Community Infrastructure Investment Partnership (CIIP)

Frequently Asked Questions (FAQs)

The information contained in this document relates to the Community Infrastructure Investment Partnership (CIIP) grant program managed by the Queensland Department of State Development, Infrastructure, Local Government and Planning (DSDILGP). It should be read in conjunction with the Applicant Guidelines and Applicant checklist and guidance for completing the Application form.

Contents

Note – Asset, facility, and building are referred to interchangeably in this document. Refer to the glossary in the Applicant Guidelines for the definition of 'Asset'.

Eligibility

Q. Who is eligible to apply for a CIIP grant?

Not-for-profit organisations that are providing social support services to Queenslanders and due to the Impacts of COVID-19 have identified that the facility they are operating within is no longer fit-for-purpose. The not-for-profit organisation must also meet the criteria set out in section 2.1 of the Applicant Guidelines. An eligible facility for the purposes of this grant is an Asset located in Queensland owned and controlled by the Applicant or the not-for-profit organisation must be in partnership with a local government that owns the relevant Asset. .

Q. The Asset has multiple owners, am I still eligible to apply for funding?

Only if the Project Site/ Asset is jointly owned by you (the Applicant) and local government, and you have the relevant local government's approval to develop the Project Site/ Asset.

Q. Do my headquarters need be located in Queensland?

No. Your organisation is eligible if your core business is to provide social services and you have been trading in Queensland for at least 12 months.

Q. Are all Queensland locations eligible for grants?

Yes. The CIIP is a state-wide Program where grants will be allocated to Eligible Projects that support CIIP's objectives.

Q. Can I apply for funding to build new infrastructure?

No. A new building on vacant land will not constitute an Eligible Project under the Applicant Guidelines.

Q. My organisation is settling a dispute with another Queensland Government agency. Will I be eligible to apply?

No. If your not-for-profit organisation is currently involved in a dispute with any Queensland Government agency in relation to performance issues for funding provided by the Queensland Government or if your organisation has an outstanding financial liability to the Queensland Government, it will not be eligible to apply. This is even if your organisation would otherwise be eligible.

Submitting an Application

Q. How do I apply for a CIIP grant?

You must complete the CIIP Application form provided (PDF or Microsoft Word version) and ensure that all supporting documentation and attachments have been referenced appropriately.

Complete the **CIIP online submission form** and ensure that all the documents you intend to submit for your Application have been successfully uploaded **before** submitting the form.

If you happen to notice the results of your attachment upload differs to the number of attachments shown, try refreshing the page and uploading the attachments again.

Q. I am having difficulties uploading attachments to the CIIP online submission form.

All Applications must be received via the CIIP online submission form, however please email CIIP@dsdilgp.qld.gov.au if you are experiencing technical difficulties, such as uploading an attachment with a different extension than CSV, DOC, DOCX, JPEG, JPG, PDF, PPT, PPTX, XLS, XLSX.

Q. I forgot to include an attachment. Can I submit this information after submitting my Application form?

Yes, but only if the attachment in question has already been referenced on your Application form and you make this request prior to the Application closing date. A completed Application form is considered final when you submit an Application and this form cannot be amended to reference new evidence/ attachments.

If the above situation applies, please email CIIP@dsdilgp.qld.gov.au before the Application closing date with the attachment and clear details to help us identify your Application.

Unless further information has been requested by DSDILGP, Applications will be assessed based on the information submitted by the Application closing date.

Q. **Can I submit more than one Application?**

No. Only one Application per Applicant can be submitted.

Q. **Can I submit an Application for one project and partner another Applicant on another project?**

Yes, as long as the Asset in question is not the focus of the other Application. If multiple Applications are submitted for the same Asset, these Applications may not be considered eligible for assessment.

Q. **How will I know that my Application has been received?**

An email notification will be provided upon receipt of your Application. If you do not receive this notification within 24-hours, it is your responsibility to email CIIP@dsdilgp.qld.gov.au to check in advance of the Application closing date.

