

# Round 2 Guidelines School Sports Infrastructure

Infrastructure Services

April 2023



## Acknowledgement of Country

The State of Queensland, through the Department of Education (DoE) acknowledges the Traditional Owners of the lands from across Queensland. We pay our respects to the Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Aboriginal and Torres Strait Islander peoples across the state.

A better understanding and respect for Aboriginal and Torres Strait Islander cultures develops an enriched appreciation of Australia's cultural heritage and can lead to reconciliation. This is essential to the maturity of Australia as a nation and fundamental to the development of an Australian identity.

## Purpose of Guidelines

These 'Round 2 Guidelines: School Sport Infrastructure' (Guidelines) apply in relation to all applications for funding under the 'Go for Gold Fund (Round 2): School Sports Infrastructure (Round 2)'. The Guidelines provide information about:

- the funding available, including funding categories and related requirements of restrictions;
- eligibility;
- requirements for projects for which funding is awarded;
- obligations that will apply in relation to successful applicants;
- how to apply; and
- mandatory requirements and the assessment and prioritisation process that will apply.

Some terms are defined (in bold and capitalised) throughout these Guidelines.

Unless the context otherwise requires, references to a '**Section**' or an '**Appendix**' are to a Section in or Appendix to these Guidelines.

## Documentation

Application Form (insert link)

Community use of school facilities

School Location Adjustment Index Adjustment Spreadsheet (Link required)

Go for Gold Round 2 Project Plan

## Contact Information

Department of Education

Manager, Priority Programs

Infrastructure Services Division

Department of Education

Level 19, 53 Albert St, Brisbane Qld 4000

Telephone: 07 3034 4805

Email: [PriorityPrograms.StrategicInvestment@qed.qld.gov.au](mailto:PriorityPrograms.StrategicInvestment@qed.qld.gov.au)

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## 1. Objective

The Go for Gold (Fund) was established by the Queensland Government as part of the 2022-23 State Budget to encourage greater physical activity and sport participation in schools across the State, getting more children more active, more often. The objective of the Fund is to enhance physical activity opportunities for students and their communities in the lead up to the Brisbane 2032 Olympic and Paralympic Games.

## 2. Round 2 - Overview and important dates

### Overview

Round 2 funding is for new or upgraded School Sports Infrastructure. The purpose is to encourage greater sports participation and facilitate community use of school sports infrastructure. The program aims to inspire young Queenslanders and their communities to participate in sports of all types and at all levels.

Priority for Round 2 funding will be given to regional and remote, and disadvantaged schools. The impact of Round 2 funding will be felt in locations across the state, aiming to ensure that many communities benefit.

In Round 2, \$93 million will be allocated as funding for projects across three categories in approximately equal portions.

Applications for funding under Round 2 will be accepted in three categories as follows:

- Category 1 – applications for funding up to \$500,000 (excluding GST) on a location-adjusted basis.
- Category 2 – applications for funding of more than \$500,000 up to \$2.5 million (excluding GST) on a location-adjusted basis.
- Category 3 – applications for funding of more than \$2.5 million up to \$5 million (excluding GST) on a location-adjusted basis.

Applications under each category are subject to a location adjustment. The aim is to estimate construction costs in each location that allow equitable comparison of applications across the state.

Applications under category 3 are also subject to additional multi-user requirements.

More detailed information about the funding categories, location adjustment and other requirements (including multi-user requirement for applications under category 3 applications) is set out in Section 4.

The assessment process for applications will include screening for compliance with mandatory requirements, assessment against specified criteria (which will include a criterion about addressing disadvantage, based on a school's ICSEA), and prioritisation by a review panel. A second stage of assessment, for applications for funding over \$500,000 (location-adjusted) and that are for prioritised projects, will include detailed costing verification and an assessment of project delivery and planning. Further information about the assessment process can be found in Section 12. The mandatory requirements are set out in Appendix 1 and the assessment criteria and prioritisation process are set out in Appendix 2.

## Important dates

Applicants will be able to apply from Friday 12 May 2023.

All applications must be submitted by 5pm Friday 15 September 2023 (end of Term 3).

Projects must be deliverable by December 2025.

## 3. ICSEA

The Index of Community Socio-Educational Advantage (ICSEA) is a scale of socio-educational advantage that is published for each school annually by the Australian Curriculum, Assessment and Reporting Authority. The ICSEA value is based on parent occupation and education, remoteness and percentage Indigenous student enrolment.

As ICSEA includes remoteness and percentage Indigenous student enrolment, it is considered that using ICSEA to apply the location adjustment and as an assessment criterion and prioritisation process consideration will:

- address disadvantage; and
- facilitate the achievement of program objectives,

ICSEA is considered to be the best available measure of disadvantage across school sectors in Queensland. It can be used as part of the assessment process to inform prioritisation of school infrastructure that enhances student activity, and student and community sports participation outcomes.

Applications will receive a score for school need based on the school's ICSEA (below the median). The median ICSEA of all Queensland schools in 2022 was 989. Assessment scoring of ICSEA is outlined in Appendix 2.

Schools that do not have a 2022 ICSEA will be considered on a case-by-case basis. Where the applicant school has a Host Centre, that ICSEA score may be applied.

## 4. Round 2 funding categories and requirements

### Funding Categories

Round 2 applications will be grouped into funding categories for application and assessment purposes. The categories under which applications will be assessed are based on the amount of funding applied for after a location adjustment is applied. The aim of the categories and location adjustment is to facilitate assessment of similar school sports infrastructure projects and equitable allocation of funding.

