
Community Infrastructure Investment Partnership

Applicant Guidelines

9 February 2021

Copyright

This publication is protected by the *Copyright Act 1968*.

Licence



This work, except as identified below, is licensed by the Department of State Development, Infrastructure, Local Government and Planning under a Creative Commons Attribution (CC BY) 4.0 Australia licence. To view a copy of this licence, visit: <http://creativecommons.org.au/>

You are free to copy, communicate and adapt this publication, as long as you attribute it as follows:

© State of Queensland, The Department of State Development, Infrastructure, Local Government and Planning, February 2021

Third party material that is not licensed under a Creative Commons licence is referenced within this document. All content not licensed under a Creative Commons licence is all rights reserved. Please contact the Department of State Development, Infrastructure, Local Government and Planning /the copyright owner if you wish to use this material.



The Queensland Government is committed to providing accessible services to Queenslanders of all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on 13 14 50 and ask them to contact the Queensland Department of State Development, Infrastructure, Local Government and Planning on 07 3452 7100

Disclaimer

While every care has been taken in preparing this publication, to the extent permitted by law, the State of Queensland accepts no responsibility and disclaims all liability (including without limitation, liability in negligence) for all expenses, losses (including direct and indirect loss), damages and costs incurred as a result of decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

Copies of this publication are available on our website at www.dsdilgp.qld.gov.au and further copies are available upon request to:

Department of State Development, Infrastructure, Local Government and Planning
PO Box 15009 City East, Queensland 4002
1 William Street Brisbane Qld 4000 (Australia)

Phone: 13 QGOV (13 7468)

Web: www.qld.gov.au

Source number D20/192677

Contents

Glossary	2
1 About the Program.....	3
1.1 Program objectives	3
2 Who can apply for grant funding?.....	3
2.1 Eligible organisations	3
2.2 Ineligible organisations	4
3 What will be funded through the grant Program?.....	4
3.1 Funding allocation.....	4
3.2 Eligible Projects	4
3.3 Ineligible projects.....	5
3.4 Funding priorities.....	5
3.5 Funding period	5
4 What can the grant money be used for?	6
4.1 Eligible Project costs include:.....	6
4.2 Ineligible costs include:	6
5 How do you apply for funding?	7
5.1 Key dates.....	7
5.2 Information required	7
5.3 Resources available.....	7
5.4 Further information	8
6 How will Applications be assessed?.....	8
6.1 Assessment process	8
6.2 Assessment criteria	8
7 General information.....	9
7.1 Funding Agreements.....	9
7.2 Reporting requirements.....	10
7.3 Program Evaluation.....	10
7.4 Tax.....	10
7.5 Communication.....	10
Appendix A – Terms and Conditions.....	11

Glossary

Term	Definition
Applicant	Means the eligible not-for-profit organisation as set out in section 2.1 of these Applicant Guidelines
Applicant Guidelines	These Community Infrastructure Investment Partnership Guidelines, as updated from time to time
Application	An application (or relevant part of an application) made to the State for the Program and includes an Application form and any other supporting or additional information in whatever form provided by the Applicant in connection with its enquiry or application under the Program
Asset	Means the infrastructure, facility or building from which services are provided to the community and is the subject of the Eligible Project, and which is owned and maintained by an eligible organisation
Associate	Means the Queensland Government (including acting through any department), its Ministers, Queensland Government agencies, and any of their representative officers, employees, advisers, contractors, consultants and agents.
Benefits	Means the measurable improvement resulting from the delivery of the Eligible Project
Eligible Project	Has the meaning set out in section 3.2 of these Applicant Guidelines
Eligible Project costs	Means the project costs identified as eligible in these Applicant Guidelines
Impacts of COVID-19	Means the adverse effect on the health, wellbeing and economic situation of individuals and communities
Program	The Community Infrastructure Investment Partnership (CIIP) grant program
Project Funding Agreement	Means the agreement formed between the successful Applicant and the State that details the arrangements for payment of grant funding in accordance with a milestone schedule
Project Site	Means the location of the Asset in Queensland, the subject of the Eligible Project
Social infrastructure	Is comprised of the facilities, spaces, services and networks that support the quality of life and wellbeing of our communities. Specifically, in relation to these Applicant Guidelines, it means infrastructure in support of eligible social support services.
State	The State of Queensland
Terms and Conditions	Are the terms and conditions set out in Appendix A of these Applicant Guidelines

