

Get in the Game Get Playing Places and Spaces



Funding to improve facilities

Project planning checklist

Need for the infrastructure	Completed
Have you considered the number of current users and their needs?	<input type="checkbox"/>
How many new users is the new/upgraded/replacement infrastructure is likely to attract?	<input type="checkbox"/>
Is there a clear gap in the services for the current and future needs of your members?	<input type="checkbox"/>
What additional programs or activities will the infrastructure be able to provide?	<input type="checkbox"/>
How will the project support your local community?	<input type="checkbox"/>
Has the project been identified in a State Sport/Recreation Organisation, local government plan, or your organisation's strategic plan?	<input type="checkbox"/>
Community consultation	
Have you consulted with the members of your club or the community?	<input type="checkbox"/>
Have you investigated new user groups?	<input type="checkbox"/>
Have you considered the community surrounding your club (i.e. residents, local schools)?	<input type="checkbox"/>
Have you consulted with the council? A template form is available for you to provide to your council seeking their commitment and/or relevant approvals for your project.	<input type="checkbox"/>
Have you sought advice from the department's regional Sport and Recreation office ?	<input type="checkbox"/>
You will need to provide evidence of consultation in the application.	
The project	
<p>Land tenure: Do you have a lease or right to occupy the land and have you sought the land owner's permission to build at the site?</p> <p>A copy of the lease and/or right to occupy</p> <p>The owner's permission to build.</p>	<input type="checkbox"/> <input type="checkbox"/>

<p>When developing a project, the scope of work should consider the following components:</p> <ul style="list-style-type: none"> • Architectural issues – building regulations, standards, approvals (i.e. disability access) • Utilities, services and external works <ul style="list-style-type: none"> ○ consider where services to the site are located and if it will be accessible for the new works ○ do the existing services have capacity to accommodate the new works (i.e. power supply, sewerage) ○ consider energy efficiency for mechanical and electrical services ○ security ○ signage ○ waste disposal ○ vehicle parking requirements ○ landscaping • Environmental issues <ul style="list-style-type: none"> ○ traffic flow ○ parking ○ noise and light spill ○ waste ○ visual amenity • Existing facilities <ul style="list-style-type: none"> ○ If the project involves the upgrade of an existing facility, list the areas to be upgraded and outline any demolition required (designs of the existing building must be included). 	<input type="checkbox"/>
<p>Site plan: A site plan <u>must</u> be included in your application and should show the location or positioning of the new infrastructure relative to the site boundaries and potentially existing infrastructure at the site.</p>	<input type="checkbox"/>
<p>Sketch design: A sketch design <u>must</u> be included in your application and should enable the department to clearly understand what the organisations plans to construct, and must include the dimensions and main features of the project. Sketch design should be prepared by an appropriate professional.</p>	<input type="checkbox"/>
<p>Project budget: An estimated project budget should include site costs, construction costs (including demolition), fees (professional and other), fit-out, contingencies and escalation in line with the program timeframes and guidelines. The project budget should be supported by evidence of either quotes or a quantity surveyor's estimate as stated in the guidelines. Estimations based on facility cost fact sheets will be reviewed on application and will require QS confirmation for project approval/commencement.</p>	<input type="checkbox"/>



<p>Funding/in-kind contribution: Evidence of financial or in-kind contribution should be evidenced and provided. Evidence of financial contribution can include bank statement, approved loan document, letter from local government or state level organisation confirming allocation of funds to the project. In-kind contributions should be evidenced in writing from the provider. Note that any funding from the department is GST exclusive, and the organisation is responsible for the GST component.</p>	<input type="checkbox"/>
<p>Establish project timeframes and a construction plan including:</p> <ul style="list-style-type: none"> ○ design documentation ○ project management ○ procurement requirement ○ construction ○ practical completion ○ opening the facility for use 	<input type="checkbox"/>
<p>Development approval: You <u>must</u> provide evidence that you have consulted with your Council or that Development Approval has been considered. If you have lodged an application please provide a copy of the application. If Council has advised DA is not required please provide a copy of the letter from Council stating no DA is required.</p>	<input type="checkbox"/>
<p>Building approval: You <u>must</u> consider provide evidence that Building Approval is not required or has been considered.</p>	<input type="checkbox"/>
<p>Maintenance costs: Consider the ongoing operational and maintenance costs for the infrastructure and how you will meet these costs. Resources on facility management are available on the website http://www.npsr.qld.gov.au/industry-information/clubs/resources/</p>	<input type="checkbox"/>
<p>Assistance</p>	
<p>The department offers guidance and advice on developing infrastructure projects. Should you need assistance please contact the department's regional Sport and Recreation office.</p>	