**Category 1:** Applications for funding up to \$500,000 (excluding GST if applicable), on a location-adjusted basis.

**Category 2:** Applications for funding of more than \$500,000, up to \$2,500,000 (excluding GST if applicable) on a location-adjusted basis.

**Category 3** Applications for funding up to \$5,000,000 (excluding GST if applicable) on a location-adjusted basis. Category 3 applications are subject to a multi-user requirement, described further below.

Examples of possible projects for which funding could be awarded are set out in Section 5.

### **Location Adjustment**

Applications under each category are subject to a school location adjustment. The aim is to reflect estimated construction costs in each location that allow equitable comparison of applications across the state.

The respective category limits have regard to the construction cost school locality index.

The school location adjustment will be based on the index for projects outside South East Queensland. The category under which an application for funding is to be assessed and funded will be determined by dividing the funding amount applied for by the factor associated with the school (see school location adjustment calculator). The location adjustment will therefore determine the category under which an application is assessed.

- For example, Cloncurry has a location index of 1.6. An application from a school in Cloncurry requesting funding of \$3,800,000 (excluding GST) being an amount that (prior to the location adjustment) would otherwise fall within the range of category 3, would be assessed under category 2 as follows. ( $\$3,800,000 / 1.6 = \$2,375,000$ ). Thus, the applicant would not be required to satisfy the multi-user requirement that would otherwise apply if the application was to be made and assessed under category 3.

### **Restriction for schools with ICSEA over 1042:**

An additional restriction applies in relation to applications by schools with an ICSEA of more than 1042.

- Schools with an ICSEA of 1042 or more can only apply for sliding funding under category 1, irrespective of the project value (see Table1). This is part of the mandatory requirements for applications.

### **Multi-user requirement**

Applications for funding that are to be assessed under category 3 must be for infrastructure that will involve use by multiple users. Examples of projects that could satisfy the multi-user requirement include a school sports hub to be used by two schools or by a school and a community or other sporting association or local government authority. This is part of the mandatory requirements for applications (see Appendix 1).

### **Swimming pools**

Applications for funding relating to swimming pools is to **upgrade or improve** existing swimming pools and related facilities only and must:

- be for existing swimming pools and related facilities on school sites only;
- improve the usability of the facilities for all users and may include upgrades or improvements to swim blocks, , change rooms, and disability access; and
- demonstrate that the proposed works do not increase future or ongoing maintenance costs, or the operational liability for the school or the department.

## Co-contributions

Applicants may wish to seek co-contributions towards eligible projects, including other funding sources. Where applicants under Round 2 are seeking co-contributions towards the relevant project from other sources, a letter from the co-contributor, confirming their commitment of funding, will be required.

## Other requirements/restrictions and information

Only one Round 2 application will be accepted per school. Each campus of a school is eligible to apply, except where located at the same site (suburb) only one application will be accepted. This does not preclude a school from supporting a separate application from a nearby school.<sup>1</sup>

Round 2 funding approved by DoE will be the maximum amount of funding available under Round 2 for the relevant project. In the event that the relevant project has costs that exceed the amount of funding approved (including in the case of unexpected project cost increases), the relevant school will be required to source other funding for the additional costs.

## Category 1

School Sports Infrastructure projects where the amount of funding requested is \$500,000 or less (excl. GST) on a location-adjusted basis.

Project for category 1 funding could include the following:

- Re-marking or re-surfacing outdoor courts, permanent shade cover over existing outdoor courts, installing or upgrading irrigation on ovals, lighting, installing rainwater storage tanks for oval irrigation, universal design amenities, storage sheds, new sports fields (natural grass), accessibility upgrades and access keypads for lighting or courts (facilitating community use).

*For example, constructing a new shade structure over an existing single multipurpose sports court was recently estimated at \$250,000 (in the Darling Downs South-West Region).*

- Schools with a 2022 ICSEA equal to or over 1042 are eligible to apply for Category 1 projects only. However, 75% of the Category 1 funding will be for schools with an ICSEA less than 1042. For schools with an ICSEA over 1042, funding will be accessible on a scale related to the schools ICSEA rating. Funding may be used to top-up sports related infrastructure projects already planned within the schools. The following table outlines the maximum funding available to schools with an ICSEA equal to or greater than 1042.

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<sup>1</sup> An area is defined as a statistical area level 2 (SA2), Australian Bureau of Statistics, Australian Statistical Geography Standard Edition 3, 2021. SA2s represent a community that interacts together socially and economically. SA2s average 10,000 people.

ICSEA	Maximum Funding Available
1042-1057	\$500,000
1058-1074	\$400,000
1075-1104	\$300,000
1105-1134	\$200,000
>1135	\$100,000

Table 1 Maximum funding amounts for schools with an ICSEA equal to or greater than 1042.

## Category 2

School Sports Infrastructure projects where the amount of funding requested is more than \$500,000 and up to and including \$2,500,000 (excl. GST) on a location-adjusted basis.

Projects for which funding under Category 2 could be awarded include the following:

- Outdoor athletics track and field facility, small multi-purpose sports facilities and synthetic grass fields.

*For example, roof shade structure (with lighting) over an existing multipurpose outdoor court (tennis and basketball) was recently costed at \$840,000 (in South East Queensland).*

## Category 3

School Sports Infrastructure projects where the amount of funding requested is more than \$2,500,000 and up to and including \$5,000,000 (excl. GST) on a location-adjusted basis.

Funding for swimming pools that meet the restrictions outlined in Section 4.