1 About the Program

The Community Infrastructure Investment Partnership (CIIP) is a Queensland Government initiative to accelerate economic recovery through enhancement of community infrastructure for critical social services in Queensland.

The Program prioritises investment in infrastructure such as social service and employment support hubs that enable expanded delivery of much needed services and employment readiness programs.

The Program is an initiative under the Queensland Government's [*Unite and Recover: Queensland's Economic Recovery Plan*](#), focussed on supporting Queensland communities impacted by COVID-19.

The CIIP is managed by the Department of State Development, Infrastructure, Local Government and Planning and includes two distinct components:

- a competitive open grants round; and
- a flagship initiative – the Access Economic Hub, to demonstrate the individual and community recovery outcomes that can be achieved through the provision of a comprehensive suite of job readiness and social support assistance in a strategically located, purpose designed facility. These Applicant Guidelines and the supporting guidance material do not apply to the flagship initiative.

1.1 Program objectives

The Program will invest in social infrastructure and offer a scalable approach to supporting jobs whilst rebuilding communities by:

- **Enabling resilient and united communities:** connecting high-need individuals and communities to services that facilitate recovery from the social and economic Impacts of COVID-19.
- **Supporting local jobs:** supporting employment readiness and the creation of local jobs, such as supply chain trades and community-based jobs in the social services sector.
- **Productive infrastructure:** increasing and improving the capacity and accessibility of social infrastructure to support enhanced social services in Queensland.

2 Who can apply for grant funding?

2.1 Eligible organisations

To be eligible to receive funding under the Program, you must be a not-for-profit organisation that delivers community social support services in Queensland, and is either:

- the owner of the Asset the subject of the Eligible Project, or
- in partnership with a local government that owns the Asset the subject of the Eligible Project.

An eligible Not-for Profit organisation is a legal entity that:

- is incorporated
- has an active Australian Business Number (ABN)
- has not-for-profit objectives
- is registered with the Australian Charities and Not-for-profits Commission (ACNC)
- has a bank account in the name of the legal entity.

Applicants are limited to submitting one Application per Project Site and Asset. An Applicant may partner another Applicant on a separate Eligible Project, as long as the Applications relate to different Project Sites and Assets.

Applicants must demonstrate they have been trading in Queensland for at least 12 months and have the financial capacity and standing necessary to conduct the Eligible Project.

Applicants must demonstrate that if they are not the owner of the Asset, that they have written approval from an authorised delegate of the local government (Asset owner) to develop the Project Site and the related Asset.

2.2 Ineligible organisations

Organisations that are not eligible for funding are:

- State and Federal Government agencies
- independent and private schools
- parents and citizen associations, and parents and friends associations
- sporting and recreation organisations
- environmental organisations
- proprietary limited or public companies limited by shares where the shareholders are individuals or companies that trade for profit
- individuals and sole traders
- organisations trading for profit
- Not-for-profit organisations that are involved in a current dispute with any Queensland Government agency in relation grant funding of any kind.

3 What will be funded through the grant Program?

3.1 Funding allocation

Approximately \$8 million of grant funding will be allocated through a competitive process with funding allocations between approximately \$200,000 and \$2 million per Eligible Project.

