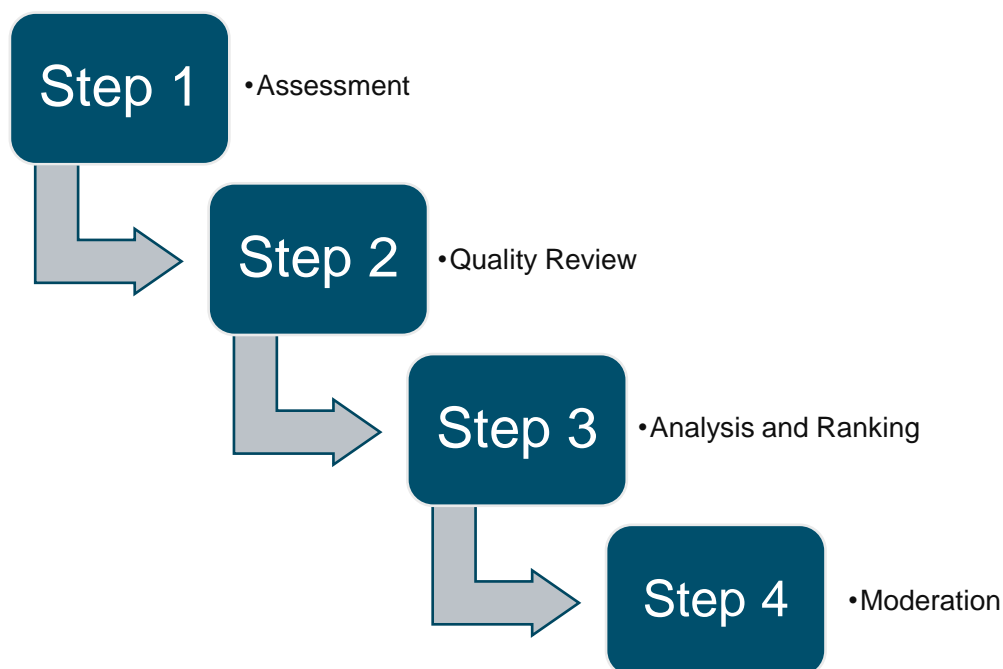
9.1 Stage 1 – Expression of Interest

Assessment of an expression of interest will include verifying if the application:

- is submitted by an eligible organisation (refer to [section 5](#))
- is an eligible project; and
- has demonstrated alignment to the program Challenge; and
- whether the solution is innovative, unique, or new.

9.2 Stage 2 – Application

A stage 2 application will be assessed by the department against the program eligibility criteria through Steps 1 and 2 for consideration by the Moderation Panel (Step 4).



Step 1 – Assessment

Assessment will include verifying if the application:

- has any additional considerations following the due diligence check (if applicable), and
- includes any ineligible items in the Project Costs Sheet, and
- delivered within the program period.

Additionally, assessment will consider:

- understanding of your target customer,
- ability to deliver,
- sufficient evidence provided to demonstrate contribution, and
- measuring/tracking the longer-term impact of the product or service.

Organisations may be contacted at any stage of the assessment process to clarify any information provided in the application and/or to request further information to enable a due diligence and probity assessment (if relevant).

Note that the Queensland Government will undertake diligence checks on organisations which are startups and small to medium enterprises (SME's) via the Government Research and Information Library (GRAIL) service, performed by the State Library of Queensland. Due diligence checks will be considered as part of the assessment process.

Step 2 – Quality Review

Quality Review will include:

- a review of the Step 1 Assessment

Step 3 – Analysis and Ranking

Eligible applications will be ranked from highest to lowest based on the assessment and quality review outcome.

Step 4 - Moderation

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

The Moderation Panel may, at their discretion, give further consideration to the assessment priorities outlined in Step 1 – Assessment and matters such as the spread of projects, how they align to the challenge, and if applicants have received funding under ActiveKIT Rounds 1 and 2.