Projects for Category 3 funding could include the following:

- Small multi-sports indoor court facilities and outdoor courts.

*For example, six new outdoor netball and tennis courts, with lighting and carparking were recently estimated to cost approximately \$2.8 million (in South East Queensland).*

## 5. Eligible applicants and project types

Eligible applicants for Round 2 funding are:

- State and non-state schools in Queensland (including primary, middle, high schools and special schools)
- Schools located on Norfolk Island

For the purpose of these Guidelines, each of the above is taken to be covered by references to a 'school'.



## Types of projects

Infrastructure projects for which funding under Round 2 will be applied for and awarded are expected to cover a broad spectrum of activities including building new facilities, upgrading existing facilities, replacing facilities that are at the end of their life, and/or extending the period of use of sports infrastructure. For the purpose of Round 2:

- New sports infrastructure is considered to involve a new project on a greenfield site or development to support a new sport activity on a previously undeveloped portion of an existing site.
- Upgrading sports infrastructure is considered to involve works that enhances participation in sport such as changing a surface or component that results in more functions, an increase in capacity and/or safety and quality of the infrastructure.
- Replacing sports infrastructure is considered to involve replacing a current facility that is at the end of its useful life, such as in the following circumstances:
  - The surface / component / infrastructure has reached a point by which its usage has significantly declined or has an increased exposure to risk and it is no longer possible or viable to continue its use through maintenance; or
  - The surface / component / infrastructure has reached its 'end of life' based on an accepted industry or product standard.

## 6. Ineligible applications

Applications for funding for projects in any of the following circumstances are not eligible under Round 2:

- The project for which funding is sought has already commenced at the date of application, such as if a tender has been called, works have commenced, or the works have been completed.
- The main purpose of the project for which funding is sought is determined to be not predominantly for use as a sporting facility, such as a multipurpose hall in which anticipated use for physical activity is less than 50% of school-related sports.
- The funding is sought for replacing 'like for like' surfaces or replacing infrastructure that is not at the end of its useful life, as determined by DoE, at its sole discretion.
- Applications for funding to establish, re-line or repair swimming pools that don't meet the funding requirements stated in Section 4 above.
- Applications for funding to replace or repair swimming pool filtration systems, or improve or install pool chemical storage.
- Applications from schools with a 2022 ICSEA of 1042 or more, requesting funding under category 2 or 3.
- Applications from schools requesting funding (after the location-based adjustment) above the category 3 limit.
- Multiple or duplicate applications from a school (subject to Section 4).

- Applications not submitted by the school principal on behalf of the applicant school.

## 7. Project delivery

All projects for which Round 2 funding is given must aim to be delivered by December 2025.

Projects will be administered through different mechanisms, depending upon whether they are located in a state school or non-state school.

Projects involving a community sporting organisation should consider inviting a community sporting organisation representative, and a Department of Tourism, Innovation and Sport (DTIS) Sport representative, to their project reference group.

For state schools, projects for which round 2 funding is given will follow DoE processes.

- The management, delivery and reporting of projects for which Round 2 funding is given will be the responsibility of the school principal.
- Support may be provided by the Infrastructure Delivery and Regional Operations teams within DoE, in central office and by the school's [Regional Infrastructure Advisor and Manager](#).
- The principal will be responsible for ensuring that the project is delivered in accordance with departmental and legislative requirements. The [School Managed Facility Project Instructions](#) are a guide to the approvals, contract documentation, reporting and legislative requirements of infrastructure projects delivered by schools.

For non-state schools, school sports infrastructure fund projects may be administered as a block grant to the relevant non-state school body. The project requirements will reflect the requirements for state schools.

## 8. Funding and project accountabilities

### Funding agreements

Where an application for funding is successful, the applicant (or governing body or approved authority for a non-state school) will be required to enter into a funding agreement with DoE in order to receive funding under Round 2, in each case in the form and on the terms decided by DoE. The funding agreement will be prepared by DoE and will contain provisions about:

- the agreed funding, timing of payment(s) and the terms on which funding will be provided;
- the funding recipient's responsibilities regarding the funding and the ownership of completed infrastructure (see Section 5);
- project delivery, funding and project accountability (and reporting) as well as community access;
- failure to comply with the agreement may result in consequences, such as obligations to repay funding or for further payments to be withheld or reduced;

- other requirements or obligations determined by DoE as necessary or appropriate for inclusion in the agreement including, in the case of non-state schools, any specific insurance, safety and other requirements; and
- matters such as confidentiality, privacy, indemnification and GST.

The content of a funding agreement will depend on the applicant type (e.g. state school or non-state school), the particular project concerned and the category under which the funding was assessed and awarded.

### **Community access**

- Successful applicants are expected to continue community access arrangements for funded projects for ten years after completion. The funding agreement will outline minimum community access arrangements and requirements to engage in alternative community access arrangements should the original arrangements come to an end.

### **Project Ownership**

- Infrastructure funded by the Go for Gold Round 2 funding does not have to be owned or managed by the school. Applicants can request funding towards another entity's project but only where the school has an existing or proposed formal agreement to access and utilise the facility for the delivery of their sporting activities within school hours, with at least ten years currency remaining in the agreement. Where the proposed project site/infrastructure is not owned by the school, applicants must request and receive the owner's written permission to build the project infrastructure on the project site before submitting an application for funding.