3.2 Eligible Projects

Eligible Projects must:

- a. be located in Queensland;
- b. demonstrate Benefits that support the Program objectives, which can be achieved by 30 June 2023;
- c. demonstrate a strong partnership approach consistent with the Queensland Government *Best Practice Guide for Social Infrastructure*;
- d. include funding (in the range of 10 to 50 per cent of the total project cost) by the Applicant and/ or project partner;
- e. involve one Project Site (with one Asset), i.e. not multiple buildings;
- f. be construction ready or at a stage close to commencing construction;

- g. involve service/s directly linked to the objectives of the Program identified in section 1.1 of these Applicant Guidelines; and
- h. involve expansion (e.g. additional rooms or space) of the Asset; or
- i. involve an infrastructure upgrade (e.g. redesign to improve accessibility) of the Asset; or
- j. involve the enhancement or replacement of existing infrastructure (improving accessibility, resilience or function to the Asset).

Applicants should consider whether they have sufficient evidence to demonstrate their project is at a stage that would support the commencement of a construction activity (refer to Project Readiness section 1.5 of the Application form).

3.3 Ineligible projects

The following list provides examples of ineligible projects and activities that are not eligible to receive funding under the CIIP:

- construction of infrastructure that does not have a direct community benefit or address an identified community need;
- projects that are solely for arts, sport and/ or recreational purposes;
- works that have already commenced or been completed prior to the State and the successful Applicant both properly executing a Project Funding Agreement (including, but not limited to demolition, site clearing, earthworks, building works and any form of early works);
- projects that include preliminary feasibility, planning studies, conceptual design and business case development;
- projects located on land or assets that are yet to be acquired by the Applicant;
- road works, including kerb and channel works, and stormwater drainage works associated with the road; and
- routine or ongoing maintenance activities, cosmetic works, repair of facilities damaged by vandalism, fire or other natural disasters and include circumstances where the damage should be covered by insurance.

3.4 Funding priorities

Priority will be given to Applications that can demonstrate the following:

- Applicants that service high-need clients who have been adversely impacted by COVID;
- a strong collaborative partnership approach;
- the construction-readiness of an Eligible Project;
- commitment and ability to complete construction by 30 June 2022; and
- commitment and ability to provide the required financial contribution to the Eligible Project.

3.5 Funding period

The Program funding period is from 2020/21 to 2022/23 financial year with all approved Eligible Projects to be completed and all funding claims finalised by 30 June 2023.

There will be one round of Applications and key dates are set out in section 5.1 of these Applicant Guidelines.

4 What can the grant money be used for?

4.1 Eligible Project costs include:

- project costs incurred after the date of the fully executed Project Funding Agreement;
- construction costs for the Eligible Project including:
 - all site works required as part of the construction of the Eligible Project;
 - the costs of construction-related labour, materials, equipment hire;
- costs of conducting a tender for construction, including development of ready-to-construct documentation, such as final drawings and related costings for the Eligible Project;
- professional third-party project management costs, including the development of a project schedule;
- purchase and installation of fixed plant and equipment required to fully commission the infrastructure.

4.2 Ineligible costs include:

- costs incurred prior to the date of the fully executed Project Funding Agreement
- foregone profits or revenues due to the need to undertake modification or upgrades to existing infrastructure for the project
- site and land acquisition costs such as purchase or lease costs
- utility service reconnection costs (while these elements may form part of construction, co-contributions should be used for these purposes)
- statutory fees/ charges, and costs associated with obtaining regulatory and/ or development approvals
- fees related to legal, administrative, operational and business planning activities
- recurrent operating costs and maintenance of the Asset
- remuneration of employees for work not directly related to construction of the Eligible Project
- corporate overheads and on-costs
- cost of movable/ portable furnishing, supplies and items e.g. electronic devices, furniture, whitegoods etc
- official opening expenses
- vehicle purchasing and leasing, unless directly required for construction (and only to that extent), e.g. water trucks, excavators
- costs associated with the preparation of your CIIP Application or associated supporting material.

Other expenses not included in the above list will be considered by the State on a case by case basis.