Q. **I am unable to meet the Application deadline, can I apply for an extension?**

No. All Applications must be received by the closing date and time to be eligible. Incomplete Applications will not be progressed for assessment, therefore please allow plenty of time to complete, review, attach supporting documents in order to lodge your Application successfully.

Q. **I do not have access to reliable internet, so can I submit a hard copy Application?**

No, all Applications must be received via the CIIP online submission form. If you are experiencing technical difficulties, please email CIIP@dsdilgp.qld.gov.au before the Application closing date.

Details of the Application

Q. **My project is still undergoing some final planning, so can I apply for funding?**

Yes, although consider the CIIP's funding priorities and your project timeframes before applying. Also, the level of information sought and the supporting documentation you have available should help you determine whether your project is eligible.

Q. **My project has multiple buildings that need work. Can I apply for funding for more than one building?**

No. Your Application must reference one Project Site and one specific Asset that will be the focus of your project.

Q. **I am unsure of my project timeframes, do I need to provide definitive dates on the Application form?**

It is important to consider all the factors that may affect the delivery of your project, including realistic scope, timeframes and budget.

Consider whether construction can be completed by 30 June 2022 (a funding priority) and whether the Benefits of the project can be achieved by 30 June 2023, as these elements strongly support the CIIP objectives.

Q. Do I need to substantiate the funding amount I am requesting?

Yes, details and supporting documentation will need to be included in your Application.

Q. Can I apply for CIIP funding if I am receiving funding or have received funding for the same project from other organisations (or third parties)?

Yes, however this funding needs to be identified as a third-party contribution on your Application form.

Q. How much of a contribution to the project costs is expected?

Between 10 and 50 per cent financial contribution to the total project costs is expected as per the Applicant Guidelines, which can be sourced by the Applicant and/ or a partner.

Assessment of Applications

Q. Will I receive the full amount I am requesting?

Not necessarily. Projects will be assessed on merit including the project funding being sought. If required, the department may request further details about your project in order to assess the feasibility of the scope, timelines and funding allocation.

Q. Will the funding allocated to each project be capped?

Yes, CIIP funding will be capped to ensure as many projects as is possible will benefit from the $8 million. Where a project costs more than the funding being provided by the department, additional costs must be covered by the organisation or other funding that has already been secured.

Q. Are the 'funding priorities' listed in the Applicant Guidelines all equally important?

Each Eligible Project will be assessed on merit and each funding priority adds weight to the merit of a project.

Q. Would my Application be considered if I am unable to address the entire assessment criteria?

Each Eligible Project will be assessed on merit based on the evidence provided, therefore address the criteria to the best of your ability, on the understanding that all eligibility requirements must be addressed.

Q. When will I learn the outcome of my Application?

Depending on the total number of Applications received, the department anticipates that by end June 2021 Applicants will be notified of the outcome of their Application. This is indicative only.

Awarding contracts

Q. If my project is awarded funding, what happens next?

You will be notified in writing that you have been awarded funding for your project. You will initially be asked to keep the details confidential until it is announced officially by the Queensland Government. Successful Applicants will be required to enter into a Project Funding Agreement with the department and to comply with specified terms and conditions before funding is allocated.

Q. If I am successful, how soon can I begin the activities?

Successful Applicants can commence their project as soon as a Project Funding Agreement has been executed with the State.

Q. If I am successful, will I have reporting obligations?

Yes. The Applicant will be required to report on the progress of the project and other information as required by the department. For example, regular progress reports will be required against agreed milestones as specified in the Project Funding Schedule. Following the conclusion of the project, 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.

Q. If I am successful, can I change the project timeframes?

All Eligible Projects that are awarded funding must be completed by 30 June 2023.

Before a Project Funding Agreement is executed, project timeframes are negotiable within reason.

Q. Where can I find more information?

Please refer to the department's website **www.dsdilgp.qld.gov.au** for further information about the CIIP.

Note - these frequently asked questions should always be read in conjunction with, and subject to the Applicant Guidelines, including the terms and conditions.