9.3 Late Applications

An eligible applicant who received an invitation to Stage 2 may request to submit a late application (for Stage 2 only) in extenuating circumstances. All applicants lodging a late submission, either wholly or in part, must submit a request in writing to SportRecPartnership@dtis.qld.gov.au for the department's consideration.

The request for submission of a late application, or part thereof, must be made within a maximum of **one business day**, 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).

Note – No late applications will be accepted at the EOI stage.

10. Approval Process

The Moderation Panel will make recommendations to the department's delegate on the outcome of the assessment process.

Applicants (for both EOI and Stage 2 application) 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.

Note - Applicants that do not receive an invitation to submit a Stage 2 application, will not be formally notified until after the outcome of the delegate approval process.

11. Privacy

Any personal information will be handled in accordance with the Information Privacy (IP) Act 2009. Information regarding the department's privacy policy can be found online [here](#).

For audit purposes, the department is required to retain the applications and other supplied supporting material.

The department considers the protecting of a person's right to privacy and managing personal information in accordance with the IP Act in the highest regard. If you do not feel that the department has adhered to the IP Act, you can raise your concerns with DTISPrivacy@dtis.qld.gov.au.

12. Appeals

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 remains dissatisfied 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 and can be sent to SportRecPartnership@dtis.qld.gov.au. An appeal can be requested where the applicant believes the decision does not adhere to the program guidelines and/or the department's processing 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 application process.

13. Payments

Approved funding payments will be processed as follows:

Tiers 1 and 2	Tier 3
<ul style="list-style-type: none"> • An initial payment of 90% of the approved funding amount upon execution of the Funding Agreement between the department and the organisation (within 30 days). • A final payment of 10% of the approved funding amount upon submission of progress report (within 30 days). 	<ul style="list-style-type: none"> • An initial payment of 80% of the approved funding amount upon execution of the Funding Agreement between the department and the organisation (within 30 days). • A second payment of 15% of the approved funding amount upon submission of progress report (within 30 days). • A final payment of 5% of the approved funding amount upon completion of outcomes report and final acquittal (within 30 days).

13.1 Goods and Services Tax (GST)

Goods and Services Tax (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.

The [GST factsheet](#) outlines how the department will treat GST on approved grant payments.

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 (if applicable)
- have met all obligations for projects/activities 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 13QGOV (13 74 68).

Bank details and an Electronic Funds Transfer (EFT) form will be requested by the department to assist with payment processing for approved projects. It is the organisation's responsibility to ensure that the name on the bank account details provided match the organisation's legal name.

14. Reporting, Acquittals, and Audit Requirements

Approved organisations will need to acquit the funding spent to 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 may 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 and Case Study

Approved organisations may be asked to complete a survey or provide a case study upon project completion. The information within the survey or case study will be used to help the department evaluate the program and promote the outcomes of the project.

Appendix 1 – 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.

Commitment-free: Refers to on/off participation e.g. pay to play model – where a participant is not required to sign up for a specific of period of time.

Flexible participation: Refers to participation models that do not confine participants into regular, scheduled physical activity. Participants have the freedom to participate at their own rate and time when it suits them.

Innovation: Developing and implementing new ideas, working in a new or different way, developing unique partnerships, creating dynamic products or improving existing services. Being innovative does not mean inventing; innovation can mean changing how you've done things in the past, adapting to changes in your environment and responding to the needs of your community.

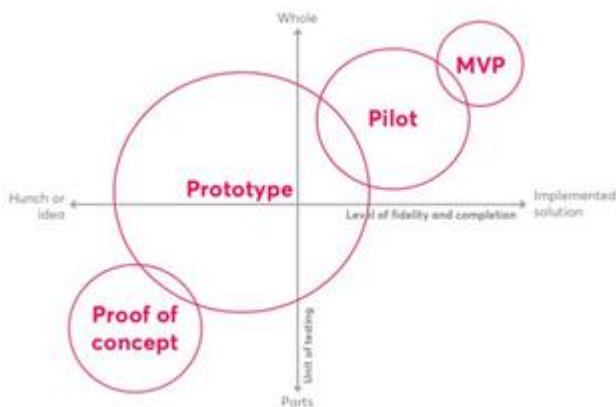
Insufficiently active: Queenslanders who do not meet the recommended minimum of Australia's Physical Activity and Sedentary Behaviour Guidelines (for their life stage) on most days of the week.