5 How do you apply for funding?

5.1 Key dates

Dates	Key activities/ actions
9 February 2021 (9am AEST)	Applications open
16 March 2021 (5pm AEST)	Applications close
March – June 2021	Receipt of Applications, assessment of Applications for Applicant eligibility, due diligence and probity checks, review by an evaluation panel, recommendation and final approval
June 2021	Announcement of successful Applicants

Other than the opening and closing dates for Applications, all dates and times are indicative only. Applications and all supporting documentation must be received by the Application closing date and time, however the State, may, at its discretion, accept or reject late Applications as set out in the Terms and Conditions.

5.2 Information required

Applications will only be accepted when the Application form provided has been completed and submitted as an attachment to the [CIIP online submission form](#) together with the required supporting documentation.

All attachments to be provided must be appropriately referenced in the Application form (e.g. filename, plus section and page number as required).

Applicants are responsible for ensuring their Application is complete and accurate.

Prior to submitting an Application, Applicants are advised to:

- read these Applicant Guidelines to establish eligibility
- read the Terms and Conditions
- read all the additional guidance material if unsure about certain aspects.

Applicants should consider all the requirements as outlined on the Applicant checklist and guidance, how the Applications will be evaluated, and provide relevant supporting documentation.

The Application should clearly outline what the proposed project will do and deliver relevant to the Program objectives and apply a problem-solving approach that clearly links the problem and the solution.

Applicants will be required to provide substantive documentary evidence to support statements made in their Application. The amount of detail and supporting evidence should be relative to the scale, complexity and project funding being sought. Evidence should be directly relevant to the project, be from a credible source, and as per the requirements set out in the Application form.

5.3 Resources available

Resources to assist you with your Application are available from www.dsdilgp.qld.gov.au, and include:

- Frequently Asked Questions (FAQs)
- Applicant checklist and guidance
- Application form.

5.4 Further information

If you have any questions after reading the resources email CIIP@dsdilgp.qld.gov.au.

Please note that any question, request for clarification or request for further information from any Applicant that does not contain confidential or personal information and any relevant responses may be provided by the State to all or any other Applicants.

The State has absolute discretion in determining whether it will disclose the question, request for clarification or request for further information and any response.

6 How will Applications be assessed?

6.1 Assessment process

Applications will be assessed on a competitive basis following the below process:

1. Eligibility check – Applications will be checked for eligibility and only eligible Applications (with Eligible Projects) will be referred to the evaluation panel for assessment.
2. Application assessment – the evaluation panel will evaluate the relative merit of each Application (against the assessment criteria outlined in section 6.2 and with consideration given to the funding priorities outlined in section 3.4 of these Applicant Guidelines), including an assessment of the potential risks and issues of each Eligible Project.
3. Selection and recommendation – once the evaluation panel has determined potential Eligible Projects and Applicants, recommendations will be compiled for consideration and approval by the Director-General of the Department of State Development, Infrastructure, Local Government and Planning.

The evaluation panel will consist of state government representatives, and for assessment purposes, the evaluation panel may seek additional advice from other parties in accordance with the *Information Privacy Act 2009* (Qld).

In conjunction with Applications being assessed against the assessment criteria, due diligence and probity checks may also be undertaken by the State. The level of due diligence applied in assessment will be commensurate with the quantum of assistance sought, the risk profile and the potential Benefits of the Eligible Project.

6.2 Assessment criteria

Eligible Applications will be assessed based on how well the Eligible Project addresses the Program objectives and how strongly each objective is supported.

The assessment of value for money will take into consideration the risk, cost and scale of the proposed infrastructure solution together with the capability of the organisation and the Benefits (positive impact) of provisioning enhanced/ additional social support services.

The evaluation panel will assess eligible Applications against the following criteria to determine the relative merit of each Eligible Project.

6.2.1 Service delivery (80%)

This criterion supports the following CIIP objectives:

- **Enabling resilient and united communities:** connecting high-need individuals and communities to services that facilitate recovery from the social and economic Impacts of COVID-19.
- **Supporting local jobs:** supporting employment readiness and the creation of local jobs, such as supply chain trades and community-based jobs in the social services sector.