*For example, Location A Primary School has a formal agreement to use the adjoining local government's sports field for its students athletics training and carnivals. The school proposes to establish beach volleyball, netball and tennis courts on the same site, which would be available for school use during school hours and community use after hours. The applicant would require the local government's written permission and evidence of the agreement in place to prioritise school access during school hours.*

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### **Promotion and marketing**

- Successful applicants will be expected to promote the sports infrastructure on social media and in school newsletters.
- Project requirements will include agreement to social media communications. The Minister for Education and / or the Premier of Queensland may also publicly announce successful projects.
- Successful applicants will be expected to give the Minister for Education and / or the Premier of Queensland, or their representative, the opportunity for onsite sod turning or official opening events.

### **Milestones, financial and reporting requirements**

- Projects will need to meet agreed milestones.

- Progress reporting on the project will be required on a regular basis, in the form or containing the information to be laid out in the funding agreement.
- Any variation to the project that changes the scope, and/or intended outcome, of the funded project must be reported to DoE for consideration before the variation is approved.
- The successful applicant will be required to provide a copy of the Certificate of Practical Completion and/or Certificate of Occupancy (as applicable) to DoE.
- The successful applicant will also be required to provide a copy of any documents, warranties or certificates relating to the operation of the facility to DoE. These documents may include (but are not limited to) the following:
  - Compliance certificates
  - User/Owner manuals
  - Inspection or Service schedules
  - Warranty certificates
- A grant acquittal (including details and supporting documentation about all costs and contributions) and photographs of the completed facility will be required. Upon completion of the project, the recipient will be required to repay any unspent or uncommitted portion of the Round 2 funding.
- All original documentation will be required to be retained by the school for audit purposes.

## **9. State schools**

- Schools should communicate with and involve their Regional Infrastructure Advisor and or Manager throughout the planning of the proposed project (Regional Infrastructure Managers and Advisors). Regional Infrastructure staff may be able to assist with facilitating project cost estimates based on their knowledge of recent project costs.
- Applications involving new community use of school facilities should follow the policy and are reminded of the insurance obligations for non-education activities.
- Projects for which Round 2 funding is provided will be required to be delivered in accordance with the School Managed Facility Project Instructions.
- Cost estimates and preliminary plans or diagrams should be obtained in accordance with DoE supply arrangement for projects, or from QBuild under DoE's exceptions to minimum quotation requirements.
- Projects with costs over \$100,000 may be managed through the regional infrastructure manager or centrally.
- The infrastructure project must be listed on the School Strategic Infrastructure Plan (SSIP), evidenced by either the SSIP number or a Siting Approval Application number.

- Applicants for funding for projects prioritised for stage 2 assessment will be required to work with their Infrastructure Advisor and Infrastructure Manager for the following tasks:
  - Obtaining a letter of support from their Regional Infrastructure Advisor. The Regional Infrastructure Advisor will consider the total amount of infrastructure investment made by the department at the school over the last five years and any other relevant factors (e.g. current sports infrastructure asset condition).
  - Regional Infrastructure staff may be able to provide assistance with facilitating engagement of a Quantity Surveyor to verify costs.
- DoE reserves the right to schedule project commencement for Round 2 funded projects so as to enable coordinated delivery with other relevant infrastructure projects.

## 10. Non-State schools

Non-state schools that are successful applicants for Round 2 funding will be responsible for ensuring compliance with all applicable legislation and codes of practice, including those concerning Workplace Health and Safety (WHS) and disability discrimination

In each case, the successful applicant (or relevant non-state school body) will be required to enter into a funding agreement with DoE outlining its obligations in relation to the funding and the project, as referred to in Section 8.

Where an application by a non-state school is successful, subject to signing of a funding agreement as described in Section 8, payment of funding will be made to the governing body or approved authority of an eligible non-state school for the relevant project. The governing body or approved authority will be responsible to DoE under the funding agreement for the receipt and expenditure of the funding and the overall conduct of the project.

## 11. How to apply

To apply for Round 2 funding, applicants must submit an application form available [here](#) (insert link), read the fact sheet ([insert hyperlink](#)) and complete the project plan ([insert hyperlink](#)) See Appendix 4 for the application process terms and conditions.

Applications for funding will close 5pm Friday 15 September 2023.

A confirmation of receipt email will confirm that the application and attachments have been received. Applicants are responsible for submitting the application and attachments prior to the closing date. Any attachments provided after the closing date may not be considered and the application may be deemed ineligible.

Applicants must ensure that the mandatory requirements set out in Appendix 1 are satisfied (including with respect to eligibility) and that their application addresses the assessment criteria, set out in Appendix 2.

Applicants should also note the following:

- Applications for funding to build new school sports infrastructure must address the additional requirements set out in Appendix 3

- The proposed project budget must provide for a project manager where funding applied for exceeds \$100,000 (including GST if applicable); or a project coordinator where funding sought is over \$1,000,000 (including GST if applicable). These amounts are not on a location-adjusted basis.
- The project budget must provide for a contingency of at least 10%.
- The cost plan must estimate the total project cost. In addition to construction, project management and QLeave levy costs, the estimate must also include allowance for statutory fees. These may include, but are not limited to, building act compliance and approval, Workplace Health and Safety fees, fire services application, sewerage and water supply compliance, food and health act compliance and Queensland Building Construction Commission audit compliance.
- For applications to be assessed under category 3 (location-adjusted) funding, the infrastructure for which funding is sought under this category must be for use by multiple users. A letter of support from the other user group will be required. In relation to this requirement (which is part of the mandatory requirements).
  - Applicants may wish to contact Sport and Recreation Officers from DTIS to assist with identifying and connecting with local and state level sporting organisations, sport specifications (for example lux or roof height) and proximity to similar facilities. DTIS officers may also be able to assist with identifying sport skills and coach development resources.
  - Queensland School Sport officers may be able to provide links to relevant sporting organisations. If schools are seeking to establish facilities as a school sport hub, they will be required to obtain the support of the DoE Director of School Sport.
- A description of sports infrastructure at the school and nearby community facilities will be required.