Applications should set out a clear plan for taking the innovation to the market or a new market and increasing customer up-take. It should clearly demonstrate that the plan is achievable within the project timeframe.

Minimum Viable Product (MVP): Minimum Viable Product is a product or service that is beyond initial proof of concept/prototype stage and has been tested with potential customers.

The diagram below may help you to determine what stage of development your product or service is at in relation to achieving MVP.

Source: <https://www.nesta.org.uk/blog/proof-of-concept-prototype-pilot-mvp-whats-in-a-name/>



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.

Non-technology: not relating to or involving science or technology.

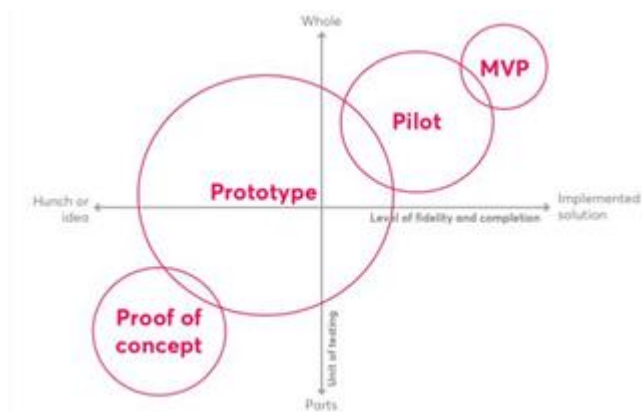
Organisation based or headquarters in Queensland: An organisation based or headquartered in Queensland with a physical address located in Queensland (verified in the Sport and Recreation Grants Registration Portal).

Peak Body: Organisations that represent a segment of the Active Industry and provide leadership, guidance, and strategic direction for that sector.

Proof of Concept (POC): A Proof of Concept is a demonstration that a concept or idea can be successfully turned into a working product or service.

The diagram below may help you to determine what stage of development your product or service is at in relation to proof of concept.

Source: <https://www.nesta.org.uk/blog/proof-of-concept-prototype-pilot-mvp-whats-in-a-name/>



Regional or state-wide not-for-profit: Organisations that lead or deliver social and community services in order to encourage living healthier and active lifestyles to specific groups or communities (regional or state-wide).

State Level Organisation: Organisations that are responsible for developing their activity as follows:

- sport – have a primary objective of sport in their constitution and are the recognised state affiliated member of the national organisation.
- active recreation – have a primary objective of active recreation in their constitution and are a recognised ordinary / affiliate member of Outdoors Queensland.

Social participation: Refers to less competitive formats where competition is not the main objective.

Suitably qualified independent party: A person or organisation who is not affiliated to your organisation and who is a member of the Institute of Chartered Accountants; or CPA Australia; or the Institute of Public Accountants with a Professional Practice Certificate.

Technology: Science or knowledge put into practical use to solve problems or invent useful tools.