The Application must demonstrate:

- a. that the Applicant has a track record of delivering social services to the community and a sustainable ongoing service delivery approach;
- b. a clear understanding of the target cohort, their needs and service gap resulting from the Impacts of COVID-19;
- c. how the provision of enhanced social services will:
 - enable stronger, resilient and united communities;
 - deliver positive employment outcomes, such as programs to support employment readiness;
- d. clear Benefits and value for money;
- e. the proposal has stakeholder, community and/ or industry support;
- f. due consideration of a place-based approach;
- g. the strength of partnerships and collaborative approaches to the Eligible Project's success;
- h. that the Applicant has the capacity and capability to deliver the Eligible Project, including its partners and suppliers; and
- i. the readiness of an Eligible Project to commence construction and that the project can be completed by 30 June 2023 (supporting jobs).

6.2.2 Proposed solution (20%)

This criterion supports the following CIIP objective:

- **Productive infrastructure:** increasing and improving the capacity and accessibility of social infrastructure to support the provision of enhanced social services in Queensland.

The Application must demonstrate:

- a. the limitations of existing infrastructure and why it is not fit-for purpose (i.e. a clear service need);
- b. how the proposed solution addresses the service need, and
- c. that the solution is viable, feasible and delivers value for money.

7 General information

7.1 Funding Agreements

Applicants will be notified in writing that their project has been successful for CIIP funding. Successful Applicants will initially be asked to keep the details confidential until it is announced officially by the Queensland Government.

Successful Applicants will be required to execute a Project Funding Agreement with the State.

The State has no obligation to provide grant funding to an Applicant until a Project Funding Agreement has been properly executed by the Applicant and the State. Successful Applicants should not make financial commitments until all necessary documents have been finalised and executed.

The Project Funding Agreement will set out the arrangements for payment of grant funding to a successful Applicant in accordance with a Project Milestone Schedule, including reporting requirements.

7.2 Reporting requirements

The Applicant will be required to report on the progress of the project and other information as required by the State.

Regular progress reports will be required against agreed milestones as specified in the Project Funding Agreement.

Following the conclusion of the project within the timeframe specified, an acquittal and benefits report will be required, including quantitative and qualitative data demonstrating project Benefits achieved and a statement of expenditure outlining how the grant money was spent.

7.3 Program Evaluation

The Program will be continuously monitored and reviewed, at a minimum annually, to ensure that the Program effectively achieves the Program objectives. These Applicant Guidelines may therefore be updated to reflect future changes to the Program.

7.4 Tax

Grants may be treated as assessable income for taxation purposes. The State does not provide advice to Applicants and recommends that Applicants seek independent professional advice on their tax obligations.

7.5 Communication

Applicants are expected to keep their Applications and dealings with the State confidential (but may disclose such information to its employees or professional advisors or the local government that owns the Asset (only if relevant) to the extent those employees or advisors need the information to assist in the application process and are made aware of the confidentiality requirements).

The State will treat Applications as confidential but may disclose information to its employees, contractors, professional advisers and to other government entities for purposes in connection with assessing Applications and administering the Program. If the Applicant wishes to discuss or disclose its Application or dealings with the State in relation to its Application with any entity which is not listed in this section 7.5 of the Applicant Guidelines, the Applicant must seek the State's prior written consent.

Except as expressly permitted in these Applicant Guidelines, Applicants must not contact the State, its Associates any Queensland Government agency or any of the State's advisers with a view to providing or obtaining information in respect of any part of the assessment process, or their Application for their proposed project or attempting to support or enhance their prospect of their Application being successful.

All media enquiries or public announcements will be managed by the department's media team. Applicants must not make public statements or respond to media enquiries without first speaking with the department.