Applications must include, or be accompanied by, details about:

- The current and targeted increase in student activity / participation (by year level).
- Details of any co-contribution toward the project, including the sources of the co-contribution and how it will benefit the project.
- How the project will increase community access / participation and or enhance community use experience (if applicable).
- A description about how the school will manage any potential adverse impacts from the project (for example, impacts from noise or lighting on neighbours).

### **Late applications**

An applicant may request to submit a late application. All applicants lodging a late application must submit a request in writing for the department's consideration.

The request for submission of a late application must be made within a maximum of three business days, following program close and is at the DoE's discretion.

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

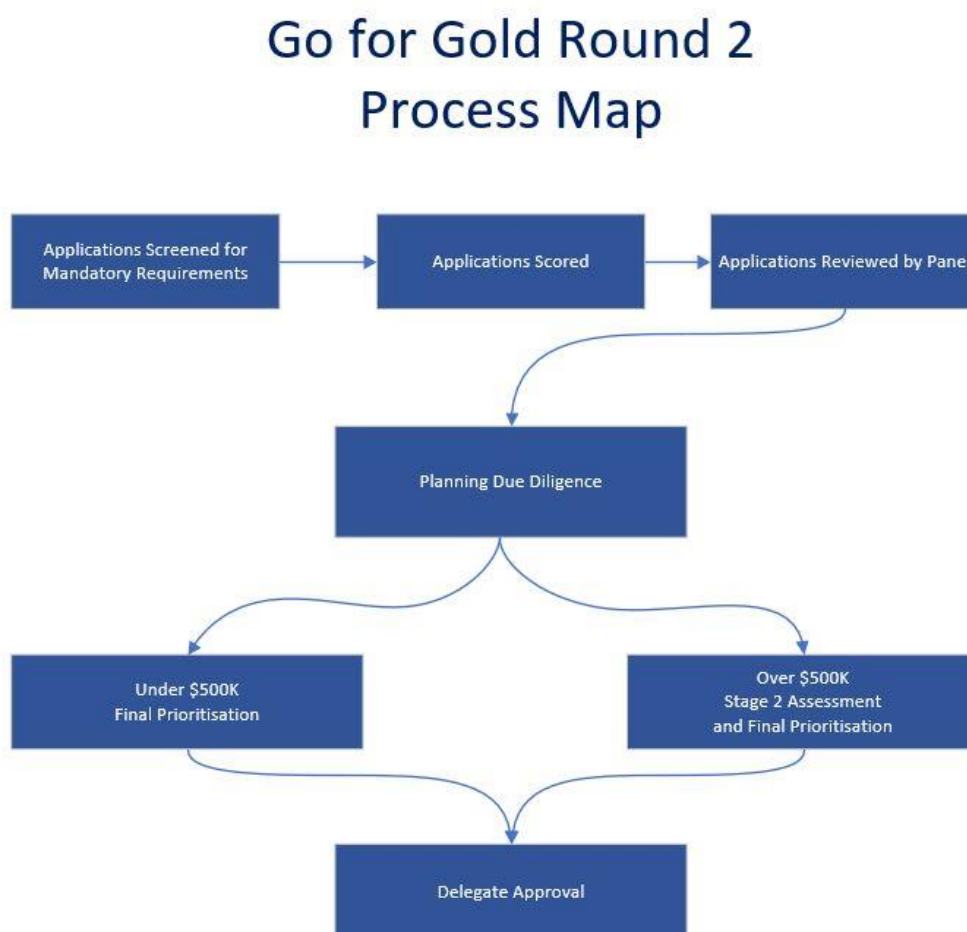
- where the applicant has notified the department of difficulties, by phone or email, and the issue has not been resolved prior to the application closing date.
- where there has been a confirmed system failure (e.g. internet service provider, departmental website, online application form).
- where there are extraordinary circumstances, beyond the control of the applicant (e.g. natural disasters).

## 12. Assessment and prioritisation

The purpose of Round 2 is to encourage greater sports participation and facilitate community use of school sports infrastructure. The assessment and prioritisation of school sports infrastructure will ensure that priority is given to regional and remote, and disadvantaged schools.

All applications within each category will be assessed contemporaneously as part of the same assessment and prioritisation process.

Figure 1: Overview of Assessment and Prioritisation Process



Applications will initially be reviewed for eligibility against the mandatory requirements (see Appendix 1). This review will be undertaken by DoE and DTIS. Applications that do not satisfy the mandatory requirements will not be assessed further.

Applications that satisfy the mandatory requirements will be assessed and prioritised in accordance with the following process.

Applications will be assessed and moderated by DoE, in consultation with DTIS against the assessment criteria (and weightings) detailed in Appendix 2. A review panel comprised of representatives from DoE, DTIS, Independent Schools Queensland (ISQ), Queensland Catholic Education Commission (QCEC), and a probity officer will prioritise projects based on school sport infrastructure gaps, a variety of sports and a spread of projects across the state. The prioritisation process is set out in Appendix 2.