Appendix 2 – Application questions

Expression of Interest Questions

Section	Question
Organisation Eligibility	<p>Is the organisation:</p> <ul style="list-style-type: none"> • An active industry State Level Organisation or state level peak organisation • A National Sporting Organisation operating in Queensland under the unitary model recognised by the Australian Sports Commission; • Regional or state-wide not-for-profit organisation • A local government • A tertiary or research institution • A startup or Small to Medium Enterprise
	<p>Under which Act is the organisation incorporated?</p> <ul style="list-style-type: none"> • <i>Associations Incorporation Act 1981 (Qld)</i> • <i>City of Brisbane Act 2010 (Qld)</i> • <i>Corporations Act 2001 (Cwlth)</i> • <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cwlth)</i> • <i>Local Government Act 2009 (Qld)</i> • <i>Commonwealth Aluminium Corporation Pty Ltd Agreement Act 1957 (Qld)</i>. • <i>Cooperatives National Law Act 2020 (Qld)</i> • Not applicable
	<p>If you are a startup or Small to Medium Enterprise, has your organisation been registered with the Australian Securities and Investments Commission (ASIC) prior to 1 May 2022?</p> <ul style="list-style-type: none"> • Yes • No • Not Applicable
	<p>If your organisation is a startup or Small to Medium Enterprise how many employees does your organisation employ (full time-equivalent employees and/or contractors)?</p> <ul style="list-style-type: none"> • Under 5 employees – only FTEs and no contractors • Under 5 employees – including FTEs and contractors • 5 – 50 employees – including FTEs and contractors • 50 or more employees • Not Applicable

Project Details	Outline what your solution (product or service) is and how it works? Think of this as your “elevator pitch” to describe your solution.
	Provide a video presentation (<i>Attach a document that includes a URL / Video Presentation link to showcase your solution.</i>)
	If this product or service has previously been funded by Sport and Recreation, how does it differ?
	Is your product or service technology or non-technology based? <ul style="list-style-type: none"> • Technology • Non-technology • Both
	How is your product or service innovative, unique or new?
	How does your product or service align or address the Challenge?
	Select the most relevant project phase for your project: <ul style="list-style-type: none"> • Proof of Concept (POC) • Minimum Viable Product (MVP) and/or beyond
	What tier of funding are you applying for? <ul style="list-style-type: none"> • Tier 1 – up to \$50,000 (proof of concept or prototype only) • Tier 2 – up to \$100,000 • Tier 3 – \$100,001 to \$200,000
	What is the estimated Total Project Cost to execute your proposed solution?

Stage 2 Application Questions

Section	Question
Project Details	<p>Who is your target customer and how does your product or service address their need?</p> <ul style="list-style-type: none"> • Attach supporting evidence to demonstrate the need of the target customer
	<p>Outline what steps your organisation will consider and/or put in place to ensure the successful implementation of the product or service? E.g. marketing tactics/campaigns, evidenced-based research, business plan and strategy implementation</p>
	<p>Select the appropriate response for your organisation regarding intellectual property for your product or service:</p> <ul style="list-style-type: none"> • The organisation owns, or has assigned irrevocable, perpetual rights to any intellectual property necessary to commercialise the solution. • The organisation has appropriate measures in place to protect any intellectual property relating to the solution. • The organisation has not considered intellectual property. • Not applicable, as funding will be to develop proof of concept
	<p>Where will the trial or implementation of your product or service take place?</p> <ul style="list-style-type: none"> • Online • Specific or multiple locations • Statewide • Proof of Concept stage – yet to be determined
	<p>Outline what expertise and skills your organisation has to develop or deliver the product or service? e.g. readiness, capability and capacity</p>
	<p>How does your organisation intend to measure/track the longer-term impact of the product or service?</p>
Project Budget	<p>Please complete the Project Cost Sheet provided, outlining all the project tasks, expenditure and timeframes.</p>
	<p>(A) What is the total project cost (GST Exclusive)?</p>
	<p>(B) What is the cash co-contribution amount you are providing for this project?</p>
	<p>(C) What is the amount you are requesting from the department (GST Exclusive)?</p>
	<p>Please provide evidence of cash co-contribution</p>

Appendix 3 – Terms and Conditions

These Expression of Interest (EOI) conditions apply to the EOI process under the ActiveKIT Super Round program (**Program**). By submitting an EOI form (**Your EOI**), You accept and agree to these Expression of Interest Conditions.