Appendix A – Terms and Conditions

1 Reservation of rights

The State reserves the right to administer the Program and conduct the process for the assessment and approval of Applications to the Program in such manner as it thinks fit, in its absolute discretion, and to:

- change the structure, procedures, nature, scope or timing of, or alter the terms of participation in, the process or the Program;
- consider or accept, or refuse to consider or accept, any Application which is lodged other than in accordance with these Applicant Guidelines or is otherwise non-conforming in any respect;
- vary or amend the eligibility or assessment criteria and give preference by allocating weighting to any one or more of the eligibility or assessment criteria over other criteria;
- conduct due diligence investigations in respect of any Applicant, subject Applications to technical, financial and economic appraisals and take into account any information from its own and other sources (including other Government agencies and other advisors);
- seek clarifications or additional information from or provide clarifications or additional information to any Applicant, or to negotiate or deal with or seek presentations or interviews from any Applicant;
- award grant funding in a different amount or with alternative provisions to that requested by the Applicant; and
- take such other action as it considers in its absolute discretion appropriate in relation to the Program.

2 No relationship

The State's obligations in connection with the application process are limited to those expressly stated in these Applicant Guidelines. Subject to section 8 of these Terms and Conditions, no contractual or legal relationship exists between the State and an Applicant in connection with the Program, these Applicant Guidelines or the application process.

An Applicant, and its representatives:

- have no authority or power, and must not purport to have the authority or power, to bind the State, or make representations on behalf of the State;
- must not hold itself or themselves out, or engage in any conduct, or make any representation which may suggest to any person that the Applicant is for any purpose an employee, agent, partner or joint venture with the State; and
- must not represent to any person that the State is a party to the proposed project other than as a potential funder, subject to the application process detailed in these Guidelines.

3 Participation at Applicant's cost

Each Applicant participates in the application process at its own cost and risk.

To the extent permitted by law, no Applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:

- any costs, expenses, losses or liabilities suffered or incurred by the Applicant in preparing and submitting its Application (including any amendments, requests for further information by the State, attendance at meetings or involvement in discussions) or otherwise in connection with the Program;
- the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the Program; or
- any of the matters or things relevant to its Application or the Program in respect of which the Applicant must satisfy itself under these Applicant Guidelines.

4 Applicants to make own enquiries

These Applicant Guidelines do not contain all the information that Applicants may require in reaching decisions in relation to whether to submit an Application. Applicants must form their own views as to what information is relevant to such decisions.

Applicants must make their own independent investigations of the information contained or referred to in these Applicant Guidelines and must obtain their own independent legal, financial, tax and other advice in relation to information in these Applicant Guidelines, or otherwise made available to them (including but not limited to the Application form, Applicant checklist and guidance or the frequently asked questions), during the application process.

The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information provided by it in connection with the Program or interpretations placed on that information by Applicants.

5 Personal information

Personal information collected as part of the Application and assessment process will be used by the State and disclosed to third parties for purposes in connection with the assessment of Applications and administering the Program and otherwise dealt with in accordance with the *Information Privacy Act 2009* (Qld). The Applicant must comply with any information privacy laws applying to the Applicant.

6 Intellectual property

Any intellectual property rights that may exist in an Application will remain the property of an Applicant or the rightful owner of those intellectual property rights. The Applicant grants to the State (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the Program. Any part of an Application considered to contain any intellectual property rights should be clearly identified by the Applicant.

7 Law

These Applicant Guidelines are governed by the laws applicable in Queensland.

8 Acceptance

By submitting an Application, an Applicant:

- warrants to the State that the information contained in its Application is accurate and complete as at the date on which it is submitted and is not by omission misleading, and may be relied on by the State in determining whether to select the Applicant for CIIP funding;
- undertakes to promptly advise the State if it becomes aware of any change in circumstances which causes the information contained in its Application to become inaccurate or incomplete in a material respect;
- acknowledges that material changes to the information presented in an Application may result in the State electing to discontinue its consideration of the Application;
- acknowledges that the State will rely on the above warranty and understanding when evaluation the Application;
- acknowledges that the State may suffer loss or damage if the Applicant breaches the above terms and conditions; and
- is taken to have accepted these Applicant Guidelines, including these Terms and Conditions.