- Planning due diligence on all prioritised projects will be conducted.
- Infrastructure Services within DoE will review the planning due diligence for prioritised projects (for which Round 2 funding under category 1 is sought, that is under \$500,000, or less, excluding GST, on a location-adjusted basis) and prepare a final prioritised list of projects, to be submitted for approval to the Deputy Director-General, Infrastructure Services, DoE.
- Prioritised projects for which Round 2 funding is sought under categories 2 or 3 (that is, over \$500,000 excluding GST, on a location-adjusted basis) will be subject to a second stage of assessment. This will involve further due diligence on project costs, project delivery capability and timelines. DoE will request applicants for funding for prioritised projects to obtain quantity surveyor confirmation of costs. DoE may request further information from applicants if the category changes as a result of cost verification. DoE may refund costs associated with obtaining a quantity surveyor up to \$5000 at its discretion.
- DoE Infrastructure Services will review the stage 2 assessment and planning due diligence, and prepare a final prioritised list of projects, to be submitted for approval to the Deputy Director-General, Infrastructure Services, DoE.

Feedback will be provided to unsuccessful applicants about their application (including applications that are considered not to meet the mandatory requirements).

### 13. Assessment timeline

The dates below are indicative and will depend upon the volume of applications received.

#### Applications under Category 1

October 2023	Applications screened for eligibility
November 2023	Eligible applications screened, assessed (including for compliance with mandatory requirements) and moderated Review panel prioritises projects Planning due diligence on prioritised projects, final prioritisation. Delegate review and approval
January / February 2024	Projects announced, funding agreements executed and funding scheduled Unsuccessful applicants advised.





## Applications under categories 2 or 3

October 2023	Applications screened for eligibility
November 2023	Eligible applications screened, assessed (including for compliance with mandatory requirements) and moderated Review panel conducts preliminary ranking of projects to progress to the second stage of assessment Delegate review
January / February 2024	Planning due diligence on prioritised projects DoE requests prioritised project applicants to obtain quantity surveyor confirmation of costs Review of project delivery capability and timeframes
March 2024	Stage 2 assessment information reviewed, final prioritisation. Delegate review and approval
May 2024	Projects announced, funding agreements executed and projects move to delivery phase Unsuccessful applicants advised

## 14. Feedback and complaints

DoE welcomes feedback. If applicants are dissatisfied with how their application has been handled, or a decision about their application, they can find information about the department's customer complaints management framework on the DoE [website](#).

## 15. Probity and General Matters

DoE intends to ensure that the Round 2 process is fair, incorporating appropriate safeguards against fraud, unlawful activities, and other inappropriate conduct.

### Enquiries and feedback

Any questions or feedback you have regarding Round 2 opportunity should be sent to [PriorityPrograms.StrategicInvestment@qed.qld.gov.au](mailto:PriorityPrograms.StrategicInvestment@qed.qld.gov.au).

### Reservations

Without limiting its rights whatsoever, DoE reserves the right, in its absolute discretion and at any time after release of these Guidelines and during the Round 2 application, assessment and approval process (Round 2 Process) to:

- amend the structure, procedures, timing or any other aspect of the Round 2 Process, whether before or after the Closing Date;
- vary or amend the eligibility criteria, mandatory requirements, assessment criteria or prioritization process without notification;
- award an amount of funding under any of the funding categories that is less than the amount applied for;
- request further information from one or more applicants;

- conduct its own due diligence investigations and draw on outside expertise in conducting an assessment of any one or more applications;
- terminate or suspend the Round 2 Process, or any aspect of it (including the application, assessment and/or approval process) at any time;
- conduct negotiations with any applicant after applications have been submitted; and/or
- not provide reasons to any applicant for any action or decision taken as part of the Round 2 Process.

### **No legal relationship**

The conduct of the Round 2 Process does not give rise to any legal or equitable relationship between DoE and any applicant or potential applicant.

An applicant will not be entitled to claim compensation or loss from DoE for any matter arising out of the application, assessment and approval process.

DoE will have no obligation to pay any part of the funding in relation to an approved application unless and until a funding agreement has been prepared, including all required details, and is executed by or on behalf of the applicant (or governing body or approved authority for a non-state school) and DoE.

### **Conflicts of interest**

Any conflicts of interest could affect the performance of the Round 2 funding opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if any DoE staff, any member of the assessment panel or advisor and/or an applicant or any of its personnel:

- has a professional, commercial, or personal relationship with a party who is able to influence the application assessment process;
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under Round 2.

Applicants will be asked to declare, as part of their application, any perceived or existing conflicts of interests or that, to the best of the applicant's knowledge, there is no conflict of interest.

If an applicant later identifies an actual, apparent, or perceived conflict of interest, the applicant must inform DoE in writing immediately.

Assessment panel members and government staff including the decision-maker will also be required to declare any conflicts of interest.

## Privacy statement

DoE will collect personal information in an application for the purposes of:

- assessing the application;
- managing the Round 2 Process and any resultant funding agreement; and
- researching and reporting on grant programs.

DoE (including its employees) may use and disclose the personal information provided in an application to third parties for these purposes, including:

- Queensland government departments and agencies;
- Commonwealth government departments and agencies;
- other state or territory government departments and agencies; and
- non-government organisations.

DoE, or its responsible Minister, may publish funding recipient information on government websites or in media releases while publicising the outcomes of Round 2. Published information may include business name, funding amount, suburb/postcode, and outcome details.

DoE will only use personal information in an application for these purposes. DoE will handle personal information in an application in accordance with the Information Privacy Act 2009. DoE will not otherwise use or disclose the information unless authorised or required by law. Applicants (including potential applicants) may view the Queensland Government's privacy guide at [www.qld.gov.au/legal/privacy](http://www.qld.gov.au/legal/privacy).