1. 'You' means the organisation specified on the EOI form.
2. Eligible organisations can only submit one project through the EOI form
3. You acknowledge that interest / application process under this Program will be undertaken in two stages. The first stage is an expression of interest process whereby eligible organisations can submit an EOI form showing eligibility and providing other information as requested by the department (**EOI Process**).
4. To be eligible to submit an EOI form, Organisations must meet the eligibility criteria.
5. You acknowledge that submitting an EOI form does not guarantee that your organisation will be invited to submit an application under Stage 2, or that any application submitted under Stage 2 will be successful or that your organisation will receive funding under the Program.
6. The department's decision in relation to Your EOI, whether You meet the requirements in clause 4 above, whether You will be invited to complete in Stage 2 or this EOI Process is final. If an organisation is not satisfied with the department's decision, You may request a review of the decision. The request is required in writing and must be lodged by sending it to SportRecPartnership@dtis.qld.gov.au. You will be notified in writing of the outcome of this request.
7. You acknowledge that Your EOI will be assessed based on the information contained in Your EOI form along with any information and/or documents provided at time of submitting Your EOI or provided to the department in response to a request from the department.
8. The department may, at its discretion, request information or documents from You or any other person in order to consider Your EOI or to verify the accuracy of Your EOI (including as part of an audit). You agree to provide this information and assist the department with its enquiries.
9. You will be notified of the outcome of Your EOI through an invitation to submit an application for Stage 2 (where applicable) and notification will be sent to the email address You have provided in your EOI.
10. If you are invited to submit an application under Stage 2, the department will provide further information to the email address You have provided in your EOI, including the Terms and Conditions, Guidelines and additional requirements that apply to that Stage 2.
11. An invitation to participate in Stage 2 does not constitute an offer by the department to provide the funding under the Program.
12. You may at any time withdraw your EOI by advising the department in writing at SportRecPartnership@dtis.qld.gov.au. Where You withdraw your EOI, the department will not consider Your EOI and You will not be invited to participate in Stage 2.
13. The department reserves the right to, at any time:
 - a) vary these terms and conditions, the EOI process and the requirements for Stage 2;
 - b) amend dates including extending the closing date;
 - c) consider or reject an EOI form received after the closing date and time;
 - d) consider an EOI form submitted other than in accordance with the requirements of the EOI process, including accepting a non-conforming or incomplete EOI;
 - e) reject any or all EOIs received;
 - f) invite revised EOIs from one or more organisation;
 - g) exercise discretion in evaluating EOIs;
 - h) close early, suspend, stop or extend the operation of the Program or this EOI Process;
 - i) vary the Program;
 - j) change the allocation of funding available under the Program, the eligibility criteria or the types of projects that will be considered.

14. Any action taken to close early, suspend, stop or extend the EOI Process or the Program will be notified on the [Queensland Government website](#).
15. You 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 EOI process.
16. Eligibility does not guarantee success. It is expected that more EOIs will be received than can be supported by the department.
17. You accept that the risk, responsibility, and liability connected with submitting Your EOI is solely Yours.
18. The EOI and participation in the EOI Process does not constitute an offer or an invitation to make an offer under the EOI Process. It also does not indicate an intention by the department to enter into any form of legal relations with any party.
19. The acceptance of Your EOI or any invitation to negotiate or participate in Stage 2 or submission of an application under Stage 2, will not be effective to constitute a contract or to create any legitimate expectation on Your part unless and until a formal written contract is executed by both parties' duly authorised representatives in relation to the provision of any approved funding.
20. Nothing in this EOI Process amounts to any process contract and in making the EOI form available and conducting this EOI Process, the department expressly excludes any process contract arising.
21. In submitting Your EOI, You must:
 1. (**accuracy**) ensure that all information, warranties, declarations, statements and documents provided as part of Your EOI is complete, accurate, current, and not misleading.
 2. (**no publicity**) not make any public announcements or advertisement relating to the EOI Process or the Program.
22. If You do not comply with these Expression of Interest Conditions, the department reserves the right (regardless of any subsequent dealings) to:
 1. Cease negotiations with you; and/or
 2. Terminate consideration of Your EOI.