## No canvassing

Applicants must not contact officers of DoE with a view to obtaining information in respect of the Round 2 Process which is not publicly available or to enhance its prospect of being selected or having its application prioritised. Any unauthorised communication or approach by or on behalf of an applicant to influence, or seek to influence, may, in DoE's absolute discretion, lead to the exclusion of the applicant the Round 2 Process.

## Disclaimer

These Guidelines are to be used as a guide only. DoE has taken reasonable steps to ensure that these Guidelines are correct at the time of publication. DoE accepts no responsibility and gives no warranty, guarantee or representation about the accuracy, reliability, timeliness, suitability or otherwise of the information contained in these Guidelines. DoE expressly excludes legal liability in all jurisdictions concerning the use or reliance of any information contained in these Guidelines. Any direct or consequential loss or damage suffered because of reliance on this publication is the user's sole responsibility. Persons using information contained in these Guidelines should conduct enquiries and rely on independent professional advice. This exclusion extends to all users and related parties who may suffer loss because of the use of information contained in these Guidelines and applies despite any negligence on the part of DoE.

## Appendix 1: Round 2 Mandatory requirements

<b>Mandatory requirements</b>	
<b>Eligibility</b>	
	The application is made on behalf of an eligible school by its principal.
	The Applicant: <ul style="list-style-type: none"> <li>• Confirms that the project for which Round 2 funding is sought aligns with master-planning outcomes (non-state schools),</li> <li>• addresses applicable design standards (including for the sport / activity, such as lux levels and roof height); and</li> <li>• meets planning requirements (such as those set out in Appendix 3), where relevant.</li> </ul>
	Projects that may have environmental or native title impacts may be excluded at the sole discretion of DoE.
	Project physical completion is scheduled no later than December 2025
	The project budget includes the following items: <ul style="list-style-type: none"> <li>• For applications requesting funding over \$100,000 (irrespective of funding category), a project manager.</li> <li>• For applications requesting funding over \$1 million (irrespective of category), a project coordinator Contingency allocation of at least 10%.</li> </ul>
	The project is eligible for Round 2 funding (refer to Section 5).
	For schools with an ICSEA 1042 or more, Round 2 funding requested is under Category 1 and has specific limitations on the amount of funding a school can request (See Table1).
<b>Projects for which funding is sought meets Round 2 objectives – if an application does not meet any of the following, it will not be assessed further.</b>	
	The project will improve physical activity opportunities / participation in sport outcomes at the school or for the school sport. <ul style="list-style-type: none"> <li>• Applications must clearly describe and enumerate how the project for which funding is sought aims to increase physical activity or improve student participation in sport.</li> </ul>
	The project complements or fills a gap in school sports infrastructure in the local area. <ul style="list-style-type: none"> <li>• If there is similar sports infrastructure within 5 kilometers, the applicant must clearly identify the nearby infrastructure and the reasons affecting low student participation.</li> </ul>
	Applications under category 3 must be for infrastructure that will involve multiple users to leverage impact. The application must be supported by one of the following: <ul style="list-style-type: none"> <li>• another school, or</li> <li>• the Director School Sports, DoE, if the infrastructure is proposed for use as a Queensland School Sports hub, or</li> <li>• a community or other sports group (including a state sporting group), or</li> <li>• Local government authority (e.g. local council).</li> </ul> A letter of support from the other user group(s) will be required.
	Where the project infrastructure is not owned by the school the applicant needs to have written permission from the site owner to build the project infrastructure on the project site. This must be done before submitting an application for funding.

## Appendix 2: Round 2 Assessment criteria and prioritisation process

Assessment criteria	
<b>Addressing disadvantage - Weight 40%</b>	
	<p>Schools with a 2022 ICSEA will be scored as follows</p> <ul style="list-style-type: none"> <li>• 40 pts for an ICSEA below 887</li> <li>• 32 pts for an ICSEA between 888 and 924</li> <li>• 24 pts for an ICSEA between 925 - 945</li> <li>• 16 pts for an ICSEA between 946 -967</li> <li>• 8 pts for an ICSEA between 968 -988</li> <li>• 0 pts for an ICSEA above 989</li> </ul>
<b>Ensuring best value for public funds (Value for Money) – Weight 20%</b>	
	Increase in physical activity or sport participation
	Category 2 & 3 applications should detail staffing resources and capacity to (increase) use (of) facility, including relevant sport training / coach development, and community organisation training pathways.
<b>Leveraging the collective impact – Weight 20%</b>	
	<p>Commitment to community use of school sports infrastructure</p> <ul style="list-style-type: none"> <li>• School has an existing community hire agreement or the capacity to administer new community hire agreements</li> <li>• Category 2 funded projects should also detail community sporting organisations consulted about possible future use</li> <li>• Applicants may wish to seek co-contributions from third parties. For Category 3 funding applications, co-contributions <i>may</i> increase the application score.</li> </ul>
	Project facilitates multiple uses or multiple user groups
<b>Capacity to deliver infrastructure project – Weight 20%</b>	
	<p>Application addresses potential (negative) impacts, such as:</p> <ul style="list-style-type: none"> <li>• on local community, e.g. if field lighting has a neighbourhood consultation process been included in timeframe</li> <li>• overuse of the facility (e.g. if fields used every day and night) parking issues (if the project increases vehicular traffic)</li> </ul> <p>Application demonstrates management capacity to monitor additional cleaning / impacts from use</p>
	<p>Management of risks related to delivery of physical infrastructure:</p> <ul style="list-style-type: none"> <li>• Project plan demonstrates capability to manage risks related to delivery of school sports infrastructure, including but not limited to the following: location, design, site ownership, tenure, detailed approval pathways and construction timeframes.</li> <li>• If applicable, a community consultation strategy addressing community impacts is outlined.</li> <li>• For category 3 applications. Staff responsible for managing third party use identified</li> </ul>

<b>Prioritisation process</b>	
	Applications will be screened against the mandatory requirements (Appendix 1).
	Applications that meet the mandatory requirements will be assessed
	<p>Applications will be prioritised by a review panel (see Section 12) using the following criteria:</p> <ul style="list-style-type: none"> <li>• Assessment score</li> <li>• Addresses school sports infrastructure gaps, this may include enrolment numbers / projected resident student numbers in the area.</li> <li>• Program level assessment for a variety of sports, including Paralympic and emerging sports will be applied.</li> <li>• A geographic criterion will be applied to ensure a spread of funded projects across the state (including not less than 50% of projects in each category awarded to regional and remote areas).</li> <li>• Priority will be given to schools with an ICSEA below 993 (the median of Queensland schools in 2022 was 989)</li> </ul>

<b>Stage 2 assessment of selected applications (applications for funding under categories 2 or 3, location-adjusted)</b>	
	Planning due diligence (including of the requirements at Appendix 3)
	Applicants will be required to confirm detailed and accurate cost estimates (for example, such as those prepared by a Quantity Surveyor). If the verified cost amount would result in the project being ineligible, the applicant will be given the opportunity to revise the amount of funding requested.
	<p>Review of project delivery capability and timelines</p> <ul style="list-style-type: none"> <li>• State school applicants obtain endorsement from their Regional Infrastructure Advisor</li> <li>• Non-state school applications obtain endorsement from a responsible delegate of their executive team e.g. CEO</li> </ul>

<b>Prioritisation process (Stage 2: Applications for funding under categories 2 or 3, location-adjusted)</b>	
	Prioritisation of applications on the basis of stage 2 assessment: planning due diligence, detailed project costs, project delivery capability and timeframes.
	Prioritised applications will be submitted to the delegate for the Minister (Education) for noting and consideration of any announceable or media opportunity

## Appendix 3: New School Sports Infrastructure Planning Requirements

The application should include the following information prepared by a suitably experienced person which includes:

- Description of the lot on plan, address or coordinates of the proposed site
- A map of the location (survey plan if possible)
- Photos of surrounding area relevant to works location
- A description of the ownership or tenure of the site
- A draft building design (showing dimensions, setbacks and heights), Council flood property report (if applicable) and layout sketches for the proposal (maximum of four A3 pages)
- Inclusion of sustainability principles in design and choice of materials (including recycled) from a whole of life perspective
- An initial assessment of site suitability for the proposed project, including reference to any existing planning/ zoning constraints and local amenity (e.g. proximity to adjoining landowners)
- A clear approval pathway and suitable timeframe for delivering the project (has ability to be completed by December 2025).
- A list of all tasks in the Delivery Strategy needed to develop the project from now to commencement and commissioning (for example: obtain material change of use approval, appoint principal contractor, appoint an operator)
- An indicative timeline for the Delivery Strategy, including key milestones (e.g. attaining approvals, project management milestones).
- A list of any site-based investigations, assessments and works completed to date (e.g. title searches, ground condition reports, town planning reports, master-planning) – note these do not need to be submitted just listed.
- Non-state school applicants may wish to seek a letter of advice from their local Council about alignment of the project to community expectations.
- Evidence of existing development approvals / Ministerial Infrastructure Designations over the site
- Additional information may be requested during stage 2 assessment.

In addition to the above, the applicant should also provide relevant supporting information, including but not limited to the following examples.

- How physical constraints could be mitigated, such as, but not limited to the following:
  - Unexploded ordinances, mining tenure, geophysical and geotechnical constraints (e.g. fault lines and undermining) or subject to native title claims on the Cultural Heritage Register or on the State or Local Heritage Register.



- School must have an existing approval under the Environmental Protection Biodiversity Conservation (EPBC) Act 1999, or confirmation that a referral to the Federal Government will not be required.
- Waterways or wetlands, flora or fauna which is listed as a matter of federal or state significance, protected koala habitat and/or other significant vegetation (federal and state) and/or areas subject to flooding, bushfire, landslide, storm inundation or erosion hazard areas
- Ownership and tenure issues, including location in relation to school boundary, if applicable, including:
  - Easements, registered covenants, encroachments, leases, any type of informal or formal tenancy agreement, environmental offset areas or obligations
  - Surface or underground trunk water supply, sewage mains or stormwater network infrastructure (e.g. large mains 600mm+ or sized such that it is classified as trunk infrastructure)

## Appendix 4: Application process terms and conditions

Submitting an application does not guarantee that the application will be approved. DoE reserves the right (at its 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.

DoE reserves the right, at any time, whether before or after, the closing dates, 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 DoE's requirements, including (without limitation) those as set in these guidelines
- change the allocation of funding available under Round 2, 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 department's website.

DoE may, at its discretion, require 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 eligibility.

DoE will retain all documents submitted and will not return these to the applicant.

**The applicant must ensure that its officers, employees, agents and/or subcontractors do not make any public announcement or advertisement in any medium in relation to the process or the program without the prior consent of DoE.**

Applicants 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 of an invitation to make an offer under the application process. It also does not indicate an intention by DoE 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 applicant's part unless and until a formal written legal 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.